

Training Committee Report

June 2, 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
2. We have had 5 **Zoom Meetings**:
 - 12/11/2020, 01/26/2021, 03/01/2021, 03/29/2021, 05/10/2021
3. Pdf manuals have been sent to Team Selection for Brad M 201 and Pat W 232

In Progress:

Documentation Approvals/Postings:

1. Will create Dropbox folder for Martha Lee to approve all documents. (Previously submitted to Buffie).
2. Need a plan for all documents to be posted on ngwte.org
 - o Teams need NGWTE manuals/appendices & job descriptions as first priority

Leadership Orientation:

- Need to finalize schedule for Fall Leadership Orientation and committee member assignment.
 - Need to locate/plan for delivery of all UR manuals.
4. Next Training Committee Zoom meeting for all training committee members: TBD.

Team Meeting Breakout Meetings:

5. These need to be reviewed after the manual/job descriptions as a later priority and can be introduced at ALD training.
 - ALD Outside/Facilities Coordinator – guide for outside breakout meeting training topics (during team meetings)
 - ALD Inside/Weekend Coordinator – guide for TL/ATL breakout meeting training topics (during team meetings)
 - (Training session outlines with recommended reference materials (from manuals) and recommending which order to cover each)

Upcoming:

6. **Establish new process to review/post NEW docs**
7. Develop QR code to scan google forms survey for Leadership Orientation feedback
8. 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)
9. Protocols for COVID to communicate at Leadership Orientation?

Submitted by Hilary Berman