**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 | ScribeWhiteboard / computer |
| 7:45 – 9:00am | * Welcome Everyone
 | Facilitator name |  |
| * Physical Evaluations

HP – 6 minutes per physicalF – suggest next participant prepare for weight with shoes off, arm for BP to be ready (where possible)F – complete checklist / follow-up outstanding paperworkF – Pre knowledge questionnaire  | Health professional namesFacilitator name  |  |
| * Breakfast
 |  |  |
| F – hand out pre-knowledge surveys to be completed and collected |  Facilitator name |
| 9:00 – 9:35am | Welcome introductionsFocus 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 assessmentsF – to interact with participants and show videos | Health professional names  |  |

**DAY TWO**

|  |  |  |  |
| --- | --- | --- | --- |
| 8:30 | Staff Arrive | Session Leader | ScribeWhiteboard / computer |
| 9:00am | Welcome back | Facilitator name |  |
| 9:00 – 9:45am | Focus group learningsReflection of day one learnings | Facilitator name | Scribe name / scribe name |
| 9:45 – 11:10am  | Topic Five (part 2): Supermarket tourHP – hand out label reading sheetSupermarket 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 businessTopic Eight: wise men’s businessF – split group into gender | Presenters name | Scribe name |
| 2:50 – 3:00pm | Health assessments results | Health professional name  |  |
| 3:00 – 3:10pm | Focus group – learningsF – hand out post-knowledge surveys to be completed and collected | Facilitator name | Scribe name / scribe name |
| 3:10 – 3.35pm | Action planningF – collect action plansF – 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 |  |