

## Action Teams Agenda

Wednesday, January 17, 2007

8:30-11:30 a.m.

and

1:00-4:00 p.m.

B166-167

### 1. Welcome and Introductions

Introduction of consultant/trainer-Dr. Stan Jensen/Professional Development

Confirmation of Action Team Membership and Sponsors

Spring 2007 C. I. Action Teams, Fast Track Teams

AQIP Reporting-3 Teams

### 2. Action Team Orientation:

Resource and Postings-Web site [www.insidemcc.mchenry.edu/aqip](http://www.insidemcc.mchenry.edu/aqip)

Review of Training Schedule

Purposes of Teams

Roles and Responsibilities

Project Statement

### 3. Training:

Introduction of Team Books

Continuous Improvement Philosophy

Seven Steps of Constant Improvement

Gathering Data

Tools:

Process Mapping

Check Sheets

Gathering Data

### 4. Assignment:

Teams Choose:

Team Leader

Scribe

Digital Illustrator

Develop Team Project Statement

### 5. Assessment-Tools PreTest