****Booking form**

**CFHS learning exchange – community cooking skills activities: building evidence, inspiring practice**Central Edinburgh, **Thursday 27 November 2014**, 10.30 am to 3pm

An opportunity to:

* Network and share learning on community cooking skills activities
* Hear about, and contribute to, CFHS research on community cooking skills activities
* Find out about current resources in the market place

Please complete the form (type or hand write) and email back to [kim.newstead@nhs.net](mailto:kim.newstead@nhs.net) or post to the address below **by 6 November**. Thanks.

|  |  |
| --- | --- |
| Name |  |
| Job title |  |
| Organisation |  |
| Email address |  |
| Phone number |  |

**There are three parts to the learning exchange:**

1. **Discussion groups**

We welcome people with lots of experience of running or managing community cooking skills activities as well as those that are new to this. Our aim is to give everyone the chance to talk to others about similar issues that are of concern to them or that they have had success with. We will provide space for everyone to take part in, or to start up discussion groups. Each discussion group will last 30 minutes and there will be time to attend different discussion groups within the programme.

**How will the discussion groups work?**

If you want to **start up** a discussion group, you can let us know:

* when you fill in this form
* at the beginning of the learning exchange, or
* during the refreshment break before we start the discussion groups.

All that is required is to get the discussion started; you are not expected to provide a formal presentation.

If you want to **join in** or **start up** a discussion group, please use this form to let us know. This will give us an idea of what people are interested in. A final list of what discussion groups will run will be available during the learning exchange and you will choose and sign up to discussion groups on the day.

To get an idea of what you might be interested in, we have provided a list of potential topics below. Please mark all that you are interested in. You are very welcome to suggest other topics that you would like to start up or join in with.

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| --- | --- | --- |
| **Potential discussion topics:**  **Cooking skills and….** | Would you willing like to **start** **up** this discussion? (yes or no) | Would you like to **join in** this discussion? (yes or no) |
| Recruitment and retention |  |  |
| Food poverty / emergency food aid |  |  |
| Practical stuff: venues, equipment, health and safety etc |  |  |
| Building capacity/ train the trainers |  |  |
| Sustaining cooking courses/ social enterprise activities |  |  |
| Evaluating cooking sessions |  |  |
| Improving impact |  |  |
| Information session and discussion on the REHIS Elementary cooking skills course (developed 2013) | REHIS will lead this discussion |  |
| **Please use the space to tell us what else you would like to discuss** (up to 4 topics) |  |  |
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1. **The research and focus groups**

Our researchers will run two **one-hour focus groups**.They hope to hear the views of experienced cooking skills facilitators/trainers or managers on issues such as how you tailor cooking skills activities to suit participant groups or use any opportunities to maintain or improve their impact. There might not be space for everyone to take part in a focus group**. There will be opportunities for everyone to contribute to the research whether they attend a focus group or not**.

|  |  |
| --- | --- |
| If there is space available, would you like to take part in one of the focus groups?  (Anyone is welcome to sign up to the focus groups; however, we particularly encourage, and will prioritise space for those with considerable experience of delivering/ managing cooking skills activities.) | Yes or no (If no, please go to section 3) |
| What is your main role? Do you **deliver OR manage /co-ordinate** cooking skills activities? Or do you regularly do both? | I deliver cooking skills activities  I manage/ co-ordinate cooking skills activities  Both |
| How often do you manage / deliver cooking skills activities? | Once a week or more    Once a month or more    Several times a year    Once a year or less |
| How many years have you been delivering or managing cooking skills activities? | Less than one year    Between one and five years  Over five years |

We will let you know if you have a place in a focus group by Thursday 6th November.

1. **Market place**

The market place will include space to display resources, such as community cooking manuals, community cooking recipe books and evaluation tools. We will provide a display of resources that we already share on our website <http://www.communityfoodandhealth.org.uk/advice-resources/good-practice-ideas/>

Several national organisations, such as REHIS, will also be available for you to speak to. You are welcome to bring additional resources to display, please list what you would like to bring:

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|  |

Finally,

|  |  |
| --- | --- |
| If you have any access issues please provide details |  |
| If you have any dietary requirements please provide details |  |

Please complete the form and email to [kim.newstead@nhs.net](mailto:kim.newstead@nhs.net)   
or post to Kim Newstead, NHS Health Scotland, Gyle Square, 1 South Gyle Crescent, Edinburgh EH12 9EB. Please return the form by 22nd October. We will let you know if you have a place by Thursday 6th November. Thanks.

This will be a free event, hosted by Community Food and Health (Scotland)

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