At-a-Glance Agenda

Overview

Want to make the most of this IHI program? Use this schedule to plan your time. Please see the detailed program agenda for more information, including content, speakers, and objectives. As a reminder, you must complete all 6 of the sessions (4: virtual, 2: in-person) to receive a certificate of completion.

Please note that from May 2024 to April 2025 there are monthly webinars to round-out the College curriculum.

Live-Virtual	Self-Directed	In-Person	Coaching	Office Hours

Dates	Times	Format
By March 6th	Approximately 2.5 hours	Self-directed
Wednesday, March 6th	12:00pm – 4:00pm EST	Live-Virtual
Wednesday, March 13th	12:00pm – 4:00pm EDT	Live-Virtual
Wednesday, March 20th	12:00pm – 4:00pm EDT	Live-Virtual
Wednesday, March 27th	1:00pm – 2:00 pm EDT	Office Hours
By March 28th	Approximately 2 hours	Self-directed
Weeks of March 25 & April 1	Various slots available	Coaching
Wednesday, April 3rd	**8:00am – 5:00pm EDT**	In-person (Boston)
Thursday, April 4th	**8:00am – 4:00pm EDT**	In-person (Boston)
Tuesday, April 9th	12:00pm – 1:00 pm EDT	Office Hours
By April 15th	Approximately 1 hour	Self-Directed
Wednesday April 17th	12:00pm – 4:00pm EDT	Live-Virtual

Detailed Program Agenda

As a reminder, you must complete all of 6 sessions (4: virtual, 2: in-person) to receive a certificate of completion.

Live-Virtual	Self-Directed	In-Person	Coaching	Office Hours

Completed by March 6th		
Self-Directed		
Activity 1	Review videos as outlined in welcome message	Approximately 1 hour
Activity 2	Review reading materials as outlined in welcome message	Approximately 1 hour
Activity 3	Connect to Education Platform	Approximately 30 minutes

Wednesday, March 6th		
Live-Virtual Session 1		
Time (EST)	**Topic & Objectives**	**Faculty**
12:00 – 12:30pm	**Welcome** Overview of IHI Overview of program	Kelly McCutcheon Adams Sue Butts-Dion
12:30– 1:00pm	**Meeting one another**	Kelly McCutcheon Adams Sue Butts-Dion
1:00 – 1:30pm	**Expectations for the course**	Sue Butts-Dion

Time	Topic & Objectives	Faculty
1:30 – 2:00pm	**BREAK**	
2:00 – 3:00pm	**Breakthrough Series Model Overview** After this session, participants will be able to: • Apply all phases of the BTS Collaborative model to their own Collaborative • Anticipate the challenges and complexities of designing, managing, and guiding a successful Collaborative	Kelly McCutcheon Adams
3:00 – 3:50pm	**Learning from College Alumni** After this session, participants will be able to: • Explain examples of previous Collaboratives and their adaptations • Describe key lessons learned from prior BTS students	Sue Butts-Dion Kelly McCutcheon Adams Juli Coleman, CORE and Geoff Schierbeck, Doctors of British Columbia
3:50 – 4:00pm	**Wrap-Up / Adjourn**	Kelly McCutcheon Adams Sue Butts-Dion

Wednesday, March 13th		
Live-Virtual Session 2		
Time (EDT)	**Topic & Objectives**	**Faculty**
12:00 – 12:15pm	**Welcome, Overview, Agenda, Review**	Kelly McCutcheon Adams Sue Butts-Dion
12:15 – 1:30pm	**Addressing Inequity Through Your Collaborative** After this session, participants will be able to: • Examine historical context of structural racism and inequity within systems being improved • Describe framework for improving equity across system Prioritize application of addressing equity in Collaborative	Dorian Burks, IHI

1:30 – 2:00pm	**BREAK**	
2:00 – 3:00pm	**Topic Selection** After this session, participants will be able to: • Select a topic for a Collaborative that meets the three specific criteria	Sue Butts-Dion
3:00 – 3:50pm	**Faculty and Staffing for a Collaborative** After this session, participants will be able to: • Assemble appropriate staff and faculty for intended Collaborative	Kelly McCutcheon Adams
3:50 – 4:00pm	**Wrap-Up / Adjourn**	Kelly McCutcheon Adams Sue Butts-Dion

