



Tomorrow's Doctors, Tomorrow's Cures®

## ***Team Works! A Comprehensive Team Experience for Academic Health Professionals***

***Jointly Sponsored by the Association of American Medical Colleges and  
Harvard Medical School, Department of Continuing Medical Education***

August 27-31, 2009  
Seminar in Team Dynamics  
Topnotch Resort & Spa  
Stowe, VT

October 20, 2009, 2:00-3:30 pm EST  
Teams in Action: Virtual Teams  
Conference Call Discussion/Team Meeting

December 15, 2009, 2:00-3:30 pm EST  
Teams in Action: Teams and Change  
Conference Call Discussion/Team Meeting

February 23, 2010, 2:00-3:30 pm EST  
Teams in Action: Optional Topic  
Conference Call Discussion/Team Meeting

March 19-21, 2010  
Colloquium in Lessons Learned in Teams  
Ritz Carlton Pentagon City  
Arlington, VA

# **TeamWorks!**

## ***A Comprehensive Team Experience for Academic Health Professionals***

### **Table of Contents:**

---

Meeting-At-A-Glance	1
Detailed Meeting Agenda	5

# Program Information

## Who Should Apply

---

Faculty and staff of AAMC member institutions who are actively engaged in institutional team work are invited to apply. Participants must currently be members of working teams involved in collaborative research, education redesign, clinical care improvement, administrative reorganization, or other mission-critical activities. Two or three members from each institutional team are encouraged to apply.

**Participants are required to make a seven-month commitment to the program. Partial participation is not permitted.**

## Acceptance Criteria

---

Selection of the class of 40 participants will be based on institutional support for the team's mission, team diversity, and clarity of team charge.

**Acceptance confirmations will be sent in early June.**

## Expenses and Fees

---

The full registration fee includes: on-site registration materials, six breakfasts, four lunches, seven refreshment breaks, three dinners and three receptions, special guidance by a team learning coach, access to AAMC team resources on Blackboard system, and books and articles.

**You will be responsible for your airline, ground transportation, and hotel expenses.** Daily room rates at Topnotch Resort & Spa are \$250.00 plus 9% tax and 1% city tax and at the Ritz-Carlton Hotel, \$199.00 plus 10.25% tax.

# Meeting-At-A-Glance

## Seminar in Team Dynamics

### Thursday, August 27 – Registration Open

---

4:00 –6:00 pm      Registration/ Information  
Wireless Laptop Check-In

### Friday, August 28

---

7:00 – 8:00 am      Registration/ Information  
Wireless Laptop Check-In

8:00 – 8:45 am      **Welcome**  
**Program Overview**

8:45 – 9:30 am      **Introductions**  
**Our Best Team Experiences**

9:30 – 10:00 am      Break

10:00– 12:30 pm      **Becoming Productive Teams**

12:30 – 1:00 pm      Break

1:00 – 4:00 pm      **Lunch and Meet with Learning Team**

4:00 – 6:00 pm      Break

6:00 – 6:30 pm      Light Reception

6:30 – 7:30 pm      **Dinner with Learning Teams**

7:30 – 8:30 pm      **Debriefing and Insights**

---

**Saturday, August 29**

---

7:30 – 9:00 am	Breakfast Available
9:00 – 10:30 am	<b>Differences: Creativity &amp; Collaboration</b> (Open Seating)
10:30 – 10:45 am	Refreshment Break
10:45 – 12:30 pm	<b>Differences: Creativity &amp; Collaboration</b>
12:30 – 3:00 pm	Lunch
3:00 – 5:00 pm	<b>Learning Team Meeting</b> Complete 2 consultations
5:00 – 5:30 pm	Break
5:30 – 7:00 pm	Hearty Reception
7:00 – 8:30 pm	<b>OPTIONAL: Communications Mapping Workshop</b>

