**2016 Training Resources Workgroup Work Plan (Draft)**

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| **Workgroup Members** | **Purpose** |
| David Orr, NY LTAP, Chair (NE Region)  Matheu Carter, Delaware LTAP, Asst. Chair (M-A)  Victoria Beale, Ohio LTAP (Great Lakes)  Ted Green, NJ LTAP (NE)  Andrew Morgan, WV LTAP (Mid-Atl)  Nicole Frankl, NE LTAP (No. Central)  Gwen Montgomery, IL LTAP (Great Lakes)  Rebecca Mayher, AZ LTAP (Western)  Bobby McCullouch, IN LTAP (Great Lakes)  Vacant Regions  TTAPs  Southeast  South Central  *Advisory Members*  Susan Monahan, LTAP/TTAP Clearinghouse  Jeff Zaharewicz, FHWA | *GOAL:*  Determine LTAP/TTAP training product needs, identify existing training product resources and recommend training products.  *MISSION:*   * Establish and maintain a listing of training resources available to centers. * Lead development of training resources as needed by the centers. * Build relationships with other transportation training organizations in an effort to establish resource sharing and eliminate duplication of efforts in the creation of training materials. |

| **Task** | **Due Date** | **Budget** |
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| 1. **NHI ~~Safety~~ Course Reviews**    1. **Provide and annually update a list of subject matter experts for NHI willing to review courses on-demand as they are updated to provide a local public agency (LPA) perspective**    2. **Review NHI courses on-demand as they are updated to provide a local public agency (LPA) perspective** | On-going  On-going | None requested\*  None\* |
| 1. **Resource Syntheses Creations**    1. **Webinar on use of Syntheses (Matt Carter & David Orr)**    2. **Finalize topics for 2016 (and number)**    3. **Create new syntheses (2-4)** | 12/2015  1/2016  TBD | None  None  None |
| 1. Course Development Resources Library    1. Work with the Clearinghouse to improve and update database | TBD | None |
| 1. **TCCC Courses**    1. **Finalize agreement to allow individual centers to subscribe (confirm price is still $2,000). Get a guidance document or MOU from AASHTO** | Jan 2016 | None |
| 1. **Training Partnerships**    1. **Continue training partnership with National Transportation Training Directors (NTTD) Association through**       1. **attendance at annual NTTD meeting**   **Providence RI, Oct 16-20, 2016**   * + 1. **exploration of and recommendation on methods training resources can be shared by both groups**     2. **Finalize any partnership**   1. **TRB Committee Liaisons**      1. **Education and Training (ABG20)**      2. **Technology Transfer (ABG30)** | TBD  On-going  TBD  Waiting on others | $1,800.00 1  None  None  None  None |
| 1. **Create the “George Huntington” Award in honor of our colleague who became deceased in 2014 – establish award guidelines, nomination process** | June 2016 | None |
| 1. **Review 2013 training research needs and develop plan to use the information with the WG and NLTAPA** | TBD | None |
| 1. **NHI Instructional Development Course (IDC)**    1. **Prepare list of LTAP staff who have taken IDC workshop and their status for approval**    2. **Develop action plan and next steps** | January 2016  TBD | None  None |
| 1. **Summer Conference**    1. **Develop 3-4 sessions for summer meeting**    2. **Develop items for Winter business meeting** | Topics –Jan  ASAP | None  None |

\* None = None requested

1 With the possible partnership with NTTD, we recommend only one WG fund travel to the NTTD meeting.

**Total budget request for CY 2015 $1,800.00**