DATE: March 15, 2006

TO: Agency Secretaries
   Department Directors

FROM: State Personnel Board
      Department of Personnel Administration

SUBJECT: Training Conference/Workshop for Training Officers and Learning Professionals

SPB and DPA are pleased to announce the California Network of Learning Professional's (CNLP) 2006 training conference scheduled for May 24th -25th at the College of Continuing Education, California State University, Sacramento (CSUS).

The State of California continues to face challenges in workforce planning, recruitment, retention, employee development and training. Now is the time to share resources to benefit state departments. Therefore, SPB, DPA, College of Continuing Education, CSUS, and Cooperative Personnel Services have partnered to provide an informative learning experience for state training and learning professionals.

This two-day conference titled "Staying Connected," will offer a variety of training sessions on the importance of training and staff development as a necessary investment in state employees. This unique collaboration will bring human resources development to the forefront in an effort to meet your organization's goals. It will reinforce the sharing of our individual strengths for the benefit of educating and developing our workforce. Attached are the conference agenda, workshop descriptions, and registration information.

We encourage you to send your key training and learning professional staff to this informative and collaborative event. SPB, DPA, CNLP, and other conference partners look forward to your department's participation at the conference, as we continue to support training and development as an integral part of workforce planning.

If you have any questions about the conference, please contact Kathy Jones at kjones@dca.cslb.ca.gov or for additional conference registration information, please visit the following website address: https://secure.cps.ca.gov/registration/sts/.

Floyd Shimomura
Executive Officer
State Personnel Board

Michael T. Navarro
Director
Department of Personnel Administration

cc: Department Training Officers
CONFERENCE REGISTRATION

Registration Fees:
Fees includes the two continental breakfasts, two lunches, and workshops.
$100.00 Early Registration/Payment
$125.00 Late Registration/Payment

Registration Deadline:
Early- Registration/Payment Deadline May 10, 2006
Late- Registration/Payment received after May 10, 2006

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CPS Human Resource Services
Attn: CNLP Conference
241 Lathrop Way
Sacramento, CA 95815

Payment Information:
(Close one registration form for each attendee)
Name:_________________________________________
Title:  _________________________________________
Organization: __________________________________
Address: City State Zip: _________________________
Phone: ____________Email Address:______________

WORKING TOGETHER TO REJUVENATE THE CALIFORNIA STATE DEPARTMENTS TRAINING, LEARNING COMMUNITY AND WORKFORCE.

MAY 24-25, 2006, SACRAMENTO, CA
SESSION I – 1:30pm-2:45pm
(Choose One Workshop)
#S1 “Workforce Succession Planning” (SA)
California Case Study – Workforce Succession Planning: A California Case Study. This session will provide a step-by-step roadmap to designing, implementing, and managing a strategic workforce succession program. An illustration will be presented to show participants how a succession planning roadmap and recent benchmark findings were used to develop the Department of Corrections and Rehabilitation’s leadership talent development pool.
Debbie Sawyer and Carol Bale
Department of Correction & Rehabilitation

#S2 “Strategic Goal of Workforce Excellence” (TA)
This panel discussion will present an overview of the steps and processes that is instrumental in developing a successful recruitment and selection strategy. At the end of this discussion participants will understand the importance of measuring a formal succession management roadmap to designing, implementing, and evaluating succession initiatives.
Nancy Nieland, Instructional Designer
Department of Corrections and Rehabilitation

SESSION II – 3:45pm-5:00pm
(Choose One Workshop)
#S3 “Workforce Planning and Other HR Initiatives in the State of California” (CA)
This workshop will provide participants with information about workforce planning, succession planning, leadership development, and employee performance management in the public sector. Learn what the Department of Water Resources is doing to design and implement a comprehensive workforce planning strategy.
Mike Myers
Department of Water Resources

#S4 “The Leadership Challenge Workshop: Developing a Successful Recruitment Strategy” (TA)
This interactive workshop will focus on data related to recruiting and provide guidance on the best practices in developing a successful recruitment strategy. Using a cooperative group study method, the participant will review an article on the fourteen steps and processes that is instrumental in developing a successful recruitment and selection strategy.
Merlin E. Switzer, Switzer Associates
Leadership Solutions

#S5 “Active Listening” (T)
This workshop will focus on developing effective communication skills. Participants will learn how to create a retention plan using a variety of knowledge or skill resources and evaluate their understanding of how systematic multifactor learning styles when you conduct training. Learning styles are different approaches or ways of learning. This workshop will discuss why we all learn differently and how this relates to workplace training.
Carla Vincent, Jenni Helfrich, Jeanne Rodriguez
FutureDecisions

