



Basic Training Officer Workgroup



Presented at the Statewide Training Officers' Meeting
January 19, 2010

By: Dana Bralley, DOF and Lee Beebe, OSHPD

Our Goal

◆ Create an on-line resource bank for new training officers

◆ Team Members:

- Lee Beebe, OSHPD
- Chuck Borelli, DWR
- Dana Bralley, DOF
- Jennifer Bruneel, DGS
- Brenda Elitzin, CPS
- Travis McCann, CDCR
- Diana Ramos, DGS
- Joan Strohauer, DPA
- Jodi Traversaro, DPA

Deliverables:

◆ Develop initial webpage

*New Training Officer Needs Assessment developed, identifying State Information/Learning and Performance:

*Skills/knowledge needed

*Books/Journals/Article-resources

*Website resources

◆ Develop survey tool

**Portions of this instrument have been adapted from the Training Needs Assessment Tool (TNAT) with permission of James Tashima and Travis McCann.*

Training Needs Assessment Tool (T-NAT)

- ◆ A self evaluation process: This allows you to compare what you know or can do (Ability Level), with what you need to know or do on your job (Job Need Level).
- ◆ This will provide information about your training needs in your job

Training Needs Assessment Tool (T-NAT)

◆ Process:

- Skill/Knowledge Testing
- Rating Ability Level & Job Need Level
- Completing the T-NAT
- Interpreting the T-NAT
- Preparing your TRAINING ACTION PLAN!



Webinar

By: Jodi Traversara

Statewide Learning and Performance Management
Officer

- ◆ Welcome and Introduction
- ◆ You are part of a team of professionals with many resources available to you
- ◆ The importance of how your creativity is key to workforce succession planning, and developing people in tough economic times
- ◆ The skills you develop will follow you throughout your time in state service

Tentative start date is
Spring of 2010!

Thank you.

