Information Technology Training Conference

Status Report for Division Managers

The Committee

A training conference committee was formed last November to work on coordinating and planning all details of the upcoming training conference to be held in October. The committee members are Veronica Lucasse (Chairperson), Blaine Rapier, Romaine Lancaster, and Charlene O’Neal.

The technology training conference committee provides details of future plans for technology training for all employees. Training information is derived by soliciting suggestions from current employees and supervisors throughout the division. The committee meets every first and third Thursday of every month. The Chairperson designates the time and place.

Training Sessions

Training sessions are designed to improve employees’ knowledge and skills in specific areas. These areas help improve employees’ productivity, Internet experience, and interaction with clients.

This first training conference provides training sessions on the following topics: Word, Web-Page Development, Presentation Graphics, and Multimedia.

* The Word workshop trains employees about maximizing skills to improve employees’ productivity.
* The Web Page Development workshop trains people to plan, design, and build dynamic Web sites using Web-development software and writing html code.
* The Multimedia training provides information on how to develop interactive presentations.
* The Presentation Graphics session provides information on using presentation graphics software to improve client presentations.

Training Goal

The goal of the training conference is to provide technology training in a variety of technical areas to ensure that our employees are kept abreast of the latest technology advancements and are able to function in the information age. This conference will be offered to all employees. In response to our employees’ request, we have developed our first annual technology update training session.