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
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| 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
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| 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)
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| 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
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| 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
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| 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
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| 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
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