

2015 Annual Planning Meeting Minutes
From the Connecticut Training & Development Network
8/14/15 8:30 – 3:00
Ft. Trumbull State Park

1. The meeting began with Maureen Evelyn's reflections on her last two years as chair, and improvement areas and goals for the 2015-2017.
 - a. Successful Two Years
 - i. Maureen was unsuccessful in securing a co-chair for the organization, so she agreed to another term
 - ii. First 4 pilots of the Statewide Supervisor Course were rolled out in January, 2015, advertised in the In-Service training offered by the Community College System, and other cohorts are starting in the fall
 - iii. Excellent Conference – out of 98 people who RSVP'd, 96 attended, from 22 State agencies
 - iv. Meetings were well attended and attendees gave their opinions and experiences on the respective topics
 - v. Dr. Martin Anderson retired and Peggy, Deana, Maureen, Cheryl Cepelak and Cheryl Malerba attended his farewell party; CTDN presented Martin with a gift of our appreciation for his significant sponsorship at the Commissioners' Office level over the years
 - b. Opportunities for Improvement
 - i. While membership is up, active participation needs to improve
 - ii. Leads of committees should not bear the brunt of work on their respective topic, we need to be more mindful that CTDN programs do not run without involvement from the membership, including committee work
 - iii. Set meeting topics that are value-added and can be used by a majority of the organization
 - c. Financial Report
 - i. As of August 1, 2015, our balance is \$1,416.45
2. Program Reports
 - a. Train the Trainer – Sue Baillargeon and Deana Giordano
 - i. 2015 - graduated a successful Cohort 5 and moving into Cohort 6
 - ii. Added 5 new instructors for the 2016 Cohort
 - iii. 18 Students now scheduled to begin in September, 2015
 1. Approached by Henry Burgos at City of Hartford
 - a. Setting up a new training unit, wants one of his staff to attend TtT
 - b. Reviewed by Ethics Attorney to ensure no conflicts since Henry used to work for the State of CT – and no conflicts exist (he's paying for his staff to attend, and he is not benefitting from the his staff's attendance)

- b. Aspiring Leaders – Peggy Zabawar
 - i. 6th Cohort of AL with 25 graduates

- c. Supervisor Training – Peggy Zabawar
 - i. Hosted 4 trainings in Spring, 2015
 - ii. Evaluations needed (sub-committee needed to build evaluations for the follow-up and improvement of the program)
 - iii. Barbara Becker sent 9 employees to training, outcome showed some concerns
 - iv. Positive part is the In-Service connection, as they do all the tracking
 - v. *HOLD THE DATE* - our first meeting on October 5, 2015 will be to review curriculum, and meet with the instructor:
 - 1. Discussion on the nuances of Human Resources topics for State employees
 - 2. CTDN role is to be prepared with questions, ideas, scenarios, examples and activities to share with instructor, specific to State service

- d. CT Education Academy (DAS Project Reviewed) – Peggy Zabawar
 - i. On-line statewide training, designed to assist agencies who have no online system for training
 - ii. 11 of 67 agencies have SABA – so clear need to help those who do not contract with SABA
 - iii. Higher Education and the Community Colleges use Blackboard
 - iv. “Active Shooter Response” is the first course being rolled out
 - v. DAS and partners ask for patience as we manage the technical challenges that come with any new statewide IT project
 - vi. The original scope of this project was to create a system of record keeping and a platform for all employees to access and use online training;
 - vii. The request to explore CT Education Academy’s ability to support the SABA community was made by the Commissioners of the IT Investment Committee, after CT Education Academy had been approved and funded for its original scope and mission. This is still being assessed.

3. Brain Games – Lynn Laperle

- a. Video clips lasting 15-20 minutes each
- b. Can be purchased in DVD format over the internet
- c. Available on many topics suitable in our trainings –
 - i. Use humor and scenarios to make their point
 - ii. Give us different ways of thinking about human behavior in their environment
 - iii. We reviewed 3 topics – Peer Pressure, Anger, Tail of 2 Brains - with positive feedback from attendees

4. Meeting Dates for 2015-16

| Date and Time | Topic | Venue |
|--------------------------------|---|--|
| October 5, 2015 9:00-12:00 | Supervisor Training Curriculum | 61 Woodland Street, Hartford, CT Training Room B-39 |
| December 14, 2015 9:00-1:00 | Holiday Potluck and Program Activity Updates | 61 Woodland Street, Hartford, CT Training Room B-39 |
| February 5, 2016 | Succession Planning | TBD |
| April 8, 2016 | Cultural Competence/Diversity | TBD |
| June 17, 2016 8:30-3:30 | 2016 Conference | Pond House, Elizabeth Park |
| July 29, 2016 8:30-3:30 | 2016 Planning Meeting | Ft. Trumbull |

While these dates are now set, we can always adjust topics or add meetings if membership deems another topic needs immediate attention.

5. Emerging Opportunities

- a. We were approached by Dr. Olga Sharp at University of Hartford MS Organizational Management to see if we could host an intern
 - i. Partnering with DOT as the supervising agency – they have had interns before and are well-versed in supervising a 200 hour internship
 - ii. Intern will get to see the large State Agency workings as well as a supporting organization
- b. Reiterate the request for a second cohort each year of AL – the more supervisors we can get into our courses, the better we work toward succession planning
- c. Marketing Committee – suggested by Alexis Crean – to handle following topics:
 - i. Meeting with Agency Commissioners to increase CTDN visibility in the State
 - ii. Encourage division posts/links to CTDN website
 - iii. Banner on CT.Gov website
 - iv. Compose Survey Monkey evaluations for our various programs
 - v. Supervise a sub-committee on Membership (options for active membership)

6. Member Suggestions/Updates

- a. Association for Talent Development – Meeting 8/20/15, 6-8:30, Goodwin College
- b. Meeting topics – security, leadership trainings, culture changes

Respectfully submitted by Maureen Evelyn, 8/20/15