

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

DAY 1

Time	Topic
9:00	Introductions
9:30	Explanation of process
9.45	Overview of process
10:15	Detailed plan overview
10:45	BREAK
11:00	Roles & responsibilities
11:30	Training needs assessment working session
	Conduct audience analysis
12:30	Lunch
1:30	Training plan working session
	Determine learning objectives
2:30	BREAK
	Continue learning objectives
3:30	Closing

DAY 2

Time	Topic
9:00	Review agenda
9:15	Continue training plan working session
	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
1:30	Project plan working session
	Identify stakeholders and communications plan
2:15	BREAK
	Create workplan (tasks, deliverable schedule, check-in points)
3:30	Closing

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