

Meeting Agenda

Staff Feedback Event

Location:

Date:

Aims of the day:

- Feed back and validate the staff experience findings
- Agree work to be taken forward jointly with patients
- Agree next steps moving forward to joint patient-staff event

Start	End	Duration	Item	Contact
9:00 AM	9:30 AM	0:30	Introduction to the day (Acknowledgement of land and original custodians and Welcome to Country) • Agenda review • Introductions of attendees • Overview of the work so far	Name
9:30 AM	9:50 AM	0:20	Summary of findings of staff observation and interviews	
9:50 AM	10:10 AM	0:20	Discussion and validation of findings	
10:10 AM	10:30 AM	0:20	Break	
10:30 AM	11:00 AM	0:30	Distinguish between issues to be addressed 'internally' and those for 'co-design' work	
11:00 AM	11:30 AM	0:30	Identify staff priorities for co-design work	
11:30 AM	12:00 PM	0:30	Explain plans for next events	
12:00 PM	12:15 PM	0:15	Evaluation	
12:15 PM			Close	
Total Event Duration		3:15		

Future Meetings

Event	Date	Time	Location
Joint patient-staff meeting	Enter Date	Enter Time	Enter Location
co-design workin group	Enter Date	Enter Time	Enter Location