

# 2015 TAC Annual Meeting

## *“How to TRAIN Effectively”*

### Objectives:

At the conclusion of this conference attendees will be able to:

- 🖱 Explain how TRAIN can support health departments with their public health accreditation application
- 🖱 Examine TRAIN’s data capacity to provide accountability to support the training needs of the public health workforce
- 🖱 Describe how TRAIN can be used in global public health emergencies.
- 🖱 Demonstrate best practices of course creation and 508 compliancy.
- 🖱 Describe how to use “one time funding” effectively.
- 🖱 Explain how TRAIN states and organizations promote TRAIN as the leading public health workforce development and training tool.

### AGENDA

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#### Monday, April 27, 2015

#### **Beginner Administrator Pre-Conference Workshop**

*Led by:*

- *KMI Learning*
- *Public Health Foundation*

12:30 pm – 12:45 pm

Introductions

12:45 pm – 2:45 pm

**Computer Training:** Beginner Administrator Training – Session 1

- Grouping Structure Fundamentals
- Course Basics
- SCORM for Beginners

This session will introduce administrations to the fundamentals of TRAIN, including how the backbone of TRAIN (the grouping structure) is developed, how courses connect to TRAIN, and what SCORM is.

2:45 pm – 3:00 pm

Break

3:00 pm – 5:00 pm

**Computer Training:** Beginner Administrator Training – Session 2

- Managing Users and Course Providers

- Resource Management: Resources vs. LCMS
- Reporting Basics

This session will outline administration basics, including managing other users, managing resources, and introductory reporting.

5:00 pm – 5:10 pm

Evaluation

**Monday, April 27, 2015**

**E-Learning for Beginners Pre-Conference Workshop**

*Led by:*

- *Sue Tedford, Murphy Training Solutions, LLC*
- *Jordan James, New Mexico Department of Health*

12:30 pm – 12:45 pm

Introductions

12:45 pm – 2:45 pm

**Computer Training:** E-Learning for Beginners – Session 1

This session will introduce administrators to the fundamentals of e-learning, including determining course content, task analysis, storyboard, and learning objectives.

2:45 pm – 3:00 pm

Break

3:00 pm – 5:00 pm

**Computer Training:** E-Learning for Beginners – Session 2

This session will walk administrators through creating a mini course, and publishing and deploying that course from TRAIN.

**Tuesday, April 28, 2015**

**2015 TAC Annual Meeting**

- 8:30 am – 9:00 am      Introductions and Greetings
- *Ilya Plotkin, Public Health Foundation*
  - *Ron Bialek, Public Health Foundation*
  - *Mark Colasante, KMI Learning*
  - *Jordan James, New Mexico Department of Health*
- 9:00 am – 9:15 am      TRAIN Year in Review
- *Ilya Plotkin, Public Health Foundation*
    - New Affiliates
    - New Partners
    - Project Reviews
- 9:15 am – 9:45 am      Keeping TRAIN Rolling: TRAIN 3.0
- *KMI Learning*
  - *Public Health Foundation*
- As the public health sector evolves, so must TRAIN. This session will discuss the future of TRAIN and the building of a new platform to ensure growth and sustainability.
- 9:45 am – 10:30 am      TRAIN Community Sharing
- *Affiliate Discussion*
- This session will allow affiliate administrators to discuss why their organization joined TRAIN, what TRAIN-related projects are being worked on in their organization, and future growth opportunities for the TRAIN community.
- 10:30 am – 11:45 am      Computer Training – Enhancements
- *KMI Learning*
    - Latest TRAIN enhancements
- KMI Learning will demonstrate the functionality of the latest updates and enhancements to TRAIN.
- 11:45 am – 12:00 pm      Open Session - Affiliate Discussion
- This is an open session which will allow affiliates to discuss current issues that affect the TRAIN community.
- 12:00 pm – 1:00 pm      Lunch
- 1:00 pm – 2:00 pm      TRAIN and 508 Compliance
- *TBD*

Section 508 of the Rehabilitation Act of 1973 requires government agencies to make their electronic and information technology accessible to people with disabilities. This session will discuss guidelines for 508 compliant products, resources, and tools and demonstrate best practices of course creation for 508 compliance.

2:00 pm – 3:45 pm

Rotating Breakout Sessions (including break)

A “Best Practice Approach” is defined as a strategy that is supported by evidence for its impact and effectiveness. These three breakout sessions will discuss best practices in course creation for the TRAIN community.

