



Santa Clara County  Office of Education

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Analyzing Business Services

Champions for Leadership
June 11, 2013

Goals

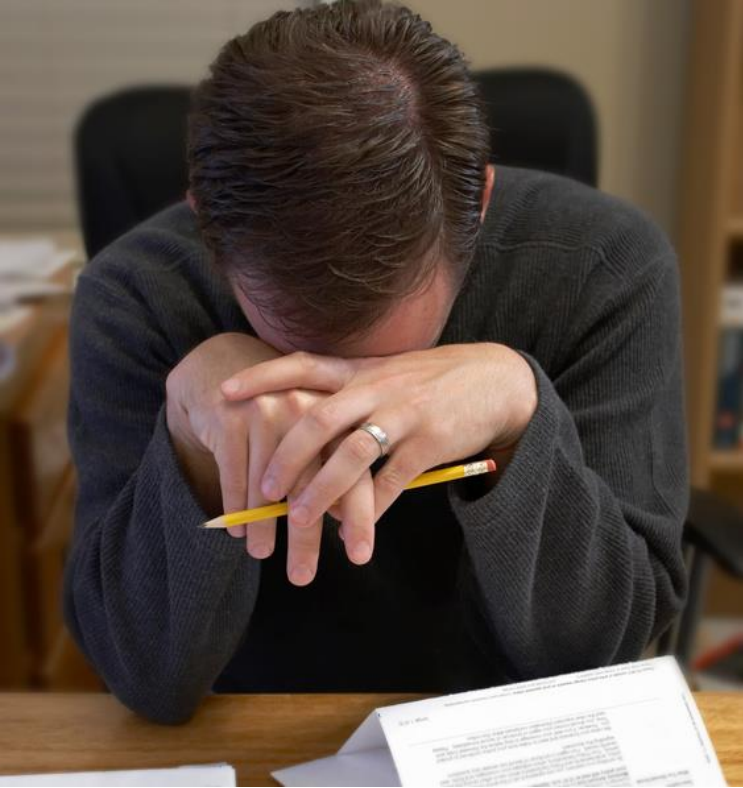
Professional Development

- Expand my knowledge about business services and how it relates to the programs side.
- Improve on my communication and interviewing skills

