

HRCCE Information and Communication Team

7-15-09 & 7-20-09 Meeting Agenda

A. OPEN – Ken Wheeler, All Attendees

Welcome – Ken Wheeler

“we are revolutionaries”

“we are all citizens with duties and responsibilities, we just serve in different jobs – want to help move us all from they to we”

Self introduction – All Attendees

Warm-up – All Attendees

Good or not good communication or information story – **Attendees will share a story if they have one**

B. BACKGROUND AND PURPOSE – Todd Solomon, Betsy McBride

Where did we start this conversation? – Todd

Batten Survey – **chart page** indicating communication gap

Summit – recommendations from participants – **document**, also on Web

Proposed Initiative – Betsy

Where are we heading?

Guidance product and action plan

Steps to get there – **handout of broad steps**

Target Audience – Final product in whatever format will be intended for all HR citizens

This Meeting – Todd

Contact list handout

Expectations for today

C. THE FIRST SORT AND NAMING – Ken Wheeler, All Attendees

Sorting – Ken, All Attendees

Attendees will take list of recommendations from summit and sort them into similar categories

Naming – Ken, All Attendees

Attendees will collaborate on names for each of the categories created during sorting

D. WRAP-UP – Ken Wheeler, Todd Solomon

Second group, second meeting, headset work, documents of the Web

Handouts:

Agenda

Contact list

Document copy

Process schematic

Copy of Batten Survey page

Easel, flipcharts, markers, name tags, large stickies

BIG JOB – One recommendation per sticky (Betsy will start on this)