Wednesday, March 20th		
Live-Virtual Session 3		
Time (EDT)	**Topic & Objectives**	**Faculty**
12:00 – 12:15pm	**Welcome, Overview, Agenda, Review**	Kelly McCutcheon Adams Sue Butts-Dion
12:15-2:00pm	**Developing the Technical Content: Plenary and Director/Improvement Advisor Track Breakouts** **Director Track** After this session, participants will be able to: • Develop charter, driver diagram, change package, and measurement strategy for intended Collaborative • Plan and execute an Expert Meeting through the lens of a Director **Improvement Advisor Track** After this session, participants will be able to:	Director Track: Kelly McCutcheon Adams Improvement Advisor Track: Sue Butts-Dion

	• Describe the role of an Improvement Advisor in an Expert Meeting • Develop driver diagram and change package for intended Collaborative	
2:00 – 2:30pm	**BREAK**	
2:30 – 3:45pm	**Developing the Technical Content: Director and Improvement Advisor Track Breakouts, cont.**	Director Track: Kelly McCutcheon Adams Improvement Advisor Track: Sue Butts-Dion
3:45 – 4:00pm	**Wrap-Up / Adjourn**	Kelly McCutcheon Adams Sue Butts-Dion

Office Hours	
Wednesday, March 27th	
1:00 PM – 2:00 PM EDT	Join the faculty to receive guidance and feedback on support work, session content, and any questions you may have.

Completed by March 28th		
Self-Directed		
Activity 1	Review Driver Diagram and storyboard templates along with storyboard template video	Approximately 1 hour
Activity 2	Complete storyboard template with driver diagram	Approximately 1 hour

Weeks of March 25th and April 1st
Coaching
One-on-one Coaching slots with faculty will be available virtually the week of March 25th and before and after the program agenda in-person on April 3rd and 4th. The process for signing up will be shared in advance.

In-Person

Location: 53 State St. 18th Fl, Boston, MA 02109

Dates: April 3-4, 2024

Wednesday, April 3rd In-person Day 1		
Time (EDT)	**Topic & Objectives**	**Faculty**
7:00 – 8:00am	**BREAKFAST**	
8:00 – 8:45am	**Welcome, Icebreaker, Agenda, and Review**	Kelly McCutcheon Adams Sue Butts-Dion
8:45 - 10:00am	**Preparing for the Collaborative** After this session, participants will be able to: • Describe the role of Director and IA in pre-work period • Create and distribute an effective pre-work packet • Enroll teams who will benefit from participating in the Collaborative • Run pre-work calls to prepare teams for the Collaborative • Develop measurement systems for intended Collaborative	Kelly McCutcheon Adams Sue Butts-Dion

10:00 -- 10:15am	**BREAK**	
10:15 -- 11:00am	**Model for Improvement (MFI)** Introduction, Aims and Measures After this session, participants will be able to: • Explain where, when, and why the MFI is used in the BTS Collaborative model • Teach Collaborative teams how to create an effective aim statement • Create and teach about a family of measures for an improvement Collaborative	Sue Butts-Dion
11:00am – 12:00pm	**Model for Improvement (MFI)** Changes and Plan-Do-Study (PDSA) Cycles After this session, participants will be able to: • Teach teams how to develop successful PDSA cycles for learning and improving during BTS Collaboratives • Run an effective PDSA simulation	Sue Butts-Dion
12:00 – 1:00pm	**LUNCH**	
1:00 - 2:00pm	**Model for Improvement (continued)**	Sue Butts-Dion
2:00 – 3:00pm	**Learning Sessions** After this session, participants will be able to: • Plan and run effective and engaging Learning Sessions that meets participant and Collaborative needs • Engage faculty to make learning sessions productive	Kelly McCutcheon Adams
3:00 - 3:15pm	**BREAK**	
3:15 - 4:15pm	**Learning Sessions (continued)**	Kelly McCutcheon Adams