- Best Practices in Course Creation: Web-Based Training
  - *Sue Tedford, Murphy Training Solutions, LLC*
- Best Practices in Course Creation: Instructor-Led Training
  - *David Knapp, Kentucky Department of Public Health*
- Best Practices in Course Creation: Blended Learning Series
  - *Brad Bradley, Virginia Department of Health*

3:45 pm – 4:00 pm

Break

4:00 pm – 4:30 pm

Open Session – Affiliate Discussion

This is an open session which will allow affiliates to discuss current issues that affect the TRAIN community.

4:30 pm – 4:40 pm

Evaluation

### **Wednesday, April 29, 2015**

9:00 am – 10:00 am

How to Spend “One Time Funding” Wisely

- *Debbie Nickels, Kansas Department of Health and Environment*
- *Erich Healy, Arizona Public Health Training Center*

No matter how little or how much money your organization has, spending it wisely is imperative. Session presenters will reflect on

how they have used one-time funding from grant awards to enhance TRAIN.

10:00 am – 11:00 am	<p>Global Health Preparedness and TRAIN: Lessons Learned From the Ebola Outbreak</p> <ul style="list-style-type: none"><li>• <i>Rhonda Willis, Centers for Disease Control and Prevention</i></li><li>• <i>LCDR Skip Payne, Office of the Surgeon General, Division of the Civilian Volunteer Medical Reserve Corps</i></li></ul> <p>Containing the Ebola outbreak has challenged the public health and healthcare sectors, pushing global health into the spotlight. This session will describe lessons learned such as planning issues, properly training volunteers, and coordinating risk communication messaging.</p>
11:00 am – 12:00 pm	<p>TRAIN and Accreditation</p> <ul style="list-style-type: none"><li>• <i>TBD</i></li></ul> <p>As more public health departments prepare documentation to apply for public health department accreditation through PHAB, TRAIN can be an invaluable resource. TRAIN can support accreditation efforts by identifying gaps in competence, incorporating nationally adopted competencies, and more.</p>
12:00 pm – 1:00 pm	Lunch
1:00 pm – 2:00 pm	<p>Plenary</p> <ul style="list-style-type: none"><li>• <i>Greg Manz, Training &amp; Exercise Manager, New Mexico Department of Health</i></li></ul>
2:00 pm – 3:45 pm	<p>Computer Training – Reporting</p> <ul style="list-style-type: none"><li>• <i>KMI Learning</i><ul style="list-style-type: none"><li>○ <i>Reporting</i></li></ul></li></ul> <p>TRAIN's database can be used to learn about the current public health workforce skills/competence and the way the workforce is trained. This session will review how administrators can use TRAIN to run reports on specific TRAIN data.</p> <ul style="list-style-type: none"><li>▪ <i>What types of reports are effective?</i></li><li>▪ <i>What data is important to affiliates?</i></li><li>▪ <i>What data do you have to show supervisors?</i></li></ul>
3:45 pm – 4:00 pm	Break

- 4:00 pm – 4:45 pm                      Sell, Sell, Sell!  
 This session will allow affiliate administrators the opportunity to share how they are developing buy-in TRAIN from staff and leadership.
- *John McCarty, Oklahoma State Department of Health*
  - *Amanda Stanisor, Arkansas Department of Health*
  - *Erich Healy, Arizona Public Health Training Center*
- 4:45 pm – 5:00 pm                      Open Session – Affiliate Discussion  
 This is an open session which will allow affiliates to discuss current issues that affect the TRAIN community.
- 5:00 pm – 5:10 pm                      Evaluation

**Thursday, April 30, 2015**

- 9:00 am – 10:00 am                      Computer Training
- *KMI Learning*
    - *TBD*
- 10:00 am – 11:00 am                      Mobile TRAIN
- *Brad Bradley, Virginia Department of Health*
  - *Jordan James, New Mexico Department of Health*
  - *KMI Learning*
- With advancements in technology, mobile learning is becoming more popular. This session will discuss how Mobile TRAIN functions and how to create online mobile content.
- 11:00 am – 12:00 pm                      What Are You Doing in TRAIN?
- *David Knapp, Kentucky Department of Public Health*
  - *Paul Yu, Florida Department of Health*
- This session will focus on useful data, interesting takeaways, lessons learned, and exceptional courses that affiliates have worked on within their department.
- 12:00 pm – 12:10 pm                      Evaluation