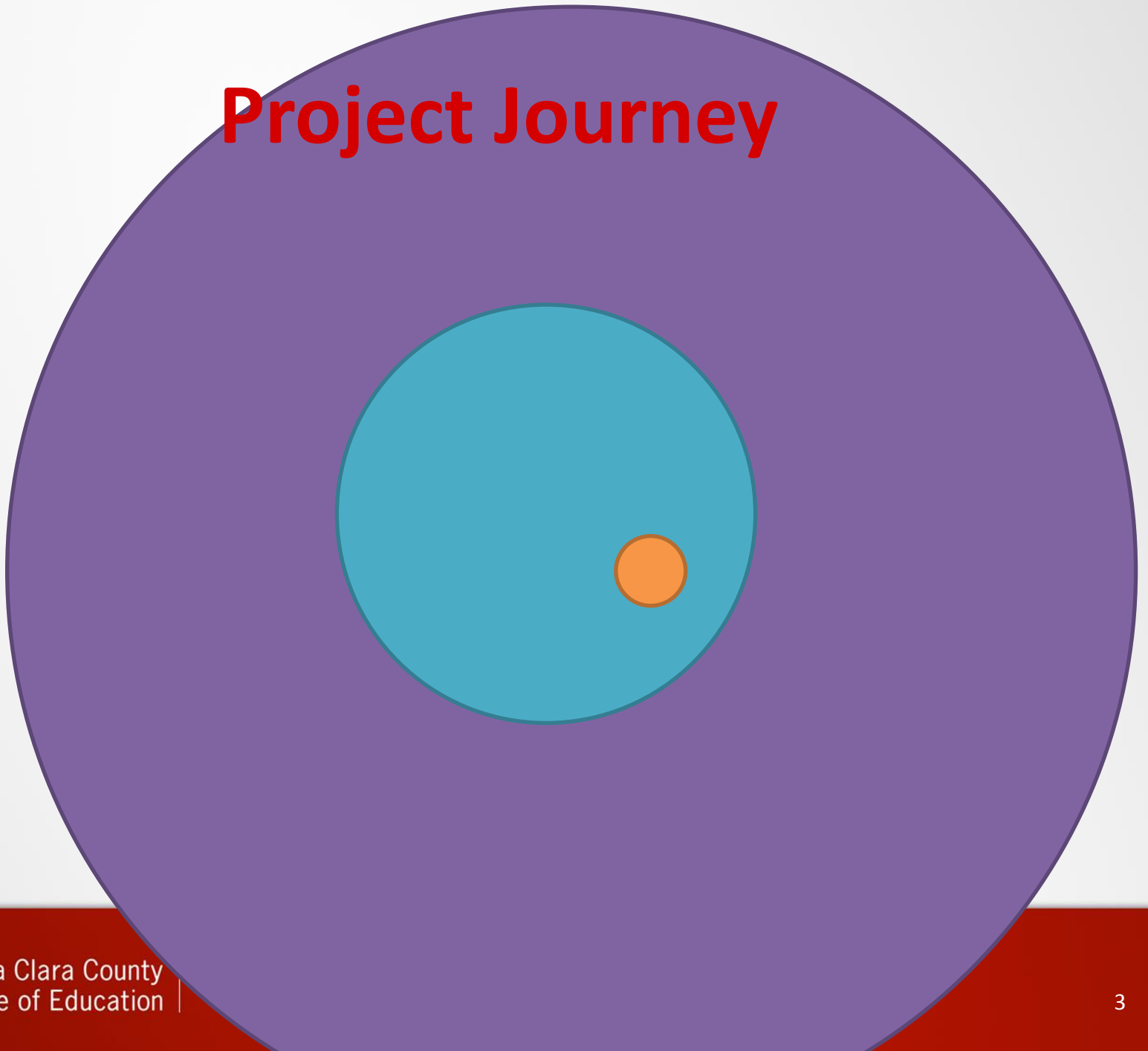
Project

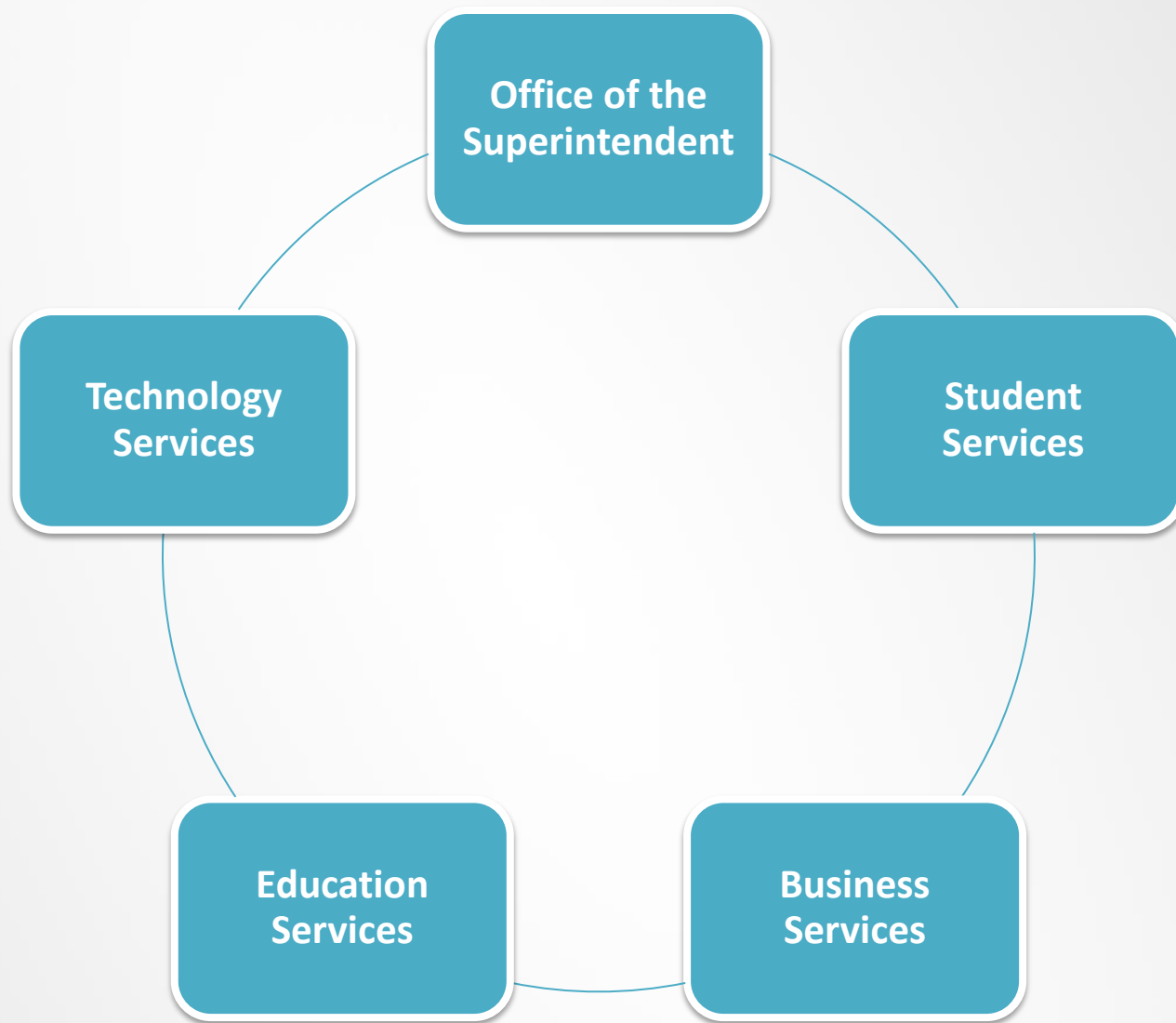
- Identify the different systems with in the branch
- Look for inefficiencies and provide viable solutions.





Project Journey





Accomplishments/Successes

- AR Travel and Mileage Committee – comprised of experts and users
- Input from users on training materials and presentations
- Viable Solutions
 - Budget Development – excel vs. hard copy – minimizing on user error



Key Learnings

- Learned about the organizational structure beyond my cube.
- Learned that a process belongs to a system and it's the system that needs to be evaluated to have long term success.
- Learned that there are many people in our organization that can provide viable solutions.

