

Time	3 day Training Overview	Time	Objectives, Talking Points, Notes- Person Assigned Task
	Day One		
9:30	Registration and Coffee		
10:00	Welcome/Turning Point History	10:00	Welcome by Facilitator 1; provides history of Turning Point and TPLDNEC
10:15	Workshop Overview/Curriculum Overview/Expectations Activity	10:15 10:25	Facilitator 1 gives a Workshop Overview; discusses the goals and objectives of the training, the format of the training, and logistical information (focus on small sections); why Turning Point put it on; Facilitator 2 presents the modules series and leads Expectations Activity <ul style="list-style-type: none"> • “What do you want to walk away with?”
10:45	Introduction to Collaborative Leadership	10:45	Facilitator 1 discusses the conceptual framework for the modules series and focuses on the development of the modules series based on the fundamentals of adult learning theory
11:15	Break	11:15	
11:25	Introduction to Collaborative Leadership cont’d	11:25	Facilitator 1 discuss the “To Do’s” that are necessary for trainers to prepare for facilitating the modules series Facilitator 1 does formal intro of CL and 6 practices using slides from beginning of each module.
12:00	Lunch	12:00	
1:00	<i>Fundamental Concepts</i> Module	1:00 1:20 1:50	Facilitator 2 provides an overview of the <i>FC</i> module; introduces the concept and discusses the activities and how they relate to the concept (15 mins) <i>Facilitator 2 facilitates Activity 9- Part 1, “What is CL?” (p.25) and shows King Henry Video; She debriefs by making point that group needs to know audience before using video series</i> <i>Facilitator 2 facilitates Activity Part 2 , “Group Discussion: CL” (pp 25-26) and shows Frederico Pena video story</i>

2:30	Break	2:30	
2:40	<i>Fundamental Concepts</i> Module cont'd	2:40	Facilitator 1 facilitates Activity 9- Part 4, Steps E-F (p. 27-28) discussing Qualities of Collaborative Leaders
		3:00	<i>Facilitator 1 facilitates Activity 9- Part 5 (p.28) using the Willow Springs Memorial Hospital Case study (p. 50)</i>
4:00	<i>Self-Reflection</i> Module	4:00	Facilitator 2 provides an overview of the <i>SR</i> module; introduces the concept and discusses the activities and how they relate to the concept (15 mins)
		4:15	Facilitator 2 facilitates Activity 6, “Leadership Timeline” (p. 8) and debriefs
		4:35	Facilitator 2 discusses the Self-Assessment tool and the PLP, the purpose of each as important self-reflection tools
4:45	Wrap-Up; Homework Assignment	4:45	Facilitator 1 leads wrap-up w/ eval questions: <ul style="list-style-type: none"> ▪ “Do you feel you understand the concept of CL?” ▪ “What have been the ‘aha’s’ for you today in re: CL?” ▪ “Do you feel you understand the concept of <i>SR</i>?” ▪ “What have been the ‘aha’s’ for you today in re: <i>SR</i>?” ▪ “Logistically, how do people feel about the format so far and are there any changes we need to make?” <p>Facilitator 1 discusses Homework Assignments</p>
	Day Two		
8:00	Check-In/Breakfast	8:00	
8:30	Overview of Day	8:30	Facilitator 1 discusses the agenda format; he focuses on the purpose of the chosen format
8:45	<i>Assessing the Environment</i> Module	8:45	Facilitator 2 provides an overview of the <i>AE</i> module; introduces the concept and discusses the activities and how they relate to the concept (15 mins)

		9:00	Facilitator 2 explains the MAPP activity (15 minutes)
		9:15	<p>Facilitator 1 leads group in Activity 6, “Systems Thinking” (pp. 7-9), 5 <i>Why’s</i> activity (1 hour)</p> <ul style="list-style-type: none"> ▪ Facilitator 1 facilitates “Cloud mass” example ▪ Facilitator 1 and student facilitators lead “Factory” example ▪ Facilitator 1 leads debrief including asking the question, “What are some obstacles you may run into when facilitating this activity and what are some ways to handle them?” <p>Group is split into 2.</p> <p>Facilitator 1 and Facilitator 2 (along with students (1, 2)) facilitate the 5 <i>Why’s</i> activity choosing own topic</p> <p>Facilitator 1 brings both groups together to debrief; asks question:</p> <p>“Why is systems thinking such an important concept?” “How can you as facilitator model this concept?”</p>
10:20	Break	10:20	
10:30	<i>Assessing the Environment</i> Module cont’d	10:30	Facilitator 1 leads group in Activity 7, “Cultural Perspectives” (pp.9-10) (15 mins)
		10:45	Student (3) debriefs group following activity steps D and E
11:00	<i>Creating Clarity</i> Module	11:00	Facilitator 2 provides an overview of the <i>CC</i> module; introduces the concept and discusses the activities and how they relate to the concept (15 mins)
		11:15	<p>Facilitator 2 facilitates Activity 5, “What is <i>CC</i>?” (p.7)</p> <p>Facilitator 2 begins facilitation of Activity 6, “A Shared Visioning Process”</p>

