

Training Tools Galore!

Friday, May 11, 2007
Department of Labor, Wethersfield
Conf. Rooms A & B, 2nd Floor
9:00 AM – 12:00 Noon

As training professionals, we deal with an ever-changing industry and daily challenges that demand the best we have to give. Not knowing about the latest tools at our disposal can lessen our effectiveness. This program will help us share with each other, in a structured way, the tools we use every day so that we can supplement our toolboxes and enhance our professionalism. We will be selecting “Best of Table” tools and voting on a “Best of Show” tool!



Your Facilitators:

Jan Schuyler

Director of Organizational
Development
CT Department of Labor

Deana Giordano

Programs & Services Coordinator
CT Department of Labor

Alice Clive

Training Program Specialist
Office of Policy and Management

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To make this meeting a success, we'll need YOUR help in advance! Click on the following link and download the Tools Form:

<http://www.ct.gov/ctdn/site/default.asp>

1.) Complete the Form (short and sweet, don't worry!) and **bring it to the meeting** so that you can share a tool that you rely upon.

2.) Send your completed Form to the Network's webmaster at: christine.m.coughlin@ct.gov

Tools will be organized in the 3 categories listed to the right – and we will make an online booklet of tools available to you after the program! How cool is that?! So feel free to complete as many Forms as you want!

Books, CDs, class exercises, group activities, websites, software, etc. – what are the tools you use on a daily basis? Even if you cannot attend this meeting, you can *still* participate and still *benefit* from our professional networking! So get online!



I. Curriculum Design

Needs Assessment
Adult Learning
Methods of Instruction
Presentation Skills
Evaluation
Etc.

II. Group Facilitation and Process Improvement

Questioning Skills
Decision Making Methods
Etc.

III. OD and Employee Development

Assessments and Surveys
Development Plans
Etc.

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RSVP by May 4th to:

Deana Giordano

Department of Labor

Phone: 860-263-6677

E-Mail: deana.giordano@ct.gov

Driving and Parking Directions:

Click on this link:

<http://www.ctdol.state.ct.us/ContactInfo/co-direct.htm>



**Visit our website for
examples of Tools Forms
already filled out!**

Click on the following link:

<http://www.ct.gov/ctdn/site/default.asp>

Free Tool!

**A Quick Guide to Writing
Learning Objectives:**

<http://www.nwlink.com/~donclark/hrd/templates/objectivetool.html>