
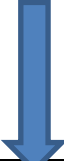


Progress chart - working through phase 1

Please find below a guide on how to progress through **phase 1**. Estimated timeframes are provided for guidance on how long exercises are expected to be completed.

Feel free to print out flowchart and display to keep track of your progress.

Exercise (including estimated time to complete)	Guide
High performing teams and meetings (video and exercises)	<input type="checkbox"/>  Watch this video (accessible via the link) <ul style="list-style-type: none">• Use the check-sheet (next page) and assign roles within your next meeting.• As a team, plan how you are going to work through the progress chart, complete exercises and develop project.
Audit data review video and exercise (1hr)	<input type="checkbox"/> Go through your audit data <ul style="list-style-type: none">• What are your biggest challenges?• Which one would you like to improve first?
QI tools Video and 2 exercises (2 hrs)	<input type="checkbox"/>  Watch the video as a team and complete exercises. <ul style="list-style-type: none">• Which process would you like to map?

<p><u>Improving complex systems</u> Videos 1, 2 and 3 and exercise - 1hr</p>	<input type="checkbox"/> Watch the complex systems videos 1-3 and complete the exercise. <ul style="list-style-type: none"> • Develop a driver diagram. Refer to your purpose.
<p><u>3 ways to organise solutions</u> Video and discussion</p>	<input type="checkbox"/> Watch the video as a team and discuss how human factors may inform your processes
<p><u>Human factors and reliability</u> Videos 1, 2 and discussion - 1hr</p>	<input type="checkbox"/> <ul style="list-style-type: none"> • Look at your processes. How reliable are they? • What factors are affecting reliability of your processes? • Review your process map and driver diagram.

We will be in touch to schedule a conference call to chat about your project and any questions you may have!

Please contact us if you have any questions: matt.oultram@rcpch.ac.uk