

XYZ Department Staff Meeting
Thursday, February 19, 20xx
9:00 a.m. – 11:00 a.m.
Training Room – 2nd Floor
AGENDA

Expected Attendees: Kristina Jones, Tamika Parker, Darnell Kemp, Glenda Craig, Monica Washington, Drake Gray, Maria Gram; Bud Smith

Excused: Jeffrey Miles (vacation)

Meeting Objectives:

- Inform staff on changes to vacation policy and implications to scheduling.
- Identify key new employee orientation content needing change and decide who will revise the orientation.
- Debrief on key messages from NYS Legislatures at Quarterly Meeting in Albany.

Preparation Prior to Meeting:

- Completion of Meeting Register actions from 2/5 meeting.
- Review personal Orientation Binder and note sections that appear to be outdated.

Materials Needed:

- Copies of 2/5 Meeting Register – all bring their copies
- Orientation Binder with notes

Topic	Who Leads	Time	Elapsed Time
Review of Objectives and Agenda <ul style="list-style-type: none"> • Confirm objectives; any additions as needed/requested • Assign Time Keeper and Meeting Register Recorder 	Kristina	5 min	9:05 a.m.
Review of 2/5 Meeting Register <ul style="list-style-type: none"> • Status of actions assigned • Move forward actions as needed 	Kristina	10 min	9:15 a.m.
Vacation Policy <ul style="list-style-type: none"> • Details of the new policy/reasons for revisions • Who it impacts (grandfathering) and Effective Date • Scheduling implications 	Drake	15 min	9:30 a.m.
New Employee Orientation <ul style="list-style-type: none"> • History on orientation issues and why the need for change • Facilitated Discussion: opportunities for changes to current orientation • Decisions on which content to develop further • Decision of who will develop each content area 	Tamika	45 min	10:15 a.m.
Albany Trip <ul style="list-style-type: none"> • Overview of content • Implications of what was learned • Immediate/long term actions required 	Glenda	30 min	10:45 a.m.
Confirm next meeting and expected agenda items	Kristina	5 min	10:50 a.m.
Review current meeting's Meeting Register – Actions and Decisions	TBD	5 min	10:55 a.m.
Process Check	Kristina	5 min	11:00 a.m.

For questions on this agenda or for training in Meeting Management, email: marybeth@programsavvy.com.