

TOOLKIT #3: Inventory of Existing Programs

Cohort # _____ Facilitator _____

Facilitator to request a scribe to keep notes on the flipchart as well as a presenter for the general session reports-out.

1. What were you surprised to learn, i.e., were there existing teaming projects at your institution that were formerly unknown to you?
2. What alliances were made or plan to be made with other existing team programs?
3. Were team members added based upon the knowledge gained? If so, what job titles/departments?

FOR REPORT OUT IN BALLROOM:

Share the common themes/answers to the above three questions.

TOOLKIT #5: C-Suite Talking Points

Cohort # _____ Facilitator _____

Facilitator to request a scribe to keep notes on the flipchart as well as a presenter for the general session reports-out.

1. Identify C-Suite leaders (by position/job title) that most often met with team leaders. Were there any disciplines not represented at the meeting that, in hindsight, should have been?
2. How knowledgeable were C-Suite members of the AIAMC? Of our National Initiatives? Report this on a 5-point Likert scale, with 1 = no knowledge and 5 = extremely knowledgeable.
3. What are the key takeaways you had from this experience? Answer this question: *If I had the C-Suite meeting to do over again, I would.....*

FOR REPORT OUT IN BALLROOM:

Report on what C-Suite members were most likely to meet with the team leader and if anyone should have been included that was not.

Report the average scores of AIAMC knowledge and NI knowledge as well as the spread of scores (e.g., we would expect that institutions with prior NI experience would have more knowledgeable C-Suites.....was that the case?)

Report on the key takeaways shared and encourage teams to apply these ideas during their next meeting with the C-Suite (preferably in the next 3 to 6 months, based upon your C-Suite's knowledge and support of your project).