

Talent Development Community: Steering Committee Meeting Summary		
6.10.2016	1:30 p.m. - 3:05 p.m. (meeting adjourned)	Rhodes 231
Meeting called by	DAS-HRD Office of Talent Management, Learning and Professional Development	
Type of meeting	TDC Steering Committee	
Facilitator	Roderick Cheatham	
Note taker	Roderick Cheatham	
Timekeeper	None identified	
Attendees	Daveen Goodman, ODOT Leslie Hannah, DAS Debora Branham, DAS Ray Justice, DAS Rod Cheatham, DAS Stan Sikorski, DAS Cindy Hill, BWC Angela Thompson, MHAS Judith Cosgray, Library Cassandra Richards, DAS Patrick Wilson, DPS Steve Galloway, DRC	
Welcome & Introductions		
5 Minutes	Roderick Cheatham	
TDC Project Overview		
10 minutes	Roderick Cheatham	
Discussion	<ul style="list-style-type: none"> A brief overview was given to bring new attendees up to speed on the purpose of TDC and the following five focus areas: 1) Performance Management; 2) E Learning; 3) Communications; 4) Training and Development; and 5) Collaborative Partnerships. Also, reviewed expectations of the steering committee and time commitment. 	
Activity: Reviewing Priorities and Defining Strategies/Actions		
45 minutes	Roderick Cheatham	
Discussion	The group broke up into sub-groups; the sub-group members identified strategies/actions to deliver on the priorities established in the previous meeting for the five (5) individual TDC focus areas. It was also mentioned that for gathering data, one survey should be used. Maybe that would be the committee's first task. More discussion will take place at the next meeting.	
Conclusions	See each of the sub-group worksheet summaries.	
Action Items		
	Assigned Person	Deadline
1) Review focus area worksheet summaries	Committee	07/11/16
2) Connect with subgroup on the strategies and actions prior to next meeting	Members	07/11/16
3) Introduce TDC concept and committee	Rod Cheatham	07/19/16
4) TDC launch (proposing mixer, which network event to share information TDC); would like HR agency administrators to identify and send agency representatives	Rod Cheatham	
Next meeting: July 14, 2016 Focus: Sub-group strategy review		

Performance Management Focus: Worksheet Summary

The Performance Management team will gather agency information and insight into performance management issues creating new and innovative ways to ensure that organizational, departmental and employee related goals are being met. Competencies, training needs and assessments are to be considered in within the scope of this committee.

Sub Group: Ray Justice, DAS, Helena Carter, AGE

Priorities:

1. Improve soft skills (i.e. tailoring feedback)
2. Gather best practices
3. Look to future innovations
4. Pre/post assessments test to identify needs
 - a) Training Development
 - b) Professional Development
5. Cultural shift – PM acceptance and buy-in

Strategies/Actions:

1. Improve coaching ability via
 - a) TBD Project
 - b) Measurement TBD
2. OTM Quarterly (7/19/16)- gather data on the current state of Performance Management
 - a) Survey/data gathering (e.g. focus group)
3. Apply gathered data (#2) for future innovation
 - a) On-going environmental scanning (private and public)
4. Borrow from Kirkpatrick findings/method and apply per specific agency needs.
5. Coaching Project (#1)
 - a) “Boots on the ground” (OTM agency visits)
 - b) Share findings with TDC

E-Learning Focus: Worksheet Summary

The e-Learning Technology team will gather, share and create information to assist the TDC members in keeping pace with industry best practices related to Talent Development e-learning trends. Also, they will develop innovative ideas on how to promote and engage employees in e-learning development.

Sub Group: Stan Sikorski, DAS, Daveen Goodman, ODOT

Priorities:

1. Move more state offered trainings into the eLearning
 - Shorter module length
2. Research trends in the training industry
3. Ensure eLearning trends are commensurate with learner's ability

Strategies/Actions:

1. Identify what trainings e-learning training are available, and what can be shared
2. Employ eLearning that can be viewed incrementally
3. Research trends and develop standards
4. Increase ease of use for users (navigation and look up fields)
5. Keep in pace with the learner's ability

Communications Focus: Worksheet Summary

The Communications team will assist in creating and maintaining effective means of sharing information amongst TDC members, utilizing tools such as SharePoint, email, and other appropriate electronic media platforms.

Sub Group: Matthew Dyer, OBM, Katherine Nichols, DAS-OCB

Priorities:

1. Blow up the walls - Increase visibility of training
2. Create user friendly messages/list serve
3. Periodic push/advertise information
4. Self-sustaining communication

Strategies/Actions

1. Create a TDC e-newsletter; Use the HRD Newsletter for meeting schedule and advertisements
2. Use the Message section of OAKS for broad communication efforts
3. TDC Info booth/speaker at OTM Quarterly meeting and HR conference
4. Partner w/e learning for captivate video ad; create a private TDC account on Linked-In & Skillssoft Wiki pages

Training & Development Focus: Worksheet Summary

The Training and Development team will aid the TDC in identifying internal and external professional development resources. This team will brainstorm and create on-going train-the-trainer opportunities for those who deliver training within state government as well a clearing house of available training materials and resources that can be shared throughout the TDC to leverage state resources.

Sub Group: Leslie Hannah, DAS, Patrick Wilson, DPS, Judith Cosgray, State Library Kathleen Nichols, OFA, Angela Thompson, MHAS

Priorities:

1. Identify existing resources
2. Identify sharable resources
3. Review T-t-T currently at DRC
4. Report current progress to other committees
5. Develop statewide training metrics

Strategies/Actions

1. Send survey to training managers, directors, and administrators
2. Identify Sharable Resources
 - a) Create people skills bank
 - b) Training venue
 - c) Continuing Education
3. Establish a Training Hub with pertinent information on the following;
Venue: (cost, parking, size, technology-WIFI, security, rules
Type: (Sharable, Instructor led, e-learning
SME/Facilitators (specialized, TtT, certifications, Assist with remote trainings

Collaboration and Partnership Focus: Worksheet Summary

The Collaborative Partnership team will connect and establish relationships between the TDC, local colleges/universities, and other agencies to collaborate and provide speakers to share on new talent development topics and trends.

Sub Group: Debora Branham, DAS, Cindy Hill, BWC

Priorities:

1. Partner with agencies to identify key executive leadership competencies and critical leadership behaviors
2. Partner with agencies to develop statewide coaches to support leadership
3. Partner with agencies, universities and colleges to develop curriculum and identify speakers
4. Partner with agencies to identify and establish metrics for increase knowledge and return on investment
(Note: a comment was made to include standardizing statewide training metrics and to include in the Training & Development team's priorities)

Strategies/Actions:

1. Hold a competency focus group with targeted agency executives
2. Develop a mentoring/coaching model for agencies
 - a) Identify different models to support agencies (e.g. peer-to-peer, group)
 - b) Develop model for executive coaching by collaborating with colleges/universities and state agencies
3. Contact agencies, colleges and university to determine leadership program and offerings and assess speakers/curriculum
 - a) Develop questions to ask colleges, universities and agencies.
4. Develop a survey to assess agency leadership training metrics to determine how they are measuring increased knowledge & consistent application on-the-job for ROI.
 - **Note:** DRC indicated working with colleges and universities to attach college credits to courses. DRC provided a list of those colleges and universities.