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| Months 1-2 | Prepare nomination and recruitment materials | | |

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

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