

## **TRAINING WORKGROUP MEETING MINUTES**

### **June 6, 2011 Meeting**

A meeting of the NJDEP's Training Workgroup was held on the above date at 9 Ewing Street in Trenton, NJ. Committee members present for the meeting included Michele Kropilak, Rich Paull, Bret Reburn, Larry Si and Terri Slack.

- The minutes from the previous meeting were reviewed and approved with some changes.
  
- Rich Paull demonstrated the Training Program calendar that he developed
  - The calendar was developed using Microsoft Access
  - This is an in-house calendar that will be used to track Department sponsored seminars
  - The calendar is quite user friendly
  - Reports will be able to be produced from the calendar
  - The Committee reviewed Knute Jensen's comments
  - The Committee agreed that evaluation should not be part of the calendar, but could be maintained in a separate document
  - The Committee agreed that needs assessment should not be part of the calendar, but could be maintained in a separate document
  - The Committee agreed that success measurements should not be part of the calendar, but could be maintained in a separate document
  
- Each committee member has drafted a section to be included in a C&E wide Seminar Planning SOP
  - The sections are based on the ADDIE training model
  - The Analysis section was drafted by Bret Reburn
  - The Design section was drafted by Larry Si
  - The Development section was drafted by Terri Slack
  - The Implementation section was drafted by Rich Paull
  - The Evaluation section was drafted by Jonathan Berg
  - Committee members agreed to submit their SOP section to Michele, so she could revise them as necessary and start putting the SOP together
  
- Each Committee member was asked to send Michele a list of facilities and contacts where they have held seminars or large scale meetings
  
- Next meeting is scheduled for July 18, 2011 at 9 Ewing Street in Trenton
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