

2015 TAC Annual Meeting

“How to TRAIN Effectively”

Objectives:

At the conclusion of this conference attendees will be able to:

- 🖱 Explain five ways in which TRAIN can support health departments with their public health accreditation application
- 🖱 Examine TRAIN’s data capacity to provide accountability to support the training needs of the public health workforce
- 🖱 Describe three ways in which TRAIN can be used in global public health emergencies.
- 🖱 Demonstrate best practices of course creation and 508 compliancy.
- 🖱 Describe how to use “one time funding” effectively.
- 🖱 Explain how TRAIN affiliates promote TRAIN as the leading public health workforce development tool.

AGENDA

Monday, April 27, 2015

Beginner Administrator Pre-Conference Workshop

Led by:

- *KMI Learning*
- *Public Health Foundation*

12:30 pm – 12:45 pm

Introductions

12:45 pm – 2:45 pm

Computer Training: Beginner Administrator Training – Session 1

- Grouping Structure Fundamentals
- Course Basics
- SCORM for Beginners

This session will introduce administrations to the fundamentals of TRAIN, including how the backbone of TRAIN (the grouping structure) is developed, how courses connect to TRAIN, and what SCORM is.

2:45 pm – 3:00 pm

Break

3:00 pm – 5:00 pm

Computer Training: Beginner Administrator Training – Session 2

- Managing Users and Course Providers
- Resource Management: Resources vs. LCMS
- Reporting Basics

This session will outline administration basics, including managing other users, managing resources, and introductory reporting.

Monday, April 27, 2015

E-Learning for Beginners Pre-Conference Workshop

Led by:

- Sue Tedford, Self-Employed Training Consultant
- Jordan James, New Mexico Department of Health

12:30 pm – 12:45 pm

Introductions

12:45 pm – 2:45 pm

Computer Training: E-Learning for Beginners – Session 1

This session will introduce administrators to the fundamentals of e-learning, including determining course content, task analysis, storyboard, and learning objectives. At the end of the session, participants will be able to describe the process of developing a web-based course and how to develop learning objectives.

2:45 pm – 3:00 pm

Break

3:00 pm – 5:00 pm

Computer Training: E-Learning for Beginners – Session 2

This session will walk administrators through creating a mini course, and publishing and deploying that course from TRAIN.

Tuesday, April 28, 2015

2015 TAC Annual Meeting

| | |
|---------------------|---|
| 8:30 am – 9:00 am | <p>Introductions and Greetings</p> <ul style="list-style-type: none">• <i>Ilya Plotkin, Public Health Foundation</i>• <i>Elissa Golan, Public Health Foundation</i>• <i>Ron Bialek, Public Health Foundation</i>• <i>Mark Colasante, KMI Learning</i>• <i>Jordan James, New Mexico Department of Health</i> |
| 9:00 am – 9:15 am | <p>TRAIN Year in Review</p> <ul style="list-style-type: none">• <i>Ilya Plotkin, Public Health Foundation</i><ul style="list-style-type: none">○ New Affiliates○ New Partners○ Project Reviews |
| 9:15 am – 9:45 am | <p>Keeping TRAIN Rolling: TRAIN 3.0</p> <ul style="list-style-type: none">• <i>Public Health Foundation</i>• <i>KMI Learning</i> <p>As the public health sector evolves, so must TRAIN. This session will discuss the future of TRAIN and the building of a new platform to ensure growth and sustainability.</p> |
| 9:45 am – 10:30 am | <p>TRAIN Community Sharing</p> <ul style="list-style-type: none">• <i>Affiliate Discussion</i> <p>This session will allow affiliate administrators to discuss why their organization joined TRAIN, what TRAIN-related projects are being worked on in their organization, and future growth opportunities for the TRAIN community.</p> |
| 10:30 am – 11:45 am | <p>Computer Training – Enhancements</p> <ul style="list-style-type: none">• <i>Mark Colasante, KMI Learning</i>• <i>Michael Zarnitsa, KMI Learning</i> <p>KMI Learning will demonstrate the functionality of the latest updates and enhancements to TRAIN.</p> |
| 11:45 am – 12:00 pm | <p>Open Session - Affiliate Discussion</p> <p>This is an open session which will allow affiliates to discuss current issues that affect the TRAIN community.</p> |
| 12:00 pm – 1:00 pm | <p>Lunch</p> |

