

Sample Agenda (*feel free to customize per your needs*)

This sample agenda is only a suggestion. Please finalize your agenda based on your Visiting Leader's schedule and the interests of your residents.

Arrival of VL

4-6 PM	<ul style="list-style-type: none"> • Arrival at Airport • Transport to hotel • Time for refreshment
6-8 PM	<p>Dinner with Pharmacy and Residency Leadership (Restaurant TBD)</p> <p>Names of Invited Guests (exact attendees to be confirmed)</p>

Day 1

8:00 to 9:00 AM	Meeting with Department Leadership
9:00 to 9:15 AM	Break
9:15 to 9:30 AM	Welcome; Introductions
9:30 to 11:45 PM	<p>Keynote Address-Leadership- (Invite all local/regional residents and RPDs)</p> <p>VISITING LEADER NAME</p> <p>(15 minute mid-session break)</p>
11:45 to 12:45 PM	Lunch
12:45 to 1:45 PM	<p>Residents Breakout Session (Include those that attended the Keynote Address)</p> <ul style="list-style-type: none"> • Residents breakout into small groups to discuss key issues/topics from Keynote Address • Visiting Leader to lead report-out session from the residents' group discussions
1:45 to 2:00 PM	Break; visiting residency programs depart
2:00 to 5:00 PM	<p>Meet with residents</p> <ul style="list-style-type: none"> • 30 minute counseling sessions
5:00 to 6:30 PM	Return to hotel for refreshment
6:30 to 8:30 PM	<p>Dinner</p> <p>(Restaurant to be determined)</p> <p>Invited Guests: Host PGY1 and PGY2 residents and preceptors</p>

Day 2

8:00 to 8:30 AM	Meeting with Residency Program Director
8:30 to 9:00 AM	Meeting with Critical Care Residency Program Director
9:00 to 10:00 AM	Meeting with Academic Advisory Committee
10:00 to 10:30 AM	Meeting with Senior Vice President and Chief Academic Officer
10:30 to 10:45 AM	Break
10:45 to 12:00 PM	Tour of facility with Pharmacy Leadership and Residents
12:00 to 1:00 PM	Lunch
1:00 PM	Departure; transport to Airport

**ASHP Foundation Visiting Leaders Program
March 16-18, 2016**

TIME	LOCATION	ACTIVITY AND THOSE INVITED TO ATTEND
Wednesday, March 16		
1800-2000	TBD	Dinner with members of Residency Advisory Committee
Thursday, March 17		
0900-1000	Rx304	Welcome and Pharmacy Department Overview with Pharmacy Department Management Team
1000-1030	Main Campus	Tour of Campus Facilities
1030-1130	Rx304	Meet with PGY1 Residency Program Directors and Coordinators
1130-1230	Café Soleil	Lunch with Members of Pharmacy Management Team
1230-1245	Break	
1245-1445	Rapp Conference Center	Keynote address and resident breakout sessions related to leadership topic Host and visiting residents and preceptors
1445-1500	Break	
1500-1600	Rapp Conference Center	ASHP Women in Pharmacy Leadership Initiative Presentation Host and visiting residents and host preceptors
1600-1800	Break / Return to hotel	
1800-2000	TBD	Dinner with Preceptors

Friday, March 18, 2016

Friday, March 18, 2016		
0800-0820	Rx317	One-on-one session: PGY1 Resident
0820-0840	Rx317	One-on-one session: PGY1 Resident
0840-0900	Rx317	One-on-one session: PGY1 Resident
0900-0920	Rx317	One-on-one session: PGY1 Resident
0920-0930	Break	
0930-0950	Rx317	One-on-one session: Resident
0950-1010	Rx317	One-on-one session: PGY2 Resident
1010-1030	Rx317	One-on-one session: PGY2 Resident
1030-1050	Rx317	One-on-one session: PGY2 Resident
1050-1100	Break	
1100-1130	Rx317	Meeting with Senior Leadership Team
1130-1230	Café Soleil	Lunch with Preceptors and/or Residents
1230	Depart	