



Training Seminars Outreach & Education

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C & E WORK TEAM :

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Larry Si – Air

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Purpose/Background

- Goal is to improve/innovate training provided by C&E to our customers :
 - Needs assessment / target customers/target training
 - Increase stewardship
 - Improvement in compliance/behavior/actions
 - Better education = decreased violations and enforcement actions



PROJECT CHARTER

THREE PHASES

- Phase 1 – Execution and documentation of new near term training within each C&E program
- Phase 2 – Build a comprehensive, sustainable C&E training, education and outreach structure with a detailed **STRATEGIC** training plan
- Phase 3 – longer term training enhancements for future consideration



PHASE 1 COMPLETED

- Coordinate with each C&E program lead to ensure execution of new, near term training events
- Deliverables-
 - 1 seminar per program on new topics or newly devised
 - Summary spreadsheet of all training recently provided or scheduled



PHASE 2 COMPLETED

- Design a comprehensive and sustainable C&E training, education and outreach program using a detailed **STRATEGIC** training plan

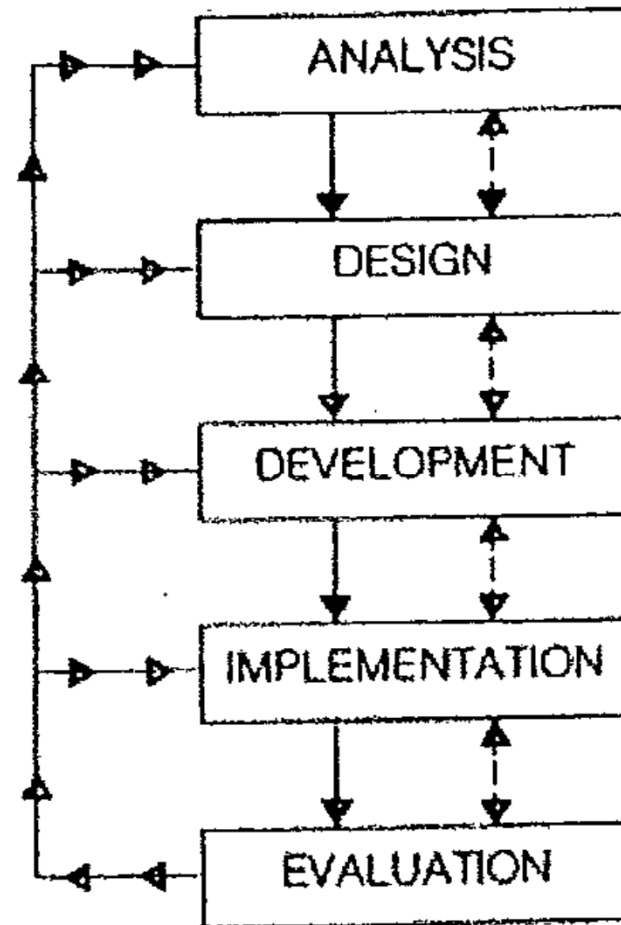
- Deliverables:
 - Training Plan - **COMPLETED**
 - Resources - Seminar planning checklists, pretests/post tests, surveys, measures of success etc. **-COMPLETED**
 - Updated C&E training schedule in ACCESS
 - Final changes being made to the new database
 - Will require data input (from Phase 1) and continuing data input



Training Design & Evaluation Resources:

- ADDIE Model – Systematic, step by step framework to ensure course development and learning does not occur in a haphazard unstructured way.

ADDIE MODEL





PHASE 3 COMPLETED

- Training/ IT enhancements /resources
- Deliverables:
 - prioritized list of enhancement recommendations with project/resource estimates



IMPLEMENTATION RECOMMENDATIONS

- Designate EIC Training Coordinator
- Designate Training Program Leads to implement/continue training program per the Strategic Plan.
- Require all staff involved in training events to take specific C&E training per prioritized list
- Purchase/Use Constant Contact for all training events



Comments ?
Questions ?