



# Employee Training Manual

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# Welcome to



**Welcome and congratulations!** As an employee of Easy Fitness, you are now an important member of our team. Because our success depends on the dedication and commitment of our employees, we are very selective in choosing who we hire. We hope that you will find your position with us both rewarding and challenging.

You will soon find out that this company is like no other company you have ever worked for before. You will also find that our people are not like any other people you have ever worked with before. We truly believe we are a very special, one-of-a-kind business, so please do not treat this job like any other job you've had before. You have the unique opportunity to grow with our company and truly affect the lives of other people, as well as your own.

This Employee Training Manual has been developed to help you get acquainted with our company and to be used as a reference guide in the future. You are expected to review and understand all of its contents thoroughly.

Your supervisor will go over it with you and discuss any questions you may have. It is of the utmost importance that you completely understand our procedures and policies. Please let your supervisor know if you have any questions about anything or if you don't understand something.

# Contents

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<b>About Easy Fitness</b> .....	<b>1</b>
How We Started .....	1
Our Program .....	1
Nutrition Counseling.....	1
Personal Training.....	2
Other Programs.....	2
What Make Us Different .....	2
How We Do It .....	3
The Idea Behind Easy Fitness .....	4
Our Philosophy.....	5
<b>Who Does What?</b> .....	<b>7</b>
The Easy Fitness Organization Chart .....	7
Personal Trainer’s Key Responsibilities .....	7
Employee Policies and Procedures Review.....	8
Your Top Priorities.....	10
Client Service .....	11
Training Clients .....	11
Client Workout Sheets .....	12
Administrative Paperwork .....	12
Phones .....	12
Answering the Phone .....	12
Directing Calls.....	13
Checking Voicemail .....	13
Studio Upkeep & Cleaning .....	13
Opening / Closing the Studio .....	14
<b>Program Design</b> .....	<b>15</b>
Why We Do What We Do .....	15
Why You Must Follow the Easy Fitness System .....	15
What We Look At When Designing Weight Loss Programs.....	16
Our Philosophy.....	17
Our Focus.....	17
The Easy Fitness Principles of Program Design .....	18
The Easy Fitness Rules of Program Design .....	18
Full Body Workouts .....	18
Keep the Body in Balance.....	19
Use the Most Bang-for-Buck Exercises .....	19
The Risk vs. Reward .....	19
Use Supersets, Circuits, and Active Rest .....	19
Use Undulating Periodization.....	20
<b>Personal Trainer Guidelines</b> .....	<b>21</b>
Guidelines .....	21
Other Tips.....	22
<b>Small Group Personal Training Guidelines</b> .....	<b>26</b>
Preparation .....	26
Getting Started .....	26

Gathering Everyone for the Warm-up .....	26
Review the Stations (If You're Using Them) .....	27
During the Workout.....	27
Motivational Techniques.....	29
Handling Clients with Different Skill Levels.....	29
For Cardio Drills .....	30
<b>Training Guidelines for Clients With Previous Injuries or Conditions .</b>	<b>31</b>
What Exercises NOT To Do .....	31
Low Back .....	31
Shoulder Injuries.....	32
Knee Injuries .....	33
Hip Replacements.....	33
Aches and Pains.....	33
Neck Strains.....	34
<b>Easy Fitness Training for Special Needs.....</b>	<b>35</b>
Clients with Diabetes.....	35
Clients with Asthma .....	36
Clients with Hypertension (High Blood Pressure) .....	36
Clients with CAD/Heart Disease/Stroke .....	37
<b>First Aid Guide.....</b>	<b>38</b>
Asthma-Related.....	38
Bleeding.....	38
Bee Sting .....	39
Burns .....	39
Cleaning & Bandaging Wounds .....	40
Choking .....	40
Infant Choking.....	40
Cuts.....	41
Convulsion/Seizure.....	41
Diabetes-Related .....	42
Eye Injuries .....	42
Head Injury/Concussion .....	43
Poison .....	43
Sprains & Strains .....	44
Unconsciousness.....	44

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## About Easy Fitness

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### How We Started

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Easy Fitness officially opened its first location in May of 2007 but has been a work in progress of Owner and President David Varvaro for several years. David is a graduate of the National Personal Training Institute, where he received his CPT and Nutrition Certifications, and became an NSCA Certified Personal Trainer.

David started his career in the fitness industry as a fitness and sales consultant at the highest volume personal training studio on the West Coast, at that time. He quickly moved up in the company and became the Lead Fitness Consultant and eventually the Director of Sales.

As the Director of Sales, David broke several individual and team sales records while helping the company achieve record growth. David later accepted an offer to become the Sales and Marketing Director at another private training studio before eventually deciding to venture out on his own.

Easy Fitness initially started out with David working “in the trenches” doing in-home personal training and nutrition counseling and eventually progressed into Fitness and Weight Loss seminars and workshops held at the National Personal Training Institute in Santa Monica, CA.

Due to zoning restrictions and the extremely high cost of renting commercial space on the West Side of Los Angeles, it took nearly a year before Easy Fitness officially opened the doors to its first location in Marina del Rey, CA.

### Our Program

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The goal of Easy Fitness is to make it as **simple** and as **easy** as possible for our clients to achieve their desired fitness goals through education, behavior modification, nutrition counseling and private personal training.

#### Nutrition Counseling

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Our clients meet with their assigned Weight Loss Specialist either once a week or once every other week, depending on the program they've chosen. Although they are called “nutrition counseling sessions,” we actually do much more than just discuss nutrition with the client. We discuss goal-setting techniques, behavior modification strategies, and anything else we feel can help our clients establish the habits necessary to reach their fitness goals—which sometimes means just being there to listen to them.

### Personal Training

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Our personal training methods are very different than traditional training methods; there is no yelling or screaming—only encouragement and support. Our goal is to take the “work” out of working out and make exercise fun and invigorating. This creates a comfortable and positive experience that actually makes our clients look forward to working out.

We offer three different personal training programs for our clients to choose from: **Private 1-on-1 Training**, **Partner Training**, and **Small Group Training**.

- **Private 1-on-1 Training** sessions are 30-minute sessions with one trainer and one client, with no one else training during that time.
- **Partner Training** sessions are 30-minute sessions with one trainer and two clients with similar goals who have agreed to work out together and split the cost of training.
- **Small Group Training** sessions are 30-minute sessions, usually with one trainer (although the Studio Director may help with larger groups) and anywhere from 2-6 clients. These sessions involve a lot of interaction between clients and have a much more playful tone than our 1-on-1 sessions.

### Other Programs

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**The Ultimate Fat Burner (UFB):** This is an extremely advanced 6-to-12 week program that requires restrictive dieting and very intense workouts. Potential clients must qualify for this program based on their current fitness level and nutrition habits. This program was designed for individuals who are already in good shape but want to take their body to the next level in the shortest amount of time possible. This program is usually used by brides-to-be, actors, models and anyone else who needs to get in shape as fast as possible for a special event.

**The Easy Fitness “Take-Home” Program:** This program consists of weekly or bi-weekly fitness and nutrition consultations without any personal training. Instead, the client is given “take-home” workouts for them to do on their own. This program is usually chosen by clients who do not live close to our studio or who cannot afford our other programs that include personal training.

### What Make Us Different

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Simply put: We make people truly **believe** that they can achieve the results they are looking for.

This is really what separates us from everyone else. It's not because we are great personal trainers, or cutting-edge nutrition experts. It's not because we have some amazing breakthrough system that we “discovered” or because we use the most advance technology in the industry.

Although all the things we use and incorporate in our program help us get our clients great results, these things are not what make Easy Fitness different from all the other fitness and weight loss companies out there.

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***What makes us different is that we provide hope for our clients.***

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Most people seeking to make significant changes in their bodies and lifestyle don't really believe they can achieve success and *this scares them*. Nobody wants to fail or feel like a failure, yet the sad truth is that most people are not successful at reaching their fitness or weight loss goal. With each failed attempt, these people slowly start to lose hope that they will ever be able to change.

Most of these people don't realize that it really wasn't them that failed—it was the approach they chose that failed. Unfortunately, each time they try something and don't succeed, they slowly start to believe that maybe they just don't have what it takes to make the necessary changes in order to reach their weight loss or fitness goal.

This is because they have been taught to believe that getting in shape is supposed to be a difficult and painful experience. Most people think that in order to have weight loss success you must suffer through hours of exercise and months of restrictive eating and deprivation.

