

Talent Development Community

Enhancing Performance through Strategic Partnerships

TDC Steering Committee	
Date, Time and Location:	Thursday, May 18, 2017 1:30 p.m. – 3:30 p.m. Rhodes Tower, Room 231
Facilitator:	Roderick Cheatham, Training Program Manager and TDC Lead
Attendees:	Michael Luers, DAS; Jessica Schuster, DAS; Vince Conner, MHAS; Debora Branham, DAS; Roderick Cheatham, DAS; Helena Carter, AGE; Matthew Dyer, OBM; Ray Justice, DAS; Stan Sikorski, DAS; Cassandra Richards, OCB; Ryan Cairney, ODH; Erica Banta, MCD; Jonathan Rollings, OOD; Leslie Hannah, DAS; Cynthia Orr, JFS, Kathy Nichols, OHFA; Mary Cornwell, DAS; Ashleigh Conkey, LIB

General Updates	<ul style="list-style-type: none"> • Welcome new members: Mary Cornwell and Ashleigh Conkey • TDC has been an active partnership for nearly one (1) year. Acknowledged members and expressed appreciation for the support. • Special guests: Mike Luers, Jessica Schuster
Updates on the TDC Action Items	<ul style="list-style-type: none"> • The sub-committees worked on their action items and then provided updates on each priority item. • Priority #1 is very involved and #2 has not been addressed as of yet. In working on #1 the group realized the scope is larger than expected. Will approach OIT to determine what's feasible for a database/clearinghouse of trainers and see how or even if the systems can communicate with each other. • The e-Learning guide will make for a good starting point for Priority #2. Need to determine how to create new eLearning, convert existing training to eLearning and encourage trainers to use eLearning format more. The guide will be released to HR administrators via the HRD newsletter and will be posted on various DAS web pages. • Priority #3- the TDC newsletter; mentioned setting up a discussion list for all agency TDC liaisons and trainers to use. Working on a draft of the newsletter to be submitted with a target distribution of July. • The focus for Priority #4 is the Competency Guide. Still planning on a July release. • Priority #5 - the training glossary of terms. It is to include basic training terms, ELM terms, e-Learning terms and acronyms. Sorting and incorporating the feedback. When finalized, the document will be posted to the TDC website in hope that it can be sortable and searchable. • Priority #6 - the Kirkpatrick evaluation process overview to be shared with the agency TDC liaisons and posted to the DAS website.

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<p>Sub-Committees Key Initiatives and Updates</p>	<p>Each of the TDC Sub-committees provided an overview and update of their key initiatives.</p> <p>Matthew Dyer, OBM: Communication</p> <ul style="list-style-type: none">▪ Focus: Create and maintain a way to share information among the TDC members using electronic media.▪ Key Initiative: Promote and Market TDC To develop strategies for promoting and marketing TDC statewide by launching various communications (e.g., brochure, newsletter, surveys, and website) featuring helpful tips, trends and information regarding talent development. <p>Update: Committee shared information on glossary and feedback received from other sub-committees. Working on a format to make the glossary more user-friendly, maybe using headers to separate the terminology by category. Discussed with Stan how to make it sortable/searchable on the website. Ryan is going to select five (5) Learning on Demand courses to feature in the first issue. The next step for the newsletter is to submit to Debora and Roderick for their sections.</p> <p>Kathleen Nichols, OHFA: Training and Development</p> <ul style="list-style-type: none">▪ Focus: To aid the TDC in identifying internal and external professional development resources that can be shared statewide. Also, to brainstorm and create on-going train-the-trainer opportunities for those who deliver training within state government and resources that can be shared statewide.▪ Key Initiative: Identify Statewide Training Resources Assist the TDC in identifying training resources; develop a statewide resource list by January 2017, and collaborate with agencies to share training resources. <p>Update: The committee plan to meet the morning of 5/19 as a workgroup to discuss instructional skills. Need to determine who is training? How to group certifications? How to find out who's doing what? There needs to be a contact person to ask what is available; the problem is how quickly content changes or new stuff comes along. May start with asking all agency TDC liaisons to identify their agency trainers.</p> <p>Debora Branham, DAS: Collaborative Partnerships</p> <ul style="list-style-type: none">▪ Focus: To connect and establish relationships between the TDC, local colleges/universities and other agencies to build collaborative partnerships. Also, to provide speakers on new talent development topics and trends in the areas of training and development curriculum.

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**Sub-Committees
 Key Initiatives and
 Updates (continued)**

- **Key Initiative: Collaborate with Agency Leaders to Identify Leadership Competencies**

Collaborate with agency leaders to identify key leadership competencies and utilize statewide competencies to identify learning and development needs via targeted focus groups with senior and executive leaders. Partner with agencies and universities to develop leadership curriculum and/or identify speakers.

Update: Continuing with internal discussion regarding the proposal to engage in a partnership with Franklin University. In the meantime, the sub-committee will continue to reach out to other universities.

Ray Justice, DAS: **Performance Management**

- **Focus:** To gather agency information and insight into performance management issues, creating new and innovative ways to assist agencies in meeting organizational, departmental, and employee goals. Competencies, coaching development and tools, training needs and assessments are within the scope of this sub-committee.

- **Key Initiative: Competency Development Guide**

Concept initiated by the Ohio Department of Job and Family Services (ODJFS), TDC will partner with ODJFS to offer an enterprise-wide Competency Development Guide. The guide will offer development resources, tips, and tools for developing competencies.

Update: The competency guide is in the final stage of review and should be ready in July. Plan to do workshops and/or roadshows in the fall to pilot some of the competency assessment content. Ashleigh Conkey has joined the sub-committee.

Stan Sikorski, DAS: **e-Learning Technology**

- **Focus:** To gather, share and create information to assist the TDC in keeping pace with industry best practices related to talent development e-learning trends. Also, to develop innovative ways to promote and engage employees in e-learning training and development.

- **Key Initiative: e-Learning Design and Development Guide**

To develop an e-Learning Design and Development Guide that provides a resource for the development of e-learning training content.

Update: Finding ways to expand e-Learning with a focus on creating new, converting other formats to e-Learning, and training employees on eLearning development. Suggested using labs where trainers can bring an actual project and work on creating an eLearning with assistance. Inform employees who are developing instructor-led training and determine if e-Learning can be offered instead. Mary Cornwall joined the sub-committee, she will contribute by leveraging the Learning on Demand content.

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<p>Community Sharing Guest Speaker Mike Luers</p>	<p>Caregiver Resources Initiative</p> <ul style="list-style-type: none"> ▪ The goal is to increase awareness about employees who are adult caregivers, to reveal and facilitate common bonds and concerns, and to increase awareness for supervisors. ▪ Will offer training for supervisors so they can begin having conversations with their employees who are working caregivers. ▪ Brown Bag series will be offered on six topics over a six-month period. Also, Train-the-Trainer sessions to begin May 22 with a primary focus on teaching agencies how to deliver training to agencies. ▪ Agencies were required to submit a Caregiver Resources training plan to show how agencies will rolled out and train supervisors.
<p>Next meeting</p>	<p>Steering Committee, 6/22/2017</p>