*Agenda must be submitted a minimum of three weeks prior to start date and all sections must be complete for the course to be CE eligible Incomplete agendas will be kicked back for compliance.*

| **Course Logistics** | |
| --- | --- |
| **Dates of Course** |  |
| **Service *(e.g. Army, Navy, Air Force)*** |  |
| **Location *(e.g. Base, Fort, Garrison)*** |  |
| **Facility *(e.g. MTF)*** |  |
| **Unit or Team *(e.g. Pediatrics)*** |  |
| **Classroom *(e.g. 6th Floor Sim Room)*** |  |
| **Point of Contact *(Name)*** |  |
| **POC Email** |  |
| **Maximum # of Learners *(e.g. Seats)*** |  |

*Enter faculty name and email for each segment below. ALL faculty must have an active bio/disclosure on file a minimum of two weeks prior to course start date or the course will be ineligible for CE credit.*

| **Time** | ***TeamSTEPPS***  ***Train the Staff*** | **Faculty** |
| --- | --- | --- |
| 1300 - 1330 | Introduction to *TeamSTEPPS*  (30 min) |  |
| 1330 - 1400 | Team Structure (30 min) |  |
| 1400 - 1415 | Break |  |
| 1415 - 1440 | Communication (25 min) |  |
| 1440 - 1515 | Leading Teams (35 min) |  |
| 1515 - 1530 | Break |  |
| 1530 – 1605 | Situation Monitoring (35 min) |  |
| 1605 - 1640 | Mutual Support (35 min) |  |
| 1640 - 1700 | Summary: Pulling It All Together (20 min) |  |