#S6 “The Barn Door is Open-It’s time to Retain Your Employees!” (SA)
This panel discussion will offer a forum where state agencies can share with their peers what is and is not working within their Districts. Participants will have the opportunity to share unique ideas and initiatives.
Karen Arnold and Kevin Williams
FutureDecisions

SESSION III – 10:45am-12:00pm
(Choose One Workshop)
#A1 “Managing Change at Work and Home” (SA)
Participants will review the stages of change and the role of work and life transitions in the cycle of change. Through self-reflection, activities, and discussion, you will explore your own ways of dealing with change and develop concrete strategies for managing change. A video adaptation of the book, “Who moved my cheese?”, will be used to illustrate the concepts.
Sue Knight, Executive Vice President
Marketplace Solutions, Senior Consultant
Integral Talent Systems, Inc.

#A2 “Are You a New Trainer in Your Organization? Understand the Role of the Trainer in Today’s Learning Environment” (TA)
This presentation will provide valuable information on the role of the Trainer, Manager, and Coordinator within the organization’s learning and understanding of the importance in the training functions within your organization.
Sean Williams, State Personnel Board
Medicine Lake-June, ADP

SESSION IV – 1:30pm-3:15pm
(Choose One Workshop)
#B1 “Department of Personnel Administration Online Course on Classification and Pay” (TA)
Experience this online presentation of the new course titled “Classification and Pay.” This 30-minute presentation will consist of an walk through of course content, course structure, and course objectives. Experience this online presentation of the new course titled “Classification and Pay.” This 30-minute presentation will consist of a walk through of course content, course structure, and course objectives.
Michael Effron, Martha Wilson
California State University, Department of Health Services
Looking for ways to retain top talent and keep organization's needs to analyze the true need for training. Several analytical skills training. The panel will share capital, financial resources and the reason training

Lynn Novi, Employment Development Department Daryll Tsujihara, Department Personnel Admin.

implementing EDD's own succession plan.

planning model that can be used by State Agencies Administration and the Employment Development

#S1"Workforce Succession Planning"

Workshop Sessions DESCRIBES-DAY ONE

SESSION I – 1:30pm-2:45pm

(Choose One Workshop)

#82"A Challenges of a Distributed Workplace: Action Plan for Using E-Learning to Reach Reduces Cost" What works best? The answer always changes based on the situation and the organizational culture, available human capital, financial resources and the reason training is needed. This panel session brings State Agencies and higher education representatives to discuss past and current projects related to analytical skills training. The panel will share their experiences with each other to analyze, to see the true need for training. Several models will be presented as you consider your organization’s needs.

Mary Tmpfple, Department of Justice Kathleen McPherson, Carlsota Mo, CSU

#13 "Management and Motivation across the Knowledge Age" Looking for ways to retain top talent and keep them performing at their peak within your organization? Many companies ignore the rising level of conflict at work and the stress in the work environment. Learn what the generation X’s are and how to target conflict. Participants will be introduced to the concept of "generational cohorts, how to identify the key motivators for generation cohorts, how to compile and effectively utilize focus groups involving subject matter experts, the experience of government employees and surveys," and recognize the need.

Merryl E. Spencer, Consultant Switzer Associates…Leadership Solutions

#94 "Training Ownership-Become the Change Agent" Using a cooperative group study method, the participant will review an article on the seventeen components of an effective learning management system. Understand the key elements of faciliation and experience the cooperative study approach to group learning.

Marlene M. Lockwood, MPH, Lockheed Corporate, MP1, William/Associates

#95 "Language Access for Business: Governaing a Multi-Lingual Environment" Useful and cost-effective technical training solutions to help in developing a skill set for multi-lingual workforce.

Mary Kay, Lahay & Associates

#96 "Managing Change at Work and Home" This panel discussion will present an overview of the process that we go through in any type of change. Through self-reflection, activities, and discussion of applications in government sector.

Nancy Zaredra, CPS Human Resources Services

SESSION II – 3:45pm-5:00pm

(Choose One Workshop)

#64 "A Leadership Development Pool in Public Sector Succession Planning,...A California Case Study This presentation will provide a step-by-step methodology to designing, implementing, and managing a multi-tiered leadership program. An illustration will be presented to show participants how a succession planning roadmap and recent benchmark findings were used to develop the definition, characteristics, and elements of the participant's leadership development pool.

