

TRAINING SCHEDULE 2019-2020

Training session formats:	(1) Large group training/open sessions in SB 216
	(2) Small group training in LOFT or connect virtually via ZOOM**
	(3) Anytime, call or visit A-109; x2509
	(4) Personalized/Individual sessions
	(5) Self-Service Video Tutorials

Date	Time	Location	Intended Audience	Topic	FLEX#
Wednesday, Aug 14	9:00 am-11:00 am	SB 216	Liaisons	Liaison Training	
Thursday, Aug 15	9:00 am-12:00 pm	Gym	ALL	Convocation; 2019-2020 Kick-Off	
Friday, Sept 6	11:00 am-12:30 pm	BT 102	Lead Writers	Orientation & Open Work Session	988
Wednesday, Sept 11	2:30 pm - 3:30 pm	LOFT	ALL	Outcomes Assessment	989
Friday, Sept 20	2:00 pm - 3:00 pm	ZOOM	ALL	Outcomes Assessment - CANCELED	990
Wednesday, Sept 25	4:00pm-5:00 pm	LOFT	ALL	Research/Data Training	991
Monday, Sept. 30	2:00 pm - 3:00 pm	LRC 432	ALL	Goals and Action Plans	992
Friday, Oct 4	11:00 am - 12:30 pm	BT 102	Lead Writers	Open work session	
Wednesday, Oct 9	4:00 pm - 5:00pm	ZOOM	ALL	Research/Data Training	994
Friday, Oct 18	11:00 am - 1:00 pm	BT 102	Lead Writers	Open work session	
Friday, Oct 25	2:00 pm - 3:00 pm	LOFT	ALL	Goals and Action Plans	995
Wednesday, Oct 30	11:00 am - 12:00 pm	ZOOM	ALL	Goals and Action Plans	997
Wednesday, Oct 30	3:00 pm - 4:00 pm	LRC 435	ALL	Requests Portal	998
Friday, Nov 1	11:00 am-12:30 pm	BT 102	Lead Writers	Open work session	
Monday, Nov 4	11:00 am-12:00 pm	LOFT	ALL	Resource Request: CHP form	999
Monday, Nov 4	3:00 pm - 4:00 pm	LOFT	ALL	Resource Request: FHP form	1002
Friday, Nov 8	11:00 am - 1:00 pm	BT 102	Lead Writers	Open work session	
Friday, Nov 15	2:00 pm - 3:00 pm	LOFT	ALL	Resource Request: BARC form	1000
Wednesday, Dec 4	12:30 pm - 1:00 pm	ZOOM	ALL	Resource Request: CHP form	1001
Wednesday, Dec 4	1:00 pm - 2:00pm	ZOOM	ALL	Resource Request: FHP form	1004
Wednesday, Dec 4	2:00 pm - 3:00pm	ZOOM	ALL	Resource Request: BARC form	1003
Friday, Dec 6	11:00 am - 1:00 pm	BT 102	Lead Writers	Open work session	
Friday, Jan 24	11:00 am - 12:30 pm	BT 102	Lead Writers	Open work session	

Timeline

Monday, Dec 2	by midnight		Lead Writers	Must be ready to review
Monday, Dec 2 thru Friday, Jan 10, 2020			Liaisons/Managers	Enter reviews into Taskstream
Tuesday, Jan 11 thru Monday, Feb 3, 2020			Lead Writers	Final edits
Monday, Feb 3	by midnight		ALL	System closes

**ZOOM trainings will be recorded and posted on website.

Open work sessions: Trainers available