





<p>Month 7</p>	<p>Update environmental survey Update/prepare mini z (or another measure) Update/prepare goals sheet Update post evaluation</p>	<p>Ongoing virtual training Determine prework needed; provide links to staff</p>	
<p>Month 8</p>	<p>Early-mid March (about 4 weeks before the session): Send detailed communication to nominees and all those that need to be informed in the organization: -Training details times/days -room locations -all prework and surveys -reminder regarding reimbursement (if any) -training agenda -special needs and requests</p> <p>Send reminder for prework.</p> <p>Late March/early April: Analyze environmental survey and mini Z and provide results to faculty at least 10 days before training.</p>	<p>Ongoing virtual training Make sure any faculty requests for hard copies are received in time for printing and shipping to location. Obtain/review slide decks from instructors in time to make any final changes.</p>	
<p>Month 9</p>	<p>Send final reminder 10 days before training Finalize post evaluation/ send Include hotel, reimbursement form Include CME/MOC reminder Log attendance and return of evaluation on master tracking sheet. Prepare and send out certificates</p>	<p>April 1: Get all final slide presentations from instructors and load on laptop and on memory stick. Bring laptop/memory stick to training location.</p>	



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