

**Proposed Facilitator Agenda
Summer Team Kick-off
February 26-27, 2002**

DAY 1

Time	Topic	Presenter
9:00	Introductions	Mark
	Introductions	
	Goals of session	
	Service standards and ground rules	
	Review agenda	
	Walk through binder	
	Discuss ongoing evaluation strategy – breaks, end of day – please take time while thoughts are fresh to assess each job aid and template	
9:30	Explanation of process	Anne
	Why we're doing this – and why this way	
	Benefits of shared process across teams	
	Discussion of individual experiences and what each team offers	
9:45	Overview of process	Mark
	Plan, Design, Build, Do, Assess	
10:15	Detailed plan overview	Mark
	Overview of major deliverables <ul style="list-style-type: none"> • Training Needs Assessment • Training Plan • Project Plan 	
	Overview of templates, tools, etc. (not tasks)	
10:45	BREAK	
11:00	Roles & Responsibilities	Doug
	<ul style="list-style-type: none"> • Overview of roles • Role map discussion 	
11:30	Training needs assessment working session	Mark
	Conduct audience analysis	
12:30	Lunch	
1:30	Training plan working session	Mark
	Learning needs brainstorming session	
	Determine learning objectives	
2:30	BREAK	
	Continue learning objectives	
3:30	Closing	Mark
	Review day 1, preview day 2	
	Lessons learned	

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DAY 2

Time	Topic	Presenter
9:00	Agenda	Mark
	Goals of today	
	Review agenda	
9:15	Wrap up learning objectives (Placeholder)	Mark
9:45	Continue training plan working session	Mark
	Determine content scope	
10:15	BREAK	
	Continue content scope	
11:00	Determine delivery strategy	
12:00	Lunch (<i>potentially a working lunch</i>)	
1:00	Discuss logistics/Communications	Anne Eckman/ Logistics TBD
1:30	Project plan working session	Mark
	Identify stakeholders and communications plan	
2:15	BREAK	
	Create workplan (tasks, deliverable schedule, check-in points)	Doug
3:30	Closing	Mark
	Review of day 2	
	Preview of design	
	Lessons Learned	
	Schedule next gathering/conference calls	
	Complete session evaluations	