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

|  |  |
| --- | --- |
| **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 RegionsTTAPsSoutheastSouth Central*Advisory Members*Susan Monahan, LTAP/TTAP ClearinghouseJeff 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** |
| --- | --- | --- |
| 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-goingOn-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)**
 | 12/20151/2016TBD | 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)**
 | TBDOn-goingTBDWaiting on others | $1,800.00 1None NoneNoneNone |
| 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 2016TBD | NoneNone |
| 1. **Summer Conference**
	1. **Develop 3-4 sessions for summer meeting**
	2. **Develop items for Winter business meeting**
 | Topics –JanASAP | NoneNone |

\* 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**