

Logistics Coordinator Training Agenda

Wednesday, May 9th

8:30 – 9:15	Welcome, Agreements, and Introductions - Vicki, Stephen, and Anne
9:15 – 9:30	Training Agenda - Vicki
9:30 – 9:45	Logistics Coordinator and Host Roles - Vicki
9:45 – 10:00	Break
10:00 -11:30	Intro to SFAU Training Brand: Polished - Jeff and Skip
11:30 - 12:30	Lunch
12:30 – 4:30	Student Aid Front 2 Back

Thursday, May 10th

8:30 – 12:00	Student Aid Front 2 Back (Continued)
12:00 – 1:00	Lunch
1:00 -1:15	Student Aid Front 2 Back Debrief - Stephen
1:15 - 1:30	Storyboard Presentation - Katie
1:30 - 2:30	LC Checklist, Course Materials, LC Tasks - Stephen and Pat
2:30 - 2:45	<i>Break</i>
2:45 - 4:00	LC Checklist, Course Materials, & LC Tasks (continued)
4:00 - 4:10	Room Set Up - Vicki
4:10 - 4:30	Service Recovery - Vicki

Friday, May 11th

8:30 - 10:00	Celebration Brunch
10:00 - 11:00	Final Preparations
11:00 - 12:00	Graduation