

# Quarterly Newsletter

# Instructor Connections

Winter 2007

## Inside This Issue

- 1 Title IV-E and Business Events on Campus
- 2 News You Need to Know  
SME Profile  
Tips of the Trade  
Contact Info for TDS

## Title IV-E and Business Development Trainings

Many of our subject matter experts have asked us what the difference is between being assigned to a Title IV-E training or a Business Development training. With each type of training, our main goal is to provide exceptional trainings to our clients. However, how we go about fulfilling the request, the role of TDS and the subject matter expert varies greatly.

The differences between the two are mostly how the trainings are coordinated. For instance, for Business Development training, MariAnn Fisher works directly with the client. The subject matter expert meets with the client in an interview process. MariAnn then provides the parameters and logistics to Chris Paczocha, the Business Development Program Coordinator. Chris works with the subject matter expert and the client to finalize the details.

In comparison, Title IV-E Trainings are funded through the County. They contract with TDS to provide training to group home providers, foster family agencies and social service agency staff who work with foster and adoptive families. Due to the high volume of trainings that we coordinate for the County contracts, our subject matter experts operate more independently. Shari Friedel, our Senior Program Coordinator, works with a training scheduler who provides us with requests from the numerous group homes in the counties we serve. Shari operates as a booking agent between the subject matter expert and the training scheduler. She provides logistics and relays status information back to the scheduler. The subject matter expert armed with the logistical information is then responsible for the contacting the site for a brief phone conversation to discuss the training and any issues that need to be addressed and then presents the training.

If you have any questions regarding your responsibilities for a particular training, please contact Shari Friedel or Chris Paczocha.

## Events on Campus

### READING: A LEARNING PERSPECTIVE

A conference for community college teachers in all disciplines, sponsored by the Carnegie Foundation and the Chabot College Center for Teaching and Learning will be held on **Friday, March 9, 2007** at Chabot College, Hayward, CA 94545

How might our practices change if we look at reading from an inter-disciplinary learning perspective rather than a basic skills perspective? Has our thinking about reading as a basic skill, as something our students should have learned in high school or in developmental English classes, might be working against us—and our students? The discussion of reading as a basic skill needs to be taken up by all disciplines. The hope is that the speakers, videos, and workshops planned for this conference serve as catalysts for continuing a focused and informed conversation about reading and learning in the community college. *As one of our subject matter experts, if you are interested in attending, please contact the TDS office.*

## News you Need to Know

- ✓ **Compensation for curriculum development** - Just a reminder that a general guideline for compensation for curriculum development is one hour of curriculum development for every two hours of training (1:2). When the presentation of a training topic is repeated to the same client at the same site, there usually is no compensation for curriculum development. It is important that any curriculum development compensation is negotiated and agreed upon with your designated contact person (Shari Friedel or MariAnn Fisher) prior to agreeing to an assignment, as these hours are negotiated in advance with the client.
- ✓ **Kudos again to Louanne Klein** – Louanne continues to refer instructors to TDS. The real plus is that she knows the subject matter that we cover in both arenas, Title IV-E and general business and organizations, and continues to send us names of potential instructors with the specific subject-matter expertise and experience we can use. Thanks, Louanne!
- ✓ **Be Ready for the changes in Daylight Saving Time** – If you have any training dates the second week of March, member to adjust your clocks. Daylight Saving Time starts a month earlier. **This year**, Daylight Saving Time is extended one month and begins for most of the United States at 2 a.m. on the **Second Sunday in March**.

## SME Profile: Larry Chesney



Beginning in 2002, Larry Chesney began his relationship with Training and Development Solutions as the Training Manager for the LLNL Plant Engineering Apprenticeship Program. In 2003, Larry approached us as a consultant and training resource for our clients through his company, Today Safety Associates. The company specializes in providing technical and safety training programs in all aspects of construction, general, and healthcare industries.

With over 35 years of management and training experience in the fields of technical and safety training, Larry has designed, developed, and delivered in-house workshops and training sessions for our clients for all level of employees (union and non-union) in the areas of technical and safety skills. He has also provided journeyman upgrade, apprentice, safety, OSHA compliance, and plan development and presentation training. Additionally, Larry is an authorized U.S. Department of Labor Outreach Trainer in both General Industry and Construction.

## Tips of the Trade

### Facilitating or presenting during distractions

- ◆ When a distraction occurs, give your learners an assignment to work on at the team tables. You can then go and address the distraction.
- ◆ If you think the distraction is going to be brief, ask the group to stand to take a quick stretch break. While they're standing, thank them for the work they have done up to that point and encourage them to maintain their focus. You can also stimulate conversation that does not directly pertain to the content.
- ◆ Depending on the distraction that's occurring, let the participants know that you're going to wait until the distraction or disruption goes away before you begin facilitating.
- ◆ Move away from the distraction, perhaps to the opposite side of the room, to take the participants' eyes and attention with you.
- ◆ During the distraction remain calm; don't raise your voice or try to talk over it.

*Source: Crash and Learn, What Makes People Want to Shout, Sleep or Sneak Out!  
By Jim Smith, Jr. (2007) Publisher: American Society for Training & Development*

## Contact Info for TDS

Julia Dozier (925) 485-5234 [jdozier@clpccd.org](mailto:jdozier@clpccd.org)  
Shari Friedel (925) 485-5219 [sfriedel@clpccd.org](mailto:sfriedel@clpccd.org)

MariAnn Fisher (925) 485-5239 [mfisher@clpccd.org](mailto:mfisher@clpccd.org)  
Chris Paczocha (925) 485-5202 [cpaczocha@clpccd.org](mailto:cpaczocha@clpccd.org)