

TRAINING OFFICERS CONSORTIUM



A COMMITMENT TO LEARNING SINCE 1938

MONTHLY NEWS • March 2018

IN THIS
ISSUE

SPOTLIGHT

PAGE 2

POWER OF THE
NUMBERS

PAGE 3

ANNUAL
INSTITUTE AND
OTHER NEWS

PAGES 4-5

UNIVERSITY ALLIANCES WITH THE FEDERAL GOVERNMENT

TUESDAY • MARCH 13, 2018 • PROFESSIONAL DEVELOPMENT

Curious as to how a college or university can impact your workforce? Hear about the Federal Academic Alliance from OPM and a few members who will discuss the alliance and successful utilization throughout agencies.



The Federal Academic Alliance is part of continuing efforts to provide higher educational opportunities to the Federal workforce by providing current Federal employees with the opportunity to pursue post-secondary education at reduced tuition rates.

Representatives from OPM and some of the Federal Academic Alliance partners who are active registrants of TOC: Central Michigan University, Champlain College, Excelsior College, Penn State University, and University of Maryland University College will form a panel for this discussion.

The Federal Academic Alliance is an educational resource available to Federal agencies and employees. Alliance schools' curricula address the demand for high-quality learning and development as well as the need to keep up with the extremely fast pace of change in the learning industry.

In this session you will learn how to leverage the Federal Academic Alliance to enhance and/or improve your workforce.

TOCAI 2018 APP IS NOW LIVE!

- 1) On your mobile device, go to <https://guidebook.com/g/tocai18-about/>
- 2) If you don't have the guidebook app, follow the on-page instructions to download the app from your device's app store (like Apple App Store or Google Play) OR, if you already have Guidebook from last year, simply click the "Open in app" link
- 3) Once you download Guidebook from your app store, you can open the app and search for "TOCAI18". Click on the TOC icon, then click "get guide".

Detailed instructions are available at <http://tiny.cc/tocai18setup>

TOC SPOTLIGHT: RECRUITMENT, MARKETING, AND RETENTION COMMITTEE PREPARED BY CLAIRE GUDEWICH, SITE SELECTION CO-CHAIR

Every month TOC spotlights a registrant, however, this month we decided to change things up a bit. Instead of spotlighting one registrant, we decided to spotlight the Recruiting, Marketing, and Retention Committee. Meg Bowman, Laniera Jones, and Mike Powell lead this active 10-member group, who put their time, talent, and energy to great use. From their meetings this program year, TOC adopted an ambassador program where members of this committee serve as ambassadors to first timers at the monthly professional development luncheon. Perhaps you noticed one of them last month. They are easy to spot...look for the red ribbon on their badge. They are happy to answer any questions you, or a first timer, may have.



Another recent endeavor of the committee is their quarterly Lunch and Learn pilot program series. The intent is to offer TOC registrants the opportunity to network with various agencies by moving the session to a different agency each quarter. If you are interested in hosting a Lunch and Learn, please contact a committee member. The next Lunch and Learn will be on March 21, 2018 at The Corporation for National and Community Service. More information is available below.

Many of you may have become registrants because of their tireless work. Aside from planning, they spend hours following up with inquiries, making first timers feel welcome, and pursuing innovative ways to promote and advocate for TOC, all in their free time! Please join me in giving Shawnree Baker, Helen Castle, Michelle Clark, George Forrest, Ina Gjikondi, Mary Goldsmith, Gabe Hamda, Barbara Hulick, Tim Kavanagh, John Kolm, Denise Madaras, Philip Martin, Dolly Oberoi, Jim Pritchard, and Kurt Schneid a round of applause! Special shout out to Chris King who serves as the Chief Technologist, making many TOC initiatives accessible through our website. Interested in joining this dedicated group? Contact one of the committee co-chairs.

