



## AGENDA

Administrative Professionals Forum

Monday, August 10, 2015

9 am – 11 am

- I. **Welcome:** 9:00 am – 9:20 am  
*Alex Teodosio & Candace Pluhar*
  - a. Introductions
  - b. HR initiatives Update
  - c. About the Administrative Professionals forum
  
- II. **Administrative Assistant Focus Groups:** 9:20 am – 9:50 am  
*Peggy Finucane, PhD*
  - a. About the Focus Groups
  - b. Study Findings
  
- III. **Technology Assessment Results from Administrative Professionals:** 9:50 am – 10:10 am  
*Lori Sprague*
  - a. Most utilized software programs
  - b. Greatest training needs
  - c. Expert network
    - i. Shared Folder on O:\
    - ii. Directory of Experts
  
- IV. **Atomic Learning Training** 10:10 am – 10:40 am  
*Jim Burke*
  - a. How to access
  - b. Demonstration of available courses
  
- V. **Facilitate open discussion** 10:40 am – 11:00 am  
*Candace Pluhar & Alex Teodosio*
  - a. Meeting frequency
  - b. Topics for next session