---

**Sunday, August 30**

---

7:30 – 8:30 am	Breakfast Available
8:30 – 10:00 am	<b>Conflict Management in Teams</b>
10:00 – 10:15 am	Refreshment Break
10:15 – 12:30 pm	<b>Decision Making in Teams</b>
12:30 – 1:00 pm	Break
1:00 – 4:00 pm	<b>Lunch Break and Learning Team Meeting</b> Complete 3 consultations
4:00 – 6:00 pm	Break
6:00 – 8:30 pm	Group activity TBD

---

**Monday, August 31**

---

7:30 – 8:30 am	Breakfast Available
8:30 – 10:30 am	<b>Preparing to Go Home Practical Tools &amp; Virtual Teams</b>
10:30 – 10:45 am	Refreshment Break
10:45 – 12:15 pm	<b>Learning Team Meeting</b>
12:15 – 2:00 pm	<b>Lunch Available History of the Future of Your Institutional Team</b>
2:00 – 4:00 pm	<b>Work on Team Presentations</b>
4:00 – 5:15 pm	Break
5:15 – 5:45 pm	<b>Team Photos</b>
5:45 – 8:00 pm	<b>Hearty Reception and Team Presentations</b>

**Colloquium in Lessons Learned in Teams**

---

**Friday, March 19, 2010**

---

4:00 – 6:00 pm	Registration/ Information
6:00 – 6:45 pm	Dinner with Learning Team
6:45 – 7:00 pm	<b>Welcome</b>
7:00 – 7:45 pm	<b>Revolution of Team Insights Connecting Across Teams</b>

---

**Saturday, March 20, 2010**

---

8:00 – 9:00 am	<b>Continental Breakfast</b>
8:00 am – 1:00 pm	<b>Learning Team Meeting</b>
1:00 – 2:00 pm	Break

---

## **Saturday, March 20, 2010 (continued)**

---

2:00 – 5:00 pm      **Continue work on presentation slide (without coach)**

Evening              Dinner on your own

---

## **Sunday, March 20, 2010**

---

8:00 – 9:00 am      Continental breakfast available

8:30 – 10:00 am    **Change Management:  
Sustaining Our Work**

10:00 – 10:30 am    Break

10:30 am – 12:00 pm **Meet with Learning Team**

12:00 – 1:00 pm    **Welcome to the World Café!**

1:00 – 2:00 pm      **Learning Team Presentations:  
Lessons Learned from Comparing Simple Interventions**

2:00 – 2:15 pm      Break

2:15 – 3:30 pm      **World Café Dialogue**

3:30 – 4:00 pm      **Closing Remarks:  
“A Toast to Teamwork”**

4:00 pm              **Adjourn**

# Agenda

## Thursday, August 27 – Registration Open

---

4:00 –6:00 pm      Registration  
Wireless Laptop Check-In

## Friday, August 28 – Introduction to Teams

---

7:00 – 8:00 am      Registration/ Information  
Wireless Laptop Check-In

8:00 – 8:45 am      **Welcome**  
**Program Overview**

Speaker:

**Diane Magrane, M.D.**  
Professor, Obstetrics and Gynecology  
Director, Center for Executive Leadership in Academics  
Drexel University College of Medicine

Breakfast will be served  
Sit with Learning Teams

8:45 – 9:30 am      **Introductions**  
**Our Best Team Experiences**

Speakers:

**Linda M. Roth, Ph.D.**  
Associate Professor  
Director of Faculty Development  
Wayne State University School of Medicine

**Diane Magrane, M.D.**  
Professor, Obstetrics and Gynecology  
Director, Center for Executive Leadership in Academics  
Drexel University College of Medicine

9:30 – 10:00 am      Break

---

## Friday, August 28 – Introduction to Teams (continued)

---

10:00– 12:30 pm      **Becoming Productive Teams**

Speakers:

**Yvette Pigeon, Ed.D.**

Adult Learning and Group Processes Consultant  
Curriculum Design and Faculty Development  
University of Vermont College of Medicine

