

Talent Development Community

Enhancing Performance through Strategic Partnerships

TDC Steering Committee	
Date, Time and Location:	Friday, March 9, 2017 1:30 p.m. – 3:30 p.m. Rhodes Tower, Room 231
Facilitator:	Roderick Cheatham, Training Program Manager and TDC Lead
Attendees:	Roderick Cheatham, DAS; Helena Carter, AGE; Matthew Dyer, OBM; Ray Justice, DAS; Stan Sikorski, DAS; Casandra Richards; Ryan Cairney, ODH; Erica Banta, MCD; Jonathan Rollings, OOD; Leslie Hannah, DAS; Michael Lacy, DMH; Cynthia Orr, OJFS

General Updates	<ul style="list-style-type: none"> • HR Conference cancelled • Ohio University PA program information was shared and it was announced that the program will be shared at the next large meeting with Agency TDC Liaisons. • Conversation on leveraging LOD through the agency TDC Liaisons.
Discussion on the new TDC action items	<ul style="list-style-type: none"> • The Steering Committee discussed the new action items, and then broke out in their respective sub-committees to discuss approaches to the action items and possible timelines. • Action items #1 and #2 will be a collaborative effort of the e-Learning Technology sub-committee and the Training and Development Sub-Committee. • The following action items were discussed and the tentative timelines are indicated below: <ol style="list-style-type: none"> 1) Establish a clearing house of training materials and maintain a registry of trainers to include the various training certifications. (Survey: Q2, 4, 5, 6, 9) e-Learning and Training and Development; tentative timeline of 3/2018 based on the scope of the project. 2) Develop a strategy to increase e-Learning training opportunities. (Survey: Q21) e-Learning and Training Development; Committee believes that this item builds on action item #1. Timeline to be developed. 3) Assist agencies in communicating enterprise wide the various training offerings including e-learning. (Survey: Q2) Communications; Timeline to be developed after consulting with IT on utilization of a List Serve. 4) Develop and make available basic competency training tools to employees to increase understanding and awareness of competencies. (Survey: Q17,18, 20) Performance Management; anticipated launch date 3/2018; will leverage Competency Guide with the new assessment tool.

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	<p>5) Create a glossary of terms to establish a common language as it relates to talent development and training terminology. (Survey: Q2) Communications; timeline 4/6/2017</p> <p>6) Provide an overview of information on the Kirkpatrick Evaluation approach to help agencies understand the basic metrics for tracking training outcomes which would help educate agencies with creating standard training metrics. (Survey: Q8) Collaborative Partnerships</p>
<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 the importance of having a shorter newsletter. Also, asked if the steering committee would participate in a short survey. Newsletter 95% completed. Draft to be shared with committee on 3/9/2017. New template created. Awaiting approval to proceed.</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 was encouraged to develop and provide a 16-hour Instructional Skills course which would allow more time for participants to practice skills and gain feedback. Course outline was revised and new sub-committee participants from OOD and BWC. Topic areas were assigned to subcommittee members. Draft content of each section due May 11, 2017. Project 25% complete.</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

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

topics and trends in the areas of training and development curriculum.

- **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: On 11/30/16 the sub-committee presented the Lead Ohio: Visionary Leaders conceptual program to Governor's office representative and HRD leadership to obtain approval to move forward with a pilot program. Engaging Franklin University in conversation to determine if a collaborative partnership can be established to design the curriculum. Will reach out to agency partners to assemble SMEs to identify curriculum content focusing on crisis management. The three (3) competencies identified for the program are: Coaching and Developing Others, Thinking Creatively, and Selling or Influencing Others. **Project 15% complete** (Project delayed temporary.) Erica Banta joined the Collaborative Partnership sub-committee.

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 committee has developed a first draft of the competency guide and has currently been reviewed by the subcommittee. An overview of the document and how it will be utilized will be shared during the committee update at the next Agency TDC Liaison meeting on 4/6/2017. **Project is 75% complete.** Target completion date is 6/17.

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.

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	<ul style="list-style-type: none">▪ 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. <p>Update: Next steps cover page to be designed. Project 99% completed. Projected completion date April 1, 2017. Guide will be posted to the DAS TDC website resource section and shared with the Agency TDC Liaisons at the TDC large event meeting to be held 4/6/2017</p>
Next meeting	Steering Committee, 5/18/2017, 6/22/2017 Large Meeting with Agency TDC Liaisons 4/6/2017