2011 TAC Annual Meeting

Objectives:

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

- Expand mentoring connections and networking concepts in order to yield new partnerships.
- Demonstrate at least two (2) of the instructed Train-the-Trainer modules.
- Participate in at least one (1) group or workgroup activity with other TRAIN administrators.
- Implement at least two (2) organizational actions identified by participants into the current administration of TRAIN within their affiliate jurisdictions.
- Describe TRAIN's Return on Investment (ROI) as a leading public health workforce development and training tool during lean economic times.
- Coordinate with other TRAIN administrators on the development, usage, data tracking, and reporting of preparedness trainings and modules (classroom-based and web-based).
- Enhance knowledge and skills to use TRAIN data effectively to determine the training needs of the public health workforce.

AGENDA

Tuesday, April 26, 2011

6:00 am – 8:30 am   Breakfast at the Hotel

9:00 am – 9:30 am   Introductions and Greetings
- Lois D. Banks, Public Health Foundation TRAIN Director
- Ron Bialek, Public Health Foundation President
- Janice Maine & Mickey Scullard (Minnesota TRAIN)
- Minnesota Department of Health (MDH)
- Knowledge Management interactive (KMi)

9:30 am – 11:30 am   Computer Training

Advanced Administrator Training
KMi
Ilya Plotkin, PHF
- Managing Users & Course Providers
- Course Completion Management: Assessments, Evaluations, Verifications, and Certificates

         ➤ Learner Assessment/Standalone Surveys
         ➤ Conferences

Beginner Administrator Training
KMi
Deb Nickels, KS-TRAIN
         ➤ Grouping Structure Fundamentals
         ➤ Managing Users & Course Providers
         ➤ Course Basics
         ➤ Resource Management: Resources vs. LCMS
         ➤ Reporting Basics

11:30 am –12:30 pm	Networking Lunch
12:30 pm – 1:10 pm	Team Reports
1:10 pm – 2:00 pm	TRAIN Team Networking (Reorganize, Meet, Coordinate)

Current Teams:
-Marketing and Outreach
-Definitions of Professional Roles
-Enhancement Review List
-Ease of User Access
-H1N1 Reports

2:00 pm – 2:10 pm	Break
2:10 pm – 3:00 pm	Networking Presentation (Name TBD) *Sam Schaffzin, MRC-TRAIN*
3:00 pm – 4:00 pm	Networking Presentation (TBD)

Wednesday, April 27, 2011

6:00 am – 8:30 am	Breakfast at the Hotel
8:30 am - 9:00 am	TRAIN Mentoring -How can a TRAIN Mentor help you?
9:00 am – 10:50 am	Demonstration Lightning Rounds (10 minute rounds)
10:50 am – 11:00 am	Break

11:00 am – 12:00 pm	Return on Investments – Calculating Your Savings
12:00 pm – 1:00 pm	Networking Lunch
	Small Group Problem Solving
1:00 pm – 4:00 pm	Computer Training
	KMi

- Master Training Plan 2.0
- Advanced Ad-hoc Reporting
- Uploading Certificates

2:30 pm – 2:40 pm	Break
2:40 pm – 4:00 pm	Computer Training (Continued)
	KMi

Thursday, April 28, 2011

6:00 am – 8:30 am	Breakfast at the Hotel
8:30 am – 10:00 am	Rotating Round Table Discussions
	Topics:

-What is your role as Affiliate Administrator?
-What role does TRAIN play in your affiliate jurisdiction?
-How have you been marketing TRAIN?
-What tips and tricks do you have for online course development?

10:00 am – 11:00 am	Administrative Challenges
	Ilya Plotkin, PHF (Moderator)
11:00 am – 12:00 pm	Accessibility Discussion (508 Compliance)
12:00 pm – 1:00 pm	Networking Lunch
1:00 pm – 2:00 pm	SCORM Demonstration