Changing this thought process is how Easy Fitness truly differentiates itself from all others. And it all starts with our company name. When people hear our name for the first time they usually respond with a comment like "Easy Fitness? Yeah, right!"

It's almost like an oxymoron to most people because they only associate fitness with pain and suffering. But this is the reason we chose "Easy Fitness" as the name of our company. It stands out because it almost seems ridiculous to many people. And this is actually the reason why we chose this name: because it accomplishes exactly what we intended it to—it creates curiosity.

The next question we usually get after the "Yeah, right!" comment is "But seriously, uh, what is it you guys do?" And this is the first step in the process that leads to our clients eventually believing that this is something that is achievable for them.

Once people realize that there is hope, that other people just like them have done it, and that they don't have put themselves through all the unnecessary suffering and pain that conventional diets and exercise cause, they start to believe that this is something that *can* happen for them and that we are the ones who can help them achieve this.

## How We Do It

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We believe that getting in shape should be an enjoyable experience that blends into our clients' lives rather than takes over. We understand that our clients actually have other priorities other than weight loss. We also know that most are very scared of change and if they get too overwhelmed, this could do them more harm than good.

The key to the success of our program is the use of a **Bio Impedance Analyzer—BIA** for short. BIAs were originally used in hospitals for cancer patients by doctors and dieticians who needed to closely monitor the patient's body composition in order to avoid as much lean muscle tissue loss as possible. Today BIAs are commonly used in medical weight loss clinics, research labs, and in many professional sports teams' strength and conditioning programs.

In a nutshell, the BIA allows us to create the appropriate calorie deficit in order to help our clients lose weight by eliminating much of the guesswork of determining our clients' calorie requirements.

By being as accurate as possible with our client's nutrition and using only the most effective weight resistance programs for weight loss, we are able to create a weight loss program that has much more flexibility than most conventional programs.

### The Idea Behind Easy Fitness

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We believe that for a business to be truly successful, it must have a meaningful purpose other than to just make money. Although we are always concerned with the bottom line, we feel that it is more important to truly earn it by providing tremendous value to both our clients and employees. In order to achieve this, we feel that Easy Fitness must be more than just a company, or just a place to work; it must fulfill a purpose in the world and in people's lives.

Based on this belief, Easy Fitness' Mission Statement is:

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***“To help our clients and employees live their lives to the fullest through Health and Fitness.”***

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Easy Fitness's purpose is not to just help people exercise and lose weight. Physically this may be what we are doing, but in reality we are doing much more than that. Our actions are affecting the lives of our clients in ways that we may never be able to fully appreciate.

Our clients initially come to us for a variety of reasons. We've had many moms who have gained weight after having kids and just wanted to get their old figures back. We've had clients who came to us a few months before a big birthday (usually their 50<sup>th</sup>) and wanted to “do it now” because if they didn't they were afraid that they may never do it. We've also had many people who were in good shape but frustrated about the lack of results they were getting and were desperate for some guidance.

Whatever the reason, the one thing that all these clients have in common is that they all are seeking something much more than personal training or nutrition counseling—they are seeking the *benefits* they think our service will bring them.

Most of our clients are seeking something that has probably eluded him or her for years—weight loss, a fitter body, feeling better, etc. Most of them have



tried many different approaches but have failed time and time again, but still they keep trying.

*But why do they keep trying?*

People keep trying—not because they want to lose weight, not because they want a better body, not because they want to be healthier—they keep trying because of what they think *will happen* when they lose the weight, get the better body, etc.

The truth is they believe, or at least hope, that *their life will change* once this transformation happens. This is the real benefit they are looking for—not just to lose 20 lbs or drop 4 dress sizes—and this is what we really are trying to help them achieve through our program. We are trying to help them live a better life.

This is the true purpose of our company—to help our clients achieve success through health and fitness so that they can change their lives for the better and start living their life to the fullest.

Although you maybe thinking that we are giving ourselves just a little too much credit here, the truth is that we have seen it time and time again. Every time a client achieves their goal, we hear a new story about how we helped change their life for the better.

Many of our clients have told us that they experienced changes in their life that were far greater than just being happier with their appearance. Most tell us that since losing weight, not only did their body change, but so did the person inside.

Many of our clients are totally different people now compared to when they first started our program—they have more self-confidence, more self-esteem, and feel much better about themselves overall. Even more importantly, the quality of their lives has also improved—they have better relationships, better social lives, and are enjoying life like never before.

You, as an employee of Easy Fitness, are a huge part of this. Whatever your position with the company, you are bringing the idea behind Easy Fitness to life and this is much bigger than the work itself. It's about giving our clients the sense that we are a special business, created by special people, doing what we do in the best possible way.

There is also another life being affected which we have not yet mentioned—your own.

## Our Philosophy

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We believe that there are special people in the world who are destined to get more out of life than others. These are the people who focus on a goal, dedicate themselves to that goal, and are driven enough to achieve that goal.

Then, there's everyone else.

## About Easy Fitness

These are the people who want more in life but aren't willing to go all out to get it. They aren't totally happy but, hey, things could be worse.

These are the people who always have an excuse or reason why they are where they are in life. They say things like "I hope things change" or "things will get better when ..." rather than taking action and doing something to change their situation.

These are the people who just let life happen to them. These are not bad people. In fact, most people are like this. They have just accepted their life the way it is, even if it's not the life they want.

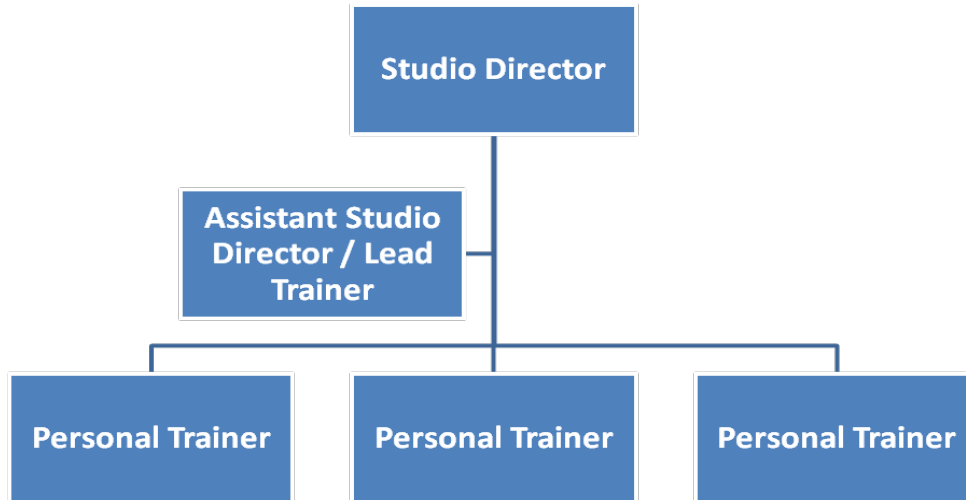
At Easy Fitness, we believe that the way we work is a reflection of who we are. Work is what we make it. The same goes for life.

This puts you, as an employee of this company, in a very unique situation. This is a job where you have the rare opportunity to achieve success with *no limits*, other than the ones you create for yourself.

You are in full control. You have a choice. By being part of this company you not only have the opportunity for a rewarding career, but also for a rewarding life.

## Who Does What?

### The Easy Fitness Organization Chart



<b>Studio Director (SD)</b>	The Studio Director is wholly responsible for the entire operation of the studio including but not limited to Program Design, Nutrition Counseling, Scheduling, Payroll, Sales, and Marketing. Reports to the Owner.
<b>Assistant Studio Director (ASD) / Lead Trainer</b>	The ASD fulfills the duties of the SD when he or she is not present. The ASD is also responsible for Program Design and Nutrition Counseling. Reports to the Studio Director.
<b>Personal Trainer</b>	Responsible for greeting clients, reviewing upcoming workouts, training clients, completing client worksheets, answering phones, completing administrative paperwork, cleaning, and opening studio and/or closing the studio. Reports to the Studio Director or Assistant Studio Director.

