

CT Training and Development Network (CTDN) Annual Planning Meeting Highlights **7/11/08 – Fort Trumbull State Park**

State of the Network Address

Cheryl and Deana welcomed participants to the Annual Planning Meeting and outlined the agenda for the day. Cheryl and Susan Baillargeon conducted a team building icebreaker activity. As the activity was debriefed the group indicated it could be used as an opener for any type of training and a good choice for project management, coaching, emotional intelligence or mentoring training.

Cheryl and Deana acknowledged the support they received from Cheryl Cepelak and Janice Schuyler, the former co-chairs of the CTDN during the past year and for their continued contributions to the CTDN network.

Highlights of the Annual Conference

- Cheryl and Deana thanked the conference committee for the successful professional development day they organized for CTDN members.
- A graduation ceremony took place for the first group of graduates from the Train-the-Trainer (TtT) Certificate Program where 13 members received their certificates of completion.
- Overall reviews from conference evaluation were positive and many expressed their approval of the new conference location.
- Conference evaluations noted topics for future meetings. From the evaluations received, some of the popular topics mentioned included pod-casting, e-learning, motivation and stress management.

Train-the-Trainer Certificate Program Update

Recruitment for the next round of participants for Train-the-Trainers Certificate Program was announced. The program announcement and application were emailed to all CTDN members and posted to the CTDN web site. The program will accept 15 new applicants. Total cost for the program is \$200.00. Acceptance letters will go out by August 1st. Classes will begin in September 2008.

Input on Future Meeting Topics

Cheryl reported on topics/ideas sent to her from members who could not attend the annual meeting. A handout of possible meeting topics was previously emailed to the membership to generate some ideas. Suggestions sent to Cheryl were pod casting, creating a mentoring culture, organizational development topics, and "Netiquette-Proper Use of Emails".

Managerial Program

Cheryl updated the group on the Managerial pilot program Connecticut Executive Development Program "Aspiring Leaders"... where Managers become leaders, this program is designed for mid-level management. The committee members working on this project are Cheryl Malerba (DOT), Janice Schuyler (DOL), Alan Hyla (JUD), Claire Nolin (OPM), Cheryl Cepelak (DOC), Bob McGarry (DMV), and Ann Smith (UCONN-Health). The first class will be an orientation to the program and will cover the Myers-Briggs Type Indicator and Situational Leadership conducted by Claire Nolin and Jan Schuyler. Next courses offered in this program are Strategic Planning (Cheryl Cepelak and Ann Smith), Project Management (Cheryl Malerba and Bob McGarry) and Process Improvement/Lean (Alan Hyla and Jan Schuyler). Subject matter experts will critique the courses. There will be a steering committee overseeing the project. Participants in this pilot project will be selected by the agencies involved in this project. If anyone has materials that they feel would be useful for these courses contact or send them to Cheryl Malerba.

CTDN Web Site

Meeting notices and information are now being sent out via the CTDN web site by co-chair Deana Giordano as well as posting information to the CTDN web site. Some members indicated that emails were not being received. Deana informed the group that DOIT is aware of the problem and the issue is currently being resolved.

**CTDN Meeting Schedule
September 2008 – June 2009**

P = Presentation/Guest Speaker

I = Business Meeting/Information Sharing

Date	Meeting Type	Topic	Coordinators	Location
9/12/08	P	Training Green	Karen Caliendo, Lidia Gomes, Patrice Peterson	DOT Training Center
10/31/08	I	Grant Writing and Researching Money for Trainers	Polly Silva, Deena Steinberg, Deana Giordano	Dept. of Revenue Services
11/14/08	P	Professional Marketing of Materials & Buy-In	Patsy McLaughlin, Cheryl Malerba	DOT Training Center
12/18/08	I	“Surprise” Topic Holiday Luncheon	Cheryl Malerba, Claire Nolin, Alice Clive	DOT Training Center
1/23/09	P	Tools for Trainers (Technology and Enhancing PowerPoint)	Jan Schuyler and Bob McGarry	Dept. of Labor
3/6/09	I	Building and Evaluating Surveys	Zarin Kapur, Leigh Julian	Judicial
4/17/09	P	Activities & Icebreakers	Susan Baillargeon, Lynn Laperle, Zarin Kapur	Dept. of Revenue Services
5/8/09	I	Visual Facilitation	Alexis Crean, Alice Clive	UCONN Health Center
6/5/09 or 6/12/09	P	Annual Conference	Conference Committee	To be determined
6/09 (possibly at end of month)	I	Annual Planning Meeting	New Co-chairs	To be determined

Presentation/Guest Speaker Meeting Format:

- 8:30 a.m. – 9:00 a.m. – Networking and Announcements
- 9:00 a.m. – 12 noon – Presentation/Guest Speaker (remember to allow for a break)

Information Sharing/Business Meeting Format:

- 8:30 a.m. - 10:00 a.m. – Business Meeting
- 10:00 a.m. – 12 noon – Information Sharing/Agency Spotlights (remember to allow for a break)

Special thanks to Karen Caliendo once again who provided notes of the day’s activities – thank you Karen!