



Effective Teams Orientation Training Design

Friday, March 08, 2002

Time	Topic	Delivery Approach	Who	Materials
1:00-1:15 15 minutes	Welcome/ Introduction/ Purpose / Objectives	<ul style="list-style-type: none"> Opening- Anne speech- 5 Vision- 5 Present learning objectives- 5 	<ul style="list-style-type: none"> Anne Chuck Chuck 	Poster- Learning Objectives
1:15-1:30 15 minutes	Facilitative Leadership Overview	<ul style="list-style-type: none"> Present 7 practices overview- 10 Discuss areas we will focus on today- 5 	<ul style="list-style-type: none"> Ryan Chuck 	Poster- 7 practices
1:30-1:45 15 minutes	Common problems in meetings	<ul style="list-style-type: none"> Brainstorm common problems- 10 Watch <i>Animal House</i> segment- 5 	<ul style="list-style-type: none"> Ryan All 	Video, TV, VCR
1:45-2:35 50 minutes	Focus on Process, Results, Relationships: <i>S'mores line</i>	<ul style="list-style-type: none"> Present PRR/ set up- 10 S'mores-20 +s / Deltas of PRR- 5 Debrief- 15 	<ul style="list-style-type: none"> All Ryan/ All Ryan/ All 	S'mores (food, blindfold, role cards) Poster- +/Delta for PRR
10 Minute Break				
2:45-3:25 40 minutes	Design Pathways to Action	<ul style="list-style-type: none"> Present Meeting Roles- 10 Agenda Building <ul style="list-style-type: none"> Why have an agenda?- 5 Ea. member shares examples-15 Discuss and record successes and challenges you've faced so far (what's worked, what hasn't)- 10 	<ul style="list-style-type: none"> Ryan Chuck Chuck/All Ryan/ All 	Poster- Meeting Roles Poster- agenda format Copies of previous agendas Agenda Templates
3:25-3:55 30 minutes	Facilitate Agreement	<ul style="list-style-type: none"> Present Tools 4 Reaching Agmt- 10 Conduct T4RA activity- 20 	<ul style="list-style-type: none"> Ryan/All Ryan/All 	Poster- Tools
3:55-4:10 15 minutes	Goals for the next month	<ul style="list-style-type: none"> Review "common problems" Review "learning objectives" Hand out goal sheet and eval Hand out Effective Teams Timeline- 5 Brainstorm expects / agrees- 10 	<ul style="list-style-type: none"> Ryan Chuck Chuck Chuck Ryan 	Goal sheet Timeline Handout Poster- Expectations Poster- Agreements