

CONDENSED APPROACH TO ACADEMY: 2018 EXAMPLE

LBB Staff Academy Training											
Day 1 - August 28, 2018						Day 2 - August 29, 2018					
Unit 1 (8:30AM-10:15AM)		Unit 2 (10:30AM-11:00AM)		Unit 3 (11:15AM-12:00PM)		Unit 4 (8:30AM-9:30AM)		Unit 5 (9:45AM-11:00AM)		Unit 6 (11:15AM-12:00PM)	
TIME	PLACE: McGee Conference Room	TIME	PLACE: McGee Conference Room	TIME	PLACE: McGee Conference Room	TIME	PLACE: McGee Conference Room	TIME	PLACE: McGee Conference Room	TIME	PLACE: McGee Conference Room
5-15 min	Kick-off/Introductions with Director	1-5 min	Kick-off/Questions	1-5 min	Kick-off/Questions	1-10 min	Kick-off/Questions	1-5 min	Kick-off/Questions	1-5 min	Kick-off/Questions
20 min (7-9 slides)	LBB Overview - Module 1	10 min (3-4 slides)	Strategic Planning - Module 4	20 min (7-9 slides)	Budget Preparation Process - Module 10	35-45 min	Presentation Skills - Module 9	15-20 min (4-6 slides)	Program Evaluations & Review - Module 8	10 min (3-4 slides)	Work Development - Module 17
25 min (8-10 slides)	LBB Culture - Module 2	10 min (3-4 slides)	Base Reconciliation - Module 5	13-15 min (4-6 slides)	Financing the State Budget - Module 11	30-35 min (8-10 slides)	Appropriations Bills & Session Documents - Module 12	15-20 min (4-6 slides)	Supporting Recommendations - Module 13	10 min (3-4 slides)	Oversight - Module 18
25 min (8-10 slides)	LBB External Protocols - Module 3	15 min (8-10 slides)	Legislative Appropriations Request - Module 6	13-15 min (4-6 slides)	Operating Budget - Module 15	Break		15-20 min (4-6 slides)	Fiscal Notes - Module 14	30 min	Capstone/Round Table with Directors
Break		Break		DAY 1 CLOSING/FINAL REMARKS				DAY 2 CLOSING/FINAL REMARKS		Break	

3.50 hours of training

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