

The Staff Technology Development Seminar

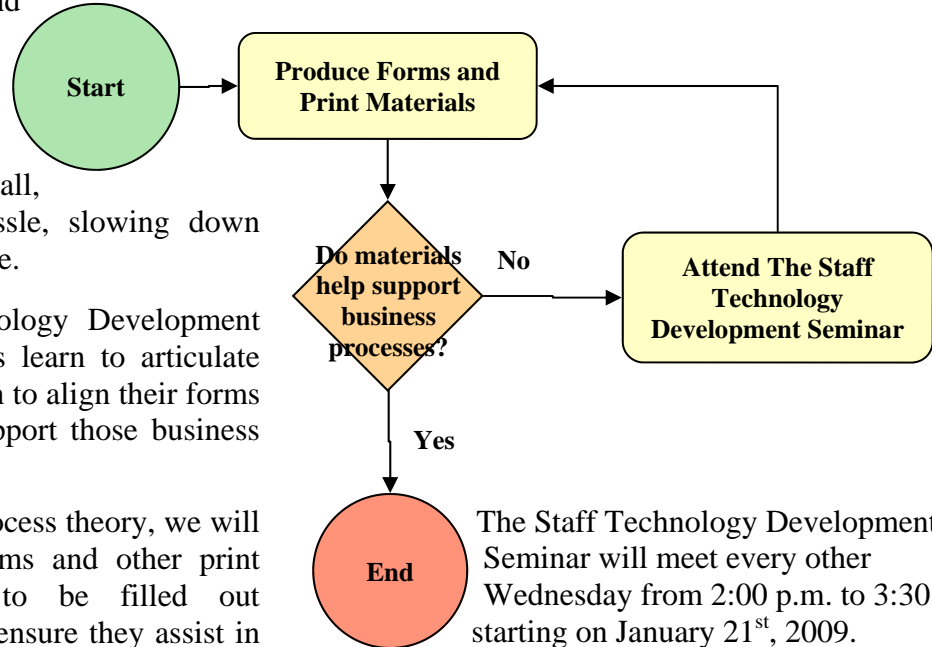
Creating Forms and Print Materials to Support Your Business Processes

Business processes touch our work lives everyday. If they are properly designed and implemented then our business processes make our work move more smoothly and efficiently. If they are haphazardly designed, or not designed at all, then they become a daily hassle, slowing down efficiency and decreasing morale.

The goal of this Staff Technology Development Seminar is to help departments learn to articulate their business processes and then to align their forms and other print materials to support those business processes.

In addition to basic Business Process theory, we will be covering the design of forms and other print publications that are able to be filled out electronically and/or printed to ensure they assist in supporting the business processes of the University. These forms will be created using the following programs:

- Microsoft Publisher
- Microsoft InfoPath
- Adobe Acrobat Professional



The Staff Technology Development Seminar will meet every other Wednesday from 2:00 p.m. to 3:30 p.m. starting on January 21st, 2009.

As participation in the Staff Technology Development Seminar requires time away from the office and their general responsibilities, Staff can only apply to participate with permission from their supervisor

Name: _____

Department: _____

Signature: _____

Date: _____

By signing above I understand that my participation in the Staff Technology Development Seminar will involve not only participation in the scheduled workshop times, but additional reading and seminar work outside of the scheduled workshops times

Supervisor Name: _____

Supervisor Signature: _____

Date: _____

By signing above I grant permission for my employee to attend and participate fully in the Staff Technology Development Seminar. I understand that this will involve time away from the office and their regular duties to attend scheduled workshops.