### Personal Trainer's Key Responsibilities

<b>Responsibility</b>	<b>Description</b>
Client Service	Greets clients and assists with client needs
Training Clients	Trains clients and assists with group training

Responsibility	Description
Client Workout Sheets	Reviews and completes client workout sheets
Administrative Paperwork	Handles Client Check-in Form, Daily Checklists, and any other necessary forms
Phones	Answers phone calls
Studio Upkeep & Cleaning	Maintains the overall upkeep and appearance of the Studio
Opening / Closing Studio	Depending on the shift, may be responsible for the opening or closing of the Studio
Special Projects	Works with the Studio Director on special projects / tasks
Other Related Duties	Performs other related projects and duties as assigned

## Employee Policies and Procedures Review

Issue	Explanation
Pay Period / Paydays	Pay periods are from the 1st to the 15th and from the 16th to the end of the month with checks paid on the 5th and the 20th. Time sheets are due the day after the pay period ends.
Hours / Schedule	You will be assigned a schedule by your supervisor. You will only be paid for these hours unless given permission to go beyond your scheduled hours by your supervisor.
Lunches / Rest periods	You are allowed a paid 10-15 minute break if you are working over 3 ½ hours. Trainers should arrange this time with their supervisor. If you will be working over 5 hours you will be required to take a 30 minute unpaid meal break which you will also need to arrange with your supervisor.
Eating	Use the designated break area to eat your food and make sure to clean up after yourself. DO NOT eat on the training floor or in front of clients (protein shakes being the only exception).
Job Descriptions	You are part of the Easy Fitness team. You are expected to do whatever is necessary to help the company be successful even if this falls outside of your regular duties.

Issue	Explanation
Missed Days	<p>Give us as much notice as possible if you can't make it to work. If you will be needing time off ask your supervisor for a Time-Off Request Form and submit it at least 2 weeks in advance.</p> <p>The number of days you are out will be taken into consideration during your performance review and a high number of days will be looked upon negatively. An excessive number of days may lead to termination.</p>
Tardiness	<p>Don't be late. Be smart and give yourself enough time to get settled and not be in a rush. You should be on the floor and ready to train by the start of your shift.</p>
Personal Appearance	<p>Look like a fitness professional and only wear fitness clothes. Don't wear raggedy or dirty clothes, or anything that may be deemed offensive.</p>
Open Door Policy	<p>Talk to your supervisor. If something can't be worked out talk to his or her supervisor. Use team meetings to bring up any suggestions. Our company's goal is to have a "no politics" environment with open communication between employees and management.</p>
Resignation	<p>We ask that you give us as much notice as possible, preferably at least 4 weeks.</p>
Client Communication	<p>Avoid contact or communication with clients outside of work. <b>Do not exchange phone numbers with clients or have communication outside of the studio.</b> If a client asks you for your number, just explain to them that it's against company policy to give your number out.</p> <p>Although, we care deeply about our clients and are there to support them, this is an area where more harm than good can be done. Exceptions will be determined by the Studio Director on a case-by-case basis.</p>

## Your Top Priorities

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1) **Treat each of our clients like he or she is the most important person in the world!**

- This is our number one priority at all times.
- Always make sure to greet *every* client, even if it is not your client.
- Always introduce yourself to any client you are meeting for the first time.
- Always be attentive and really listen to each client when they are talking to you. This means really listening to the client and caring about what they are saying (don't fake it—people can always tell).
- Do **everything** you can to make ALL of our clients feel special!

2) **ALWAYS have a positive attitude—A negative attitude WILL NEVER be tolerated!**

- You are the example our clients look to. A negative attitude is like cancer and can spread very quickly.
- Never show negative emotion, **no matter what!** This includes being frustrated with something or making even small sarcastic comments about something that may have happened to you.
- You are the only person who controls your attitude so don't let others affect you in a negative way.

3) **Always give a 100% effort—This is not a “just come to work and do your time” job.**

- This is **not** a job where just doing what is necessary is seen as doing a good job.
- Doing what you are supposed to do just means that you are doing the bare minimum. Going above and beyond what is necessary, means you are doing a good job.
- We expect you to go **above and beyond** what is necessary and always give **100% effort in everything** you do.
- This will ultimately be the determining factor in deciding your place in the company and if you will be eligible for pay raises and or advancement.

## Client Service

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**Your Goal:** Do whatever is necessary to meet our clients' needs and keep them happy.

**Remember:** Your **top priority** as an Easy Fitness Employee is to:

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***Treat each of our clients as if he or she is the most important person in the world!***

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This is your Top Priority at ALL TIMES!

Client Service covers every single aspect of dealing with our clients. This includes communication before this person even becomes our client and continues long after they have stopped using our services. This also includes all the little things that we do that enhance our clients' experience that they may never even be aware of.

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### Greeting Clients

You should always make sure to pay attention to each and every client that walks into the studio  
**NO MATTER WHAT YOU ARE DOING!**

You should look each client directly in the eyes and smile as soon as you see them. Greet them with a friendly "Hey (client's name)" and a very genuine "How are you?" By genuine, we mean really ask and mean it. Don't do what most people do and just say it out of habit. Say it like you really mean it and then really LISTEN to what the client has to say. Your goal is to make them feel like someone is actually taking the time to acknowledge them and really does CARE about what's going on with them.

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### First time or prospective clients

Always, introduce yourself to any client you are meeting for the first time. If there is someone in the Studio you have never met before, go out of your way to introduce yourself and talk to them.

Always be attentive and really listen to each client when they are talking to you. This means really listening to the client and caring about what they are saying (don't fake it—people can always tell).

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Do **everything** you can to make ALL of our clients feel special!

## Training Clients

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See the Personal Trainer Guidelines Section on page 21.

## Client Workout Sheets

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See the Personal Trainer Guidelines Section on page 21.

## Administrative Paperwork

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Form	Description
Daily Client Sign In Sheet	This form is located in the <b>PT Daily Operations Log</b> . It is a print out of that days scheduled clients. You simply note who came in and who didn't.
PT Daily Admin Checklist	This form is located in the PT Daily Operations Log. It is a checklist of what you are responsible for during your shift.
Other Forms	Supplies Needed List Payroll Time Sheet

## Phones

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Apply the same Clients Service Guidelines when answering phone calls. You always want to come off as friendly and helpful. Anyone you speak to should really feel that you went out of your way to help them.

### Answering the Phone

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Always use the following script when answering the phone:

***“Thank you for calling Easy Fitness! This is (your name)—  
how can I help you?”***

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Always really **listen** to the client before replying. Speak in a friendly, yet professional manner at all times.



## Directing Calls

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Caller	Instructions
Prospective Clients	<p>If it is a prospective client, ask them to hold and you will transfer them to (Studio Director or Assistant Studio Director's name).</p> <p>If neither is currently available, fill out a Phone Message Form and tell them that (SD or ASD's name) will give them a call as soon as he or she gets back.</p> <p><b>Note:</b> NEVER quote prices or try to provide anything other than basic information about our program. Tell them (SD or ASD's name) can answer all their questions and provide them with all the information that they need. Make sure to do this in the most friendly and polite way possible.</p> <p>After you hang-up, it is EXTREMELY IMPORTANT that you contact the SD or ASD IMMEDIATELY so that they can call this person back.</p>
Clients	<p>Try to assist a client with schedule change if possible by filling out a Client Schedule Change Form. If you are unsure about changing the client's schedule or cannot answer their question, fill out the Phone Message Form and leave it out for the SD or ASD.</p>
Other Calls	<p>For all other calls fill out the Phone Message Form making sure to get the name, number, company they are calling from, and the reason for their call.</p>

## Checking Voicemail

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If you are scheduled to open the studio, it is your responsibility to check the voicemail box and write down any messages using the Phone Message Form.

## Studio Upkeep & Cleaning

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It is every Easy Fitness employee's responsibility to keep the studio cleaned and organized at ALL TIMES—NO EXCEPTIONS! Please take this VERY SERIOUSLY!

A clean and organized studio projects a professional image and is essential to impressing clients and prospective clients. The cleanliness and organization of the Studio is a direct reflection of us as an organization and you as an employee.

## Opening / Closing the Studio

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### Opening

If you are assigned the first shift of the day, you may be required for the opening of the studio. You want to arrive at least 10-15 minutes early so that you can let clients in who may arrive early.

If you are responsible for opening the studio, it is your direct responsibility to make sure the studio was properly cleaned the night before. You should go through the entire checklist and make sure EVERYTHING has been done. If something was NOT done, circle it on the checklist and make a note about it at the bottom of the form. After completing the checklist, initial it at the bottom.

You are also responsible for checking the voicemail. This will let you know if you have any clients who cancelled or have a question about their schedule. You should also check to see if the trainer from the night shift left a memo or note on the dry erase board for you.

