



ENGAGE NOTEBOOK: TEAM MEMBER WITH A "BULLET" STYLE

2/15 - 2 pm (Planning Notes)

Expectations

- * Reviewed LY assignments - overall good - concern ↑ to 3 new outreach actions no flexibility for projects if full day classes - status report Fri instead? (Jan & Bill ok)

Issue/Feedback

- * E-mail reviews of new content a challenge - some confusion/misunderstanding of direction - prefer in person - recognize busy schedule.

Development Ideas

- * Enjoy work wt [with] people & team player - what can I do/learn?
- * Regional conference

(Conversation Notes)

Core goals

- * Try for 3 outreach programs - flexible based on projects.
- * Fri status report - good
- * Training schedule - 2 mth target

Accomplishment

- * "Leading Today" webinar praised - more prep to avoid glitches (log-on, chat pods).

Development Opportunities

Goal 1: New project wt [with] Ann

- * Employee Recognition website generate agency interest.
- * 5 ideas by 3/30, discuss, then implement 2 by 5/1.

Goal 2: Customer Relations

- * Understand deliverables wt contractors and approach wt customers.
- * Watch Sarah in next mtg. Take lead for next 2. Ask ? OK.
- * Discuss progress during ENGAGE conversations.

Feedback on Issues

- * S agrees some topics better face to face - schedule in Outlook as needed.
- * Regional conference - a possibility.

My To-Do's

- * Next qrt schedule due ASAP!
- * Reserve Thurs to brainstorm wt Ann & Mac for ER website.
- * Request copies of past agreements to help wt cust & cont.
- * Research info for conference - give to S.