



Workshop: "Preparing for a Site Visit"



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When: Wednesday, August 10, 2011

Time: 1:00 – 3:30 pm

Cost: \$25 AQA members

\$45 Non-members

Where: Sonora Quest Laboratories – 1255 W. Washington St, Tempe, AZ 85281

Instructors: *Jean Hammelev – Executive Director, Program Office & Quality for Laboratory Sciences of Arizona / Sonora Quest Laboratories (AQA Panel of Judges)*

Gloria Díaz – Certified Manager of Quality/Organizational Excellence (AQA Trainer, Past Panel of Judges, and Technical Integrity Council)

Jesse Silva - Manager, 2nd & 3rd Shift Receiving, The Boeing Company (AQA 2010 Showcase in Excellence Recipient)

Course Overview

This workshop will focus on how a Performance Excellence Award applicant can successfully prepare for a Showcase or State Quality Award site visit from an examination team. We will focus on the preparation required by the applicant and tips to ensure a successful visit. The workshop will consist of a brief presentation on the process and what to expect when the examination team presents at the applicant’s location. In addition, a panel discussion will be held to share key learning from past recipients of numerous quality awards and the examiner perspective.

Presentation – “The Site Visit Process” – Jean Hammelev

Panel – Discussion and Q&A – Jesse Silva, Gloria Diaz & Jean Hammelev

Schedule:

1:00 pm – Registration

1:15 – 2:00 – The Site Visit Process

2:00 – 3:30 – Panel Discussion and Questions & Answers

Who should attend?

- Current applicants to obtain tips and information on the upcoming site visit expectations.
- Organizations who are interested in preparing an application next year. Get a head start on the planning and site visit process!

This session will give you the opportunity to:

- Discuss site visit expectations
- Discuss site visit challenges
- Obtain guidance from experienced applicants and examiners
- Ask one-on-one questions with the instructor and panel members

Registration

Name _____

Company _____

Address _____

Email _____

Phone _____

Fax or mail to: 480 874-8680

I have enclosed my check made payable to:

Arizona Quality Alliance

Visa MC AMEX (A 2.5% service fee will be charged)

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