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### Closing

It is VERY IMPORTANT that you follow the checklist and make sure the studio is thoroughly cleaned and ready for the next day. It is our responsibility to keep our studio as clean and organized as possible for our clients. DO NOT SKIP ANYTHING.

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**Please Note:** The cleaning checklist was created to remind you about all the things that need to be cleaned that you may not notice or remember at the end of the day. Our goal is to provide the highest quality service in everything we do and this includes providing our clients a safe and clean environment to exercise in.

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## Program Design

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### Why We Do What We Do

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A few things must be stated before we get into the principles of how we design programs for weight loss.

First off, please remember that strength training **for weight loss** is still a relatively new field and that we at Easy Fitness consider ourselves to be students of the field. We are extremely committed to our own education and do not claim to know it all, or have all the answers.

During this process of continuing education, we may discover new information that requires us to change some of our current training methods. This means you may receive updates or revisions to this manual which may contradict or replace information that is currently in it.

We are always looking for the quickest and most effective way of achieving results. We also believe in learning from mistakes—our own as well as others. This means that if we find a better way of doing something or we discover that a method we are using could potentially cause an injury or some other undesired effect, we will not hesitate to implement a change.

### Why You Must Follow the Easy Fitness System

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For any business to be successful, it must be able to implement and execute systems to get consistent results. Successful businesses do things a very specific way and get very specific results.

Unfortunately, most training facilities let their trainers do whatever they want and this is the reason so few people actually get results from working with a personal trainer. There is no consistency or systematic approach being used. Trainers just kind of “wing it” doing whatever they think will work.

Now think of a successful business like In-N-Out Burgers. Imagine if they just let their cooks make the burgers whatever way they wanted. You obviously wouldn't get the same burger every time and In-N-Out would definitely not be as successful as it has been.

Although personal training is far more complex than making burgers, the approach must still be the same. In order to have success, there has to be a systemized approach being used.

An In-N-Out burger is the same whether you get it in Los Angeles or you get it in Phoenix. The burger (the result of the system) is the same every time. This is exactly what we are trying to achieve with Easy Fitness. Whether you train at an Easy Fitness in Los Angeles or New York, you should get the same results because the exact same system is being used.

Unfortunately, most personal trainers today do not get consistent results with their clients. All too often the reason is because most trainers use an arbitrary method to selecting exercises sets, reps, rest, etc.

This is why Easy Fitness uses a systems-based approach to programming which is to be followed by all Easy Fitness personal trainers. Although we can and do make adjustments to each individual's program, our principles of program design must remain the same to ensure that all of our clients receive a consistent experience and similar results. By consistently following a series of steps at each stage of a client's progression, we are able to consistently produce a predictable outcome.

### What We Look At When Designing Weight Loss Programs

There are three main things we look at when creating weight loss programs:

#### **1) What has worked for our clients:**

We have used all the principles and methods that you will learn with our own clients with great success. By staying true to what has been working for us, we have been able to achieve an incredibly high success rate with our clients.

We have learned through experience what works and what doesn't work. We have tried different programs and theories and have been able to identify the things that work and those that don't. **The programs we use work—plain and simple.**

#### **2) The experience of other “in the trenches” fitness professionals:**

Due to the explosion of the internet and various other media sources, anyone can be considered any expert these days so we are **extremely** careful about where we get our information from.

We do not use **theory-based** programs designed by some fitness “guru” who does not have to produce results for a living (working in the trenches) and is now only writing books or selling info-products online or on TV.

There are many well respected fitness professionals who do **apply their theories in real world environments** who publish and share information with their colleagues. These are the individuals we are most interested in learning from.

#### **3) Journals and the latest research:**

Believe it or not, this is actually the LAST thing we look at. The research really helps us more to understand the WHY of what's truly going on but in the real world, trainers will know what is and isn't working simply by the results we either are getting or aren't getting with our clients.

This does not mean we ignore using the latest research, studies, and journals, it just means we can't go out and try and implement every new technique just because “a new study showed ...”

Because most of the studies being conducted **are not** specific to **real world conditions**, we have to be very selective about which ones to take into consideration when designing our programs.

### Our Philosophy

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***“Absorb what is useful—reject what is useless.”***

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This very simple quote by legendary martial artist Bruce Lee (and constantly repeated by fitness expert Allwyn Cosgrove) is the philosophy we use and always refer back to when approaching program design.

Because there is an abundance of information in the field of exercise science and it is constantly growing, you could literally spend years trying to learn and implement all of the information out there. And this is what gets so many trainers confused.

Because there is so much information out there, most trainers (especially new ones) never find out what really works and what doesn't because they are constantly lost, trying to implement the newest exercises or techniques they have read about.

### Our Focus

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Our focus is weight loss, or to be even more specific FAT LOSS. Although, clients may say they want to tone-up, firm-up, get ripped, get cut, or whatever you want to call it, it all means the same thing—they want to lose fat!

So with this focus in mind, we can apply our philosophy of rejecting what is useless as far as our area of focus is concerned.

So if our focus is fat loss, then it makes no sense to study and learn the latest *speed and agility* drills and techniques. Nor does it make much sense to implement any of the old school *bodybuilding techniques* found in any magazine with the word “muscle” in it!

This narrow things down quite a bit because we can eliminate many of the things that are not specific to fat loss training. But with this in mind we still have to be selective and only absorb what is truly useful **for us to use with our clients**. If something would be so difficult that very few of our clients would be able to do it, we would have to reject it.

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***“Success Leaves Clues”—Tony Robbins***

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This is true in anything in life and we like to apply it to many of the things we do as a business. No matter what you are trying to accomplish, there is probably someone out there who has already done it with great success.

So if someone has already done it successfully, it is much easier to study what they did (the clues) and try to implement them yourself rather than

trying to start from scratch. We take this same approach with program design.

If you look at the top strength and conditioning coaches and trainers and look at what they are doing, you will see certain similarities in their programs. These similarities, or what we like to call common denominators, are what we look for.

The same can be done with research. If there have been numerous studies on a subject and there is an overall agreement among “in the trenches” trainers that this information is indeed valid, then this could be something that we may be able to implement.

So to put it as simply as possible, we need make sure what we are planning to use does indeed work and we have proof (not just some random study) to validate our reason for using it.

### The Easy Fitness Principles of Program Design

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Now that you know why we do things we do and what kind of process went into developing the guidelines of how we design fat loss programs, it's time to get into specifics.

**Our Goal:** To create well balanced programs that progressively keep the workouts challenging for the client with the goal of burning as many calories as possible through each workout in the safest manner possible.

### The Easy Fitness Rules of Program Design

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- Always do full body workouts.
- Keep the body in balance.
- Use the most bang-for-buck exercises.
- Always use the risk vs. reward method when choosing exercises.
- Use supersets, circuits, and active rest.
- Use undulating periodization.

### Full Body Workouts

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Why full body workout? This should be a given but just in case: Split routines and traditional bodybuilding programs simply aren't effective for fat loss for the average clients. Our goal is to burn as many calories as possible in one workout session while effectively working as many muscles as possible. The easiest, most effective way to do this is through full-body workouts. There are tons of studies to support this and almost every trainer who is getting results with their clients does full body workouts. All of our fat loss programs consist of full body workouts which we have been using with great success for years.

### Keep the Body in Balance

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Too often trainers and the average gym member follow workouts that can create serious imbalances in the body. It's not uncommon to see "old school" trainers overload certain muscles while practically ignoring others. The average gym member and unfortunately a high number of trainers still use traditional bodybuilding workouts that focus on mirror muscles (chest, shoulders, biceps, abs) while practically ignoring the rest of the body.

Our philosophy is simple; if you do 3 sets of a horizontal press exercise (bench press), make sure you are doing 3 sets of a horizontal pull exercise (row) to keep the body in balance. Although it is not necessary to have both exercises in one workout, it should be equally included in that client's microcycle.

### Use the Most Bang-for-Buck Exercises

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These are all the multi-joint, multiple muscle group exercises that will work the largest muscles and burn the most calories. This list includes, but is not limited to squats, Romanian Deadlifts, lunges, presses, rows, pull-ups, dips, and some instability type core work. These are the basis of all of our workouts. You will usually be doing some variation of one of these exercises with your clients.

### The Risk vs. Reward

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When choosing to implement any exercise, we always look at the risk vs. reward. Simply put, some exercises may be great but the potential for injury is just too high to risk using with a client.

