

UTC Minutes: February 1, 2008

Attending: Lori Giovanni, Terry Twitchell, Mary Catherine Jones, Nancy Sanders

Next meeting: Friday, Feb 8 at 8:00 (before the training)

UTC 2008 Calendar of events:

- April 11: Presentation Skills Lori
 This event will be promoted as a topic of interest for all, not just trainers
- June 13: Course Development
- We need a presenter for this event. Lori is attending a presentation next week provided by Linda Jepperson, VP of HR for Larry Miller. Linda may be a possible presenter for this session
 - This event will be focused towards trainers
- August 8: Team Building
 This topic may be changed and be a topic at the Day Camp in October
- October 13: Day Camp
 We are thinking about moving this to September as many departments have conferences in October
- December 5: Awards and Rewards

February 8 training: Generational and Gender Differences – Terry

Room set up: Tables and chairs, projector needed

Lori will develop a reminder email about the training and give more information about content. Nancy will forward the email to registered participants.

At the event, we will have a flyer promoting the event on April 11, "Presentation Skills," presented by Lori. We will also have an evaluation of the training and ask for ideas for Day Camp and other future events.

After the event, we will follow up with attendees thanking them for attending, and follow up with those who were registered but unable to attend.

Action items:

- Lori will let DiAnn know how the room should be set up
- Lori will develop the reminder email about the training; Nancy will send out the reminder
- Terry will develop an evaluation on the training. It will also include requests for training topics for the Day Camp, future sessions, and people who would be willing to present topics.
- Mary Catherine send follow up emails to attendees. She will also send emails to those that did not attend
- Lori will develop a flyer for next event on April 11 "Presentation Skills"

Promotion of UTC:

We need to decide on how to generate interest in the UTC events. Should the UTC focus be for trainers or for all staff? An email list should be developed. Terry indicated that DHRM can provide a list of state employees with a title of "Trainer."

We need to find out how much money the UTC has and decide how the funds should be used. Possible uses include purchasing videos pertaining to training, flip charts, easels, audio equipment, etc.

We would also like to find ways to have past UTC participants to become active again , such as Glen Parsons from Natural Resources.

It may be helpful to compare the participation to the event to determine what topics attract attendees.

In prior years, UTC has purchased training videos that can be borrowed by trainers.

Lori has found free articles that are being added to our website by Amy. Executive committee is encouraged to find other articles of interest for our website by doing a Google Search for "free articles."

Action items

- Terry will get a list of employees with a title of "Trainer" from DHRM
- All committee members will provide a list of staff in their department who are would be interested in UTC events, i.e. trainers or staff who do some training. This list should be given to Lori and can be part of the UTC email list
- Lori and Mary Catherine will build an UTC email list
- Terry will get a list of UTC videos available for borrowing

Next year's president

At the next meeting, ideas for the presidency for next year will be discussed.