**\*\* COMMUNCIATION IS THE KEY – THIS PRE-PROGRAM BRIEF KEEPS ALL TEAM MEMBERS INVOLVED**

|  |  |
| --- | --- |
| **Program code & town:** |  |
| **Date of program:** |  |

**Pre-Program Briefing**

Hi Everyone,

I just thought it was pertinent to give a quick update for the program.

From the original XX participants we currently have X participants confirmed for this workshop 2; of these the mix is X female and X males.

Attending the program will be:

Insert name of health professional – NCFH Program Leader & presenter

XXXXXXXX– NCFH Data Clerk (please confirm she will be attending)

Insert name –Facilitator

Insert name of health professional – Health Agency running the program

Insert name of health professional – Health Agency running the program

The industry leader is insert name – his/her industry group is the insert name of group.  X is from an insert type of property.

I have booked accommodation for the program for insert names at the:

Name of accommodation

Address of accommodation

Telephone Number of accommodation

Name of health professionals running the program will be setting up the program at the insert address and location of program at insert time of the insert date – if anyone wants to assist – please contact name of health professional directly on (contact number) or on mobile insert number). \*\*confirm time that the NCFH staff are arriving with kits etc.

Current issues facing the farmers at insert name of district

* Example if market prices have been affected
* Example of weather conditions and their affects

Attached is the Staff Agenda for the Day.

Any other queries – please do not hesitate to contact me.

Kind regards

Your name