



Effective Teams Phase II Closing Session Training Design

Thursday, December 05, 2002

Learning Objectives:

- Celebrate our successes with Phase II
- Explore key learnings and determine support going forward
- Evaluate Phase II implementation

Time	Topic	Delivery Approach	Who	Materials
1:00-1:10 10'	Welcome / Purpose Objectives	<ul style="list-style-type: none"> • Welcome / learning objectives - 5 • Certificates/ cake- 5 	<ul style="list-style-type: none"> • Chuck • Chuck • Ryan 	Cake Certificates Poster- Learning Objectives Poster- Welcome
1:10-1:35 25'	Measuring our progress	<ul style="list-style-type: none"> • Review "What Makes a Project Successful"- 5 • Grab bad exercise- 20 <ul style="list-style-type: none"> ○ Hand out sample timeline/milestones/status 	<ul style="list-style-type: none"> • Chuck 	Poster- What is a Project? Poster- Workplan +'s/Deltas Samples- timelines, workplans, status
1:35-1:55' 20'	Structured Experience	<ul style="list-style-type: none"> • Greeting Card Exercise- 20 	<ul style="list-style-type: none"> • Ryan 	8 ½ X 11 Paper Markers
1:55-2:15 20'	Key Learnings	<ul style="list-style-type: none"> • Debrief & record findings – 20 	<ul style="list-style-type: none"> • Ryan • Chuck 	
2:15-2:30 15'	Phase II Feedback	<ul style="list-style-type: none"> • +/ Deltas <ul style="list-style-type: none"> ○ 1-on-1 coaching & training- 7 ○ Job aids and templates-7 	<ul style="list-style-type: none"> • Ryan 	Poster- +'s/Deltas (x2)
2:30-2:40 10'	Evaluation	<ul style="list-style-type: none"> • Review "learning objectives"-2 • Discuss continued support going forward- 4 • Hand out surveys- 4 	<ul style="list-style-type: none"> • Chuck 	Handout- Phase II Timeline Blank Surveys Multi-colored pens for surveys

Grab Bag Exercise:

1. Create slips of paper with memorable quotes from each pilot team member.
2. Place slips in a paper bag.
3. Have each team lead pull out a slip and guess who said it.
4. Discuss the quote's meaning and have each team lead explain what they went through during the pilot phase