

BAO Working Meeting

March 7, 2018

Objectives:

- Review Existing Website and Core Responsibilities
- Validate Responsibility Lists
- Conduct a Training Needs Assessment by Responsibility
- Create a Training Team

Agenda

1:30 – 1:45pm	Introduction and Overview of Objectives
1:45 – 2:00pm	Overview of Existing Website and review of core responsibilities
2:00 – 3:00pm	Review and validate the responsibility lists on the website (Small Group Discussion 15 min)
	Complete the training needs assessment worksheet for each responsibility (Small Group Work 30min)
3:00 – 3:15pm	Discuss “Training Team” concept and interaction with Banner and RCM budget training taskforces
3:15 – 3:30pm	Wrap-up and Next Steps

Logistics

Location: UGL Community Room

Set-up: 12:30 – 1:30; arrange tables in sets of 2 with six chairs each.

Time: 1:30 – 3:30pm

Overhead for the Agenda and Objectives Presentation

Individual Laptops required for small group work – Artie Turner to provide