LUNCH AND LEARN PILOT PROGRAM MARCH 21, 11:30AM

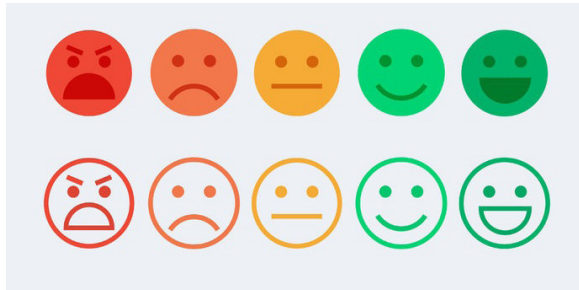
The Lunch and Learn will feature two Federal Executive Institute (FEI) attendees who will discuss their FEI experience and how participation in the program strengthened their Executive Core Qualifications. A question & answer session will follow with great networking opportunities! Attendees are invited to bring their own lunch, as no lunch is provided. Interested registrants must email [Helen Castle](mailto:HCastle@cns.gov) at HCastle@cns.gov to register. Space is limited to the first 50 people.

Location: The Corporation for National and Community Service, 250 E Street, SW, Washington DC 20525

Power of the Numbers
See Details on Page 3

POWER OF THE NUMBERS

COMPILED BY EUGENE DE RIBEAUX, PTG INTERNATIONAL



This year we’re going to keep this article simple. We’ll quickly report the monthly program evaluation scorecard and display a few charts here and there, and pretty much let the data speak for themselves, focusing on the Power of the Numbers.

TOC 2017-2018 Monthly Program Scorecard (average YTD)

Scorecard Item	2016-2017 Actual/Baseline	2017-2018 Goal	Feb-18 Actual	2017- 2018 YTD Average	Source
Monthly Attendance (MA)	66	68	80	69	Registration desk
Monthly Estimated Application Factor	84%	87%	91%	91%	Eval Question 3
Monthly Engagement Factor	87%	90%	93%	90%	Eval Question 2
Monthly Presentation Relevance Factor	83%	88%	88%	85%	Eval Question 1
Net Promoter Score	60%	65%	72%	72%	Eval Question 4

Table Scoring: Green: Actual is >= Goal – 5; Yellow: Actual is Goal – 15 to Goal – 5; Red: Actual is < Goal – 15

WHAT DOES TOC MEAN TO YOU?

Each month, we set aside a part of our Newsletter to share some feedback and thoughts of our registrants. We believe this gives registrants and potential registrants an idea as to who TOC is and what we do for the training community. Registrant quotes for this training year are taken from the survey taken at the 2016-2017 Annual Institute held in April 2017.

“The monthly programs and Annual Institutes are must have experiences in any professional career development growth. I highly recommend TOC and enjoy the relationships I have developed.” (Michelle Clark, Management Concepts)

Annual Institute

See Details on Page 4

2018 TOC ANNUAL INSTITUTE APRIL 22-25, VIRGINIA BEACH, VA

The TOC AI Committee is preparing for an engaging, stimulating and professionally rewarding experience for our registrants. As a participant for many years, I have had the pleasure of building many professional partnerships and continuing professional development while engaged at the institute. It is an exciting opportunity for training professionals to focus on learning and professional development successes.



Our most recent Annual Institute had many registrants that noted their experiences through these endearing and encouraging testimonials:

- “TOC has provided a wealth of information that I can take back to the office and begin to utilize immediately...I liked that presenters got participants totally involved.” LaTonya Knight, BBG
- “...The TOC AI also energized me to take new skills back to my organization and build a better team. This was my first! I hope to be back.” Todd Daugherty, US Army CIO/G-6
- By providing space to share industry trends, best practices and insights, TOC 2017 has been incredibly warm and welcoming to a newcomer like myself...” Micheal L. Selick, Grantham University
- “TOC is my one refuge where I am totally involved in training. I can network with other training professionals...” James Pritchert, NTSB
- “The monthly programs and Annual Institutes are must have experiences in any professional career development growth. I highly recommend TOC...” Michelle Clark, Management Concepts
- “The keynote speakers were most impactful... Break-out sessions allowed an intimate environment to share techniques and ideas with my peers.” Dr. Annette Taylor, HHS-Admin Children & Families
- TOC Provides continuous opportunities for me to network within other federal training, and learning development professionals; and learn more about current best practices and upcoming trends. FTC

This year’s AI Program Committee received well over 70 outstanding proposals from over 50 presenters spanning 30 companies. The presentations encapsulate all aspects of this year’s theme, SMILES and provides a fierce competition of selections. Only 11 of the 50+ potential presenters served at TOCAI in the past, so you can expect a well-rounded TOCAI experience as you engage with familiar as well as new faces, discuss a variety of topics, and explore a wide range of training opportunities.

