AFD Business Connection

Information & Resources

Open Forum

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January 31, 2014
We have heard the need for training across campus

- We have surveyed sample areas to help with initial assessment of subjects and preferred training methods by subject
- Today’s survey is asking for your input
- We will analyze all responses to ensure we provide the right training at the right time in the right way
- We are setting up a structure for training that we can continually assess and improve
Training & Teaching Methods

- Open Forums
- Instructor-led classes
- “Conference” sessions
- Round Table discussions
- Self-Directed Computer-based training
- Web pages
- Open Forums
  - Format
    - One or multiple presenters
    - PowerPoint presentations
  - Subjects
    - New or changed processes
    - Periodic training, i.e. Year-End, Budgets
    - Requested subjects
  - When
    - At least once per quarter
    - As needed additional for new or changed processes
Instructor-led Classes

Format
- Instructor-led
- Sign-up

Subjects
- Processes – in depth
- Hands-on training
- Requested topics
- Catalog online

When
- At least once per quarter for common processes
- As needed additional
Annual Conference/Summit

- Format
  - Multi-day
  - Opening session
  - Sign up for specific sessions/tracks
  - Instructor-led classes

- Subjects
  - Suggested tracks of sessions for job responsibilities

- When
  - Annually
  - Beginning of Fall quarter
Round Table Discussions

- **Format**
  - Facilitator led
  - Audience participation

- **Subjects**
  - Tips and tricks
  - Process improvements
  - Communication styles

- **When**
  - Once per month
  - As needed additional
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- **Self-Directed Computer-based**
  - **Format**
    - Online
    - Videos, Process Guides, Job Aids
  - **Subjects**
    - Policies
    - Processes
    - Software
  - **When**
    - On demand
We have heard the information we currently provide is hard to find and incomplete:

- ABC web pages
  - abc.afd.calpoly.edu
  - afd.calpoly.edu/Business_Connection
  - afd.calpoly.edu – Quick Links

Quick Links

- Cal Poly Portal
- Administrative Policies
- Cal Poly Directory
- Construction News
- Emergency Preparedness
- Health & Wellness
- Student Success Fee Allocation
- AFD Business Connection

abc.afd.calpoly.edu
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- ABC web pages continued
  - Now a link from the Cal Poly Portal

my.calpoly.edu>Personal Info>My Job Tasks

![My Job Tasks]

If you experience any difficulties accessing the links above, please contact the Service Desk at 756-7000.
AFD Business Connection (ABC) website

- Activities
  - Alphabetically
  - By Category
  - By Office
- Forms
- Departments
- Training
- Finance and Labor Cost Dashboards Info
- Contacts
ABC website continued

- Future
  - Presentations
  - Training opportunities
    - Catalog
    - Schedule
    - Suggested tracks
  - Training guides, job aids
We have heard that current information is not getting out to the campus:

- AFD Business Connection announcements
  - my.calpoly.edu – Campus Announcements
  - Click “My Subscriptions”
AFD Business Connection

- Check AFD Business Connection

- Click Update Settings
AFD Business Connection

- AFD Business Connection Announcements will display in your portal!

![Campus Announcements]

- If there are no current announcements, nothing will show
Feedback please!

- ABC Open forum Surveys
- Email On-line Survey
- Email link on ABC website
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