A perfect example of this is the traditional deadlift. Although no one can argue that it is not an excellent *most bang-for-buck* type exercise, the fact that many of our clients do not have the range of motion to perform this exercise properly without rounding their back and potentially injuring themselves, makes it too high a risk to use.

This is especially true when we can use a modified version of the same exercise, in this case a Romanian Deadlift (RDL), which give us close the same benefits (rewards) with much less potential for injury (risk).

### Use Supersets, Circuits, and Active Rest

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By using supersets or circuits, we allow more time for the individual muscles to recover while still burning calories by working another muscle group and while creating an intense cardiovascular workout as well. This allows us to shorten the actual length of the workout. By shortening the length of the workout, the client is able to maintain a much higher intensity level creating a metabolic effect that leads to high EPOC.

### Use Undulating Periodization

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After the initial conditioning phase, or for any of our group training programs, we use undulating training. Sometimes called wave training, undulating training simply means that we change sets, reps, rest times, and some of the exercises from workout to workout. This does not mean we just do something different every single workout. Each workout has a specific purpose and each microcycle consists of three separate workouts repeated during a 4-week period.

**An Example:**

*Workout 1* may focus on muscular endurance with reps in the higher (15-20) range, sets in the lower (2), with minimal or no rest in between.

*Workout 2* would focus on muscular hypertrophy with reps in the mid (8-12) range, sets in the mid (3), with 45-60 seconds of rest in between.

*Workout 3* would focus on strength and power training with reps in the low (4-6) range, sets in the high (4), with 90 seconds of rest in between.

The goal is to keep the body constantly guessing while also being able to consistently progress the client in order to achieve maximum results.



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## Personal Trainer Guidelines

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**Objective:** To give our clients an invigorating workout that gives them a strong sense of accomplishment when they are done.

**The Challenge:** There is a thin line between pushing someone hard and overworking them. You want the client to feel good about the workout not bad. Many clients will feel bad if they think they failed; be very aware of this.

### Guidelines

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#### 1) Always think safety first. Use common sense.

- Do not leave equipment on the floor where a client can trip on it.
- Do not have a client do any exercise in which they cannot perform with proper form.
- Keep a safety buffer between clients and equipment or objects. Remember to have clients stop at least 5-6 feet before any objects when doing any walking lunges, side shuffles, sprints, etc.
- Be very careful of any exercise which puts the lower back at risk. If in doubt, don't do it.

#### 2) Always pay FULL ATTENTION to your client.

- Do not have conversations with other clients while training.
- Never talk on your cell phone on the training floor or within hearing distance of a client.
- LISTEN to your clients. Make any necessary adjustments if they tell you they aren't feeling well or are experiencing pain.
- NEVER cut a client off. Always let them finish before responding.

#### 3) Stay professional.

- Never curse.
- Do not discuss personal issues or problems with clients.
- Always be opening to listening to clients but avoid discussing any controversial topics.
- Keep your opinions to yourself and always turn the conversation back to the client.
- Do not talk about other clients unless it is something positive but still keep it brief. Never criticize or discuss any client's personal issues with another client. Clients will start to wonder what you say about *them* when *they're* not around.

- Never eat on the training floor. Be considerate of clients when microwaving foods.

#### 4) Make it fun!

- Pick some good music and play it loud (if the client is OK with it).
- Show some energy!
- Smile and be excited about the workout.
- Get the client pumped up!
- Show plenty of encouragement, be happy for them, and always make sure to give them lots of compliments.

#### 5) Keep accurate notes.

- Make sure to note any aches, pains, or injuries in the **Trainer's Notes** section of the **Client's Workout Profile**.
- Note the amount of weight done and what equipment was used or if a different variation of the exercise was used during the workout (for 1-on-1's).
- Make sure to mark off the corresponding letter for that workout so that we can accurately keep track of workouts.

## Other Tips

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Tip	Notes
Tailor Your Approach to Training Sessions	Keep in mind that different clients will like to be trained in different ways. Some clients may not want you to talk too much during a session while others need you to keep them pumped up. You will have a description of each client's likes and dislikes along with a personal profile of each client so that you have some type of background on them, but never feel afraid to just outright ask the client what they like.
Get to Know the Client	Break the ice by getting them to talk about themselves so that you can take their mind off the workout. Use opportune times like the warm-up and the rest periods in between sets to ask questions. The more they talk about themselves to you, the better relationship you will establish with them. Remember the saying, "Your clients don't care how much you know, they want to KNOW how much you CARE!"

Tip	Notes
Take Special Steps When Training New Clients	<p>Many new clients will have never have trained with a personal trainer before and have no idea of what to expect. Many of them will have an overwhelming fear of failure and are scared that they won't be able to do the workouts or that it will be too hard for them. Some may even apologize to you if they can't finish a set. This will usually be followed by some self-criticizing comments like "<i>I'm so weak, I don't know what's wrong with me.</i>"</p> <p>Your job is to switch their attitude around turning the session into a positive experience. You need to help that client overcome their fear of failure and build their confidence so that they will start to believe that they can do this. You have to emotionally touch them by empowering them. Once you do this, you will have won that client over.</p>
Avoid "Trainer" Talk	<p>Try to explain things as simply as possible. Try to use terms the client will understand and avoid talking down to the client.</p> <p><b>Examples:</b></p> <p>Instead of <i>pectoralis major</i>, say "chest."</p> <p>Instead of <i>maintain a neutral spine</i>, say "keep your back straight."</p> <p>Even something simple like <i>inhale</i> and <i>exhale</i> can confuse a client in the middle of a workout, so simply say "blow out" and "breathe in." Always keep in mind, the simpler the better.</p>
Speak Loud and Clear	<p>Make sure to speak confidently and clearly. When the music is loud and the client is breathing hard, you need to really speak up so that they can clearly hear you. It also gives more energy to what you're saying.</p>
Count Reps Accurately	<p>Make sure to accurately count reps. Make sure not to get lost in conversation. Clients are counting in their head and know when you've miscounted. This is the number one thing that most of our trainers score low on in their Client Evaluations. The easiest thing to do is count in a whisper or low voice, announcing every 5<sup>th</sup> rep so that they know where they are and eventually counting the last three reps loud and clear—"3, 2, and 1."</p> <p>Most clients do not want someone standing above them counting every single rep but at the same time they don't want to do more reps than they feel is necessary because you can't count. Find something that works for you and stick with it.</p>

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Tip	Notes
Watch the Client's Breathing	Always watch a client's breathing patterns. You will notice that this will change as the workout progresses. Many clients will tend to hold their breath during the concentric part of the exercise or during a static hold like a plank. Give them simple reminders like "breathe" or "blow out on the push."
Get Into the Workout	<p>We always want to keep in mind that our clients are paying a fairly decent amount of money to take them through a workout, so we want to make sure that we are giving them the best workout possible each and every session. This means you need to be interactive or as we say "in the workout" not just going through the motions like the typical health club trainer does.</p> <p>This means you need to be paying attention to the client AT ALL TIMES. You should never be sitting back with you arms folded just watching them work. You should also only carry the clipboard when setting the workout up or writing notes. At all other times both hands should be free.</p> <p>You need to get in there with the client by staying within arms reach of them. If they are doing an exercise on the floor, you should be kneeling down on the floor right beside them not standing over them which can be intimidating and cold. Whatever exercise they are doing you should be right there ready to spot them if necessary and push them through if they are struggling.</p> <p>Remember to always check in on the client with questions like <i>"Doing OK? You alright? Need a drink?"</i> This lets them know that you know they are working hard and are with them.</p>

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Tip	Notes
Use Motivational Techniques	<p data-bbox="586 247 1430 342">The key word here is energy. You need to provide the energy through verbal encouragement that can help push the client to do more than he or she would ever do on their own.</p> <p data-bbox="586 373 1357 436">Find some go to words to encourage and motivate clients when they are struggling. Some examples:</p> <p data-bbox="683 464 992 495">"Alright, Almost there!"</p> <p data-bbox="683 522 821 554">"Let's go!"</p> <p data-bbox="683 581 854 613">"Keep it up!"</p> <p data-bbox="683 640 886 672">"Keep pushing"</p> <p data-bbox="683 699 870 730">"You got this!"</p> <p data-bbox="683 758 837 789">"Good Job!"</p> <p data-bbox="683 816 967 848">"Let's Finish Strong!"</p> <p data-bbox="683 875 1122 907">"Only 5 more reps—here we go!"</p> <p data-bbox="586 934 1430 1029">You always want to build some energy and excitement as the client is finishing their set by increasingly raising your voice as you count the last few reps:</p> <p data-bbox="586 1060 1430 1165">— 5, 4, 3, <b>2</b>, &amp; <b>1!</b> This is the point that they will really be struggling so you have to bring the energy for them. You want to really pump them up to finish out the set.</p> <p data-bbox="586 1197 1390 1325">After they completed the set show some excitement! Congratulate them with a high five and "Excellent Job!" You really need to acknowledge their accomplishment and make them feel good at this point.</p>

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### Small Group Personal Training Guidelines

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**Goal:** Progress clients by constantly challenging them and giving them individual attention in a group setting.

