**2014-15 Required and Recommended Staff Development Calendar  
Local Health Department TPEP**

**Overview**  
HPCDP strives to support local programs with meaningful learning opportunities and technical assistance. The local health department main point of contact is required to complete all staff development requirements from the RFA as outlined below. Any staff working 0.5 FTE or more is required to complete all staff development requirements from this RFA. Other staff who are funded by the project are encouraged to complete staff development opportunities that are related to their function within the program.

**Required eLearning Module (1)**HPCDP grantees are required to complete one self-guided eLearning Module hosted through the Oregon Health Authority Learning Center or website. A notification will be E-mailed to grantees when the Module becomes available and a link to the Module will be posted to HPCDP Connection.

**Required New Coordinator Orientation Webinars (4)**All coordinators who have been in TPEP for less than a year are required to attend all four New Coordinator Orientation Calls. Coordinators who have worked for TPEP for more than a year are invited, but not required to attend.   
Phone: 1-877-336-1831, Participant Code: 559758#

1. July 24, 2014, 9:30am
2. October 1, 2014, 9:30am
3. January 7, 2015, 9:30am
4. April 1, 2015, 9:30am

**Required Meetings (2)**

1. Place Matters, November 19-21, 2014, Portland OR
2. Grantee & Contractors Annual Meeting, November 21, 2014, Portland OR

**Required Regional Support Network (RSN) Calls (6)**RSNs are required to meet a minimum of six times a year (typically every other month) but can convene more frequently. RSN members are responsible for scheduling, planning and facilitating these meetings. Contact your RSN Liaison to obtain call details.

**Required Regional Training (Swing) (1)**One Regional Training (Swing) will be held in spring in each region. HPCDP grantees are required to attend the training developed by HPCDP for their region—details to be determined.

**Required Training Webinars (4)**Training Webinars provide program staff opportunities to share resources and best practices and to discuss with colleagues challenges, barriers, and successes. Each Webinar topic will be offered twice, on consecutive days. Grantees may choose to attend one or both.  
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1. August 6, 2014, 9:30am and August 7, 2014, 1:30pm
2. December 10, 2014, 9:30am and 11, 2014, 1:30pm
3. February 11, 2015, 9:30am and February 12, 2015, 1:30pm
4. May 6, 2015, 9:30am and May 7, 2015, 1:30pm

**Required Evaluation Trainings (2)**

1. September 11, 2014, Eastern Oregon University, La Grande (details to be determined)
2. Session during Place Matters Conference, Portland (details to be determined)

**Required In-person Trainings (1)**Six in-person trainings will be offered during the grant year; one in each of the six regions of the state. HPCDP grantees are required to attend one In-person Training opportunity of their choice and are welcome to attend more than one:

1. September 9, 2014: Project Management Skills, Eastern Oregon University, La Grande
2. October 22, 2014: Transmedia, Hallmark Resort, Newport
3. March 19, 2015: Sustaining Success, DoubleTree Lloyd, Portland
4. April 7, 2015: Tribal Specific content TBD by grantees, Running Y Ranch, Klamath Falls
5. May 20, 2015: Retail Environment, Mt. Bachelor Village, Bend
6. June 2015: Cessation and self-management, date and location TBD

**Grantee-led Work Group Calls (4)**Local Health Department TPEP Grantees are required to participate in at least one Grantee-led Work Group and must participate in at least four calls per year. Grantees may participate in an existing Work Group or start a new group to advance coordination of a required area of work. Content, facilitation, and logistics are coordinated by grantee members of the Work Group. Grantee-led Work Group information is available on HPCDP Connection.

**Change Agent In-person Policy Series (REDE Group)**Participation is highly encouraged.

1. September 10, 2014: Assessment and Stakeholder Engagement, Eastern Oregon University, La Grande
2. October 21, 2014: Community Outreach & Education, Hallmark Resort, Newport
3. March 18, 2015: Policy Development, Policy Passage, Enforcement and Reporting, DoubleTree Lloyd, Portland
4. May 19, 2015: Community Teams, Mt. Bachelor Village, Bend