**SUSTAINABLE FARM FAMILIES™**

**Code and Name of Program**

**Day and Date of Program**

**LEGEND**

F – Facilitator

HP – Health Professional

**STAFF AGENDA – WORKSHOP ONE**

**DAY ONE**

|  |  |  |  |
| --- | --- | --- | --- |
| 7:00 or 7:15am | Staff Arrive | Session Leader | Scribe  Whiteboard / computer |
| 7:45 – 9:00am | * Welcome Everyone | Facilitator name |  |
| * Physical Evaluations   HP – 6 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  F – Pre knowledge questionnaire | Health professional names  Facilitator name |  |
| * Breakfast |  |  |
| F – hand out pre-knowledge surveys to be completed and collected | Facilitator name | |
| 9:00 – 9:35am | Welcome introductions  Focus group | Facilitator name | Scribe name / scribe name |
| 9:35 – 9:50am | Introduction to Sustainable Farm Families  HP – hand out SFF resource kit after this session | Presenters name WDHS staff if present |  |
| 9:50 – 10:30am | Topic One: State of rural health  F – evaluations to be handed out and explained how to fill in | Presenters name | Scribe name / scribe name |
| **10:30 – 10:45am** | **Morning Tea**  F – one-on-one appointments to be made | | |
| 10:45 – 11:45am | Topic Two: Cardiovascular disease | Presenters name | Scribe name / scribe name |
| 11:45 – 12:45pm | Topic Three: Farm health and safety | Presenters name | Scribe name / scribe name |
| **12:45 – 1:05pm** | **Lunch** | | |
| 1:05 – 2:15pm | Topic Four: Diabetes | Presenters name | Scribe name / scribe name |
| 2:15 – 3:00pm | Topic Five (part 1): Nutrition, diet and alcohol | Presenters name |  |
| **3:00pm** | **Afternoon tea** |  |  |
| 3:00 – 5:30pm | Individual health assessments  F – to interact with participants and show videos | Health professional names |  |

**DAY TWO**

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| --- | --- | --- | --- |
| 8:30 | Staff Arrive | Session Leader | Scribe  Whiteboard / computer |
| 9:00am | Welcome back | Facilitator name |  |
| 9:00 – 9:45am | Focus group learnings  Reflection of day one learnings | Facilitator name | Scribe name / scribe name |
| 9:45 – 11:10am | Topic Five (part 2): Supermarket tour  HP – hand out label reading sheet  Supermarket tour discussion | Presenters names  All HP to be involved |  |
| **11:10 – 11:25am** | **Morning Tea** | | |
| 11:25 – 12:25pm | Topic Six: Stress - Less | Presenters name | Scribe name / scribe name |
| **12:25 – 12:50pm** | **Lunch**  F – set up 2nd room for gender session | | |
| 12:50 – 2:50pm | Topic Seven: wise women’s business  Topic Eight: wise men’s business  F – split group into gender | Presenters name | Scribe name |
| 2:50 – 3:00pm | Health assessments results | Health professional name |  |
| 3:00 – 3:10pm | Focus group – learnings  F – hand out post-knowledge surveys to be completed and collected | Facilitator name | Scribe name / scribe name |
| 3:10 – 3.35pm | Action planning  F – collect action plans  F – collect evaluations and post knowledge questionnaires | Facilitator name | Scribe name / scribe name |
| 3:35 – 4:00pm | Team debrief  - progress notes completed  - debrief on SFF computer  - focus group typed on SFF computer  - facilitator completed checklist and collected all paperwork | Full program team |  |