

3.1 Workshop Preparation

Here are some practical suggestions to aid in the successful implementation of a *Fun not Fuss with Food* workshop. The first step is to set the date and venue and confirm facilitators. Secondly, to enhance workshop reach, it is worth considering a marketing plan for implementation as per Section 3.2. Finally, ensure you have all the resources you require prior to implementation as per Section 3.3.

Aspects to consider for planning a workshop

Aspects	Points to consider
Dates and timing	<ul style="list-style-type: none"> • Dates and times are often regulated by availability of human and physical resources • Time the dates so that they do not fall within school holiday times ensures greater access by parents • Evening and weekend sessions promote access by those who work during the day
Venue	<ul style="list-style-type: none"> • Choose a venue which is easily accessible by participants via public and private transport • If your venue does not have access to childminding, it is essential that participants are informed that childminding is not provided, and that they will need to arrange their own
Group participants	<ul style="list-style-type: none"> • Parents with children (aged 2–10 years) who have problem eating and mealtime behaviours
Referral criteria	<ul style="list-style-type: none"> • <i>Fun not Fuss with Food</i> is designed as an early intervention and prevention education strategy and not a therapeutic intervention. Therefore, there are no restricting criteria for admission into the group.
Group size	<ul style="list-style-type: none"> • A group size of between 8 and 15 is considered preferable. This allows for participants to have their individual needs met, while still encouraging group participation.
Group environment	<ul style="list-style-type: none"> • Ensure that there are enough chairs for group participants • Arrange chairs in a semicircle as this promotes participation and a sense of group membership • If possible, provide tea, coffee and water • Name tags are useful to assist participants to get to know one another

On the following page is a sample Workshop Preparation Plan to help facilitators plan and prepare for the workshop. The Workshop Preparation Plan is a countdown of tasks starting 3-12 months before a workshop.

Sample Workshop Preparation Plan

What?	When?	Preparation
Overall plans	3 – 12 months before	<ul style="list-style-type: none"> • Discuss with your manager and team members – organise facilitators, dates, times and venues for the workshop • Decide on maximum and minimum number of participants you would require to hold a workshop • Develop and decide on a promotion and recruitment strategy to reach potential participants
Booking-in list	Ongoing	<ul style="list-style-type: none"> • Maintain an ongoing booking-in list for participants • When participants book-in for the workshop send out a confirmation slip confirming date, time and venue of the workshop
Promotion	3 months before	<ul style="list-style-type: none"> • Discuss with media liaison officer regarding promotion of the workshop via local media networks • Promote the workshop (using the health professional information sheet, parent flier and posters – see master documents) to child care centres, general medical practitioners, paediatric specialist, dietitians, paediatric hospital staff etc. • Ensure all child health staff have parent flyers and posters for their clinics
Resources	4 weeks before	<ul style="list-style-type: none"> • Ensure all required resources are available (Parent Resources) • Organise photocopies of resources (evaluation tools, attendance sheets) • Organise equipment (overhead/data projection unit etc.)
Pre-workshop preparation	1 week before	<ul style="list-style-type: none"> • From details provided in the booking-in list, telephone contact all participants to confirm attendance and remind them of the date, time and venue of the workshop • Make name tags for participants and facilitators • View the slides and facilitator notes to ensure you are familiar with the material
Pre-workshop preparation continued	Day of workshop	<ul style="list-style-type: none"> • Allow 1 hour before participants arrive to set up room, resources and equipment. • Organise refreshments (milk, tea, coffee and water) for the break

3.2 Promotion and Marketing

Marketing plan

A well thought out marketing plan will ensure parents, carers and health professionals within your local community are aware of the *Fun not Fuss with Food* workshop. The following list outlines possible strategies facilitators may use to improve workshop reach.

- Develop a parent promotional flier (see Section 7 for an example), with a health professional covering letter (Section 7) that can be distributed to general practitioners, paediatricians, allied health professionals (psychologists, occupational therapists, speech pathologists, etc.), directors of child care centres, hospital paediatric wards, dietitians, play group coordinators, etc. The parent promotional flier can also be used as promotional material in child health clinics.
- Develop a poster that can be displayed wherever parents with children congregate (Section 7). Place a sticker on the poster outlining contact numbers for parents to register for the workshop.
- Speak with your District media liaison officer and have an article regarding the *Fun not Fuss with Food* workshop placed in the local newspaper. A sample media release has been provided in Section 7. Please remember to have any media releases approved through your relevant District authorities.

Please Note:

- *Fun not Fuss with Food* was designed to improve efficiency in the delivery of a service to parents of children with problem eating and mealtime behaviours. It was designed as an alternative to individual consultations around problem eating and has been particularly useful in reducing waiting lists where professional time is limited.
- The program can also be used as a more general promotional service to your community. Media releases, flyers etc can be an effective way to promote your service or when you are having difficulty recruiting numbers.

3.3 Workshop Resources

To facilitate the *Fun not Fuss with Food* workshop you will need:

- whiteboard and whiteboard markers
- overhead projector or data projection unit and computer
- labels for participants and facilitator name tags
- attendance sheet
- evaluation tools
- parent resource sheets (in a sleeve at the back of this package).