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| **Collaborative Teams Presentation Planning\*** |
| **Section Description** | **Time needed to present individually (minutes)** | **Time needed to present materials as a complete training (minutes)** |
| Overview | 60 | 60 |
| Agendas and Minutes | 35 | 25 |
| Roles | 25 | 15 |
| Norms | 30 | 20 |
| Collaborative Skills | 40 | 30 |
| Consensus | 25 | 15 |
| Protocols | 30 | 20 |
|  | **TOTAL TIME NEEDED TO PRESENT CT MATERIALS WHEN SECTIONS ARE PRESENTED INDIVIDUALLY: 245 minutes (apx. 4 hrs. over time)** | **TOTAL TIME NEEDED TO PRESENT CT MATERIALS IN ONE TRAINING PERIOD: 185 Minutes (apx. 3 hrs. in one session)** |

**\*Once the overview of Collaborative Teams is presented, there are multiple smaller sections that can be included as part of the complete, one-time training or individually in shorter stand-alone training sessions.**

**The complete Collaborative Teams training can be presented in approximately 3 hours in one setting. If training must be broken into smaller pieces and sections presented individually, allow 10 extra minutes to review some of the introductory materials that lead into the topic.**