**SUSTAINABLE FARM FAMILIES™**

**LEGEND**

F – Facilitator

HP – Health Professional

**Name of Program**

**Day and Date of workshop**

**STAFF AGENDA – WORKSHOP TWO**

|  |  |  |  |
| --- | --- | --- | --- |
| **7:00 or 7:15am** | **Staff Arrive** | **Session Leader** | **Scribe** Whiteboard / computer |
| 7:45 – 9:00am  *(time depends on participant numbers & number of health professionals)* | * Welcome Everyone | Facilitator name |  |
| * Physical Evaluations – including fasting cholesterol & glucose, blood pressure, eyes, weight & waist/hip   HP – 6 -7 minutes per physical  F – suggest next participant prepare for weight with shoes off, arm for BP to be ready (where possible)  F – complete checklist / follow-up outstanding paperwork  \*NB: same kit to be used as last workshop  F – pre knowledge questionnaire to be completed  F – appointment for individual health assessment to be made | Health professionals names |  |
| 9:00 – 10:00am | Reflection  Action Plans presentations from participants | Facilitator name | Scribe name / scribe name |
| 10:00 – 10:30am | Summary and Recap of Workshop 1  HP – refer to SFF resource kit and show resources | Presenters name |  |
| 10:30 – 11:30am | Topic Nine:  **Mental Health and Well-Being, Depression**  HP – refer to SFF resource kit and show resources | Presenters name | Scribe name / scribe name |
| 11:30 – 11:45am | Morning Tea | | |
| 11:45 – 12:45pm | Topic Nine cont..:  **Mental Health and Wellbeing, Anxiety**  HP – refer to SFF resource kit and show resources | Presenters name | Scribe name / scribe name |
| 12:45 – 1:05pm | Lunch | | |
| 1:05 – 2:35pm | Topic Seven & Eight:  **Wise women’s / wise men’s - reverse**  HP – refer to resource kit and show resources | Presenters name |  |
| 2:35 – 2:45pm | Health Assessment Results &  **Feedback on results** | Health professional name |  |
| 2:45 – 3:00pm | Action Planning  F – collect action plans | Facilitator name | Scribe name / scribe name |
|  | Afternoon Tea  F – collect all workshop evaluations, |  |  |
| 3:00 – 5:00pm | Individual Health Assessments   * 10-15 minute intervals * use the question guidelines in the facilitator manual for the physical assessments.   F – collect evaluations, F –post knowledge questionnaire to be completed | Health professionals names |  |
| 5:30– 5:45 pm | Team debrief  - progress notes completed, debrief on SFF computer, focus group typed on SFF computer  - facilitator completed checklist and collected all paperwork | | |