

## UTC Meeting Notes – Meeting on August 13, 2008

### Day Camp: Building Tomorrow's Leaders Through Training

#### Agenda

8:00 – 8:30	Registration and breakfast		breakfast is part of contract
8:30 – 9:30	Keynote speaker	Larry Chatterton from Dale Carnegie	Amy is arranging speaker Cost: \$500
9:30 - 9:45	Break		No food
9:45 – 10:45	3 Break out sessions	(See below)	
10:45 – 11:00	Break		No food
11:00 – 12:00	3 break out sessions	(See below)	
12:00 – 1:00	Lunch		Menu- chicken
1:00 – 3:00	3 break out sessions	(See below)	
3:00 – 3:15	Break	Refreshments	Cookies/brownies
3:15 – 4:15	Closing	Lori Giovannoni	

#### Breakout sessions

9:45 – 10:45	"Technology on Demand"	"Emotional Quotient"	"Using Stories in Training"
	Presenter: Rick Edwards	Presenter: Kim, ASTD	Presenter: Darryl, ASTD
11:00 – 12:00	Formal/Informal Training"	"Cultural Competency"	Communication and Conflict Resolution
	Presenter: Quinten Klingonsmith	Presenter: Mary Catherine Jones, Amanda	Brett McIFF-HU
1:00 – 3:00	"Out of the Box Training"	"Multi- Generational Workforce"	"Different Work Styles"
	Presenter: Amy Schouten	Presenter: Terry Twitchell	Presenter: Lori Giovannoni

#### Registration:

- Amy set up a online invoice that can be accessed by attendees. Nancy will forward the URL to registrants as a way to ease payments
  - URL: <http://health.utah.gov/eol/utc/invoice.html>
- Mary Catherine: She is planning on promoting the Day Camp to DHS. At that time she will pass out a sign up sheet so sign up and payment can be handled en mass for attendees
- Vivian: She will bring up the Day camp at our eREP Training taskforce meeting
- Name tags: We have the name tag badges. Nancy will make the name badges for participants. It was suggested that we use the little yellow men as a logo for the badge

#### Marketing:

- Amy is planning to send weekly emails marketing the Day Camp and spotlighting presenters
- We can send information about the Day Camp to state staff. JJ Acker has a list of staff with the job title of "trainer". It would also be good to send the Day Camp information to "Program Specialists" and Lead Employment Specialists"

#### Vendors:

- Diane is in charge of setting up vendors. We thought 5-6 vendors is a good amount.
- Vendors:
  - Nutty Guys: Amy has lined up Nutty Guys to be a vendor. They are also donating:
    - nuts to be included in each participant package
    - gift basket as a prize
  - Other ideas for vendors:
    - Books are Fun (they have contacted Amy and have indicated they would like to be a vendor. Amy has forwarded that information to Dianne)
    - DTS
    - Scrap booking person (many scrap booking ideas can be used in training) Amy thought there was someone in Gardner Village that might be willing to be a vendor

#### Speakers/Workshops

- We will have 3 breakout rooms
- Mary Catherine will be writing the speaker bios for the introduction
- Mary Catherine will be developing the evaluations. We will have one evaluation for the entire session. Amy has last year's evaluation and will email it to Mary Catherine as a starting point.

- Amy will find out the equipment needs for each presenter i.e. projectors, portable screens, flip charts, internet connection, etc.
  - Lori indicated she has access to a portable screen, Nancy has access to 2 portable screens
- We discussed the idea of purchasing a traveling mike using UTC funds. Lori mentioned that if one is purchased, make sure it is a good quality

#### Housekeeping

- At each breakout, the presenter should be introduced
  - We will assign people to do the introductions
- We discussed having a power point presentation during the welcome to describe each breakout session
- We should have signs/visuals for each breakout session
- It would be optimum if each room had a speaker/mike.

#### Prizes/gifts:

- Amy has found some good, inexpensive books for trainers. Some will be purchased for the UTC library; 5 will be used as prizes
- Larry (?) may be willing to give a book (Crucial Confrontations, or other book) as a prize
- Vendors may be willing to give some merchandise as a prize

#### Presenter gift

- Terry will find out if the travel posters are available as gifts to the presenters

#### Menu: (the important stuff...)

Breakfast: Scrambled Eggs, potatoes, yogurt, OJ, coffee

Lunch: Chicken, Tiramisu, or Yarrow's recommendation

PM Break: Cookies; optimum is a combination of cookies/brownies

#### Participant materials (see below for assignments)

- Agenda
- Bios of presenters
- Note pads – from Yarrow
- Pens – UTC logo (we have)
- JJ Training standards
- Evaluation
- Took kit or other item
- CD of trainer tools
- Fun pens – Amy

#### Trainer of the Year:

- Vivian will create a display of the trainers of the year nominees

Action items:

Nancy	Make name badges
	Participant materials <ul style="list-style-type: none"> <li>▪ Agenda</li> <li>▪ JJ Training standards</li> </ul>
	Make copies of CD of trainer tools, label
Amy	Send Nancy an email with the graphic of the yellow men
	Send Mary Catherine the evaluation used last year
	Find out the equipment needs for each trainer
	Find out if Larry (?) has a book to donate as a prize
	Send Nancy materials for CD of trainer tools
	Send out regular reminders about Day Camp
Diane	Arrange for 5-6 vendors
	Find out if vendors willing to give merchandise as a prize
Terry	Find out if travel posters are available as gifts for presenters
	Participant materials <ul style="list-style-type: none"> <li>▪ Took kit or other item</li> </ul>
Mary Catherine	Write the bios of each speaker for introductions
	Develop the evaluation that will be used
	Participant materials <ul style="list-style-type: none"> <li>▪ Bios of presenters</li> <li>▪ Evaluation</li> </ul>
Lori	Find out if wireless connections are available at the hotel; if available, what is the cost?
	Find out if the Yarrow has portable mikes; if available what is the cost? Does each breakout room have independent sound systems?
	Arrange menu <ul style="list-style-type: none"> <li>▪ Can PM break be a combination of cookies/brownies</li> </ul>
Vivian	Create a display of the trainers of the year nominees

Future action items:

- Power Point presentation to describe each breakout session
- Signs/visuals for each breakout sessions
- Decide on folders for participant materials