The Program Timeline:

- **Month 1-2**
  - Consult with supervisor/manager
  - Identify challenges
  - Individual assessments
  - Virtual Kick-off Meeting

- **Month 3** March 10-13, 2020
  - In-person Workshop with all participants (4 day on site workshop)
    - The 5 Choices to Extraordinary Productivity:
      - Participants learn to make high-value decisions using time-management skills of decision, attention, and energy management combined with powerful planning processes.
    - The 6 Critical Practices for Leading a Team:
      - 1. Developing a Leader’s Mindset
      - 2. Engaging team members
      - 3. Setting up the team to get results
      - 4. Creating a Culture of Feedback
      - 5. Leading a Team through Change
      - 6. Managing Time and Energy
    - Case Studies and Challenges in the OPO/Hospital environments

- **Month 4**
  - On-line resources including documents, readings, and webinars (includes topics such as Conflict Management, Writing for Results, Effective Communication)
  - Consult with facilitators and supervisor/manager

- **Month 5-7** May 5, June 2, July 7, 2020
  - Virtual Workshop: 3-90 minute Virtual Sessions, one per month: Project Management
    - Helps participants complete projects by implementing a disciplined process and mastering informal authority when collaborating with others. Teaches a process to complete projects on time and within budget, as well as the foundational behaviors required to work with a team.

- **Month 8-9**
  - On-line resources including documents, readings, and webinars, (includes topics such as Leading Effective Meetings, Business Fundamentals)
  - Consult with facilitators and supervisor/manager

- **Month 10** October 13-16, 2020
  - In-person Workshop with all participants (4 day on site workshop)
    - 4 Essential Roles of Leadership
    - Leading at the Speed of Trust
    - Case Studies in the OPO/Hospital environments

- **Month 11-12**
  - On-line resources including documents, readings, and webinars (includes Unleash Your Team’s Potential through Coaching)
  - Final consult with facilitators and supervisor/manager