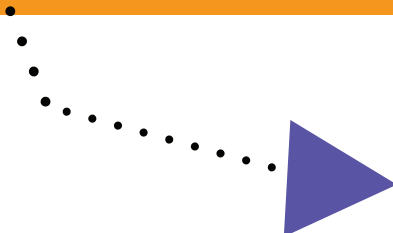


Western District Department Head Meeting



1. **Welcome and Warm-Up**
2. **Administrative Professional's Week**
3. **District Marketing Project Information and Timeline**
4. **Discussion of January "Building Our District Team" Discussions**
 - Technology training: webinar training and other tech communications; computer trainings due to diminishing support staff (hands-on training)
 - Face-to-face interaction between program areas; more program and agent sharing
 - List of deadlines regarding funding
4. **State WACEC Conference**
5. **Professional Time Scheduling Guidelines**
 - Discussion on how policy is operating in county offices
6. **Follow-up From Department Head Conference and Networking of Ideas**
 - Please bring further information/materials (16 copies) on building relationships with county partners that was shared on Monday's WisLine. Agendas, newsletters, invitations, etc. This will be a time to talk more in-depth about what you are doing and learn from each other.
 - Other topics you'd like input on?
7. **Upcoming Meetings (also posted on website):**
 - June 30, 10:00 a.m. WisLine
 - September 20, 9:30 – 3:00 face-to-face
 - December 8, 10:00 a.m. WisLine
 - Suggested topics for future meetings?
8. **Adjourn**



Friday March 27
9:30 a.m. - 3:00 p.m.
Sweetwaters Restaurant,
Eau Claire