

**Objectives:**

- Promote service offerings through InStep article and request feedback from staff
- Plan logistics for Road Shows to D.C. and Regional offices to start in October

# June

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	InStep Article: Proposed Curriculum				1	2
3	4	5 <i>Begin planning for Road Shows</i>	6	7	8	9
10	11	12	13	14	15	16
17	18 <i>Begin work on July InStep article re. detailed curriculum</i>	19	20 <i>Begin work on CZ site for SFANet</i>	21	22	23
24	25	26	27	28	29 <i>Feedback Campaign for Regions ready</i>	30

**Outcomes:**

- Proposed curriculum introduced to all staff
- All staff given the opportunity to provide input into Career Zone
- Road Shows planned to begin in October

# July

**Objectives:**

- Announce course schedule and registration process
- Increase awareness of Career Zone through site on SFA Net
- Gain buy-in from regional offices through Feedback Campaign, including Feedback Forums held in San Francisco and Kansas City

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b> <i>Road Show email announcements and info sheets ready</i>	<b>7</b>
<b>8</b>	<b>9</b> CZ SITE LIVE ON SFANET  SFANET TEASER EMAIL	<b>10</b>	<b>11</b> BRIEF SR. LEADERSHIP	<b>12</b>	<b>13</b> <i>Feedback Forum logistics and communications ready</i>	<b>14</b>
<b>15</b>	<b>16</b> COURSE SCHEDULE & REGISTRATION INFO POSTED ON CZ SITE	<b>17</b> EMAIL TO STAFF RE. REGISTERING FOR COURSES	<b>18</b> FLYERS RE. AUGUST COURSE OFFERINGS AND REGISTRATION	<b>19</b> BEGIN FEEDBACK CAMPAIGNS TO REGIONAL OFFICES	<b>20</b> <i>Road Show Storyboard, draft posters and brochures ready</i>	<b>21</b>
<b>22</b>	<b>23</b> SFANET TEASER EMAIL	<b>24</b> <i>Prepare August InStep Article re. course registration</i>	<b>25</b>	<b>26</b>	<b>27</b> <i>Road Show Post-It Notes printed</i>	<b>28</b>
<b>29</b>	<b>30</b> EMAIL FROM GREG RE: CURRICULUM	<b>31</b> KANSAS CITY FEEDBACK FORUM				

**Outcomes:**

- Staff understand curriculum and how to register
- CZ Site is live and up to date with information re. Curriculum and registration
- Regional staff have given input into Career Zone

# August

**Objectives:**

- Increase utilization of Career Zone by continuing to promote curriculum through multiple communication channels
- Complete Feedback Campaign to Regions

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	<b>InStep Article:</b> Course Registration		<b>1</b> BRIEF INTERNAL COMMUNICATORS RE. CURRICULUM AND REGISTRATION	<b>2</b> SAN FRAN FEEDBACK FORUM	<b>3</b>	<b>4</b>
<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b> BRIEF SR. LEADERSHIP <i>Presentation Skills for the Occasional Presenter</i>	<b>9</b> <i>Effective Use of Storyboarding</i>	<b>10</b>	<b>11</b>
<b>12</b>	<b>13</b> SFANET TEASER EMAIL	<b>14</b> <i>Retirement Planning</i>	<b>15</b> FLYERS RE. SEPT. COURSE OFFERINGS <i>Plain Language Communication</i>	<b>16</b>	<b>17</b>	<b>18</b>
<b>19</b>	<b>20</b> <i>Prepare September InStep article re. Knowledge Network</i>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b> <i>What Matters Most</i>	<b>25</b>
<b>26</b>	<b>27</b> SFANET TEASER EMAIL	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>	

**Outcomes:**

- Staff in D.C and Regional Offices are utilizing the Career Zone

# September

**Objectives:**

- Celebrate success and continue to promote course offerings to increase staff utilization
- Announce Grand Opening in new building and plan logistics
- Recruit subject matter experts for Knowledge Network

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	<b>InStep Article:</b> Knowledge Network					<b>1</b>
<b>2</b>	<b>3</b>	<b>4</b> INFO RE. KNOWLEDGE NETWORK POSTED ON CZ SITE	<b>5</b> BRIEF INTERNAL COMMUNICATORS RE. OCT COURSES & KNOWLEDGE NETWORK	<b>6</b> <i>Navigating the Internet</i>	<b>7</b> POSTERS TO PROMOTE PARTICIPATING IN KNOWLEDGE NETWORK	<b>8</b>
<b>9</b>	<b>10</b> <i>Plan Grand Opening</i> SFANET TEASER EMAIL	<b>11</b> <i>Retirement Planning</i>	<b>12</b> FLYERS RE. OCT. COURSE OFFERINGS	<b>13</b> <i>Basics of Sign Language</i>	<b>14</b> <i>Navigating the Internet (REGION)</i>	<b>15</b>
<b>16</b>	<b>17</b> SEND GRAND OPENING INVITATION	<b>18</b> <i>Building an Effective Business Case</i>	<b>19</b> BRIEF SR. LEADERSHIP	<b>20</b> <i>What Matters Most</i> Prepare October InStep Article re. Grand Opening	<b>21</b>	<b>22</b>
<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b> <i>Retirement Planning (REGION)</i>	<b>27</b>	<b>28</b>	<b>29</b>
<b>30</b>						