**Training Objective:** Work each client at a challenging level while keeping good form and most importantly keeping the session fun!

#### Preparation

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<b>Client Review</b>	<ul style="list-style-type: none"><li>Who is in the group?</li><li>What injuries or health concerns should you be aware of?</li><li>Is there a new person or client who you haven't trained before?</li><li>If so, ask them their name and: <i>"Do you have any injuries we should be aware of?"</i> <i>"How long have you been working out with us?"</i></li></ul>
<b>Music</b>	Choosing great music can make or break the energy in a class environment. Pick group appropriate music or ask a client to pick out a CD or playlist. This is EXTREMELY IMPORTANT; don't just leave the music from the previous client. Music can be the difference between a bad workout and a great workout. Also, feel free to make your own CDs—show some effort!
<b>Workout Set-up</b>	Mentally review the workout so that you can set things up and keep an even flow through the workout. Note how many people will be training and what equipment you will be using.

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#### Getting Started

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Make sure you start on time. If the class starts at 7:30, start the warm-up at 7:30. This teaches clients to be on time.

#### Gathering Everyone for the Warm-up

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- Make sure everyone knows you are starting (*announce it loud and clear*).
- Place everyone where you want them to be to make things easier for you (who will partner with who, who do you have to watch for, beginners on one side and more advanced on the other, etc.).

## Small Group Personal Training Guidelines

**Note:** If someone in your group is finishing up with a Nutrition Consultation, go and get them. Tell them in a nice but firm way, “We’re getting start, let’s go!” It is very easy to get off track and sometimes difficult to “close” the Nutrition Consultation so this is actually helpful and prevents them from holding everyone else up.

### Review the Stations (If You’re Using Them)

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- Make sure everyone is paying attention and then demonstrate each station while giving clear instructions.
- Make sure to include basic safety precautions.
- Explain what **muscle groups** are being worked and the focus of each station.
- Show clients how to make the exercise more challenging or easier.
- Answer any questions quickly and move on. It is better to address a couple of questions at this point than to have clients who don’t understand what they should be doing and taking your attention away from the group as a whole.
- Make sure not to rush this part. Ask each client if they understand the station before moving on to explain the next station.

### During the Workout

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#### Always keep **SAFETY** in mind:

- Do not leave equipment, **especially dumbbells**, laying around where someone could trip on it.
- Do not do any exercises in which a client could possibly get injured.
- Always makes sure all of your clients are using proper form.
- Do not attach resistance tube/bands to any object that may move or that can slip off. This includes the dumbbell racks (it doesn’t matter how much weight is on it) and the pull-up / dip station.
- When doing cardio drills, be very cautious of where clients could trip or fall onto something that could harm them—keep at least a 5-foot buffer between any objects.
- DO not have clients walking or running backwards or doing any drills that could cause them to fall and hi their head. Our studio is very small and it would be easy for them to injure themselves on a nearby piece of equipment.

## Small Group Personal Training Guidelines

### Make sure to give CLEAR INSTRUCTIONS:

- Make sure to speak in a loud and clear voice so that everyone can hear you.
- If you are doing group exercises, be sure to demonstrate the exercise and have everyone try a couple of reps if they are unfamiliar with the exercise.
- If you are supersetting, doing circuits, or drills, make sure to show the exercises and the order you want them in.
- Use clear START and STOP instructions if you are using time based exercises. Do not say things like *"OK, let's go"* to start or *"Alright, that's good"* to stop. Clearly tell the clients, wait until I say "GO" or "START" and wait until I say "STOP!"
- Countdowns: let the client know how much more time or how many more reps they have but DO NOT count every rep or start you countdown TOO EARLY. Let them know they are *"1/2 way there"* or they have *"15 more seconds"* but only start the countdown from 10 seconds down or less with the last seconds being preferable, especially with shorter length sets.
- Let the clients know what to expect. Tell them how many reps they will be doing or how long today's stations are. This lets them better prepare mentally for the work ahead.

**Note:** Use the **STOPWATCH**. Do not use the clocks. It is far easy to lose track of when you started.

### Keep the "Personal" in Small Group Personal Training:

- Go around and make sure you are paying attention to everyone.
- If someone's form is off, make sure to rush over to correct them.
- If someone is struggling to finish their set, rush over and spot them while encouraging them to finish those last few reps.
- Make sure to go to EVERY CLIENT and at least review their form and cue them on what they could or should be doing better or just encourage them with an enthusiastic *"Good job, (client's name)!"* Mentioning a client's name while encouraging them is a huge source of motivation and really gives them a sense of personal accomplishment.
- Always position yourself where you can see the entire group.
- Make sure you are in a position to move quickly to from client to client. The pace is very fast in group training and you always have to be ready to quickly react.



### Motivational Techniques

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- Show some energy! You have to pump them up. Clients feed off of us; you must provide the energy to push them harder than they ever would push themselves – that’s what they are paying us for!
- ALWAYS give lots and lots of encouragement. Avoid talking too much. Instead stick to simple motivational phrases like:
  - ✓ “You can do this!”
  - ✓ “Keep it up!”
  - ✓ “Let’s go!”
  - ✓ “You got this!”
  - ✓ “Almost there!”
- Give plenty of compliments. Mention a client by name and tell them what a great job their doing or how impressed with how strong they’ve gotten.
- Make them feel a sense of accomplishment. Really be genuinely excited and happy for them when they really push themselves and finish a tough set or exercise.
- KEEP IT FUN! Make sure everyone is having a good time. Get them excited, switch the routine up and do some fun drills that everyone can get involved in.

### Handling Clients with Different Skill Levels

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For Group Training, divide the groups up by skill level. Have the advanced group do a slight variation than the less advanced group.

For Stations, simply tell beginner client to do Variation A and the advanced to do Variation B.

**Example:** If the exercise is squats, you can choose any of the following methods to make the squat more challenging for an advanced client:

Method	Notes
Slow / change tempo	Squat with a very slow and controlled tempo 5-2-5
	Squat with a static hold / 4-second pause at the bottom
	Wall Sits
Use variation	Plie squats (like Sumo)
	Split squats
Add / use heavier weights	Dumbbell squats

## Small Group Personal Training Guidelines

Method	Notes
Change where the weight is held	Dumbbell front squats
Add / change equipment	Resistance band squats Stability ball wall squats with dumbbells
Make it a compound exercise	Stability ball wall squats with bicep curls at the bottom Dumbbell front squat with an overhead press at the top Dumbbell front squat with an overhead press at the bottom
Try plyometrics	Jump squats Jump squats holding coreballs

### For Cardio Drills

The same thing can be done for cardio drills. For example:

Beginners	Intermediate	Advanced
Jog in place	Marches	High Knees
High Knees	Toes Touches on step	Toe Touches on chair
Slow Ladder Drill Group	Medium	Fast

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### Training Guidelines for Clients With Previous Injuries or Conditions

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All NEW CLIENTS will have been given written clearance by their physician before being allowed to exercise. Your Supervisor will give you any specific restrictions or guidelines given by the client's physician.

**Note:** If a client informs you that they injured or hurt themselves, you must make a note of the injury and file an **Incident / Injury Report**. You DO NOT need to have the client sign anything, you just need to accurately record it so we have it for our records. Just be sure to note that the client came into the Studio and told you they had injured themselves outside of the Studio and NOT while training with us. Make sure to find out WHEN the injury happened and what they were doing when it happened.

If the client is in **serious pain** and is unable to **safely** complete his or her workout, advise them to go to their physician and get medical clearance before returning.

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### What Exercises NOT To Do

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The following explains what exercises should not be done based on specific injuries.

