



## MANAGEMENT: SYSTEMS FOR MANAGING PEOPLE, PLACES & THINGS

Monday, 25 February 2019 | 9:00am–5:00pm

Rio Grande Depot, 300 Rio Grande Street, Salt Lake City, UT 84101

Natalie Petersen (Nonprofit Consultant) & Kevin Fayles (Utah Div of State History)

8:30–9:00 am	<b>Arrivals so we can start promptly</b>
9:00–9:15 am	<b>Welcome &amp; Overview</b> (Everyone) <ul style="list-style-type: none"> <li>Housekeeping, ground rules</li> <li>Agenda overview and goals for today</li> </ul>
9:15–10:00 am	<b>Homework Reporting Out</b> (Everyone) <ul style="list-style-type: none"> <li>Report on MGMT activities assigned in Month 1 (4-5 minutes per museum)</li> </ul>
10:00–10:30 am	<b>Systems for Managing Museum Operations</b> (Natalie) <ul style="list-style-type: none"> <li>Why and how to establish broad organizational systems</li> </ul>
10:30–10:45 am	<b>BREAK</b>
10:45–12:15 pm	<b>Managing People</b> (Kevin) <ul style="list-style-type: none"> <li>Accountability, job descriptions, internal systems, performance management</li> <li>HANDS-ON ACTIVITY #1: BEST Approach to Job Descriptions</li> <li>HANDS-ON ACTIVITY #2: Performance Review Dos &amp; Don'ts: A Scenario</li> </ul>
12:15–1:15 pm	<b>LUNCH (on your own)</b>
1:15–1:45 pm	<b>Managing Institutional Records</b> (Natalie) <ul style="list-style-type: none"> <li>Why keep records? Recordkeeping policies, systems, and retention schedules</li> </ul>
1:45–2:15 pm	<b>Managing Facilities</b> (Natalie) <ul style="list-style-type: none"> <li>HANDS-ON ACTIVITY #2: Risk Management Prevention &amp; Response</li> <li>Thinking holistically and long-term about facilities management</li> </ul>
2:15–3:15 pm	<b>Managing Emergencies</b> (Kevin) <ul style="list-style-type: none"> <li>HANDS-ON ACTIVITY #3: What Will You Do?</li> <li>Emergency planning for people and facilities</li> </ul>
3:15–3:30 pm	<b>BREAK</b>
3:30–3:45 pm	<b>Wrap-up</b> (Natalie & Kevin) <ul style="list-style-type: none"> <li>Recap &amp; key takeaways, resources, forecast of AUD module</li> <li>Self-assessments for MGMT and AUD modules</li> <li>Module Checklists, Process for StEPs Certificates, UMA Conference</li> </ul>
3:45–4:15 pm	<b>Evaluation</b> (Kari & Everyone) <ul style="list-style-type: none"> <li>Group discussion about MGMT module – successes, challenges, content, practice</li> </ul>
4:15–5:00 pm	<b>Mentor Groups Break-out</b> (Mentors with their 2-3 groups)