**Outcomes:**

- Increased utilization of the Career Zone in both D.C and Regional offices
- Staff are aware of Career Zone location in the new building and invited to Grand Opening
- Began to build database of subject matter experts for Knowledge Network

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# October

**Objectives:**

- Kick off Road Shows
- Celebrate Grand Opening in new building and conduct Open House
- Promote Knowledge Network as resource for staff

Sun	Mon	Tue	Wed	Thu	Fri	Sat
ROAD SHOWS START! (See Note below)	<b>1</b> InStep Article: Grand Opening	<b>2</b> BOSTON ROAD SHOW	<b>3</b> NYC ROAD SHOW BRIEF INTERNAL COMMUNICATORS RE. NOV COURSES	<b>4</b> PHILADELPHIA ROAD SHOW	<b>5</b> <i>What Matters Most (REGION)</i>	<b>6</b>
<b>7</b>	<b>8</b> CZ GRAND OPENING IN NEW BUILDING  SFANET TEASER EMAIL	<b>9</b> <i>Basics of Sign Language</i>	<b>10</b> <i>Retirement Planning</i>	<b>11</b>	<b>12</b> FLYERS RE. NOV. COURSE OFFERINGS	<b>13</b>
<b>14</b>	<b>15</b> POSTERS RE. TAPPING INTO THE KNOWLEDGE NETWORK	<b>16</b> <i>What Matters Most</i>	<b>17</b> ATLANTA ROAD SHOW	<b>18</b> <i>Plain Language Communication</i>	<b>19</b> D.C. ROAD SHOW : COO & Enterprise Units	<b>20</b>
<b>21</b>	<b>22</b> <i>Prepare November InStep article re. success stories</i> SFANET TEASER	<b>23</b> D.C. ROAD SHOW : Students 7 Schools <i>Effective Use of Storyboarding</i>	<b>24</b> D.C. ROAD SHOW: Financial Partners	<b>25</b> D.C. ROAD SHOW: CIO & CFO <i>Overview to Project Management</i>	<b>26</b>	<b>27</b>
<b>28</b>	<b>29</b> SEATTLE ROAD SHOW	<b>30</b> SAN FRAN ROAD SHOW: <i>Understanding the Budget Process</i>	<b>31</b>	<p>*Note: In order to increase participation in Road Show meetings, each office will receive the following communications in the weeks prior to the event:</p> <ul style="list-style-type: none"> <li>• Email "teaser" to create interest</li> <li>• Email invitation to road show</li> <li>• Email from Candy and posters to stimulate further interest</li> <li>• Email to remind staff of date and time</li> </ul>		

**Outcomes:**

- Increased utilization of the Career Zone in both D.C and Regional offices
- Staff are aware of Career Zone location in the new building and invited to Grand Opening
- Staff have begun to tap into the Knowledge Network

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# November

**Objectives:**

- Complete Road Shows
- Celebrate successes

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	InStep Article: Success Stories			<b>1</b> DENVER ROAD SHOW <i>What Matters Most</i>	<b>2</b>	<b>3</b>
<b>4</b>	<b>5</b>	<b>6</b> <i>Overview to Project Management</i>	<b>7</b> BRIEF INTERNAL COMMUNICATORS RE. DEC COURSES	<b>8</b> <i>Understanding the Budget Process</i>	<b>9</b>	<b>10</b>
<b>11</b>	<b>12</b> SFANET TEASER	<b>13</b> DALLAS ROAD SHOW <i>Overview to Project Management (REGION)</i>	<b>14</b> <i>Plain Language Communication</i>	<b>15</b> KANSAS CITY ROAD SHOW	<b>16</b>	<b>17</b>
<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>
<b>25</b>	<b>26</b>	<b>27</b> <i>Building an Effective Business Case</i>	<b>28</b> <i>Overview to Project Management</i>	<b>29</b> CHICAGO ROAD SHOW	<b>30</b>	

**Outcomes:**

- All staff have been visited by Career Zone staff
- Staff are aware of positive outcomes from the Career Zone