



PICT Weekly Touchpoint

Purpose: To introduce the training process design team and how best to utilize their expertise and tools.

Desired Outcomes:

By the end of this meeting, we will have:

- An agreement on how best to utilize the process design team
- An understanding of the training process design so that we can decide on how to implement the tools
- An agreement on next steps, issues, and action items.

Agenda:

| What | How | Who | Time |
|--|--|--|---|
| Start Up: – Welcome/ Purpose – Outcomes/ Agenda – Roles – Ground Rules – Decision Making | <ul style="list-style-type: none"> • Review • Agree | <ul style="list-style-type: none"> • Ryan | <ul style="list-style-type: none"> • 5' |
| Training Process Design Overview | <ul style="list-style-type: none"> • Welcome Pennie and Sara • Present overview/status of process design • Brainstorm how we can best utilize Pennie and Sara | <ul style="list-style-type: none"> • Ryan • Pennie/Sara • All | <ul style="list-style-type: none"> • 20' |
| Process Checklist | <ul style="list-style-type: none"> • Review checklist • Determine status of each project • Decide on next steps • Review tools for next steps | <ul style="list-style-type: none"> • Pennie/Sara • All | <ul style="list-style-type: none"> • 20' |
| Next Steps & Issues | <ul style="list-style-type: none"> • Review Milestone Chart & Communication Plan • Brainstorm next steps and possible issues • Determine “what, who, by when” • Schedule time for 1-on-1’s next week (if needed) | <ul style="list-style-type: none"> • All | <ul style="list-style-type: none"> • 5' |
| Meeting Evaluation | <ul style="list-style-type: none"> • Review Desired Outcomes • Determine desired outcomes for next meeting • Determine next meeting date/ time • +’s and –’s of this meeting’s structure | <ul style="list-style-type: none"> • Ryan | <ul style="list-style-type: none"> • 5' |