

AGENDA – REFRESH TRAINING IN VIETNAM

Time	Topic/Activity	Facilitator(s)
Day 1: General issues, progress of activities in ISHCs, synergies between ISHCs/AEs and health sector, NCDs; Screening for risk factors for hypertension and diabetes		
07:15 – 07:30	Registration	PAE
07:30 – 07:45	General announcement, participant introduction	PAE
07:45 – 07:50	- Opening - Logistic announcement	VAE, PAE, HAIV
07:50 – 08:30	- Introduction of participant groups - Introduction of training objectives and agenda - Agreement on training time, training regulation, class president, class vice president of training days	HAIV, VAE, PAE
08:30 – 09:00	Fill in the table of performance indicators of the ISHC's activities (group discussion for each club/commune)	HAIV, VAE, PAE
09:00 – 09:30	Introduction to the activities and roles of stakeholders in the prevention and management of diabetes and hypertension in the community	VAE
09:30 – 09:45	Tea break	PAE
09:45 – 10:00	Mini game, singing	Class president & vice president
10:00 – 10:30	Discuss on the indicator achievement and sharing experience among ISHCs	HAIV and VAE
10:30 – 10:45	6 parts of monthly meeting	VAE
10:45 – 11:00	7 steps of communication	HAIV
11:00 – 11:30	Hypertension	HAIV
11:30 – 13:00	Lunch	
13:00 – 13:15	Attendant checking, mini-game, singing	Class president & vice president
13:15 – 13:45	Diabetes	HAIV
13:45 – 15:00	- General knowledge on screening - Introduction of screening handbook - Instructions on how to calculate BMI - Instructions on how to measure waist circumference - Instructions on how to check blood pressure	HAIV HAIV HAIV VAE HAIV
15:00 – 15:15	Tea break	PAE

15:15 – 15:30	Mini game, singing	Class president & vice president
15:30 – 15:45	- Diabetes risk screening tool - Diabetes risk screening form	HAIV
15:45 – 16:00	Post-screening counseling	HAIV
16:00 – 16:20	Introduction of report forms, screening forms, booklets, and reporting process	HAIV
16:20 – 16:30	Summary day 1	Class president and vice president
Day 2: Screening for risk factors for hypertension and diabetes (cont.); Introduction of report forms and booklets Introduction of tablet; Discussion of ISHCs annual plan		
07:30 – 07:45	Attendant checking, mini game, singing	Class president & vice president
07:45 – 08:15	Review day 1	HAIV, VAE
08:15 – 09:30	Practice organizing aging-friendly screening session	HAIV, VAE, PAE, trainees
09:30 – 09:45	Tea break	PAE
09:45 – 10:00	Mini game, singing	Class president & vice president
10:00 – 10:30	Feed back and discussion on the practice session	HAIV, VAE
10:30 – 10:45	- How to set personal health goals - Introduction of personal health record	HAIV
10:45 – 11:30	Check and re-induct filling in forms and reports	VAE, HAIV
11:30 – 13:00	Lunch	
13:00 – 13:15	Attendant checking, mini game, singing	Class president & vice president
13:15 – 15:00	Practice using tablet to report data	HAIV
15:00 – 15:15	Tea break	PAE
15:15 – 15:45	Discuss ISHCs annual plan	VAE, PAE, HAIV
15:45 – 16:05	Course evaluation	VAE
16:05 – 16:15	Summary day 2	Class president & vice president
16:15 – 16:30	Training video slideshow Closing	HAIV PAE, VAE