

CTDN Program Year Report

2006-2007

Connecticut Training & Development Network

Summary

During program year 2007, the Network focused on four major initiatives; piloting the Train-the-Trainer Program in partnership with the Department of Administrative Services; developing a CTDN web site; planning and conducting monthly educational meetings; and, increasing membership. Additional goals for marketing and reviewing the Network's structure were unmet due to the time expended to accomplish the major initiatives.

Purpose

-To advise the State's Executive Administration on issues, trends, and best practices concerning skill, workforce, and organizational development for State employees so that they deliver the highest level services to meet the needs of the citizens of Connecticut.

- To educate and train the State's staff development and learning and performance professionals, keeping up-to-date on workforce and organizational development issues, trends, and best practices in order to meet the needs of the State's Executive Administration and State employees.

- To partner with member agencies and other groups in sharing resources, delivering services, and promoting the value of staff and organization development initiatives.

Goals 2006 & 2007

1. Advocate that the State's training and development professionals be represented on each agency's executive team, since training and organizational development is an integral part of State agencies' business strategy.
2. Expand the Network membership to include representation from all entities within all branches of government.

Develop bylaws to establish a formal operating structure if appropriate

3. Create a professional development certificate program for training and performance professionals.
 Offer courses conducted by CTDN subject-matter experts through the Learning Center.
4. Offer courses conducted by CTDN subject-matter experts on subjects of general interest to State employees through the Learning Center.
5. Offer the Network's assistance to DAS to develop core-training curriculum that would be available to all agencies' training/human resource professionals for use in their agencies.
6. Create an inter-agency task force to focus on effectively utilizing technology and managing knowledge by creating an Internet learning portal sponsored by the Department of Administrative Services, a community of learning which would be a repository of knowledge to be shared among the State's staff development and performance professionals.

Accomplishments

Partnerships

The Network has developed a partnership with DAS to co-sponsor training. In addition, Network members assisted in the facilitation of the *Continuity of Operations Planning for Pandemic Influenza*. We wish to thank and recognize Martha Gallagher from DAS, Poppy Bufford from DRS, Deena Steinberg from DSS, Barbara Kleefeld from DCF, Cathy Bysiewicz-Cluen from Core-CT, Bonnie Delaney from CSL, and Carol Carney and Deana Giordano from DOL for their efforts to support the project on behalf of the CTDN.

In addition, through informal networking at the monthly meetings, individual agencies shared information/curriculum or leveraged resources to provide training and development services to each other.

Train-the-Trainer Program

The Network's Train-the-Trainer program began as a pilot in October. Nineteen training professionals make up the first cohort representing nine agencies, including the Judicial Branch. In addition, other training professionals have attended individual courses when seats were available.

The following modules were completed in the Fall 06 and the Spring 07:

Fall 2006	
Module 1	Introduction and Program Overview
Module 2	Adult Learning Principles
Module 3	Needs Assessment
Spring 2007	
Module 4	Curriculum Design

Module 5, which was originally scheduled for the Spring 07 has been postponed to the Fall 07. The following modules will be conducted in the Fall 07:

Fall 2007			
Module 5	Instruction Methods/Presentation Skills	3days	18 hours
Module 6	Facilitation/Process Improvement	3 days	18 hours
Module 7	Evaluation	2 days	12 hours

We would like to recognize the following individuals who spent countless hours creating the curriculum and facilitating the training for the first four modules:

Module 1	Cheryl Malerba Cheryl Cepelak Karen Caliendo
Module 2	Bonnie Delaney Lidia Gomes Barbara Kleefeld Linda Rubin
Module 3	Joanne Curtis Roselyn Rodriguez Janice Schuyler
Module 4	Barbara Kleefeld Linda Rubin Janice Schuyler

Membership

Membership has increased by approximately 17% to 128 individuals from the beginning of the program year.

