**Instructions:**

Work with your team to identify the goals your team would like to achieve in the next two months. Once identified, use the blank table to list the major deliverables and related tasks that you’ll need to undertake to achieve these goals. This page offers sample goals, deliverables and tasks.

Top three goals for your team to achieve in the next two months:

1. Design an education plan to provide foundational training on addiction for all staff

2. Get a 30-minute weekly core-team meeting on our calendars

3. Identify at least 3 prescribers who want to get x-waiver training

| **Activity** | **Activity Lead** | **Team Members**  | **Start Date** | **End Date** | **Notes (optional)** |
| --- | --- | --- | --- | --- | --- |
| **[Deliverable] Assess staff training needs** | **Angela** | **Core team** | **4/15** | **5/31** |  |
| [Task] Determine whether the clinic has previously assessed staff training needs | Chris | n/a | 4/15 | 4/19 | Need to ask office manager what’s been done in last 3 years |
| [Task] As a team, review findings from capability assessment | Angela | Core team | 4/16 | 4/16 | Use 20 min of core team weekly meeting  |
| [Task] Determine method to assess staff training needs and then conduct assessment  | Rich  | Core team | 4/16 | 4/19 | Angela to propose options at weekly core team meeting and team decides  |
| [Task] Conduct assessment of staff training needs | Michelle | n/a | 4/19 | 5/29 | Will likely use Survey Monkey |
| **[Deliverable] Design a 30-minute training for all staff** | **Rich** | **Core Team** | **4/29** | **5/24** |  |
| [Task] Analyze findings from staff training needs assessment to determine the top needs | Rich | Chris, Michelle | 4/29 | 5/3 | Rich reviews findings and shares at weekly core team meeting |
| [Task] Review previous trainings to determine if there is existing content that can be re-used | Chris | n/a | 5/3 | 5/10 | Chris will let us know if there’s anything to be repurposed |
| [Task] Post note on ATSH forum to see who can share a draft  | Angela | n/a | 5/3  | 5/10 |  |
| [Task] Prepare first draft of training | Angela | Chris | 5/10 | 5/17 | Team reviews at weekly core team meeting |
| [Task] Finalize slides | Angela | n/a | 5/17 | 5/24 |  |

Top three goals for our team to achieve in the next two months:

1.

2.

3.

| **Activity** | **Activity Lead** | **Team Members**  | **Start Date** | **End Date** | **Notes (optional)** |
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