

Administrative Academy - Participants

Organization

Lean Organization

- Most efficient from a customer perspective
- Eliminates any waste
- Continuously improves processes
- Keeps only work added



Kanban

- Helps visualize your work
- Key is to limit your work in process (WIP)
- Helps with repetitive work

Networking & Speakers

- Speakers shared knowledge on ways to solve problems collaboratively
- Increase awareness of campus resources, policies and procedures
- Promoting new connections among administrative personnel
- Enhance skills and competencies of participants
- Enhance employee engagement
- Identify additional training needs for campus community



Controlling Change

- Change is process break down process into elements
- Understand the process and management in making a change

ADKAR

Awareness
Desire
Knowledge
Ability
Reinforcement

Technology

- Provides tools to enhance technology
- Resources to collaborate with colleagues
- Awareness of technology support programs on campus