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** |
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| 9–10 AM | **Analytics Session** | Review next steps for analytics decision making, using EAB provided toolkit. | * Leadership Team |
| 10 AM–12 PM | **Navigate Training Session** | Train on all Phase I elements of Advising Management.   * Student profile, notes * Scheduling * Messaging * Campaigns * Advanced Search * Saved Lists/searches * Help Center * Progress Reports Demo | * Workflow and Training Team * 1 Representative from each Phase I user group/unit * Application Administrator * (Optional) Leadership Team |
| 12–1 PM | **Working Lunch - Training Strategy and Resources Discussion** | Workflow and Training team continues discussing training strategy for Phase I and II users across the fall. | * Workflow and Training Team * Program Sponsor * Program Owner * Leadership Team (optional) |
| 1–1:45 PM | **Leadership Team: Navigate Student Live Walkthrough of App, Q&A** | Demonstration and overview of the app, and first year content available to students.  Open Q&A, feedback on the app. | * Leadership Team * Content Development Team * Promotion Engagement Team |
| 2–2:30 PM | **Navigate Student Content Session** | Working session to review content progress and continue work on Navigate Student To-Do’s and Quick Polls. | * Content Engagement Team * (Optional) Promotion Engagement Team |
| 2:30–3 PM | **Navigate Student Promotion Session** | Check in on promotion and communication strategy—key opportunities, outlets, dates, and owners. | * Promotion Team * (Optional) Content Engagement Team |
| 3–3:30 PM | **Wrap Up and Next Steps** | Debrief of Navigate and Navigate Student sessions. Discussion of next steps leading up Phase I Launches. | * Program Sponsor * Leadership Team |