TEAM Training
Syllabus

Methods of Instruction:
- Online, self-paced course with required readings included
- Webinars (3) before the in-person workshop to review training purpose, assessment tools and check-in on progress and troubleshoot. Each webinar will last for one hour and each team member is expected to participate.
- Organizational Assessment conducted as a team
- 2.5 day in-person workshop in Washington, D.C. (required readings sent before meeting)
- Virtual technical assistance sessions (3) after in-person workshop involving group discussion, reporting out and troubleshooting. Each session will last for one hour and each team member is expected to participate. There will also be three brief homework assignments as part of the technical assistance sessions to foster reflection and discussion.

Workload: Over the course of 15 weeks each participant is expected to spend approximately 50 hours in independent learning which can include the online course, group work and preparing for discussions (in-person or virtual). There will be approximately 30 hours spent in direct instruction.

Attendance/Engaged Participation: There is a relationship between attendance/engaged participation and what you and your team members (thereby your organization) get out of the training. It is expected that each person will actively participate in the entire training and submit all assignments on time. This is critical for everyone’s benefit.

TIMELINE

March 4-8: Individual Pre-Assessment

Week 1 (March 11-15). Welcome, Introductions and Organizational Change
  o 3/12: Webinar: Welcome and Kick-off (1 hour)
  o 3/12: Individual, self-paced online course opens
  o 3/13: Webinar: Organizational Change and Completing Your Organizational Assessment (1 hour)

Week 2 (March 18-22). Team and Individual Work I
  o Teams work on organizational assessment
  o Individuals participate in online, self-paced course

Week 3 (March 25-29). Team and Individual Work II
  o Teams work on organizational assessment
  o Individuals participate in online, self-paced course

Week 4 (April 1-5). Updates and Check-In with Cohort
  o 4/3: Webinar: Updates and Check-In Webinar Regarding Your Organizational Assessment
  o Teams work on organizational assessment
  o Individuals participate in online, self-paced course

Week 5 (April 8-12). Organizational Assessments Complete
  o 4/12: Organizational assessment submitted
  o Individuals participate in online, self-paced course

Week 6 (April 15-19). Online Course Complete
  o 4/16: All individuals complete, self-paced, online course
Week 7 (April 22-26). In-Person Workshop
  o 2.5 day in-person workshop in Washington, DC

Week 8 (April 29-May 3). Reflect and Re-Group
  o 5/2: Homework Assignment #1 Available

Week 9 (May 6-10). Report Out to Organizational Leaders
  o Report out of draft action plan to leaders at organization for review and feedback
  o Revise action plan as needed
  o 5/9: Homework Assignment #1 Due

Week 10 (May 13-17). Virtual Technical Assistance Session 1
  o 5/14: Virtual Technical Assistance Session
  o 5/14: Homework Assignment #2 Available


Week 12 (May 27-31). Continue with Action Plan Implementation
  o 5/30: Homework Assignment #2 Due

Week 13 (June 3-7). Virtual Technical Assistance Session 2
  o 6/4: Virtual Technical Assistance Session
  o 6/4: Homework Assignment #3 Available

Week 14 (June 10-14). Continue with Action Plan Implementation
  o 6/11: Homework Assignment #3 Due

Week 15 (June 17-21). Virtual Technical Assistance Session 3
  o 6/18 Virtual Technical Assistance Session

December 2-13: Individual Post-Assessment and Organizational Progress Report

TRAVEL FOR IN-PERSON WORKSHOP

The GW Cancer Center will cover air or train fare, lodging, and refreshments associated with the in-person workshop in Washington, DC for all participants. Each organization is responsible for covering ground transportation and meals outside of the in-person workshop time in Washington, DC for all team members.