# Early Recognition and Management of

# Heart Failure Program

# Program agenda

## Month XX, time

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| **Agenda item** | **Description** | **Length of time** |
| Welcome and introductions |  | 2 minutes |
| Program objectives | Review of purpose, program objectives, roles and responsibilities | 5 minutes |
| Assess your knowledge | Pre-training assessment | 5 minutes |
| Learning session | What is heart failure?  Identifying and management | 35 minutes |
| Action plan | Review of the next activity, coaching calls or learning session | 2 minutes |
| Homework | * Complete HF facility readiness evaluation and send to facilitator’s name * Define content for your staff education and whom will provide education * Develop implementation plan for the program | 3 minutes |
| Coaching calls | * Sign-up for coaching calls | 3 minutes |