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.

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