

# Training Committee Report

May 4, 2021

## Completed:

### Documentation Updates:

1. We have had 5 **WORKDAYS** at Mt. Pisgah for document reviews/updates:
  - 08/05/2020
  - 08/27/2020
  - 10/01/2020
  - 11/06/2020
  - 04/23/2021
- **We have had 4 Zoom Meetings:**
  - 12/11/2020
  - 01/26/2021
  - 03/01/2021
  - 03/29/2021

### Leadership Orientation:

- Revamped Leadership Orientation Power Point and breakout sessions

## In Progress:

- Next Training Committee Zoom meeting for all training committee members: May 10
- **Leadership Orientation:**
  - The Power Point – **Final review** of Power Point for leadership team
  - **Final Review** of Break-out session training guide for ALD Outside & ALD Inside to hold break-out sessions
- **Team Meeting Breakout Meetings:**
  - ALD Outside/Facilities Coordinator – guide for outside breakout meeting training topics
  - ALD Inside/Weekend Coordinator – guide for TL/ATL breakout meeting training topics
  - (Training session outlines with recommended reference materials (from manuals) and recommending which order to cover each)
- **Scheduling Review Meeting with Buffie to review docs**

## Upcoming:

- Develop QR code to scan google forms survey for Leadership Orientation feedback
- Establishing consistency for how the committee interacts with the LD's
  - Process flow/Timeline
  - Verbiage suggestions/templates for our communications
  - Gathering feedback from teams on training materials/team training (potentially a follow-up feedback survey with google forms)
- Need to determine Leadership Orientation and how that might be changed because of length of time since they already had it, number/percentage of team retained from initial orientation, and then also what new topics need to be covered.
- Protocols for COVID to communicate at Leadership Orientation?

Submitted by Hilary Berman