



Team Leader Training Meeting

February 6, 2001
Baltimore / Sheraton Inner Harbor

Agenda Summary

Team Leader Training Begins		Room
7:30 AM	Continental Breakfast	Chesapeake Foyer
8:00 AM	Opening Plenary: Review of Meeting Objectives <ul style="list-style-type: none"> Rick Tomlinson 	Chesapeake I
8:10 AM	Ice Breaker: Understanding Motives of ITRC Participants <ul style="list-style-type: none"> Denise Calore 	Chesapeake I
8:40 AM	The ITRC Vision: How to Create a Team Vision to Complement it <ul style="list-style-type: none"> Rick Tomlinson, Denise Calore and Paul Hadley <p><i>A discussion of the ITRC mission and how each team's efforts advance the overall goals of the organization. Each team will be asked to identify the regulatory issue being addressed by their effort.</i></p>	Chesapeake I
9:30 AM	Break	Chesapeake Foyer
9:45 AM	Plenary: The FYPP, Roles of Team Members, and ITRC Governance <ul style="list-style-type: none"> Rick Tomlinson <p><i>A review the ITRC structure and roles and responsibilities of each component (e.g., board of directors, team leaders, team members, circuit riders, contractor staff, and ECOS).</i></p>	Chesapeake I
10:30 AM	Round Robin Sessions Begin (see schedule below and details on next page)	
12:45 PM	Plenary: How Team Leaders and State Engagement Work Together <p><i>Trainers will review with team leaders the vision of the ITRC state engagement effort and how team leaders are crucial to accomplishment of state engagement goals.</i></p>	Chesapeake I

Round Robin Session Schedule

10:45-11:45 AM	Session 1
11:45-12:45 PM	Lunch Break
12:45-1:30 PM	Team Leader/ State Engagement General Session
1:45-2:45 PM	Session 2
3:00-4:00 PM	Session 3
4:15-5:15 PM	Session 4

Details on Round Robin Sessions are on the following page.



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Round Robin Session General Description

Attendees will be pre-set into groups A-D. Each group will have a mixture of experienced team leaders and new team leaders. Each group will rotate through each session, beginning with their letter and moving progressively. Session leaders, room assignments, and detailed descriptions are on the next page. Workshops will be 1 hour each and there will be 15 minutes between sessions to move to the next room--times are listed on the previous page.

TEAM LEADERS FOR ALL TEAMS REFERENCED IN THE FIVE YEAR PLAN ARE REQUESTED TO ATTEND THIS DAY'S SESSIONS.

Session/Room	Round Robin Session Descriptions
Session A Suite 403	Team Leader Use of the ITRC Web Site <ul style="list-style-type: none"> Elaine Specht and Juliana Cheatham <i>Trainers will demonstrate all applications currently available on the ITRC web site to assist team leaders with project performance tracking, team organization, travel planning / reimbursement submission, quarterly reports, document printing, and general ITRC communication tools. Team Leaders will leave this session with an understanding on how utilization of the web leads to better organization and efficiency for their team.</i>
Session B Suite 424	Conducting Outreach to ITRC Customers <ul style="list-style-type: none"> Brian Sogorka, Roger Kennett, Aimee Houghton, and Dave Ellis <i>Trainers will lead an interactive session that will develop strategies for increased involvement of ITRC customers throughout the team product development cycle. The strategies will include all customers that are crucial to not only product development, but also use of an ITRC product – e.g., not only federal and industry technology development personnel and state technology review personnel, but also technology user personnel and state permit writers.</i>
Session C Suite 431	ITRC Policy and Procedures <ul style="list-style-type: none"> Marty Kushner, Dave Jewett, Mary Yelken, and Cain Diehl <i>Trainers will lead participants in practicing completion of performance and budget tracking reports. In addition, participants will understand all procedures for setting up team meetings, confirming team membership, approving team member travel, and concurrence on contractor staff invoices.</i> --ALSO-- <i>Team Leaders will also learn what is expected of them with regards to product concurrence, internet training preparation, and team information needed by state points of contact.</i>
Session D Suite 420	Motivating Your Team Members – Building Strategies that Work with Volunteers <ul style="list-style-type: none"> Gary Baughman and Denise Calore <i>Trainers will lead the participants through a series of interactive exercises that develop strategies for inspiring performance from volunteer members of the team. Team Leaders will have the opportunity to discuss past challenges and to develop new tools to try in the coming years.</i>
Team Leader Training Concludes	