

Monthly Federal Training Conference Call Notes

The Monthly Federal Training Conference Call was conducted on March 5, 2002 from 1:00 to 2:00 PM (EST). The following participants were on the call:

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| ☐ Al Corbett (SR) | ☐ Mike Gilmore (NNSA) |
| ☐ Ann Capps (WAPA) | ☐ Regenia Griswold (CH) |
| ☐ Carol Ingram (OAK) | ☐ Sharon Pollock (RW) |
| ☐ Carol Rice (SEPA) | ☐ Steve Yazzie (AL) |
| ☐ Dawn Tolley (FE) | ☐ Tammy James (SPRO) |
| ☐ Deborah Manning (NV) | ☐ Tim Landy (OH) |
| ☐ Dick Devine (AL) | ☐ Jerome Butler, JoAnne Whitman, Steve Young,
Bob Joyce, Becky Arndt, Wanda Jones, Cheri Dent,
Dottie VanSteinburg, Gretel Pinkney, Jackie Jones-
Peters, and Margo Mark (ME-51) |
| ☐ Ernestine Davis (GC) | |
| ☐ Judy Canja (BPA) | |
| ☐ Ken Briggs (OH) | |

The following summarizes the major issues and actions from the call:

- FY 2002 Training Community Initiatives & TDMC
 - ❖ Succession Planning is the top priority for FY02
 - ❖ Need to refine the cross-cutting forum, make it better and consider making it mandatory
 - ❖ Dr. Butler will be sending memo to the TDMC Executive Board members to establish a more focused Executive Advisory Board.
 - ❖ Will communicate with the Executive Advisory Board members through their training managers
 - ❖ Will send draft memo to training community for comments

- Next training conference:
 - ❖ Next training conference call will be held in Albuquerque in August, please confirm your availability
 - ❖ Plan to invite Executive Advisory Board members to the August training conference
 - ❖ Need diverse inputs from the various field offices, please send your comments and suggest agenda items for the conference, volunteers welcome
 - ❖ Want to invite keynote speakers and have a training session at the conference

➤ Online Learning Center

- ❖ The DOE Energy Online Learning Center was recently selected as a recipient of the Chief Information Officer's Information Technology Quality Award for Technical Excellence, the OLC was one of the top three recipients out of the 57 nominations for this award.
- ❖ The report generator is up, data administrators can pull reports and course info from the site
- ❖ A training session for data administrators is scheduled on March 13, 2002, at 2 pm (EST) to show the DAs how the system functions
- ❖ Looking to put more DOE specific courses online, such as, retirement, security, and ethics
- ❖ Will revitalize the OLC working group
- ❖ Mort Lankasky/OAK volunteered to serve on the newly formed OLC Quality Review Board. If anyone is interested in representing Headquarters, please contact Tanya Luckett at tanya.luckett@hq.doe.gov asap.

➤ DOE Mentoring Program

- ❖ Each program office has identified a program manager
- ❖ Microsoft Access database can be customized upon request
- ❖ Selected "Mentoring Connection" as the software to help tracking the activities in the program
- ❖ A memo from Tim Dirks was sent to the SES's to encourage signing up for the program and filling out the applications online
- ❖ First phase tool kit to program managers included the user's guides for The Mentoring Connection as well as marketing materials for the program
- ❖ Will send a memo to protégés to sign up later
- ❖ A DOE-wide satellite information briefing is scheduled on April 25, 2002
- ❖ All mentors and protégés will be paired by May 6, 2002

➤ HQ Training Website

- ❖ Redesigned and updated the ME-51 website; comments welcome through the webmaster.
- ❖ New website address is: <http://ma.mbe.doe.gov/me50/training/index.htm>
- ❖ The Cross-Cutting Training Forum (CCTF) can now be accessed via a "hot link" on the ME-51 website under **Services**: <http://cted.inel.gov/cted/cctf/index.cfm>

➤ Career Intern Program

- ❖ Sent out the Deputy Secretary's memo to the HR Directors and Assistant Secretaries/Office Directors and training community
- ❖ Will send out a memo from Tim Dirks with the program guide soon
- ❖ Technical Intern Program and Technical Leadership Development Program still exist for this year

Next Conference Call – April 2, 2002, Call-in # (301) 903-7082

- CHRIS evaluation, lessons learned from the training community
- What the training community can do to help DOE on e-Government
- Relationship between HRMAP and HCM