

TO: IEEE Member and Geographic Activities Board – June 2018

FROM: Diane Collier, MGA Training Committee Report

SUBJECT: MGA Training Committee Report

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### **Background (For Newcomers)**

At its 2016 February meeting, the MGA Board approved a motion to dissolve the IEEE Center for Leadership Excellence Committee and create a new MGA Training Committee. Refer to IEEE MGA Operations Manual Section 4.1 (MGA Committees) and 4.21 (MGA Training Committee Charter).

The information below intends to provide an update of the progress and activities of the MGA Training Committee for the 2018 June MGA Board meeting.

### **1) Committee Composition – 2018 Elected Members**

- Diane Collier (R5) - Chair
- Jill Gostin (R3)
- Habib Kammoun (R8)
- Lwanga Herbert (R8)
- Alba Gabriela Garay (R9)
- Ruben Barrera-Michel (R9)
- Sarang Shaikh (R10)

### **2) Committee Scope of Work**

The scope of the MGA Training Committee is to develop and maintain the overarching training framework to support the Member and Geographic Activities (MGA) strategic roadmap. The committee will ensure the appropriate content is identified to implement this strategy in support of both members and volunteers. The committee will encompass oversight for the current IEEE Center for Leadership Excellence and the Volunteer Leadership Training (VoLT) Program.

### **3) Training Framework Implementation**

The committee continues its focus on the development and implementation of a training framework for MGA volunteers, recognizing target user audiences and their specific training needs. Key elements of the training framework include volunteer audiences, training categories, content, delivery, maintenance, metrics and recognition. The desired outcome is to:

- Deliver simple, easy to use learning solutions to support multiple user audiences' training needs.
- Offer delivery methods that require shorter time commitment from users to obtain the desired training.

**4) 2018 Priorities**

1. Stabilize current platform content (refresh site content)
2. Identify content needs for other roles/audiences (e.g., Region)
3. Communication plan to promote training resources
4. Address remaining elements of Training Framework (maintenance, metrics, recognition)
5. Implement 2018 VoLT program Tracks 1 and 2

**5) 2018 Deliverables**

1. Complete content migration plan to ensure the current platform reflects the CLE committee decisions on training curriculum to be offered in the Totara platform - **Completed February-April**
  - ▶ Uploaded >80 new recordings from SC2017 to CLE site; new content includes other OUs', technology, and ethics
  - ▶ Offer 12 new Action Plans for 12 volunteer roles to CLE site. Action Plans are simple, easy to use and provide a list of the tasks and information a volunteer needs to know to do their job. Action Plans include a job description, list of tasks to complete during the first 30-days and throughout the year, including important key administrative items.
  - ▶ Started GAP analysis and process to identify new content and old content replacement (**ongoing**)
2. Conclude the 2017 VoLT Program – **Completed January**
  - ▶ Complete recognition process (participants, mentors, speakers)
  - ▶ Conduct 2017 Post-Program Survey
  - ▶ Distribute team's business plans and list of graduates to Sections and Regions leaders
3. Execute 2018 VoLT program – Tracks 1 via CLE and Track 2 via live webinars **-May thru Dec**
  - ▶ Launched Track 1 in CLE - May 21 thru June 22
    - 77 people completed Track 1 courses (as of June 18)

- ▶ Graduate Survey launched on May 25; extended June 15 deadline to June 22.
  - 180 Recipients
  - 102 respondents – 56.7 % (as of June 18)
  
- 4. Execute communication plan to promote CLE awareness and grow member and volunteer usage – ***In progress***
  
- 5. Expand site content to address other roles/audiences; identify sources of relevant materials for future content – ***Q3-Q4***
  
- 6. Address remaining elements of Training Framework: metrics & recognition ***Q3-Q4***

The Training committee will hold a face-to-face in mid-July 2018 in Dallas, Texas USA. The purpose is to assess the work progress and hold strategic discussions on key items such as the overall status of the Training Framework since its inception.

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