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| <b>Date</b>      | October 26, 2023   | <b>Time</b> | 2:00 – 4:30 p.m. |
| <b>Location</b>  | Department of Children and Families<br>2415 North Monroe Street, Suite 400, Room C100<br>Tallahassee, Florida  |             |                  |
| <b>Objective</b> | To provide an opportunity for Change Management and Training Liaisons to collaborate and network with others, learn more about their role expectations, and brainstorm ways to complete Readiness Tasks. |             |                  |
| <b>Invitees</b>  | Change Management Liaisons and Training Liaisons   |             |                  |

| <b>Topic</b>   | <b>Facilitator</b> | <b>Allotted Time</b>  |
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| Welcome & Agenda   | Brenda             | 5 minutes   |
| Objectives: Why Are We Here?   | Brenda             | 5 minutes   |
| Planning Update: What Have You Done?<br><ul style="list-style-type: none"> <li>Group Discussion</li> </ul>   | Brenda             | 10 minutes  |
| Planning for Success:<br><ul style="list-style-type: none"> <li>Readiness Workplan Tasks</li> <li>Agency Activities</li> </ul>   | Brenda             | 10 minutes  |
| Planning for Success: What Can/Will You Do?<br><ul style="list-style-type: none"> <li>Table Discussion: Agency and Enterprise Systems Build</li> <li>Table Discussion: Agency and Enterprise Testing</li> </ul> <b>Break/Networking</b><br><ul style="list-style-type: none"> <li>Table Discussion: Agency Training and Go-Live</li> </ul> | Felicia            | 105 minutes<br><i>30 minutes</i><br><br><i>30 minutes</i><br><br><i>15 minutes</i><br><i>30 minutes</i> |
| Attaining Success: Where/How Do You Fit In?<br><ul style="list-style-type: none"> <li>Group Discussion</li> </ul>  | Felicia            | 10 minutes  |
| Next Steps   | Felicia            | 5 minutes   |