

*You can use or adapt this sample meeting program when planning the agenda for a Stay On Your Feet® getting started meeting.*

### **Stay On Your Feet® ‘getting started’ meeting PROGRAM**

<b>Time</b>	<b>Topic</b>
9.00am	<b>Introduction</b> Welcome, housekeeping, what will be covered
9.10am	<b>Falls and the Stay On Your Feet® program</b> <ul style="list-style-type: none"> <li>• Falls – the bad news, the good news</li> <li>• About the Stay On Your Feet® Program</li> <li>• Stay On Your Feet® local planning – what’s involved?</li> <li>• The program team – what can we do?</li> </ul>
10.00am	<b>What we know about preventing falls</b> <ul style="list-style-type: none"> <li>• Why do older people fall? – ‘risk factors’</li> </ul>
10.15am	Morning tea
10.30am	<b>Falls research and what’s happening locally</b> <ul style="list-style-type: none"> <li>• What the research tells us</li> <li>• Other related research (eg. state, national) – results and recommendations</li> <li>• Local telephone survey – ‘baseline measure’</li> <li>• Your stories about falls</li> </ul>
12.00 noon	<b>What is currently being done?</b> <ul style="list-style-type: none"> <li>• Local: Resources and activities</li> <li>• Queensland: Resources and activities</li> </ul>
12.30pm	<b>Lunch</b>
1.00pm	<b>Local gaps and priorities</b> <ul style="list-style-type: none"> <li>• Risk factors – what is covered locally, where are the gaps?</li> <li>• Local priorities</li> </ul>
1.40pm	<b>Getting started on our local action plans</b> <ul style="list-style-type: none"> <li>• Plan formats</li> <li>• Who else needs to be involved?</li> <li>• Local contacts</li> </ul>
2.15pm	<b>Other business</b> <ul style="list-style-type: none"> <li>• Next meeting/s</li> <li>• Distribution of meeting record to attendees</li> <li>• Conclusion and thanks</li> </ul>