**Workshop Two co-ordinator timeline and checklist**

General Notes before program

* Review feedback comments from participants from workshop one
* Read team debrief and follow up any comments/improvements
* Maintain communication with team

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| **Time-Frame** | **Action** | **Outcome** | **Done** |
| 3 Months prior to workshop | Contact industry partner and communicate confirmation of dates | Ongoing communication with the industry partner, contact monthly until the running of the workshop |  |
| 2 Months prior to workshop | Confirm venue booking and facilities | Venue booked – written quote received |  |
| 2 Months prior to workshop | Confirm catering booking | See Catering Specifications in Facilitator Guide  Catering booked - written quote received |  |
| 2 Months prior to workshop | Accommodation | Accommodation booked for NCFH and other staff |  |
| 6 weeks prior to workshop | Letter to be sent to all participants | Workshop 2 letter #1 with paperwork; **This paperwork needs to be completed and returned within 2 weeks of workshop.** |  |
| 1 Month prior to workshop | Program Resources | Confirm with NCFH bringing equipment and what industry partners are supplying |  |
| 1 Month prior to the workshop | Presentations | Check website for current presentations; prepare yourself with all presentations |  |
| 3 Weeks prior to workshop | Physical Assessment | Check website for any updates to the clinical guidelines |  |
| 2 Weeks prior to workshop | A further letter to participants | A reminder letter to be sent to all participants including agenda |  |
| 2 Weeks prior to workshop | Follow up outstanding paperwork | Make contact with participants to follow up any outstanding paperwork |  |
| 2 Weeks prior to the workshop | Participant health records | include paperwork for the workshop 2 |  |
| 2 Week prior to the workshop | Contact participants | Contact participants by telephone to ensure they are attending.  **\*\*\*complete the document control and send to NCFH mail to:** [**ncfh@wdhs.net**](ncfh@wdhs.net) |  |
| 2 weeks prior to workshop | Complete pre-brief and agenda | Send completed pre-brief and agenda to all team members  Ensure all team members are prepared to deliver their relevant session |  |

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| **Time-Frame** | **Action** | **Outcome** | **Done** |
| 2 Weeks prior to workshop | Media Release | Release to media – template media release about the workshop 1  \*\*\* amend to your local environment |  |
| 1 Week prior to workshop | Administration preparation | Name tags, pens, documents for workshop have been printed off |  |
| 1 Week prior to workshop | Catering | Contact caterer and confirm numbers and healthy menu |  |
| Day before workshop | NCFH staff arrive with kits and presentation equipment, SFF resource kit, pens | Set up venue and run through equipment use |  |
| Night before | Contact participants | Reminder of arrival time and to fast |  |
| Day 1 of workshop | Run Workshop | Arrive early, confirm all workshop / venue / catering guidelines are met |  |
| Day 1 of workshop | Workshop 2 date | Discuss with participants suitable date for workshop 3 Lock in date for workshop 2 and advise NCFH mail to [ncfh@wdhs.net](mailto:ncfh@wdhs.net) |  |
| Day after workshop | Post Workshop Media Release | Only when there is a good case study and a ‘different’ story to tell |  |
| 1 Week after workshop | Referrals | Ensure all relevant referrals are completed and sent to appropriate health personnel, cc to participants. Reminder to everyone not to ‘just refer to GP’s. |  |
| 2 Weeks after workshop | Audit | Health records to be audited by NCFH to ensure all paperwork is filed and completed correctly |  |
| 2-4 Weeks after workshop | Data Analysis | NCFH data clerk has input all relevant data into appropriate programs |  |
| 2-4 Weeks after workshop | Action Plan | Send out letter to all participants with copy of their Action Plan. |  |
| 2-4 Weeks after workshop | Evaluations | Evaluations are compiled by NCFH and distributed to team |  |
| 1 Month after workshop | Contact Industry Partner | Ensure industry group is getting feedback from the workshop and is promoting SFF at all of their relevant group meetings and putting in their emails etc.  Follow-up that they have sent their report to NCFH |  |
| Health service | Complete report and send to NCFH |  |
| 3 Months after workshop | Start preparing for workshop 3 |  |  |