



Effective Teams Phase II Orientation Training Design

Tuesday, September 07, 2004

Time	Topic	Delivery Approach	Who	Materials
1:00-1:15 15 minutes	Welcome/ Introduction/ Purpose / Objectives	<ul style="list-style-type: none"> Opening- Anne- 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	Project Management Overview	<ul style="list-style-type: none"> What makes a project successful?- 10 Watch <i>Money Pit</i> segment- 5 	<ul style="list-style-type: none"> Ryan All 	Video, TV, VCR Poster- What is a project, why projects fail
1:30-1:45 30 minutes	Step 1: Visualize	<ul style="list-style-type: none"> Present Covey 4 steps to PM- 5 Present "Vision"- 5 Stakeholder Evaluation- 5 USA Freedom Corps Example- 5 <ul style="list-style-type: none"> SMART vision statement- 10 	<ul style="list-style-type: none"> Ryan Chuck Chuck Ryan 	Poster- visualize (incl. stakeholder) Poster- SMART
1:45-2:15 30 minutes	Step 2: Plan	<ul style="list-style-type: none"> Present "Plan" (7 Steps)- 5 Brainstorm: Why create a workplan? -5 Mindmapping-5 Workplan Activity: Building your dream house- 20 <ul style="list-style-type: none"> Divide into 2 groups to complete workplan: (Plan/ Implement groups) Debrief 	<ul style="list-style-type: none"> Ryan Chuck Ryan All Ryan 	Poster- Plan (7 steps) Poster- Workplan Poster- Mind Mapping
10 Minute Break				
2:30-3:30 60 minutes	Step 3: Implement	<ul style="list-style-type: none"> Present Implement- 5 Brainstorm challenges of managing a project (accountability/ involvement)- 10 Greeting Cards Structured Activity-45 <ul style="list-style-type: none"> Conduct Debrief 	<ul style="list-style-type: none"> Ryan 	Poster- Implement Poster- Challenges (blank) Poster- Agenda Template
3:30-3:50 10 minutes	Step 4: Close	<ul style="list-style-type: none"> Present "Close"-5 Discuss Tools we will use-5 Explain how they will receive surveys for Phase II 	<ul style="list-style-type: none"> Chuck 	Poster- Close Poster- Tools Surveys
3:50-4:00 10 minutes	Team Goals for Phase II	<ul style="list-style-type: none"> Brainstorm expects / agrees for team roles- 15 Review "learning objectives"- 5 Hand out Effective Teams Timeline- 5 Hand out goal sheet 	<ul style="list-style-type: none"> Ryan Chuck Chuck Chuck 	Poster- Expectations Poster- Agreements Goal sheet Timeline Handout



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