CTDN Web Site

In the Fall of 2006, the Network launched its web site which was sponsored by DAS. The site at <http://www.ct.gov/ctdn/site/default.asp> is maintained by staff at the Department of Labor.

CTDN Newsletter

The CTDN published its first newsletter, called Network Connections in the Spring of 2007. The newsletter will be published electronically quarterly.

Annual Conference

The CTDN held its annual conference, *From Effectiveness to Greatness – Discovering Your Strengths*, on June 8, 2007 at Central Connecticut State University. Poppy Bufford chaired the conference committee. Committee members included Carol Carney, Deana Giordano, Claire Nolin, and John Tierney/Maureen Evelyn as Registrar.

Dr. Donna Brandeis LaGanga and Waldemar Kostrzewa conducted the morning program, *“The 8th Habit: Find Your Voice: Inspire Others to Find Theirs”* ó a Franklin Covey workshop. The afternoon session consisted of previewing the video series, “Trombone Player Wanted”, by Marcus Buckingham and facilitating table discussions. Thanks to the table facilitators.

A total of 58 individuals registered for the conference. 97.9% of individuals who completed a conference evaluation rated the overall conference either excellent or good. Kudos to the conference committee for making this year's conference an overwhelming success.

Monthly Programs

Thanks to the following individuals who coordinated and/or hosted our successful monthly programs:

- Lourdes Ardel, Eastern Connecticut State University
- Poppy Bufford, Department of Revenues Services
- Karen Caliendo, Department of Environmental Protection
- Cheryl Cepelak, UConn Health Center
- Alice Clive, Office of Policy & Management
- Joanne Curtis, Judicial Branch Learning Center- Superior Court Operations
- Bonnie Delaney, Connecticut State Library
- Deana Giordano, Department of Labor
- Alan Hyla, Judicial Branch & Court Support Services Division
- Cheryl Malerba, Department of Transportation
- Claire Nolin, Ph.D., Office of Policy & Management
- Tim Peiffer, Judicial Branch
- Jan Schuyler, Department of Labor
- Barbara Williams, Eastern Connecticut State University
- Peggy Zabawar, Department of Administrative Services

September 22, 2006	Project Management John Birch, Presenter
October 20, 2006	Pandemic Flu Peg Zabawar, Presenter
November 17, 2006	Tis the Season for Personal & Professional Survival During the Holidays Presented by: IPMA-HR CT Chapter
December 14, 2006	Tips & Tricks of Facilitation Holiday Luncheon Claire Nolin, Ph.D., Presenter Cheryl Malerba, Presenter
January 19, 2007	Stephen Covey Lisa Brandes, Presenter

March 16, 2007	Learning Management Systems & AchieveGlobal Warren Lee, Presenter Marisa Cioffi, Presenter Linda Moran, Presenter
April 20, 2007	Training Metrics Marijke Kehrhahn, Ph.D., Presenter Mark J. Myers, MA, Presenter
May 11, 2007	Training Tools Alice Clive, Facilitator Deana Giordano, Facilitator

Succession

Deana Giordano from the Connecticut Department of Labor and Cheryl Malerba from the Department of Transportation will become the Network's new co-chairs as they ran unchallenged. Both Cheryl and Deana are active members of the Network and have served on committees and volunteered for projects.

Cheryl has been involved with CTDN for over 15 years, first participating in events, then supporting projects and presentations and finally becoming a full fledged part of the group about 9 years ago. She was caught up with the caliber of the programs and the realization that this group gave her a great network of training and development people across the state.

Deana has been involved in the area of training and development for 9 years and has been active in the Network for the past 2 years attending our monthly program meetings. She helped to develop the May 07 program on Training Tools. Deana served on the Conference Planning committee this year and is attending the Train-the-Trainer pilot program.

Congratulations to Cheryl and Deana.

Prepared by:

Cheryl Cepelak - Co-chair of the CTDN

Janice Schuyler ó Co-chair of the CTDN

July 13, 2007