

AGENDA

Building Collaborative Models for Workplace Substance Abuse Prevention: A CSAP Working Forum



October 13-15, 1999

Xerox Document University
Leesburg, Virginia

OVERVIEW

Contents	Objectives
Agenda	
Roles/Functions of Forum Personnel (CSAP/DWP, Facilitators, Logistics, Participants)	
Thursday	
Assemble at 8:30 Thursday Morning	
Mixed Break-out Groups (8:45 – 9:50)	1 - Orientation
Report Backs/Re-convene Large Group	
‘Similar’ Break-out Groups (10:15 – 11:15)	2 - Identification
Report Backs/Re-convene Large Group (11:15 – 12:30)	
Mixed Break-out Groups (1:45 – 3:00)	3 – Discovering Commonalities
Report Backs/Re-convene Large Group (3:15 – 5:30)	
Friday	
Assemble at 8:45 Friday Morning	
Large Group Activity (9:00 – 10:30)	4 – Vision for the Future
Mixed Break-out Groups (10:45 – 11:30)	5 – Best & Promising Practices
Report Backs/Re-convene Large Group (11:30 – 12:15)	
Re-convene in Large Group	6 – Next Steps

Abbreviated Version of Objectives

- Objective 1 – **Orientation**: Learn how participants view issues in collaborative research
- Objective 2 – **Identification**: Identify key players, barriers, and facilitators in collaboration
- Objective 3 – **Discover Commonalities**: Explore, identify, and develop areas of agreement
- Objective 4 – **Vision for the Future**: Develop ideal scenarios for future collaboration
- Objective 5 – **Best/Promising Practices**: Develop guidelines to assist others in collaboration
- Objective 6 – **Next Steps**: Generate a list of practicable or ‘actionable’ next steps

Introduction

This workbook provides an orientation to the forum and guidelines for different activities that will take place during the forum.

Participants will be asked to work together in both small groups and together, as a whole, in large groups.

The following provides a brief description of the different segments and the flow for the forum working groups that begins Thursday morning.

After assembling on Thursday morning at 8:30, you will work in one of three small groups. This will be the first of four 'break-out' groups. This workbook provides information about the composition and room number for each of the groups. Below is a list of times when participants will meet in small groups.

#	Schedule	Addresses Objective
1	Thurs. 8:45 – 10:00	1 – Orientation
2	Thurs. 10:15 – 1:15	2 – Identification
3	Thurs. 1:45 – 3:00	3 – Discover Commonalities
4	Friday 10:45 – 11:30	5 – Best/Promising Practices

After each of the first three break-out groups, participants will reconvene in the large room to report back on the information discussed. We will also meet together and work as a large group on Friday morning. Below is a list of times when all participants will meet together in large groups.

#	Schedule	Addresses Objective
1	Thurs. 8:30 – 8:45	
2	Thurs. 9:55 – 10:15	
3	Thurs. 11:15 – 12:30	
4	Thurs. 3:15 – 5:30	
5	Fri. 8:45 – 10:30	4 – Vision for the Future
6	Fri. 11:30 – 12:15	
7	Fri. 1:30 – 3:00	6 – Next Steps



AGENDA

Wednesday (October 13)

- 5:00 – 6:00 Registration/Networking
6:00 – 8:30
 - ▶ Welcome – CSAP / Robert L. Stephenson, M.P.H., Acting Director, DWP
 - ▶ Shared Dinner
 - ▶ Introductions/Informal Discussion
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Thursday (October 14)

- 8:00 – 8:30 ▶ Breakfast
8:30 – 8:40 ▶ Opening - CSAP Deborah M. Galvin, Ph.D., Program Manager, WMC, DWP
▶ Fostering Workplace, Managed Care and Research Partnerships
8:40 – 8:45 ▶ Review Forum Objectives, Daily Objectives, Break-Out Objectives
8:45 – 9:50 ▶ Three Break-out Groups
9:55 – 10:15 ▶ Re-convene in Large Group Room - REPORTS FROM SMALL GROUPS
10:15 – 10:30 ++ BREAK ++
10:30 – 11:15 ▶ Four Break-out groups
11:15 – 12:30 ▶ Re-convene in Large Group Room - REPORTS FROM SMALL GROUPS
12:30 – 1:45 ▶ LUNCH BREAK (meet back at 1:45)
1:45 – 3:00 ▶ Three Mixed Break-out Groups
3:00 – 3:15 ++ BREAK ++
3:15 – 4:15 ▶ Re-convene in Large Group Room – REPORTS FROM SMALL GROUPS
4:15 – 5:30 ▶ Large Group Discussion
5:30 ▶ Break for Dinner
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Friday (October 15)

- 8:45 – 9:00 ▶ Orientation - Re-convene in Large Group Room
9:00 – 10:30 ▶ Stay in Large Group Room – Group Discussion
10:30 – 10:45 ++ BREAK ++
10:45 – 11:30 ▶ Four Mixed Break-out Groups
11:30 – 12:15 ▶ Re-convene in Large Group Room – REPORTS FROM SMALL GROUPS
12:15 – 1:30 ▶ LUNCH BREAK (meet back at 1:30)
1:30 – 2:30 ▶ Re-convene in Large Group Room – Activity
2:30 – 3:00 ▶ Closing Dialogue / Evaluation
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