**Omar A. Khan, M.D., M.P.H.**

Assistant Professor and Attending Physician  
Department of Family Medicine, University of Vermont  
Department of Family and Community Medicine,  
Christiana Health Center System and Drexel University  
Department of Pediatrics, Alfred I. duPont Hospital for Children,  
Wilmington, Delaware

12:30 – 1:00 pm      Break

1:00 – 4:00 pm      **Lunch and Meet with Learning Teams**

*Lunch will be available outside the meeting rooms*

Becoming a Team: Name, Purpose, Ground Rules  
First Learning Team Consultation

4:00 – 6:00 pm      Break

6:00 – 6:30 pm      Light Reception

6:30 – 7:30 pm      **Dinner with Learning Teams**

7:30 – 8:30 pm      **Debriefing and Insights**

Speakers:

**Yvette Pigeon, Ed.D.**

Adult Learning and Group Processes Consultant  
Curriculum Design and Faculty Development  
University of Vermont College of Medicine

---

## Friday, August 28 – Introduction to Teams (continued)

---

**Omar A. Khan, M.D., M.P.H.**

Assistant Professor and Attending Physician

Department of Family Medicine, University of Vermont

Department of Family and Community Medicine,

Christiana Health Center System and Drexel University

Department of Pediatrics, Alfred I. duPont Hospital for Children

Wilmington, Delaware

---

## Saturday, August 29 – Appreciating Differences

---

7:30 – 9:00 am Breakfast Available

9:00 – 10:30 am **Differences:  
Creativity & Collaboration**  
(Open Seating)

Speakers:

**Valerie N. Williams, Ph.D.**

Associate Vice Provost for Faculty Development and  
Associate Dean for Faculty Affairs College of Medicine  
The University of Oklahoma  
Health Sciences Center

**Clyde H. Evans, Ph.D.**

Executive Director  
Institute for Health Protection  
President  
CE Consulting  
Natick, Massachusetts

10:30 – 10:45 am Refreshment Break

10:45 – 12:30 pm **Differences:  
Creativity & Collaboration**

Speakers:

**Valerie N. Williams, Ph.D.**

Associate Vice Provost for Faculty Development and  
Associate Dean for Faculty Affairs College of Medicine  
The University of Oklahoma  
Health Sciences Center

**Clyde H. Evans, Ph.D.**

Executive Director  
Institute for Health Protection  
President  
CE Consulting  
Natick, Massachusetts

12:30 – 3:00 pm Lunch break on your own or with your Institutional Team

---

## **Saturday, August 29 – Appreciating Differences (continued)**

---

3:00 – 5:00 pm      **Learning Team Meetings**  
Complete 2 consultations

5:00 – 5:30 pm      Break

5:30 – 7:00 pm      Hearty Reception

7:00 – 8:30 pm      **OPTIONAL:**  
**Communications Mapping Workshop**

Speakers:

**Yvette Pigeon, Ed.D.**

Adult Learning and Group Processes Consultant  
Curriculum Design and Faculty Development  
University of Vermont College of Medicine

**Omar A. Khan, M.D., M.P.H.**

Assistant Professor and Attending Physician  
Department of Family Medicine, University of Vermont  
Department of Family and Community Medicine,  
Christiana Health Center System and Drexel University  
Department of Pediatrics, Alfred I. duPont Hospital for Children,  
Wilmington, Delaware

---

**Sunday, August 30 – Learning to Work in Teams**

---

7:30 – 8:30 am Breakfast Available

8:30 – 10:00 am **Conflict Management in Teams**

Speakers:

**Deborah C. Davis, D.S.W.**

Manager, Diversity Inclusion and Employment Equity  
Pennsylvania State University College of Medicine

**R. Kevin Grigsby, D.S.W.**

Vice Dean for Faculty and Administrative Affairs  
Pennsylvania State University College of Medicine

10:00 – 10:15 am Refreshment Break

10:15 – 12:30 pm **Decision Making in Teams**

Speakers:

**Deborah C. Davis, D.S.W.**

Manager, Diversity Inclusion and Employment Equity  
Pennsylvania State University College of Medicine

