

Back to School!

Attendees: Remick Rapple, Eve Bluehouse, Diane Dembowski, Sina Yazzie

I. Welcome!

II. Team Building Activity

III. Accept, Adapt, Aspire, and Achieve – What does this mean to the Business Office?

- a) Accept what is out of our control
- b) Adapt to the ever-changing atmosphere
- c) Aspire to improve daily
- d) Achieve together

IV. Teleworking Expectations

- a) Meeting Schedule
- b) Task and Project Tracking
- c) Check-ins
- d) Equipment
- e) Schedule

V. Personnel Handbook

VI. 90-Day Plan

VII. Back to Work!