#### Low Back

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Any Exercise that has the **POTENTIAL** to place excessive stress on the low back:

- Any Leg Lift type exercises where the client is lying down and the legs drop more than 45 degrees
- Reverse Crunches
- Captain's Chair (modified is OK but only if client can show full control thru desired rep range)
- 90° Stability or Bosu Crunches
- Stability or Bosu Crunches that hyperextend the back
- Sit-ups
- Good Mornings
- Weighted Stiff Legged Deadlifts (OK if done correctly with no weights)
- All other Deadlifts

## Training Guidelines for Clients With Previous Injuries or Conditions

- Pick-ups
- Bent-over Rows
- Reverse Flys

### **Any type of TWIST or ROTATION WHERE THE FEET DO NOT PIVOT:**

- Any exercise or stretch that where there is a rotation where the feet cannot move freely while seated or lying down: Russian Twists / Helicopters
- Wood Chops, Rotations, Circles **without** pivoting the feet (All are OK if pivoting feet)

## Shoulder Injuries

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### **Any pressing movement above the shoulders:**

- Shoulder Press
- Push Presses
- Incline Bench Press

### **Any exercise that has the POTENTIAL to place excessive stress on the shoulders by exceeding the range of motion of that individual client:**

- Behind the Neck Pulldowns
- Transverse (T) Rows
- Dips

### **Use caution with:**

- Chest Presses or Chest Flys (especially on Functional Trainer)
- Push-ups: If client can't stabilize or experiences pain, use wall push-ups
- Upright Pull: Keep elbows below shoulder level
- Lateral Raises: Avoid any internal rotation (thumbs down) use external rotation (thumbs up)
- Front Raises: Stay below shoulder level

### **Other Alternatives:**

- Standing Core Ball shoulder stability exercises. Use small rotations, figure 8's, ABC's.
- Physio Roll Static Holds

## Training Guidelines for Clients With Previous Injuries or Conditions

### Knee Injuries

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Avoid any exercise that causes more than a 90 degree bend in the knees or any high impact exercises.

#### Pay strict attention during:

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Squats	Weight distribution during bottom of the squat. Feet should be flat. Watch to make sure the heels don't come off the ground with most of the distributed to the balls of the feet. Avoid deeps squats that cause more than a 90 degree bend in the knees.
Lunges	Be sure to watch the forward motion of the knee. Watch to make sure the heel of the lead foot does not come off the ground with most of the distributed to the ball of the foot. Tempo should be slow and controlled.
Lateral Movement	Use caution when using side lunges or side squats. Tempo should be VERY SLOWED AND CONTROLLED!

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### Hip Replacements

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#### Avoid:

- Hip flexion greater than 90 degrees
- Internal hip rotation
- Resisted abduction or adduction
- Full sit ups
- Leg lifts
- Side lunges or squats

### Aches and Pains

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Many exercises can cause or aggravate aches or "pains" in clients. Usually this is due to improper form or load being too heavy for that exercise. It's OK to regress and slow things down on exercises that could cause an injury.

#### Example of exercises for which form is critical:

**Protecting the low back:** Watch for rounding of the back. If client is not maintaining form, go lighter. If they don't respond to cues, place hand to flatten back so they understand what you are asking of them.

- RDL & SL Deadlifts
- Bent-over Rows (should not turn into an upright row)

## Training Guidelines for Clients With Previous Injuries or Conditions

- One arm row from bench / SB
- Reverse Flys

### Protecting the shoulder:

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<b>Shoulder press</b>	If they have any type of shoulder injury—DO NOT DO THIS! This is the exception to our compound exercise rule. It's OK to use shoulder raises in this case but you must stay below shoulder level.
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<b>Dips</b>	Watch range of motion, their body should be as close as possible to the chair / bench. You want the elbows bending (flexion and extension) not the shoulders. Watch out for the client coming too far forward.
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<b>FT Chest Presses / Flys</b>	You need to really instruct the client not how to protect their shoulders by watching range of motion and instructing them how to properly release the weights.
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### Neck Strains

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<b>Bentover-rows / Reverse Flys</b>	Watch their necks—the tendency is for people to want to look up and look at themselves in the mirror. This will cause them to strain their neck.
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<b>Push-ups</b>	Keep them from looking up. You want them looking straight ahead with their neck and shoulders aligned. Hands should be below shoulder level. Watch for scapular elevation and retraction.
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<b>FT Chest Presses / Flys / Rows</b>	Keep them from tensing up, tell them to relax the shoulders. You can place your hands on both shoulders and press them down to show them how they are tensing up. Use the cue "relax your shoulders."
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<b>Crunches / Ab Exercises</b>	Watch the neck. Don't let them pull with hands or lead with head.
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## Easy Fitness Training for Special Needs

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### Clients with Diabetes

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Signs of hypoglycemia (low blood sugar):

- Cold sweating
- Hunger
- Headache
- Anxiety
- Dizziness
- Blurred vision
- Confusion or lack of awareness
- Convulsions
- Coma

If any signs are present test their blood sugar, if below <70mg/dl provide one of the following:

- 3-4 glucose tabs
- ½ cup (4oz) regular (non diet) soft drink or fruit juice
- About 6 Saltine crackers
- 1 Tablespoon of sugar or honey

Wait 15 minutes and retest the blood sugar. If still below 70mg/dl provide another serving of carbohydrates until blood levels rise above 70mg/dl.

Be sure to include a 5-10 min warm up and cool down each session.

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<b>Aerobic Training</b>	■ No longer than 60 min
	■ 40-70% Heart Rate
<b>Resistance Training</b>	■ 30-50% 1 rep max
	■ Lower weight higher reps

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### Clients with Asthma

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#### Symptoms of an asthma attack:

- Coughing
- Wheezing
- Chest Tightness
- Chest Pain
- Prolonged Shortness of Breath
- Extreme Fatigue

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<b>In case of an asthma attack</b>	<ol style="list-style-type: none"><li>1) Take 2 puffs of their rescue inhaler (must be on site any time they are training), with 1 minute between puffs.</li><li>2) If there is no relief take an additional puff every 5 min.</li><li>3) If after 40 min symptoms are still present <b>call 911</b>.</li></ol>
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Include a 5-10 min warm up and cool down. This better prepares the client for higher levels of intensity and can help prevent an asthma attack post workout.

Exercise should be towards the lower end of exertion 40-60% and heart rate.

Strength training is unlikely to cause an asthma attack if the client rest between sets.

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***Be sure client is breathing properly through all exercises: in through the nose, out through the mouth. This warms the air and is easier on the lungs.***

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### Clients with Hypertension (High Blood Pressure)

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**First and foremost they must be cleared by a doctor before exercising.** Keep sessions **no longer** than 60 minutes.

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|-------------------------|---|
| <b>Aerobic Exercise</b> | <ul style="list-style-type: none"><li>■ Starting goal of 40-50% Heart Rate, ultimately obtaining 85%.</li><li>■ The RPE initially should be 8-10 (on 20 scale), eventually working up to 11-15 RPE.</li></ul> |
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## Easy Fitness Training for Special Needs

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### Resistance Training

- Clients should begin in the rep range of 16-20 a set. Keeping the weight around 50-60% of their 1 rep max.
  - Rest interval should be 2-3 min to allow full recovery.
  - Over time (4-6 months of regular training) the reps can be lowered into the 8-12 rep range as well.
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### Clients with CAD/Heart Disease/Stroke

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- If they have been diagnosed with heart disease or have recently had a heart attack they must first be cleared by a doctor for exercise.
- Signs of complications, **call 911** Immediately
  - ✓ Chest Pain
  - ✓ Labored Breathing
  - ✓ Extreme Fatigue
  - ✓ Angina
- If prescribed, they should always have their nitroglycerin with them.
- Keep all exercise limited to 75% maximum heart rate, or within a 10-14 range for RPE.
- When training they need to stay within their individual heart rate zone, which should be prescribed by a doctor.
  - ✓ If we do not have this information it should be requested
- With resistance training keep the rep range within 8-16.
- Closely monitor breathing, at no point should the client be holding their breath. They should never perform the Valsalva maneuver.
- Include a warm up and a cool down of at least 10 min.
- Sessions should gradually increase from 15 min to a max of 60 min over a period of 6 months.