			<p>Steps (pp. 8-11)</p> <p>Group is split into 2.</p>
12:00	Lunch	12:00	
12:45	<i>Creating Clarity</i> Module	12:45	<p>6 participants facilitate Activity 6, “A Shared Visioning Process” Steps (pp. 8-11)</p> <p>There are 3 student facilitators for the group.</p> <ul style="list-style-type: none"> • A-G (4) • H-I (5) • J-L (6)
1:45	<i>Building Trust</i> Module	1:45	<p>Facilitator 1 facilitates Module Purpose and Objectives/Self Assessment (15 mins)</p> <p>Facilitator 1 and student (7, 8) facilitate Activity 8, “What is Building Trust?” (30 mins) (including homework)</p> <p>Facilitator 1 and student (9) facilitate Activity 6, “Trust Maze” (45 mins) (includes homework) and will repeat the instructions to ensure that everyone understands the process.</p>
3:20	Break	3:20	
3:30	<i>Building Trust</i> Module	3:30	<p>Facilitator 1/Facilitator 2</p> <ul style="list-style-type: none"> • Lessons in Trust (30 mins) (10) including homework - J • Community Stories (30 mins) including homework student (11) (Activity 1) and student (12) (Activity 3) - P • Personal Learning Plan and flex in the schedule (15 mins) - P
4:45	Wrap Up; Homework Assignment	4:45	Facilitator 2 leads wrap-up w/ eval questions:

			<ul style="list-style-type: none"> ▪ “Do you feel you understand the concept of <i>AE</i>, <i>CC</i>, and <i>BT</i>?” ▪ “What have been the ‘aha’s’ for you today in each?” ▪ “Anything you didn’t like?” ▪ “Logistically, how do people feel about the format so far and are there any changes we need to make?” <p>Facilitator 2 reminds participants of Homework Assignments</p>
	Day Three		
8:00	Check-In/Breakfast	8:00	
8:30	Overview of Day	8:30	Facilitator 1 discusses the agenda format; she focuses on the purpose of the chosen format
8:45	<i>Sharing Power</i> Module	8:45	<p>Facilitator 1</p> <ul style="list-style-type: none"> • Module Overview and Self-Assessment (15 mins) <p>Student (13) facilitates Activity 5, “Power Perspectives”, Small Group and Report Out (30 mins)</p> <p>Student (14) facilitates Activity 6, “Get the Coupon Game” (45 mins) including homework. Facilitator 1 debrief 8 sources of power</p>
10:00	Break	10:00	
10:10	<i>Sharing Power</i> Module cont’d	10:10	<p>Facilitator 2 begins facilitation of Activity 7, “Empowerment Challenges and Strategies”</p> <p>Group is divided into 2.</p> <p>Students (15, 16) facilitate Activity 7, “Empowerment Challenges and Strategies”, Case Study (45 mins) including homework</p> <ul style="list-style-type: none"> • Personal Learning Plan and Debrief (30 mins)
12:00	Lunch	12:00	
1:00	<i>Developing People</i> Module	1:00	Facilitator 2 begins facilitation of Activity 5, “What is <i>DP</i> ?” (p. 7)

		1:05	reviewing definition of DP in Slide 10
		1:05	Student (17) facilitates Activity 5 “What is <i>DP</i> ?” Steps B to E, (p. 7-8)
		1:45	Facilitator 2 introduces Activity 6, “Mentoring and Coaching Relationships” (p.8-10)
		1:50	students (18, 19) co-facilitate Activity 6, “Mentoring and Coaching Relationships” (p. 8-10)
		2:30	Facilitator 1 introduces Activity 7, “Establishing Development Programs,” Student (20) B; Groups divided into 3. Students facilitate discussion at designated tables. Facilitator 1 does a report out.
3:00	Wrap Up; Evaluation	3:00	Facilitator 1 goes back to Expectations Activity from beginning and reflects upon accomplishments over the past 3 days.
		3:15	Participants fill out evaluation forms
		3:25	Facilitator 2/Facilitator 1 gives away final prizes (shirts, gift cards, etc)
3:30	Sine dine	3:30	Product distribution