So join TOC fellow registrants for inspiring professional development and find your SMILES rewards with us!

CALL FOR EXHIBITORS

The Exhibit and Technology showcase application is now open! We are looking for exhibitors excited to share and engage the TOC community during the Annual Institute. Each 10x10 ft booth includes a 6 ft draped table, sign showing company name, and 2 chairs. Booth assignments will be finalized by March 30.

More information, including the booth floor plans and the exhibitor form, is available on the TOC website. Click [here](#) to read more. Contact the [Exhibit Hall Committee Chair](#) with questions after you have reviewed the information.

CALL FOR SPONSORS

We are looking for companies to assist with sponsorship for some of our special events for the upcoming institute. Several different levels of sponsorship are available including a banner for the Institute App! We are looking for:

- Platinum Level
- Gold Level
- Silver Level
- Bronze Level
- Special Event Sponsorship

Click [here](#) to read more and complete the sponsorship form. You will be contacted for payment after your submission is received. Contact the [AI Chair](#) for more information.

Other News

See Details on Page 5

2018 AWARD NOMINATIONS

Each year the Training Officers Consortium recognizes individuals making significant contributions to the Federal training community. Nominations for the 2018 TOC Distinguished Service Awards are being accepted now until April 29, 2018.

Awards are given in the categories of Leadership Development; Innovation; Training Design & Development; Career Development; Learning Measurement & Analytics; Learning Technologies and the Spencer Logan Award.

Visit trainingofficers.org/awards for more information or to submit a nomination.



FREE TOC WEBINAR: WHAT IS A TWEET ON TWITTER? MARCH 27, 12PM

An understanding of the do's and don'ts of using social media at work is essential to every employee in every organization. An organization's public image and reputation depend on how well it guides its employees to exercise good judgment when using social media, and its ability to navigate the difficult situations that arise from social media interactions.

While using social media effectively requires caution and good judgment, it can also have significant benefits, such as creating loyal, long-term customers and improving relationships with employees, vendors, and suppliers. As we gear up for our Annual Institute, this webinar will examine strategies to maximize individual and organization's social media presence to drive results.

Attendees will learn how to:

- Recognize the benefits of using social media in the workplace.
- Identify the various legal and ethical risks of using social media in the workplace.
- Protect your organization against legal action resulting from intentional or unintentional violations of law or policy.
- Encourage an "ambassador attitude" in employees.
- Provide guidelines that help employees make good decisions when using social media at work.
- Identify the elements of an effective social media policy.



The presenter, Mike Powell is the Vice President of Organizational Development and Training for the Powell Consulting Group, a family-owned Management Consulting company located in Hyattsville, MD. A dynamic speaker and trainer, Mike draws upon the lessons learned from his unique personal and professional experiences to help individuals and teams expand their capacity for success. For more about Mike, read his spotlight in the [February newsletter](#).

Click [here](#) to register for the webinar.

Executive Board Information
See Details on Page 6



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MARCH 13, 2018

PLACE: Fort Leslie J. McNair Officers' Club, 4th & P Streets, SW, Washington, D.C.
For directions, http://www.trainingofficers.org/directions_to_ft_mcnair.php

TIME: 11:30 a.m. to 1:30 p.m. Please be seated promptly at 11:45 a.m.

COST: \$40 or 2017-2018 Professional Development Program registration.

RESERVE: If you have not registered for 2017-2018, call the TOC Information Line 202-973-8683, or the TOC FAX Line 202-331-0111 to reserve a place for this month's program.

PARKING: There is parking in the lot near the tennis court. If you arrive and see orange cones in the Officers' Club parking lot, please feel free to move them and park.

TRAINING OFFICERS CONSORTIUM

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Visit our website: www.trainingofficers.org

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The April TOC session will be conducted via Webinar. More details on how to join coming soon via email- Stay tuned!