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## First Aid Guide

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### Asthma-Related

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Symptoms of an Asthma Attack	<ul style="list-style-type: none"><li>■ Coughing</li><li>■ Wheezing</li><li>■ Chest tightness</li><li>■ Chest pain</li><li>■ Prolonged shortness of breath</li><li>■ Extreme fatigue</li></ul>
What to do if client is having an asthma attack	<ul style="list-style-type: none"><li>■ They should take 2 puffs of their rescue inhaler (must be on site any time they are training), with 1 minute between puffs.</li><li>■ If there is no relief, take an additional puff every 5 minutes.</li><li>■ If after 40 minutes symptoms are still present <b>call 911</b>.</li></ul>

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### Bleeding

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- 1) Before providing care, put on protective gloves or use a barrier between you and the victim, to reduce the chance of disease transmission while assisting the injured person. Cleanse your hands thoroughly with soap and water when finished.
- 2) **Call 911** for medical assistance.
- 3) Keep victim lying down.
- 4) Apply direct pressure using a clean cloth or sterile dressing directly on the wound.
- 5) DO NOT take out any object that is lodged in a wound; see a doctor for help in removal.
- 6) If there are no signs of a fracture in the injured area, carefully elevate the wound above the victim's heart.
- 7) Once bleeding is controlled, keep victim warm by covering with a blanket, continuing to monitor for shock.

## Bee Sting

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- 1) If possible, remove stinger by scraping it off with a blunt edge (e.g., credit card).
- 2) Clean wound and apply cold compress to reduce swelling.
- 3) Remove tight clothing and jewelry from areas near the bite in case swelling occurs.
- 4) Watch for signs of shock or allergic reaction. Signs include swelling or itching at the wound site, dizziness, nausea or difficulty breathing. Seek medical attention immediately if any of these signs occur.
- 5) Continue monitoring victim for shock until medical help arrives.
- 6) Check victim's **A**irway, **B**reathing, and **C**irculation (ABC's). If ABC's are impaired then **call 911** and begin CPR. **IMPORTANT:** only a trained & qualified person should administer CPR.

## Burns

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- **First Degree Burn:** Skin will appear red and may be swollen or painful. Generally does not require medical attention.
- **Second Degree Burn:** Skin will appear red, blistered and swollen. May require medical attention.
- **Third Degree Burn:** Skin will be visibly charred and may be white. Usually very painful. **REQUIRES MEDICAL ATTENTION.**

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Basic first aid treatment for 1st degree & some 2nd degree burns

- 1) Submerge burn area immediately in cool water until pain stops.
- 2) If affected area is large, cover with cool wet cloths.
- 3) Do not break blisters if they are present.
- 4) If pain persists but no medical assistance is needed, apply medicated first aid cream or gel and cover with sterile dressing. If medical attention is needed, do not apply any cream. Just cover with a dry, sterile dressing and seek medical help immediately.

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Basic first aid treatment for 3rd degree & some 2nd degree burns

- **CALL 911!** Third degree burns **MUST RECEIVE MEDICAL ATTENTION IMMEDIATELY!** DO NOT attempt anything other than keeping the victim calm.
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## Cleaning & Bandaging Wounds

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- 1) Wash your hands and cleanse the injured area with clean soap and water, then blot dry.
- 2) Apply antibiotic ointment to minor wound and cover with a sterile gauze dressing or bandage that is slightly larger than the actual wound.

## Choking

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- Ask the victim, "Are you OK?"
- Do not interfere or give first aid if the victim can speak, breathe, or cough.
- If the victim cannot speak, breathe, or cough, ask for someone to **call 911** and then perform the Heimlich maneuver (abdominal thrust).

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|---|--|
| <p>How to<br/>perform<br/>the<br/>Heimlich<br/>maneuver</p> | <ol style="list-style-type: none"> <li>1) Position yourself behind the victim with your arms around victim's stomach.</li> <li>2) Place the thumb-side of your fist above the victim's navel and below the lower end of the breastbone.</li> <li>3) Take hold of your fist with your free hand and pull fist upward and in, quickly and firmly.</li> <li>4) Continue with thrusts until the object is dislodged or airway is clear.</li> </ol> |
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## Infant Choking

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- 1) Place infant face-down on your forearm supporting the head and neck with your hand. Rest your hand on your knee with the infant's head lower than its body.
- 2) With the heel of your hand give four blows between the infant's shoulder blades.
- 3) Turn infant over, place two fingers on the center of the infant's chest (just below the nipples) and perform up to five chest thrusts.
- 4) Repeat until obstruction is clear.

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***Seek medical attention after any choking incident, since complications may arise.***

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## Cuts

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- Minor cuts**
- 1) Wash wound area with soap and water, not alcohol.
  - 2) Cover with a sterile gauze bandage.

- Major cuts**
- If blood appears to be gushing or spurting, follow these instructions and call for help.
- 1) Take a clean cloth or towel and press hard on the cut for 10 minutes.
  - 2) Do not remove pressure to see if it's working.
  - 3) If possible, raise the cut above the level of the chest.
  - 4) After 10 minutes, if the bleeding has stopped, cover the cut with a bandage.
  - 5) If the bleeding hasn't stopped, try pressing harder for five more minutes and seek medical help.

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## Convulsion/Seizure

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- 1) Gently prevent person from hurting him or herself on nearby objects.
- 2) Loosen clothing after jerking subsides.
- 3) Have person lie down.
- 4) Help keep the airway open.
- 5) Turn head to the side in case of vomiting to prevent choking on inhaled vomits.
- 6) If breathing stops, administer mouth-to-mouth resuscitation or CPR.
- 7) After seizure, allow client to rest.
- 8) Seek medical attention.

## Diabetes-Related

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### Signs of Hypoglycemia

- Cold sweating
- Hunger
- Headache
- Anxiety
- Dizziness
- Blurred vision
- Confusion or lack of awareness
- Convulsions
- Coma

If any signs are present test their blood sugar, if below <70mg/dl provide **one** of the following.

- 3-4 glucose tabs
- ½ cup (4oz) regular (non diet) soft drink or fruit juice located in First Aid cabinet

Wait 15 minutes and retest the blood sugar. If still below 70mg/dl provide another serving of carbohydrates until blood levels rise above 70mg/dl.

## Eye Injuries

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- If an object is impaled in the eye, **CALL 911** and DO NOT remove the object.
- Cover both eyes with sterile dressings or eye cups to immobilize.
- Covering both eyes will minimize the movement of the injured eye.
- DO NOT rub or apply pressure, ice, or raw meat to the injured eye.
- If the injury is a black eye, you may apply ice to cheek and area around eye, but not directly on the eyeball itself.

### How to flush the eyes

- If chemical is in only one eye, flush by positioning the victim's head with the contaminated eye down, to prevent flushing the chemical from one eye to another.
- Flush with cool or room temperature water for 15 minutes or more. Remove contact lenses after flushing.

## Head Injury/Concussion

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Usual symptoms of simple concussion include:

- Headache
- Slight Dizziness
- Queasy Stomach
- Vomiting

These usually require an ice pack to the head and rest. Observe for any severe symptoms such as:

- Unusual drowsiness
- Unequal pupils
- Persistent vomiting
- Confusion
- Lack of coordination

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***If one or more of these conditions are present,  
immediately seek medical care.***

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## Poison

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- **Call your local Poison Control Center or 911** for immediate medical attention.
- Antidotes on labels may be wrong! Do not follow them unless instructed by a physician.
- Never give anything by mouth (milk, water, Ipecac, etc.) until you have consulted with a medical professional.
- Keep a one ounce bottle of Ipecac on hand at all times in case of an emergency, and give only when instructed by a physician.
- If the poison is on the skin, flush skin with water for 15 minutes, then wash and rinse with soap and water.
- If poison is in the eye, flush with lukewarm water for 15 minutes. Adults can stand under the shower with eyes open. Always consult medical professionals after any eye injury has occurred.

## Sprains & Strains

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- Elevate the injured joint to a comfortable position.
- Apply an ice bag or a cold compress over the sprain to reduce pain and swelling.
- Ability to move does not rule out fracture.
- Person should not bear weight on a sprain.
- Sprains that continue to swell should be examined by a physician.

## Unconsciousness

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- **Do not leave an unconscious victim alone** except to **call 911** for medical help.
- Assess victim's state of awareness by asking if they are OK.
- Check the victim's Airway, Breathing, and Circulation (ABCs).
- If the victim's ABCs are not present, perform CPR. **IMPORTANT:** only a trained & qualified person should administer CPR.
- If ABCs are present and spinal injury is not suspected, place victim on their side with their chin toward the ground to allow for secretion drainage.
- Cover the victim with blanket to keep warm and prevent shock. If victim communicates feeling warm, remove blanket.