## TDC Steering Committee

| Date, Time and Location: | Wednesday, January 24, 2018  
| | 1:30 p.m. – 2:30 p.m.  
| | Rhodes Tower, Room 231  |
| Facilitator: | Roderick Cheatham, Training Program Manager and TDC Lead  |
| Attendees: | Roderick Cheatham, DAS; Stan Sikorski, DAS; Matt Dyer, OBM; Leslie Hannah, DAS; Debora Branham, DAS; Ryan Cairney, ODH; Abbie Frase, MCD; Cynthia Orr, JFS; Matt Gill, BWC, Cyndi Hill, BWC; Ray Justice, DAS, Cassandra Richards, DAS, Marcella Lee, MCD; Kiersten Taylor, MCD Intern |

### General Updates
- DAS-OPERS Retirement Education Event 5/10/18 - please share with your agencies:
  - Past few times have been standing room only.
  - Registration is through ELM. Will show up around April.
  - Three sessions for the day - How to Select a Retirement Plan (AM), Education Today for Retirement Tomorrow (mid-morning), and Ready to Retire - Pension to Healthcare (PM)
- OCM Foundations Training DAS LPD Catalog Offering
  - Looking for instructors to teach the one-hour workshop.
  - Will be offered approximately three times over the fiscal year.
  - Will have a run-through (train the trainer)
- Certificates - let Debora know if you didn’t receive.

### Strategic Plan Overview
- Reviewed vision, mission, purpose and five focus areas.
- Reviewed key strategies for the five focus areas.

### Sub-Committee Updates
- Performance Management
  - 10 Competencies at a time.
  - Held kickoff webinar last week.
  - Getting supervisor and employee names; will be working with them on the assessments.
  - Asking surveys to be taken and reviewed by Feb. 14.
  - Thinking of releasing new assessments approximately quarterly.
- Communications
  - Next newsletter issue coming out soon - rough draft is ready and will be sent for peer review / feedback.
- e-Learning and Technology
○ Working on identify WBTs available in ELM - have a list of about 13 that can be used/re-used by agencies.
○ Will contact content owners to confirm they can be used.
○ Jonathan working on standard template that they can be dropped into - courses will be repurposed to come out statewide via DAS; giving credit to those who created them.
○ Sample topics: history of civil service, travel and expense, MS Word, Excel, etc.
○ May also make trainings available on topics like human trafficking, active aggressor, etc.
○ Will be working with DRC to update state’s version of Barbara Warner Domestic Violence training
○ BWC has basic math and English courses that could be used; being revised; will be ready in next few weeks; Matt to send to Stan.
○ MCD is working on Windows 10 overview; Abby to send to Stan.
○ ODH (Kate) may have items to share, too; Ryan to speak to her.
○ Note - only annual training requirements (statewide) = ethics & securing the human. Some are required of every employee, but can be as they come on board. Agencies have specific requirements, too.

- Training & Development
  ○ Working on revising training materials based on feedback from pilot group (i.e. Instructional Skills Training).
  ○ Will get to DAS for review the week of the 5th through the 9th
  ○ Recruiting new trainers in February; have identified 6 to 8 people

- Collaborative Partnerships
  ○ Those who provide training through the catalog are encouraged to follow the same kind of evaluation questions. Striving for consistency across agencies. (Level 1, Level 2…)
  ○ Invited different schools in for presenting & promotion to state employees
  ○ Statewide employee education fair - did one in 2014 in Rhodes lobby with 8-10 colleges, UET. This time add EDF. Was during lunch hour(s). Tentative dates are held. Hearing room and lobby are booked for tentative dates. May have workshop from one of the colleges for a lecture.
  ○ Development Services Agency does one - Rod has call in to Stacia to talk more about it.
  ○ BWC will also have contact information and can share that with Rod based on their own education fairs.
### Talent Development Community

*Enhancing Performance through Strategic Partnerships*

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**All Members:** for July, begin thinking about:
- What can we do as a committee going forward?
- Are you able to stay on for another year?

If you want to host a meeting at your location, either for the liaisons or for just the steering committee, let Rod know.

#### Action Items

- □ Matt G.: Send Stan info on basic math & basic English courses
- □ Matt G./Cyndi: Send Rod info on contact information for employee education fair
- □ Abby F.: Send Stan info on Windows 10 training as it becomes available
- □ Ryan C.: See if Kate at DOH has any e-Learning items to share with Stan
- □ All: Upon receiving, review newsletter draft & provide feedback to Communications
- □ All: Let Training & Development subcommittee know of any additional names for Instructional Skills Training trainers
- □ All: For July, begin thinking about what we can do as a committee going forward; are you able to stay on another year?
- □ All: Send Rod names if you have OCM trainers
- □ All: Be sure to publicize DAS-OPERS session info to your agency
- □ All: Be sure to publicize Lead Ohio: Inspirational Leaders to your agency

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<th><strong>Team Building</strong></th>
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<td>• Ryan C. walked the group through a short team-building activity revolving around four questions</td>
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<td>○ What makes you curious?</td>
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<td>○ Where does your mind wonder when you’re bored?</td>
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<td>○ What makes you excited to say yes to a project?</td>
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<td>○ Where do you go for a 2nd opinion on your work?</td>
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<th><strong>Next meeting</strong></th>
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<td>TDC Liaison Webinar to be held on 2/22/18</td>
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