

CPTP Training Coordinator Webinar Summary

October 6, 2015

- **Updates**

- We have two more courses returning to the ILT schedule again:
 - Effective Conflict Resolution Strategies – returned in October
 - Individual Differences & Diversity – returns in November
- The 2-day Effective Presentation Skills course has been discontinued.
 - Based on feedback that it is difficult to commit to a 2-day course, and that 2 days was not desirable for the majority of participants, we revised the format of this course and made it one day.
- We are introducing the 1-day **Presentation Skills** course in its place.
 - We're confident that all of the important aspects of presentation planning, design, and delivery are covered. With a one-day format, however, there isn't as much time to practice full presentations or presentation segments.
 - We will be monitoring feedback closely. Depending on demand, we will add a second, optional day reserved fully for presentation practice.
 - The optional day will be a separate course entitled, "**Presentation Practice.**"
 - Format will be ½ -day with a.m. & p.m. sessions
 - 6 maximum participants
 - Effective Presentations OR Train the Trainer-Basics will serve as prerequisite for Presentation Practice.
- ILT schedule in LEO for December
 - After webinar, schedules by city will be sent to Training Coordinators
 - Don't forget, you can request to be on multiple city lists.

- September webinar notes are on website now
- Policy Board Semi-Annual Meeting
 - Scheduled for 10/13/2015 @ 2 pm
 - Professional Certificate Presentation
- Clarification about Supervisory Capstones
 - G1 Capstone can be taken before Core Capstone
 - G2 Capstone can be taken before Core or Grp 1 Capstone
 - Just be mindful of program deadlines!!!!
- Training deadlines reminder
 - Please be sure that you are notifying and reminding your employees of their mandatory training and their due dates. Program subscriptions are mandatory!