

Elluminate Consensus Workshop Documentation

July 24, 2009
6:30 pm Central Time

Moderators: Catherine Tornbom and LaDonna Coy
Participants: Ester Mae Cox, Cheryl Kartes, Sheila LeGeros, Jo Nelson, Wayne Nelson, Eunice Shankland, Sunny Walker

How can we easily and efficiently bring ToP trainers up to speed on the use of technology as we move to the online realm?

Our affirmation: We easily and efficiently bring ToP trainers up to speed on the use of technology as we move to the online realm by...

Building confidence through constant practice	Making use of virtual technology in all TTN meetings	Making virtual places for sharing	Beginning the journey with 1 step	Extending virtual engagement	Making it wonder-filled	Providing best practice insights and resources
<ul style="list-style-type: none"> • Provide 1-1 coaching • Do lots of practice • An hour a day practice • Push selves into virtual opportunities • Do small group practice • Training on being centered • Share client opportunities for practice • Attended three virtual sessions 	<ul style="list-style-type: none"> • TTN teams meet virtually twice • Start virtual TTN task force meetings • Host monthly SME* WebEx • Get people to use LinkedIn • Use virtual technology in as many TTN settings • Use virtual technology in trainer meetings • All ToP teams practice virtually <p>*Subject Matter Expert</p>	<ul style="list-style-type: none"> • ToP design lab • Global virtual ToP meeting space • ToP methods database • Use these tools to move from listserv • Use and love a virtual office 	<ul style="list-style-type: none"> • Easier tools for beginners • Tools chart • Learn one or two new technologies to use • On top of one technology 	<ul style="list-style-type: none"> • Get more people to the virtual team • Bring young people into TTN • Personally invite to participate 	<ul style="list-style-type: none"> • Play with others • Tell stories of wonder and pleasure • Training on being centered 	<ul style="list-style-type: none"> • Written report of lessons learned • Send out key readings

Potential actions to implement the workshop

	Who	Suggested Action
1	Sunny	Need to find baby steps to help people begin the journey
2	Sheila	Identify 1 technology that is easy for a newbie to get into, so it doesn't appear so daunting
3	Wayne	Write out basic prep instructions for use of this tool.
4	Jo	Invite another ToP facilitator to play with me on something.
5	Sunny	Apply the learning styles screen to the 7 columns
6	Ester Mae	I want to continue to focus on an hour a day practice or learning something new.
7	Eunice	I need to complete my assignment on the Virtual Team (Design)
8	Cheryl	Provide the chart to the TTN listserv with an invite to play with us
9	Wayne	Write out a very clear invitation template that can be used for various meetings
10	Eunice	Publish and share the results of this workshop
11	Jo	Get the introductions to Elluminate from LaDonna to share with others -- it was marvelous.
12	Wayne	Write up keys to participating in virtual meetings