

Steps	Role of Internal Staff in the Implementation Relay	Train the Trainer for Internal Staff
Common Knowledge Associates presentation to leadership to outline the Implementation Relay process and their role in supporting it		
Overview of Implementation Relay for internal staff		Workshop for internal HR or OD or KM staff to gain an overview of the Implementation Relay process and its benefits. ½ day
Innovation Scan	Internal staff play a vital role in identifying what teams and projects across the organization have created useful implementations that others can learn from.	Staff develops a format for tracking projects and for carrying out networking activities that will provide them information on successes and needs occurring in the field. 1 day
Peer Assist	Internal staff facilitate local peer assist meetings and engage project team members in the critical preparation for the meeting.	<p>1) Workshop for staff training in how to facilitate a peer assist ½ day</p> <p>2) Staff observation of Common Knowledge Associates facilitating an internal peer assist meeting (may be repeated as needed) 1 day</p> <p>3) Local staff practice and critique - observation by Common</p>

		Knowledge Associates (may be repeated as needed) 1 day
Knowledge Synthesis	Internal staff use video, audio, and digital resources to produce useful knowledge synthesis on topics of strategic importance to the organization	<p>Common Knowledge Associates works with 2-3 staff to develop an initial Knowledge Synthesis on a selected topic.</p> <p>Workshop to introduce additional staff members to the example of knowledge synthesis; paired staff members will select a topic and develops a knowledge synthesis (limit 8 staff) 1 ½ days</p> <p>Coaching sessions by phone to review/critique products of paired efforts</p>
Implementation	Internal Staff work with local groups to develop an implementation plan based on, but not limited to learnings from the peer assist	Workshop to understand local implementation processes and how they can support local efforts – 1 day
After Action Reviews	Internal staff will facilitate AARs and teach the skills to teams so that they can utilize this reflection process on an on-going basis in workplace settings.	<p>Workshop for staff on how to lead AARs ½ day</p> <p>observation of Common Knowledge Associates leading AAR (may be repeated) ½ day</p> <p>local staff practice and critique- observation by Common Knowledge Associates (may be</p>

		repeated)
Spread	Internal staff assist participants in developing social networks and in learning how to craft stories that carry the knowledge of critical implementation successes	Workshop on developing networks for spread and practice crafting memorable stories to spread successes 1 day