



# ENGAGE NOTEBOOK: TEAM MEMBER WITH A "JOURNAL" STYLE

## 2/15 - 2 pm (Planning Notes)

Reviewed the list of work assignments from last year.

Looks good with these exceptions:

- \* Not sure it will work to come up with 3 new outreach programs. Might be better to keep it at 2 (like last year). Need flexibility!
- \* Ask about changing due date for weekly status report to Friday instead of Monday. I think I'm forgetting stuff over the weekend. Already mentioned this to Jan and Bill. They'd be okay with it.

**Issue** - Can't always get in to see you (busy). Need more time to go over things like new program content in person - Not E-mail!

Still want to be more involved in team processes and work with more people - anything I can do or learn?

Should ask about attending the regional conference this year: want the opportunity to learn the latest from other colleagues.

### (Conversation Notes)

#### Discussed core goals

- \* Keep the number of new outreach programs to 3 - but with some flexibility if other projects get in the way.
- \* Okay to start submitting the weekly status report on Friday.
- \* Confirmed - submit training schedule 2 months prior to start of each quarter

Praise for last webinar, but will schedule more walk-throughs next time to avoid technical glitches (log-on, chat pods).

**NEW!** Work with Ann on the Employee Recognition website. Need to submit 5 new ways to increase agency interests by **3/30**. Need to have 2 ideas up and running by **5/30**.

**NEW!** Given the green light to work more with customers and contractors. Pair-up on next customer request, then solo (but okay to ask questions).

Use Outlook to schedule face to face meetings when needed. Regional conference is a possibility.

#### My To-Do's

- \* Prepare next quarter training schedule ASAP!
- \* Meet with Ann and Mac on ideas for the Employee Recognition website. Reserve Thursday for brainstorming!
- \* Get copies of past customer and contractor agreements to help with handling customer requests.
- \* Get date and costs for the next regional conference.