

## ***Training Workgroup Implementation Recommendations***

- ❖ Designate Training and Staff Development Coordinator for C&E –lateral transfer opportunity
- ❖ Designate Program Training Leads to liaison with Coordinator and implement/continue training program per the Strategic Plan
- ❖ Develop implementation timetable and determine priority/commitment to training program enhancements listed below
- ❖ Designate support staff to input information into ACCESS database to keep all training initiatives within C&E current
- ❖ Require all staff involved in training events to take C&E training module through LMS system. In addition, program training team members must consult with Program Training Lead concerning training skill enhancements

## ***Proposed Training Program Enhancements***

- Purchase C&E membership to [www.constantcontact.com](http://www.constantcontact.com) – online/automated registration/event/survey/email/tracking attendance for all training events. (COST: approx. \$750.00/ year) – currently being researched by Larry Si
- Update and expand C&E website to include a Training section – which would include event info/ past event info (powerpoints/links etc...)
- NJEMS training – include Captivate training module for online learning (Resources: Amy Telford to assist in production)
- Utilize public/private partnerships to conduct training events
- Use Webinars for training events (Resources: Amy Telford to assist in setup/delivery)
- Through SMS system, data analysts collect NJEMS data/metrics to target education events/outreach (Resources: Training & Staff Development Coordinator, EIC Data analysts)
- Designate 1 day/quarter minimum for internal staff training