

## **Action Team Training Agenda**

Wednesday, September 3, 2008

1:00-2:00pm

B166-167

### 1. Welcome and Introductions (**KP**)

Trainers

Sponsors

Team Members

### 2. Action Team Orientation (**KP**)

Purposes of Teams

Continuous Improvement Philosophy

Seven Steps of Continuous Improvement

### 3. Roles (**PS**)

Steering Committee and Membership

Sponsors

Action Team members

### 4. Assessment-Tools Pre-Test (**EWP**)

### 5. Training

Introduction of Team Notebooks (**PS**)

Introduction of "MCC's CI Tools"

Tools:

Brainstorming

Check Sheets

Process Mapping (**KP**)

Review of Training Schedule (**EWP**)

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

### 6. Questions (**EWP**)

### 7. Assignment (**PS**)

Teams Choose:

Team Leader

Scribe

Digital Illustrator

Develop Action Team Project Statement