

Agenda

Colorado Springs Utilities / BAYWORK
Thursday, September 20, 2012
East Service Center
701 North Circle Drive
Colorado Springs, CO
8:30am - 3:30pm

Time		Agenda Item	Presenter
8:30 – 9:00	30 min	Welcome and Continental Breakfast	
9:00 – 9:30	30 min	University of Springs Utilities Overview	Kathleen Solano – Workforce Development Manager
9:30 – 10:00	30 min	Training Request Process <ul style="list-style-type: none">• Roadway Safety and Traffic Control	Kathy Brill – Training Specialist (Water/Wastewater)
10:00 – 10:15	15 min	Break	
10:15 – 10:45	30 min	Prioritization Process <ul style="list-style-type: none">• Advisory Board• Internal Project Management	Todd Thomas – Technical Craft Supervisor
10:45 – 11:45	60 min	Instructional Design Process <ul style="list-style-type: none">• Brainstorming• Tool Decision• SME Involvement	Mike Simpson – Instructional Designer
11:45 – 12:00	15 min	Break / Lunch Set-Up	
12:00 – 12:45	45 min	Overview of Resources and Tools <ul style="list-style-type: none">• Content Libraries• Software Tools• Product Samples	Lisa Brady – Instructional Design Supervisor Brenda Hitchcock – Instructional Designer Jennifer Valdois – Instructional Designer Mike Simpson – Instructional Designer
12:45 – 1:45	60 min	Tour of Production Lab	Ben Lucero – Instructional Designer
1:45 – 2:00	15 min	Break	
2:00 – 2:30	30 min	Technical Training	BAYWORK
2:30 – 3:00	30 min	5 Year Strategic Plan	BAYWORK
3:00 – 3:30	30 min	Debrief	All