Debbie Saverence and Carol Biddle

SESSION III – 8:30am-9:45am

(Choose One Workshop)

#81 "Managing Change at Work and Home" Participants will review the stages of change and the methods used to enhance employee's ability to manage change. Through self-reflection, activities, and discussion, you will explore your own ways of dealing with change through a change. A video adaptation of the book, "Who moved my cheese?" will provide the participant with the tools to remove or lessen them.

Steve Knight, Executive Vice President Linda DeCarlo, Senior Consultant Integral Talents, Inc.

#12 "Succession Planning Tools for Government Agencies" This panel discussion will present an overview of the process that we go through in any type of change. Through self-reflection, activities, and discussion of applications in government sector. At the end of this discussion participants will understand the importance of succession planning within government agencies and gain an understanding of fundamental skills that must taken into account when designing management skills training can be effective.

Mary Jo Baord, Consultant SouthWest Training Institute

#18 "Stage of the Facilitator,...Competencies for Mastery" Using a cooperative group study method, the participant will review an article on the seventeen components of an effective learning management system. Understand the key elements of faciliation and experience the cooperative study approach to group learning.

Mary Kay, Lahay & Associates

#19 "Supporting the Transition to Retirement" This workshop will provide a step-by-step process for planning one. Learn about a variety of training and professional development methods. Many organizations must learn to control training costs, increase reach, and leverage technology. This interactive workshop will help them figure out what to do now that employees are retiring.

Sue Williams, State Personnel Board Rosanne McHenry, Online Developer

SESSION III – 10:45am-12:00pm

(Choose One Workshop)

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About .........

CALIFORNIA
Network of
Learning Professionals

We are a supportive alliance creatively networking to develop California's State workforce for optimal performance.

We, the California Network of Learning Professionals, are working together to design the future...together, we will see the day when each employee makes the difference for our citizens.

Event map located on back of this page

Agenda

Wednesday, May 24, 2006

7:30a.m. Registration - Alumni Center
8:15-10:15am Continental Breakfast/Welcome - Alumni Center

Welcome
(Invited Guest- Governor’s Office)
Welcome by Mary Fernandez,
CNLP Advocate and SPB Representative
Welcome by Alice Tom, Dean
College of Continuing Education, CSUS
Welcome by Jerry Greenwell
CEO CPS Human Resource Services

10:30-12:00pm Workshop Session I
12:15 -1:15pm Box Lunch – Alumni Center
(Enjoy! A Series of Inspirational Videos)
1:30-2:45pm Workshop Session II
3:00-3:30pm Networking/Exhibitor Napa Hall
3:45-5:00pm Workshop Session III

Thursday, May 25, 2006

7:15-8:15am Continental Breakfast Alumni Center
8:30-9:45am Workshop Session I
10:00-10:30am Networking/Exhibitor Napa Hall
10:45-12:00pm Workshop Session II
12:15-1:30pm Buffet Luncheon
1:45-3:15pm Workshop Session III

© A 2006 conference presented by the California Network of Learning Professionals (CNLP) for the California State Departments training and learning community
Welcome To Napa Hall!

As we move into our new building, we would like to make things as easy as possible for you. The map above displays the closest parking to Napa Hall and also shows the nearest daily parking permit machines. (Weekly and semesterly permits are also available at the cashiers office in Lassen Hall.) Thank you for choosing CSUS College of Continuing Education.
CONFERENCE REGISTRATION

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(COMPLETE ONE REGISTRATION FORM FOR EACH ATTENDEE)

Name:_________________________________________
Title:  _________________________________________
Organization: __________________________________
Address: City State Zip: _________________________
Phone: ____________Email Address:______________

Workshop Choices (choose by circling one per session):
L-Leadership, S-Succession Planning, C-Consulting, F-Facilitation,
A-Administrative Skills, E-Learning, T-Technical, R-Resources
(See conference brochure for workshop descriptions)

Wednesday, May 24, 2006

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Thursday, May 25th 2006

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You will be notified if your workshop choice is full.

Special Accommodations:
- Wheelchair Accessible
- Vision Impaired
- Hearing Impaired
- Free Shuttle Service (between Alumni Ctr/Napa Hall)
- Box Lunch – Vegetarian

Special thanks to our Conference Partners:
California State Personnel Board
College of Continuing Education, CSUS
CPS Human Resource Services

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