



**Profound Knowledge Products, Inc.**

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**Ami™ Workshop Summary**

**Duration: 3 days**

**Follow Up Sessions: Weekly until Project Complete**

**Target Audience: Ami™ team members, Sponsors and Area Office Management**

**Tuition: \$13,500 (includes all materials & travel expenses) Per Team Paid 3 weeks prior to**

**Workshop (Team size 5 + Sponsor: Additional team members \$1000 each)**

**Teams per Workshop: 2- 6 Teams**

**Instructors: Cliff Norman & Jane Norman**

**SUMMARY:**

Ami™ Improvement Team workshops are designed to transform a core group of subject matter experts and their Sponsor(s) into a cohesive team with an Actionable Improvement Plan using the Ami™ Charter and other standardized documents. The goal is to utilize the Model for Improvement and accelerate learning and results using the Accelerated Model for Improvement methods and documentation to achieve the agreed outcome in 100 days. Depending on the complexity of the charters, 80% of teams have historically achieved this goal. Failure to meet and follow the requirements will extend the time the team must work. The Faculty will support the project until completion.

Theory and practical application of personality intelligence, system thinking, understanding variation and building knowledge challenges participants to relearn, learn and unlearn. Teams are required to meet weekly to plan, test and implement statistically validated improvements. The teams and their Sponsors also are required to meet weekly with faculty for coaching, assistance in effective execution of PDSAs and data analysis. The Implementation Checklist will facilitate creating supporting structure to hold the gains. Upon completion of the project, the team will present their journey to Leadership and prepare a Change Package to facilitate the spread of the learning throughout the Agency.

Note: Teams and Sponsors are required to complete eLearning and three personality inventories prior to the 3-day workshop. Certificates of Workshop participation are not issued until these requirements are met. Failure to complete the prework hampers the ability for the participant to learn from the workshop learning activities.

## Ami™ Workshop Timetable

Task	Task Description	Time
1	Leadership Selects Project Determine Workshop Dates (Schedule with PKP)	Week 1
2	Leadership & Sponsor & Team Leader meets with PKP Faculty (Jane Norman) to Draft Project and Select Team members Send Participant Names/Emails to PKP to register in eLearning & SDI	Week 2 1-2 hours per project
3	Schedule 1-hour Ami Pre-Session meeting. Notify team members and supervisors. Block calendars.	Week 3
4	Conduct Pre-Session meeting (Jane Norman will participate remotely) Username & Passwords sent to participants for completion of SDI inventories (3)	Week 4
5	All participants complete SDI inventories (30 minutes) Participant receive Username & Passwords for eLearning	Week 5
6	Participants complete eLearning (80% comprehension-3 hours) 5-10 minute sessions & quizzes	Week 6-8
7	Ami™ On-Site 3-day Workshop (100 day starts)	Week 9
8	Project Work by Teams/Weekly Team Meetings/Faculty Coaching Meetings	Week 10-26
9	Project Learning & Completion Presentation to Leadership	TBD
10	Project Change Package Shared with Agency	TBD