

## Training and Strategy Visit – CUNY Queens College

September 19, 2019

RSVP: <https://forms.gle/tDCdJxTKFsEYJSMe7>

Location: Rosenthal Library-President's Conference Room #2, 5th Floor

Time	Session	Goals	Recommended Attendees
9–10 AM	<b>Analytics Session</b>	Review next steps for analytics decision making, using EAB provided toolkit.	<ul style="list-style-type: none"> <li>Leadership Team</li> </ul>
10 AM–12 PM	<b>Navigate Training Session</b>	Train on all Phase I elements of Advising Management. <ul style="list-style-type: none"> <li>Student profile, notes</li> <li>Scheduling</li> <li>Messaging</li> <li>Campaigns</li> <li>Advanced Search</li> <li>Saved Lists/searches</li> <li>Help Center</li> <li>Progress Reports Demo</li> </ul>	<ul style="list-style-type: none"> <li>Workflow and Training Team</li> <li>1 Representative from each Phase I user group/unit</li> <li>Application Administrator</li> <li>(Optional) Leadership Team</li> </ul>
12–1 PM	<b>Working Lunch - Training Strategy and Resources Discussion</b>	Workflow and Training team continues discussing training strategy for Phase I and II users across the fall.	<ul style="list-style-type: none"> <li>Workflow and Training Team</li> <li>Program Sponsor</li> <li>Program Owner</li> <li>Leadership Team (optional)</li> </ul>
1–1:45 PM	<b>Leadership Team: Navigate Student Live Walkthrough of App, Q&amp;A</b>	Demonstration and overview of the app, and first year content available to students. Open Q&A, feedback on the app.	<ul style="list-style-type: none"> <li>Leadership Team</li> <li>Content Development Team</li> <li>Promotion Engagement Team</li> </ul>
2–2:30 PM	<b>Navigate Student Content Session</b>	Working session to review content progress and continue work on Navigate Student To-Do's and Quick Polls.	<ul style="list-style-type: none"> <li>Content Engagement Team</li> <li>(Optional) Promotion Engagement Team</li> </ul>
2:30–3 PM	<b>Navigate Student Promotion Session</b>	Check in on promotion and communication strategy—key opportunities, outlets, dates, and owners.	<ul style="list-style-type: none"> <li>Promotion Team</li> <li>(Optional) Content Engagement Team</li> </ul>
3–3:30 PM	<b>Wrap Up and Next Steps</b>	Debrief of Navigate and Navigate Student sessions. Discussion of next steps leading up Phase I Launches.	<ul style="list-style-type: none"> <li>Program Sponsor</li> <li>Leadership Team</li> </ul>