

Training Collaboration Subgroup Meeting

Wednesday, 16 March 2022

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EXCELLENCE
in Uncertain Times

Agenda

- Introduction
- Goals for Training Collaboration
- Group Discussion
- Next Steps



Subgroup Preview

Goals for Training Collaboration



- Disseminate & discuss best practices
 - Conduct best practice events for sharing training
 - Provide approach to communicate and market TWG activities

- Conduct Training Working Group annual meeting

Subgroup Preview

Three Discussions



- **Topic 1:** Topics for **learning sessions**, potential speaker, frequency of meeting
- **Topic 2:** Discussion around two **user groups** focusing on using Teams and WebEx for training
- **Topic 3:** **Communication** platform (eMail, EFCOG website, Legacy SharePoint, Teams), what to send, frequency

Topic 1: Learning Sessions



Multimedia Development

Training Development and Delivery Tools

Incorporating Best Practices for training design and development

Platforms that span across the enterprise for collaboration

ADDIE development tools

Addressing the needs of a new generation of learners

How to create small microlearning and best practices on how to make these easy to find (e.g. YouTube)

New engagement techniques

Brain drain and loss of tribal knowledge

Capture of tribal lore

AR/VR

Recording/able to pick brains and preserve information shared

Best practices on boarding for new hires /mentoring

Needs analysis

Hierarchy of controls

Topic 2: Platform User Groups



Teams

Cloud based tools

WebEx

Best Practices for different platforms

Productivity uses for using Teams

Topic 3: Communication



Website for signing up for notifications

Links in e-mail to goings on that go to website

Attachments and links in e-mails

Monthly or as needed

Use website for central area? NTC support?

Update to SharePoint?



Slack?

Contact list/POC in the webpage (efcog members, and their site)

Learning Nucleus



Next Steps

- Indicate your interest in further participation in Chat:
 - Provide your site and email address in Chat
 - Indicate if you would like to be part of Training Collaboration subgroup
 - Indicate if you would like to be part of a User Group (WebEx or MS Teams) and available to be a chair of the user group
- Incorporate Discussion Topics into Report Out session Thursday morning.