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| **Chapter Name** | ATD West Virginia Chapter |
| **Chapter Number (ex. CH0000)** | CH3069 |
| **Chapter Location (City, State)** | Charleston, West Virginia |
| **Chapter Membership Size** | Small (Less than 100) |
| **Contact Person for this Submission:** | Nicholas Andrick |
| **Email Address:** | [nandrick@psmanagementinc.com](mailto:nandrick@psmanagementinc.com) |
| **Phone Number:** | (304) - 952 - 3597 |
| **Chapter Board Position:** | Vice President of Technology and Social Media |
| **Chapter Website URL:** | <http://atdwv.org> |
| **Submission Title:** | Train the Trainer: Fundamentals of Coaching |
| **Submission Description:** | The ATD West Virginia Chapter is please to host a series of three Saturday workshops aimed at developing the coaching skills of training and development professionals. |
| **Need(s) Addressed? Please be specific.** | Topics will include:   •Eight effective steps of coaching •Attributes and principles of good coaching listening skills •Emotional intelligence in coaching •Creative solutions through coaching •Coaching for improved performance •The coach as trainer, mentor, corrector •Feedback and how to initiate  •Coaching and rewards |
| **What is your chapter's mission?** | The Association for Talent Development (ATD) West Virginia Chapter is affiliated with the National ATD organization, a leading professional organization focused on the promotion of workplace learning and performance (WLP). We are open to WLPs from a variety of background, including corporate trainers, external consultants, people considering entering the field, human resource professionals, career development professionals, training managers, and many more.    As an organization, we strive to meet the professional development needs of the talent development community throughout West Virginia.   We endeavor to provide:   1.Professional Development Opportunities: Develop your skills, stay current on industry trends, and expand your network through:  •FREE monthly meetings •Workshops with nationally renowned speakers at DISCOUNTED rates for members •Special Interest Groups (SIGs)   2. Networking Opportunities: Connect with local professionals who are making talent development happen in our community.   3. Leadership Opportunities: Develop your leadership skills through serving as a board members, committee chair, or Special Interest Group leader. |
| **How does this effort align with your chapter's mission (Please provide specific examples)?** | We had Dr. Laura Wyant, our VP of Programs and Professor at Marshall University in the area of Training and Development, develop this workshop. She collaborated with a student ATD member and the rest of the chapter board members in the preparation and delivery of the program. One of the biggest elements that aligned with our chapter's mission was in the areas of professional development opportunities and networking opportunities. We had seasoned professional coaches, Training General Managers from Papa John's Pizza, students from Marshall University, and current ATD chapter members attend. During the breakout sessions, lunch breaks, and group activities, these diverse groups of individuals were able to network with each other along with developing their skills in effective coaching. Having such a diverse group lead to a wealth of various life experiences being shared that motivated individuals to learn the topic at hand no matter what their level of expertise in the subject matter was. With all of this we stayed aligned with what our chapter strives to accomplish every time we use the ATD name and values. |
| **National ATD's mission is to "empower professionals to develop knowledge & skills successfully". How does this submission align with ATD's mission? Please provide specific examples.** | At this coaching workshop, we had professional coaches, training general managers, students, and current members in attendance. We used an evaluation tool after each session to ensure we were empowering these professionals no matter what stage they were currently in. This developed their coaching skills and the knowledge around this area and showed how it has changed dramatically over the last few years. We used specific activities that were targeted to bring together those with more experience and those with not as much experience together to mentor and coach each other to develop either new skills or to reinforce their current ones. |
| **Target Audience: (Who will benefit/has benefited from this effort?)** | Our target audience ranged from beginner to expert. With it being a three day course we knew once our first day evaluations came back what audience we had which was a mixture. This let us set up activities and information to meet both ends of the knowledge areas and both the experts and beginners benefited from it. They included students from Marshall University, professional coaches from the Tri-State area, Training General Managers from Papa John's Pizza, and other current ATD chapter members. |
| **Costs/Resources Used: (include any details regarding use of resources including monetary, donations, contributions, volunteer hours, people resources, etc. and how you went about getting these resources)** | The building was provided at no expense and Dr. Laura Wyant used her own resources in preparing the material including handouts, PowerPoints, case studies, folders, etc. We charged: $20 per session for ATD WV Chapter members, $30 per session for non-members. Refreshments were donated by Papa John's along with volunteers from the chapter putting in roughly 50 hours of their own time in preparing, setting up, delivery, and clean-up. |
| **How did you implement: (please give a brief description)** | We had a training room we used for previous workshops already lined up separating the workshop into a three day workshop. The days were Saturdays spread out through April-June and each session lasted from 9:00am-2:00pm. |
| **What were the Outcomes: (Please include hard data regarding financial gains, membership increases, target audience satisfaction levels, publicity for the chapter or for the profession, etc.)** | The outcomes lead to the following: New members: 5 Financial Gain: $800.00 Satisfaction levels were met based upon the evaluation tool along with the networking being accomplished we gained four speakers for our next chapter state conference. |
| **Lessons Learned: (hints and tips for other chapters who may be considering a similar effort)** | We learned two very important lessons: The first being that the participants were surprised after the three day session that it did not cost them more to attend with how much they took away from the workshop. This lead us to think on future workshops we could charge a little more. The second was that after the evaluations the participants like the three day session but wanted the three day closer together instead of spread out like we did. |
| **Please list the specific ATD chapter resources that helped guide you in the process of completing this best practice (e.g. people, documents, policies, by-laws, etc.):** | We used the ASTD Competency Model: more specifically two of the three main pillars instructional design and training delivery to develop the program. We used the chapter president and VP of programming for the room and development of the program. Along with other chapter members volunteering their time and knowledge. |
| **Please attach any documents that help support this submission: (additional documents should be sent to** [SOS@astd.org](mailto:SOS@astd.org)**)** | [IMG\_1313.JPG](http://forms.astd.org/download.php?q=Zm9ybV9pZD0xMSZpZD02NSZlbD1lbGVtZW50XzE2) |
| **additional supporting documents:** | [Coaching workshop acts.1.pdf](http://forms.astd.org/download.php?q=Zm9ybV9pZD0xMSZpZD02NSZlbD1lbGVtZW50XzIy) |
| **additional supporting documents:** | [coaching workshop PP 1.pdf](http://forms.astd.org/download.php?q=Zm9ybV9pZD0xMSZpZD02NSZlbD1lbGVtZW50XzIz) |
| **How did you become familiar with the Sharing Our Sucess (SOS) program?** | Found SOS on ATD National website |

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