



August 19th Skills Panel Meeting, 11:30 am to 1:30pm

Portland State Business Accelerator, Mt. Hood Conference Room

Meeting Attended by: Carla Blackadder of Genentech, Tesa Patton of Vanguard EMS, Jack McCutcheon of SAM Medical, Robin Klein of Q&D Manufacturing, Sarah Runnels of Acumed, Jeff Skinner of ControlTek, Cary Harkaway of Worksystems Inc., Glenda Grace of CP Medical, Ann Maxwell of CP Medical, John Tortorici of OBA, Dan Hill of OBA, and Donna Chambers of OBA – taking minutes.

John Tortorici: Welcome

Asked for Committee members to introduce themselves, new members this meeting are; Tesa Patton, Sarah Runnels, and Ann Maxwell.

John invited committee to share their thoughts, questions and concerns at the next September 30th meeting for the OBA Board of Directors will discuss at the annual retreat later in the fall.

Dan Hill: Present update of program since last meeting.

- Past and current business-
Popular Classes this year: Translated classes at CP Medical included 4 classes total in Korean and Vietnamese. Glenda Grace shared her experience, very positive, our instructor worked closely with a hired translator in both cases to present the class to employees. Not only were language barriers considered, but cultural differences were considered too.
Cary Harkaway asked about the technical end of the translation. Glenda felt that Nick Campbell was able to work well with the translator to address this issue.
Project Management class has been very successful, taught by Jeff Oltman, Acumed will be sending 13 students to the September 2nd class.
Value Stream Mapping requested by Acumed, mark Biederbeck from OMEP will be the instructor.
Robin Klein has worked for OMEP in the past recommends the Principles of Lean class as a prerequisite to the VSM class. He then described the structure of the class – 1st day is classroom, then 2 days of practical application.

Donna:

- Steering Committee Website: due to technical problems with internet connection Dan took over and reviewed the new website with the committee.
Donna will be adding new members to the website and sending out username and passwords this week.

Carla Blackadder asked about the last Risk Management presentation and why we have another presenter today. Last presentation did not receive a positive response; therefore Dan has worked with Cadence to bring in another presenter

Presenters:

Scott Olsen with The Olsen Group

- Negotiation Skills scored 191 of a possible 240
- Presentation Skills scored 194 of a possible 240
- Customer Satisfaction scored 176.5 of a possible 210

After his presentation Scott did a quick exercise to give the group an idea of his teaching style which brought about a discussion regarding what instructions the presenters are given prior to their presentation. One comment was that he spoke very quickly which may have been due to time constraint.

Scott Lissit with Cadence Management Corporation

- Project Risk Management scored 214 of a possible 240

Committee comments were positive, topic very relevant, good value for all students who have already taken the Project Management course.

****Amendment ****

All classes and presenters for the August 19, 2009 Steering Committee meeting were approved by the committee.