**Summary of Plans for Postpartum Haemorrhage Seminar Presentation**

Sir,

During the meeting of the team, we were able to come up with the following plans for the seminar:

Date: to be fixed after you have approved the content of the seminar

Venue: Female ward extension

Duration: 2 hours

We plan to administer assessment questions before the seminar and re-administer the same at the end of the seminar to measure the efficacy of the seminar.

We are going to collect data in August, and plan the next phase of the Improvement plan.

To have a successful seminar, we will need attendance by all (including those on leave and those on duty, if possible). To this end sir, we will appreciate if you can help us ensure that attendance is compulsory.

We look forward to your invaluable inputs sir.

Thank you.