

Consultant and Trainer Advisory Group
Meeting
6/12/13

Present: Amy Warnagiris, Brandie Gilbert, Crystal Bittinger, Kathleen Swain

On Phone: June Fisher, Nancy Johnson, Joan Mosier, Shadell Quinones, Jo Sterner

Review of Participant Incident Escalation Process

- What happens if there is a participant incident in your classroom
- File attached for flow chart and written out steps
- How do you deal with an entire table or people of authority
 - Most disruptive or “leader” – have a private conversation with them
 - Call CWRC for support during a break
 - Mix up the groups/table
 - Physical presence
 - Play to their expertise to draw them in
- Documentation is important for CWRC can follow up
- Communication about the incident will take place through a team at CWRC
- How does the incident get reported to other CTC trainers in the cohort? Information sharing. Resource Specialists will send information to other trainers
- Any information that a trainer would like to forward to other cohort trainers can be given to resource specialists
 - Action Item: June Fisher to draft Palette article
 - Guideline added to trainer handbook

Review of Participant Recognition Process

- It is not our goal to choose someone from each group

Trainer and Consultant Handbook Review

- Three outstanding policies to be drafted
- Will be given to CTAG group for discussion

Trainer Feedback Form

- In March a new format was implemented
- Feedback regarding new form
 - New trainers don't know the old form so no difference
 - Likes being able to have a place to give feedback
 - A bit lengthy
 - It works better than two separate forms
 - Likes the online version
 - No changes at this time
- Several people see the forms and value the information.
- Action Item: Amy to include short article regarding the use of the Trainer Feedback Form in the next Palette

Conference Rooms

- Monroeville and Pittston training facilities have conference rooms

- The rooms are used for meetings which may or may not be scheduled in advance
- Trainers sometimes have their belongings in the rooms
- When in use, the doors are shut and the trainers may not have access to their items
- Please be sure to keep your things in the training room with you

Curriculum Updates

- DSM-V changes are in process
- Trainers will be receiving updated curriculum with the DSM-V changes
- Updates to curriculum will be sent out quarterly

CTAG Fall Event Brainstorming

- Critical Thinking (from cancelled spring events)
- Facilitation Skills
- Would prefer 2 hour webinar; long standing issue to cancel because of lack of participation
- Discussion regarding possibly combining one (Spring or Fall) CTAG Event with Supervisor Advisory Group or Diversity Task Force events
 - Some people have multiple roles and combining would be good
 - All are marketed to trainers
 - A number of ways to gain professional development hours
 - Maybe one CTAG event and one combined event each year?
- Enhancing Assessments Toolkit

Questions/Open Forum

- Breaking up CTC Resource Book
 - This is a project that continues to be worked on
- Brandie Gilbert will be leaving the Resource Center on July 24th to explore other endeavors

Dates for upcoming CTAG Monthly Conference Calls (all calls 12 pm – 1 pm)

- July 17, 2013
- August 21, 2013
- September 18, 2013
- October – No Call – Fall Event
- November 13, 2013
- December 11, 2013
- January 22, 2014
- February 19, 2014
- March 19, 2014
- April 16, 2014
- May - No Call – Spring Event
- June 18, 2014