



County IT Training Program Summary

Recap of the process and data from the IT Training Program implemented in 2008.

- January** Met with DEA, CED, and Military group to approach the concept of forming a formalized IT Training program.
- As the training program continues, January will be used to report on the previous year's program.
- February - March** Formation of IT Training Advisory Council.
- Advisory Council members assisted in conducting an informal needs assessment.
- April - May** Assessments returned to IT Training Coordinators.
- Topics from assessment compiled into master list. List presented to advisory council and regional information technologists to prioritize.
- Top priority topics set as Face-to-face training opportunities. Second priority topics were optioned as online opportunities (Centra). Lower priority topics were designated as training opportunities through other mediums (e.g. online blog, newsletters, etc).
- Tentative agendas for training opportunities to be offered developed.
- June** Training agendas finalized.
- Training brochure produced.
- August-September** Planning conference.
- Training requests begin to be submitted.
- October-December** Ongoing training events.



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County IT Training Program data totals for 2008

Data for this report was compiled from information submitted by the information technology specialist from each region. As this is the first year of this program, our numbers and totals are a bit rough around the edges. We're taking steps to formalize a way to capture these numbers for future reports. We also plan to implement quarterly updates to the DEA, CED, and Military group beginning this year.

Topics for internal trainings included (face-to-face and online events):

- PowerPoint 2003 & 2007
- Excel 2003 & 2007
- Centra
- GroupWise
- Publisher 2003 & 2007
- Acrobat Pro - Forms
- Web 2.0 & Social Networking
- Camtasia
- Access 2007

Internal Training Event	Number of Events	Attendees
Face to Face	26	553
Friday Online (Centra)	11	232
IT Tuesdays (Centra)	10	104
Other (Bomgar)	3	18

Topics for external face-to-face trainings included:

- Child predator awareness
- Leadership development
- TAMU New Student Applicants
- Online security

External Training Event	Number of Events	Attendees
Face to Face	15	460

Evaluation results are spotty as there wasn't a formalized standard evaluation in place for the entire year. From the results obtained, majority reported that expectations were met and that as a result of the training they would be more likely to use that particular technology in their job.