COMMUNCIATION IS THE KEY!

THIS BRIEF KEEPS ALL TEAM MEMBERS INVOLVED

|  |  |
| --- | --- |
| **Program code & town:** | **Insert program code & name** |
| **Date of program:** | **Insert date** |

**Pre-Program Briefing**

Hi Everyone,

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

We currently have X participants confirmed for the program, of these the mix is X female and X males.

Attending the program will be:

Insert Name –NCFH Program Leader & presenter

Insert name –NCFH Data Coordinator (please confirm attendance)

Insert Name –Industry facilitator

Insert Names of Health Professionals – 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 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. Please ensure that you are familiar with the sessions you are delivering.

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

Kind regards

Your name