**Regional Training and Development Consortium**

**AGENDA**

**Tuesday, October 28, 2014**

**2:00 – 4:30 p.m.**

**City of Foster City**

***October 28, 2014 Meeting***

* Discussion & Updates of Programs for FY 2014-15:

|  |  |  |  |
| --- | --- | --- | --- |
| **PROGRAM** | **TENTATIVE DATE** | **COORDINATOR** | **# & Updates** |
| Public Sector Supervisory Academy (Various) | Sept 18, Oct 15, 29, Nov. 5, Dec 3, Jan 7, & 14, 2015 | RWC | (Twice) |
| Public Sector Leadership Academy (Various) | Aug 14, & 27, Sept. 25, Oct 9 & 23, 28, Nov 5 & 20, 2014 | San Mateo County | (Once Yearly) |
| Lead Worker Academy (Various Trainers)  2 Offerings in the Fall and Spring | Sept4, 11, 18, & 25/2014  Jan 14, 21, 28, & Feb 4, 2015 | Foster City  Belmont | (Four) |
| Time Management (Pat Haddock**)** | Sept 23, 2014 | Burlingame | (Twice)  Buddy: Chris |
| Understanding Long-Term Financial Liabilities - **NEW** | Oct 15, 2014  (3 hrs. in p.m.) | Foster City | (Pilot) |
| Let’s Talk Finance- **NEW** | Oct 15, 2014  (3hr in a.m.) | Foster City | (Pilot) |
| Effective Public Speaking and Presentations (Gloria Cohn)  Two offerings in the Fall & Spring | Oct 21, & 22, 2014  Jan15 & 16, 2015 | East Palo Alto  City of San Mateo | (Four) |
| Customer Service (Beth Weisberg) | Oct 22, 2014 | Daly City | (Once) |
| Marketing and Branding Yourself in a Competitive World – **NEW** | Oct. 23, 2014 | Brisbane | (Pilot) |
| Introduction to Supervision (Jim Delia) | November 6, 2014 | Sam Trans | (Twice)  Cora - Buddy |
| Writing for Results (Barbara Nelson) | December 1 & 3, 2014 | Central Fire | (Twice)  Buddy: Leah |
| Take Charge of Your Talent - NEW | Spring 2015  March 4 8:30 – 11:30  April 8 8:30 – 10:30  May 6 8:30 -10:30 | South San Francisco & County of SM | (Once)  Buddy: Anne |
| JJ Keller Health & Safety (San Mateo County) | Through Sept 2016 | San Mateo County |  |
| AB1825 – Online Sexual Harassment  AB2053/Abusive Conduct  Effective Jan 2015 | Agreement to be extended  emtrain Contact: Ryan Person  New rate is $16.20 per license  March 2013 - 2015 | Each Member Agency |  |

* Annual Membership Renewal & Annual Meeting Invitations Update - Leah
* Take Charge of Your Talent Program – Contract update - Leah
* Workforce Report Update – Anne/Leah
* LMS System Administration Training in January – Anne & All
* AB2053 Update - Anne
* Consortium Website/Feedback/Corrections – Anne & All
* Lead Worker Video – Anne & All
* Finalize the coordination of the November Annual General Meeting – (Agenda, Welcome, Speakers, Food, Presentations, Materials (flash drive), Room configuration, Wall hangings (photos, spring curriculum, powering up our resources, hosting acknowledgements raffle prizes, set up/break down, etc.) - All
* *Identification of Next Steps, including the Date and Agenda for the next meeting – All*