**R. Kevin Grigsby, D.S.W.**

Vice Dean for Faculty and Administrative Affairs  
Pennsylvania State University College of Medicine

12:30 – 1:00 pm Break

1:00 – 4:00 pm **Lunch Break and Learning Team Meeting**

*Lunch on your own*

Complete 3 consultations

4:00 – 6:00 pm Break

6:00- 8:30 pm Group activity TBD

---

## Monday, August 31 – Applying the Lessons of Teamwork

---

7:30 – 8:30 am Breakfast Available

8:30 – 10:30 am **Preparing to Go Home  
Practical Tools & Virtual Teams**  
(Sit with Institutional Team members)

Speakers:

**\*Linda M. Roth, Ph.D.**

Associate Professor  
Director of Faculty Development  
Wayne State University School of Medicine

**\*Diane Magrane, M.D.**

Professor, Obstetrics and Gynecology  
Director, Center for Executive Leadership in Academics  
Drexel University College of Medicine

Consider how to modify your institutional working group into a high-performing team. This workshop will include topics on: building an advocate based within the group at the institutional level; reassessing members when moving from knowledge-based to skills-based groups; how to deliver the message of team dynamics to individuals from very disparate fields and backgrounds

10:30 – 10:45 am Refreshment Break

10:45 – 12:15 pm **Learning Team Meeting**

- Design Learning Team Action Research Project: Simple Interventions to Improve Team Effectiveness
- Outline Virtual Learning Team Member Responsibilities
- Complete Team Performance Exit Surveys

12:15 – 2:00 pm **Lunch Available  
History of the Future of Your Institutional Team**

2:00 – 4:00 pm **Work on Team Presentations**

4:00 – 5:15 pm Break

5:15 – 5:45 pm **Team Photos**

5:45 – 8:00 pm Hearty Reception and Team Presentations

---

**Friday, March 19, 2010 – Checking In**

---

4:00 – 6:00 pm      Registration/ Information

6:00 – 6:45 pm      Dinner with Learning Team

6:45 – 7:00 pm      **Welcome**

Speakers:

**\*Diane Magrane, M.D.**

Professor, Obstetrics and Gynecology

Director, Center for Executive Leadership in Academics

Drexel University College of Medicine

7:00 – 7:45 pm      **Revolution of Team Insights  
Connecting Across Teams**

---

**Saturday, March 20, 2010 – Evidence for Effectiveness**

---

8:00 – 9:00 am      **Continental Breakfast**

8:00 am – 1:00 pm      **Learning Team Meeting**

- Check-in, review norms, goals and deliverables
- Analysis of Outcomes of Simple Interventions
- Create a “Teams Outcomes” PowerPoint slide to support the Team presentation at the Team Leadership Café on Saturday
- *Presentation slide due by 8:30 am, Saturday, February 23, 2008*

1:00 – 2:00 pm      Break

2:00 – 5:00 pm      **Continue work on presentation slide (without coach)**

Evening              Dinner on your own

---

## Sunday, March 20, 2010 – Evidence for Effectiveness

---

8:00 – 9:00 am Continental breakfast available

8:30 – 10:00 am **Change Management:  
Sustaining Our Work**

10:00 – 10:30 am Break

10:30 am – 12:00 pm **Meet with Learning Team**

- Complete and submit any remaining course requirements

12:00 – 1:00 pm **Welcome to the World Café!**

- Buffet lunch and gallery walk of Institutional Team posters

1:00 – 2:00 pm **Learning Team Presentations:  
Lessons Learned from Comparing Simple Interventions**

How does the work of teams push our own leadership development and the behaviors of our organizations?

2:00 – 2:15 pm Break

2:15 – 3:30 pm **World Café Dialogue**

3:30 – 4:00 pm **Closing Remarks:  
“A Toast to Teamwork”**

Speaker:

New Senior Director  
AAMC Faculty Development and Leadership

4:00 pm **Adjourn**