Action Planning Step 4: *Briefing Missing Teammates*

Purpose of this activity

To plan whatever steps you need to take when you return home to bring up to speed any members of your team who were unable to join you this week on all the issues you identified and plans you developed.

To Do List

- ☐ Identify who could not participate in this orientation.
- ☐ Identify the information that must be shared with them.
- ☐ Identify how you want to present the information (do you need to prepare written materials)?
- ☐ Who will prepare any materials?
- ☐ By when?
- ☐ Who will update each missing person?
- ☐ By when?
- ☐ Update Team Members.
- ☐ Incorporate any feedback they might have on your plan for moving your system forward and orientation.

Team Members Not Here	Who Will Update Them	By When

Information to be Shared	Method of Delivery