

Consultant and Trainer Advisory Group Meeting Minutes August 21, 2013

Present: Amy Warnagiris, Amy Peters, Rob Winesickle, Marsha Lynch, Jess Shiffler, Kathleen Swain

On the Phone: Joan Mosier, Kim Gavran, Caroline Tyrell, Launa Kowalczyk, Patti Moyer, Nancy Johnson, June Fisher, Joanne Witkowski

CWRC Updates

- Kathleen Swain is now SE supervisor, Western region supervisor position will be posted soon
- Chris Reese is still with us, but is now head of the Statewide Quality Improvement Department
- Brandie Gilbert left her position as the Statewide Resource Specialist and the job announcement was posted, closed and over the course of the next few weeks will be interviewing for the position

Trainer/Consultant Fall Event Interests Survey Results

- Sent email out to all active trainers and consultants (136) on July 31st, and gave everybody 2 weeks to respond and then closed the survey out on August 16th
- 55 responses (40%) which is better than average
- Reviewed survey results and discussed the findings
 - Topics of Interest
 - First pick was Facilitation Skills, second Critical Thinking, third Enhancing Assessments and fourth Quality Service Reviews
 - Response rate seems to indicate that people are interested in their self-development and increasing their skill set
 - Workshop Topic Preferences 1st and 2nd choices
 - First pick was Critical Thinking, second Facilitation Skills, third Enhancing Assessments and fourth Quality Service Reviews
 - Delivery Preferences
 - First pick was In person workshop, second online as a self-paced course, third was online as a live web conference, fourth and fifth pick was in person workshop in my region on a Saturday and I do not plan in participating
 - Point was brought up that although Saturday workshops were of interest, depending on what topic it was, would determine whether or not the individual would be ok to take a day off of work to attend
 - For those who did not want to participate at all, perhaps those individuals wanted different topics may not have not been a choice
 - In person meetings allow everyone to connect in person and online takes away from that, loves being able to connect with everybody in person
 - Regions
 - The distribution of the responses by Region were relatively close to number of trainers that we have in each region

- Decision was made to hold an in person workshop for the Fall Event. The first half of the day will be on critical thinking while the second half will be about facilitation skills
 - General consensus was that people liked this idea, and that if we're doing what the group is asking of us then they might be more willing to participate in future events
 - Discussion around whether the survey was labor intensive to put together, it was not and it is a valuable tool to use to give everybody an opinion/voice
 - One participant commented that she liked that the survey was short and sweet
 - Dates of Fall events
 - 10/10 Central Region - CWRC
 - 10/17 Western Region - Monroeville
 - 10/24 Southeast Region - Norristown

Trainer Utilization Workgroup

- Reviewed minutes from last meeting on August 14th
- Under Priority Gaps/Barriers, discussed what the 3rd item down, as to an evenly divided diverse selection for the 3rd ranking gap/barrier, so a 3rd priority cannot be identified at this time
 - Question raised as to what the 3rd and fourth selections were for priority group
 - Amy to look into and find out
- During the discussion, it was mentioned that trainers with Child Welfare backgrounds are often approved to train more courses than other trainers who specialize in other areas such as mental health and substance abuse. A question was asked if there was an active list of trainers who do not have child worker backgrounds. Amy responded that we do not have a list of trainers by their backgrounds, but that we have information in the ENCOMPASS regarding trainers' education and experience.
- Question was asked, Is there a formal process for choosing trainers to train a specific workshop?
 - There is not a written process that is followed. The current practice varies and has developed over time along with organizational and staff changes.
 - Have list of trainers approved for that training and it's a first come first serve basis
 - Starting from scratch on coming up with a process, as of right now there are just guidelines but no process in place
 - A question was asked: If a process was to be created, who creates it? One of the next steps within Trainer Utilization Workgroup is to recommend to the CWRC leadership who creates it
- Group had a lot of conversation around Desired Future State including quality improvement of our trainers, all trainers should be of good quality
- Hope to be able to expand trainer pools on broadening the amount of trainers and their knowledge to lessen cancellations
- Very important/critical workgroup, great to have insight to newer people being on committee
- Nancy Johnson expressed interest in working with workgroup

- Amy to send Nancy information - This has been completed and Nancy participated in Aug 26th workgroup meeting.

Online Learning Update

- July 24th at Resource Center Steering Committee (RCSC) meeting , Amy W presented an update on the CWRC's progress on increasing our online learning offerings . During the RCSC meeting Amy shared two documents – the Modes of Online Learning Matrix and the Choosing a Training Delivery Method Decision Guide.
- The CWRC asked for and received support from the RCSC for using these two tools to make decisions regarding how to develop and deliver non-certification courses (courses other than Charting the Course, Supervisor Training Series and Sexual Abuse Series).
- At this meeting, the suggestion to convert portions of Charting the Course to an online format was discussed. It was decided that that decision would need to be made in conjunction with the RCSC and various stakeholders. The CWRC will be putting together workgroup to include the appropriate stakeholders etc. to discuss this suggestion and the revisions to the Charting the Course curriculum.

Questions/Open Forum

- Joan Mosier mentioned that she has been receiving the wrong flyers for online trainings available. She has been receiving the flyer that lists the online courses for resource parents instead of the flyer that lists the online courses for child welfare practitioners. Amy W. to check with Crystal on this
- Amy reminded the trainers and consultants that computers in the training rooms need to be left on. Due to updates and the length of time it takes to run those updates, it may take a while for the computer to be ready to go for the next trainer. Amy will create a reminder for trainers regarding leaving the computers on in the next Trainer Palette.