*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 *(Seats)*** |  |

*Enter date for each day of training below. 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.*

| **DAY ONE DATE:** |  |
| --- | --- |

| **Timing** | **Day 1 Agenda** | **Instructor *(Name/Email)*** |
| --- | --- | --- |
| **0730 – 0800** | **Registration** |  |
| **0800-0815** | **Welcome** |  |
| **0815-0905 (50 mins)** | **Module 1 - Introduction** |  |
| **0905-0955 (50 mins)** | **Module 2 – Team Structure** |  |
| **0955-1010** | **Break** |  |
| **1010-1055 (45 Mins)** | **Module 3 – Communication** |  |
| **1055-1105** | **Break** |  |
| **1105-1220 (75 mins)** | **Module 4 – Leading Teams** |  |
| **1220-1320** | **Lunch** |  |
| **1320-1405 (45 mins)** | **Module 5 – Situation Monitoring** |  |
| **1405-1455 (50 mins)** | **Module 6 – Mutual Support** |  |
| **1455-1510** | **Break** |  |
| **1510-1615 (50 mins)** | **Pulling it all Together - Summary/Practical Exercise** |  |

| **DAY TWO DATE:** |  |
| --- | --- |

| **Timing** | **Day 2 Agenda** | **Instructor *(Name/Email)*** |
| --- | --- | --- |
| **0730 – 0800** | **Welcome & Overview of**  **Day 1** |  |
| **0800 – 0900 (60 mins)** | **Change Management** |  |
| **0900 – 0915** | **Break** |  |
| **0915 – 1030 (75 mins)** | **Coaching Workshop** |  |
| **1030 – 1120 (50 mins)** | **Measurement** |  |
| **1120 – 1220** | **Lunch** |  |
| **1220 – 1450 (150 mins)** | **Implementation Workshop** |  |
| **1450 - 1505** | **Break** |  |
| **1505-1705 ( 120 mins)** | **Practice Teaching Sessions Instructor candidates’ practice teaching session. Each will exercise their knowledge and skill to deliver one module with feedback by faculty and peers.** |  |
| **1705-1715** | **Wrap-up** |  |