

SMOKY MOUNTAIN CHAPTER OF ASTD
MONTHLY MEETING
3-19-08

President Richard Karel called this meeting to order and thanked the TN Air National Guard for hosting this meeting. Richard briefly mentioned the mission and vision of the organization and the refocus on our roots as an organization. He also mentioned that the website has been redesigned. He encouraged members and guests to check out the website as it has announcements, job openings, and membership benefits. We had thirty eight attendees with at least 11 guests. Attached is a sign in sheet showing who all was there.

Colonel Mike Waggett, the leader of TEC, indicated how much this organization focuses on leadership. To showcase this he showed a brief video focuses on the educational opportunities at TEC which help develop character, communication, and leadership and more for the military and business leaders of tomorrow.

Ken Cox, one of our members then led the March program talking about “On-the-Job-Training – More Bang for your Buck”. He provided handouts to those in attendance to follow along with his presentation. According to the research he presented, 75% of all job training is done “on-the-job” by peers. He also talked about structuring OJT as a System to get the biggest payoff as well as discussion about the OJT process. He continued on with Job Analysis and how to address both duties and tasks within the job and how to prepare and present a training session. He briefly mentioned some OJT resources that might be of interest to the meeting attendees. He also emphasized the importance of keeping documentation.

Documentation was further discussed in MSgt. Michael Caracoglia’s presentation as to how TEC does their documentation. He pointed out that OJT must be:

- I. Tangible
 - a. Measurable
 - b. Quick reference
 - c. Credibility for training/trainers/workplace
- II. Effective
 - a. Data for Return on Investment
 - b. Feedback
- III. Accountable
 - a. Contract between supervisor/trainee (protects both parties)
 - b. Mishaps or accident investigations (source documentation)
- IV. Retention
 - a. Motivation for employees
 - b. Shows career progression
 - c. Increases confidence

In conclusion he cited a statement he thought was appropriate, "Training not documented is training not done."

Next Month's Meeting (April)

April 16th is the date of our next meeting. It will be held at Marriott Business Services located at the corner of Topside Road and Pellissippi Parkway. The speaker will be Rhonda Jones.

With no further items for discussion, the meeting was adjourned at 2:00 pm.

Respectfully submitted,

Terrye Whitaker, Secretary