4:15 – 4:45pm	**Planning session for participants** After this session, participants will be able to: • Determine next steps in planning process for intended Collaborative.	Sue Butts-Dion
4:45 – 5:00pm	**Closure, Review, Evaluation**	Kelly McCutcheon Adams Sue Butts-Dion
5:00 – 6:00pm	**Coaching Sessions available through advance sign-up**	Kelly McCutcheon Adams Sue Butts-Dion

Thursday, April 4th **In-person Day 2**		
Time (EDT)	**Topic & Objectives**	**Faculty**
7:00 – 8:00am	**BREAKFAST**	
7:00 – 8:00am	**Coaching Sessions available through advance sign-up**	Kelly McCutcheon Adams Sue Butts-Dion
8:00 – 8:30am	**Welcome, Review, Agenda**	Kelly McCutcheon Adams Sue Butts-Dion
8:30 – 10:00am	**Action Periods** After this session, participants will be able to: • Produce an Action Period support structure that maintains momentum for participating teams • Engage Senior Leaders to support teams effectively	Kelly McCutcheon Adams
10:00 – 10:15am	**BREAK**	
10:15 – 11:15am	**Action Periods, cont.** After this session, participants will be able to:	Sue Butts-Dion Kelly McCutcheon Adams

	• Assess teams using the project progress assessment scale	
11:15 - 12:00pm	**Implementation and Holding the Gains** After this session, participants will be able to: • Summarize key considerations for implementation following Learning Session 2 • Develop a plan for Holding the Gains period following LS 3 to ensure sustainability	Sue Butts-Dion
12:00 – 1:00pm	**LUNCH**	
1:00 – 1:30pm	**Planning session** After this session, participants will be able to: • Determine next steps in planning process for intended Collaborative	Sue Butts-Dion
1:30 – 3:30pm	**Storyboards** After this session, participants will be able to: • Develop storyboards that maximize "all teach, all learn" dynamic at Learning Sessions • Summarize how peer students are intending to use the BTS Model going forward	Kelly McCutcheon Adams Sue Butts-Dion
3:30 – 4:00pm	**Closure & Adjourn**	Kelly McCutcheon Adams Sue Butts-Dion

Office Hours	
Tuesday, April 9th	
12:00 PM – 1:00 PM EDT	Join the faculty to receive guidance and feedback on support work, session content, and any questions you may have.

Completed by April 15th		
Self-Directed		
Activity 1	Complete Closing Storyboard	Approximately 1 hour

Wednesday, April 17th		
Live-Virtual Session 4		
Time (EDT)	**Topic & Objectives**	**Faculty**
12:00 – 12:30pm	**Welcome, Overview, Agenda, Review**	Kelly McCutcheon Adams Sue Butts-Dion
12:30-2:00pm	**Director and Improvement Advisor Track Breakouts** **Director Track** After session, participants will be able to: • Explain current understanding of evaluation of Collaboratives • Develop plan for avoiding and troubleshooting common pitfalls • Develop a plan for closing intended Collaborative **Improvement Advisor** After session, participants will be able to: • Summarize the relationship between research and improvement methods • Develop effective graphs to display measures • Explain key components of improvement science and where and how they apply to BTS Collaborative model	Director Track: Kelly McCutcheon Adams Improvement Advisor Track: Sue Butts-Dion
2:00 – 2:30pm	**BREAK**	

2:30 – 3:30pm	**Closing Storyboards** After this session, participants will be able to: • Outline individual plan for moving forward • Explain key learnings from peer students	Kelly McCutcheon Adams Sue Butts-Dion
3:30 – 4:00pm	**Closing and Next Steps** After this session, participants will be able to: • Prepare to engage in on-going College support via monthly webinars and alumni connections	Kelly McCutcheon Adams Sue Butts-Dion

Monthly from May 2024 – April 2025
Live-Virtual
There is a year-long curriculum of monthly one-hour webinars to support the learning from the College sessions. Schedule will be shared with participants.