| | |
|-------------------|--|
| 1:00 pm – 2:00 pm | <p>TRAIN and 508 Compliance</p> <ul style="list-style-type: none"> • <i>Mark Urban, Centers for Disease Control and Prevention</i> <p>Section 508 of the Rehabilitation Act of 1973 requires government agencies to make their electronic and information technology accessible to people with disabilities. This session will discuss guidelines for 508 compliant products, resources, and tools and demonstrate best practices of course creation for 508 compliance.</p> |
| 2:00 pm – 3:45 pm | <p>Rotating Breakout Sessions (including break)</p> <p>A “Best Practice Approach” is defined as a strategy that is supported by evidence for its impact and effectiveness. These three breakout sessions will discuss best practices in developing high quality trainings courses in different formats: web-based, in-person, and a combination of web-based and in-person.</p> <ul style="list-style-type: none"> • Best Practices in Course Creation: Web-Based Training <ul style="list-style-type: none"> ◦ <i>Sue Tedford, Self-Employed Training Consultant</i> • Best Practices in Course Creation: Instructor-Led Training <ul style="list-style-type: none"> ◦ <i>David Knapp, Kentucky Department of Public Health</i> • Best Practices in Course Creation: Blended Learning Series <ul style="list-style-type: none"> ◦ <i>Brad Bradley, Virginia Department of Health</i> |
| 3:45 pm – 4:00 pm | Break |
| 4:00 pm – 4:30 pm | <p>Open Session – Affiliate Discussion</p> <p>This is an open session which will allow affiliates to discuss current issues that affect the TRAIN community.</p> |

Wednesday, April 29, 2015

| | |
|--------------------|--|
| 9:00 am – 10:00 am | <p>How to Spend “One Time Funding” Wisely</p> <ul style="list-style-type: none"> • <i>Erich Healy, Arizona Public Health Training Center</i> • <i>Magaly Angeloni, Rhode Island Department of Health</i> |
|--------------------|--|

- *Trina Cale-Rosario, Delaware Division of Public Health*

No matter how little or how much money your organization has, spending it wisely is imperative. Session presenters will reflect on how they have used one-time funding from grant awards to enhance TRAIN.

10:00 am – 11:00 am

Global Health Preparedness and TRAIN: Lessons Learned From the Ebola Outbreak

- *Rhonda Willis, Centers for Disease Control and Prevention*
- *LCDR Skip Payne, Office of the Surgeon General, Division of the Civilian Volunteer Medical Reserve Corps*

Containing the Ebola outbreak has challenged the public health and healthcare sectors, pushing global health into the spotlight. This session will describe lessons learned such as planning issues, properly training volunteers, and coordinating risk communication messaging.

11:00 am – 12:00 pm

TRAIN and Accreditation

- *Kaye Bender, Public Health Accreditation Board*

As more public health departments prepare documentation to apply for public health department accreditation through PHAB, TRAIN can be an invaluable resource. TRAIN can support accreditation efforts by identifying gaps in competence, incorporating nationally adopted competencies, and more.

12:00 pm – 1:00 pm

Lunch

1:00 pm – 2:00 pm

Technology Driving Learning – A Retrospective

- *Greg Manz, Training & Exercise Manager, New Mexico Department of Health*

Advances in technology have transformed the workplace and changed workforce development. This session will discuss how technology spurs learning and vice versa.

2:00 pm – 3:45 pm

Computer Training – Reporting

- *Paul Shannon, KMI Learning*
 - *Reporting*

TRAIN's database can be used to learn about the current public health workforce skills/competence and the way the workforce is trained. This session will review how administrators can use TRAIN to run reports on specific TRAIN data.

| | |
|-------------------|--|
| 3:45 pm – 4:00 pm | Break |
| 4:00 pm – 4:45 pm | <p>Sell, Sell, Sell!</p> <p>TRAIN is the premier learning management system with over 900,000 learners and 29,000 courses. This session will allow affiliate administrators the opportunity to share how they promote the use of TRAIN to staff members and their leadership team.</p> <ul style="list-style-type: none"> • <i>Amanda Stanisor, Arkansas Department of Health</i> • <i>Erich Healy, Arizona Public Health Training Center</i> • <i>Bob Teel, Illinois Department of Public Health</i> |
| 4:45 pm – 5:00 pm | <p>Open Session – Affiliate Discussion</p> <p>This is an open session which will allow affiliates to discuss current issues that affect the TRAIN community.</p> |

Thursday, April 30, 2015

| | |
|---------------------|--|
| 9:00 am – 10:00 am | <p>Computer Training – YouTrack</p> <ul style="list-style-type: none"> • <i>Paul Shannon, KMI Learning</i> <p>YouTrack is an integrated ticket system that provides online technical support, problem reporting, course suggestions, general concerns, or even request additional functionality or enhancements for TRAIN. This session will review best practices in issuing YouTrack tickets and discuss current YouTrack request.</p> |
| 10:00 am – 11:00 am | <p>Mobile TRAIN</p> <ul style="list-style-type: none"> • <i>Brad Bradley, Virginia Department of Health</i> • <i>Jordan James, New Mexico Department of Health</i> • <i>Mark Colasante, KMI Learning</i> • <i>Michael Zarnitsa, KMI Learning</i> <p>With advancements in technology, mobile learning is becoming more popular. This session will discuss how Mobile TRAIN functions and how to create online mobile content.</p> |
| 11:00 am – 12:00 pm | <p>What Are You Doing in TRAIN?</p> <ul style="list-style-type: none"> • <i>Chris Stan, Connecticut Department of Public Health</i> • <i>David Knapp, Kentucky Department of Public Health</i> <p>This session will focus on useful data, interesting takeaways, lessons learned, and exceptional courses that affiliates have worked on within their department.</p> |