

Professional Development Team Agenda:

Present: LaVonne Gerritzen, Julie Knoblich, Shanna Legleiter, Caicey Crutcher, Carol Delinger, Kala Steffen, Virginia Fullbright, Jeremy Dutton, Anne Higgins

Seven Online Modules

- Two Sessions
 - November 16-Feb 12 – 44 days (51 for staff)
 - Feb 15-April 26 – 44 days (46 for staff)
 - T-119 will be open by team members for computer use
 - December 4 – Shanna
 - December 17 – Caicey
 - December 18 – Carol
 - January 15 and 22 – Shanna
 - Julie will email lab times to employees for first session
 - December 14 – if anyone needs assistance, please contact Jeremy, Carol, Kala, Caicey or Virginia and they will assist
- Jeana will be course facilitator
- Discrimination Shell has been re-done
- 70% competency rate
 - Per Dr. Heilman
- Those that do not complete all 7
 - Email will be sent by Julie Knoblich individually to those that did not complete in the Beta testing
- Other:
 - Mandated testing every three years by all employees
 - New employees will be allowed completion within their first 6 months of employment
 - Categories 1 & 2 will complete Blood Borne Pathogens yearly – mandated
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Training -

January 5th – Supervisory Training

- Pick from 3 topics
- 9:00-3:00
- Lunch provided

January 6th – All Employees

- Pick from 2-3 topics
- Advanced sign-up
- Schedule with Ron on PCD Schedule
- Ft Riley

- All employees will be asked to vote on “Now Change” or “Influence Edge” for training preferences.

- There will be voluntary pre-registration
- Supervisors can choose from the three options which they would like for Supervisory training.
- LaVonne, Julie and Jeremy will work further on the dates and times for the training for all employees.

Minutes noted by
Anne Higgins