Workshop 2: Prepare

Prepare for Workshop

Materials and Resources
All materials and resources are located at RETA DDDM site (http://reta.nmsu.edu/dddmm) and RETAzens DDDM Community (http://retaddm.blogspot.com) unless otherwise noted.
- Excel Exercises (in Process > Prepare section of RETA DDDM)

To do before workshop
- Review Workshop 2 Agenda
- Visit DDDM Community at http://retaddm.blogspot.com to read and post
- Get familiar with day’s content and skills by reading relevant sections of DDDM site

Teach Workshop

Objectives
- Address any questions or concerns from previous workshop
- Continue building mentoring group
- Understand types of data and learn to use Excel

To do

Morning
- Arrival and Beginnings
  1. Encourage them to visit DDDM Community site http://retaddm.blogspot.com to read latest comments.
  2. Write highlights of day’s agenda on board and discuss
- Excel Exercises
  1. As a group, find out who knows Excel and who doesn’t.
     Team up people either based on their Excel skill level (preferred) or other attribute
  2. Have teams visit RETA DDDM, Process > Prepare section and download Excel Exercises and begin working on them.

Afternoon
- Finish Excel Exercises (continued)
- Group Activity
  1. As a group, discuss each person/team’s PDSA project (the problem or challenge they intend to complete the Plan, Do, Study, Act phases on during this series of workshops) – share ideas, provide support and suggestions, etc.
- Conclusions
  1. Confirm next workshop date, time, and location.
  2. Remind teachers that they will be working with their own data in the next workshop
  3. Remind teachers to visit the DDDM Community site http://dddmm.blogspot.com to read and post.