Train-the-Trainer (T3) User Group Meeting Notes

Date: March 13, 2026

In attendance: Melanie Romas, Tammie Krzeminski, Danny D'Angelo, Ray Clark, Eric Gustavus, Kaia Gauthier, Susan Hoffman, Patricia Dominguez, Priscilla El-Amin, Melissa Samano, Liz Grade, Glenn Marczewski, Patrice McGuire

Platform Transition, LeaderTrak Lens

- Introduction of LeaderTrak Lens, replacing the previous e-learning platform and being offered as a Series in lieu of attending four-hour workshops.

- New format includes:

    o Video-based courses broken into short lessons

    o Built-in quizzes for reinforcement

    o 90-minute integration sessions to bring content to life

    o Mobile app access for flexibility

- Designed to be more accessible, scalable, and cost-effective

- Already sold to four customers, launched with two organizations

- e-learning platform will remain available through October for current users

Content Development and Future Offerings

- Active development of video courses, including scripting, filming, and editing

- Goal to complete first series by June 30

- Upcoming and enhanced content:

    o Emerging Leader Series

    o Updated workshops with new frameworks, including Four Pillars of Accountability

- Ongoing exploration of:

    o Language options and translations

- o SCORM compatibility for LMS integration
- o Accessibility improvements

Implementation Opportunities

- Strong fit for organizations with:
  - o Multiple locations
  - o Production employees unable to attend longer sessions
- Opportunity to:
  - o Expand reach to more leaders
  - o Reduce travel time and costs
  - o Maintain core coaching and learning experience in a flexible format

Engagement Challenges and Strategies

- Key challenges identified:
  - o Participant distraction, especially from devices
  - o Maintaining attention in virtual settings
- Strategies discussed:
  - o Setting clear expectations for device use
  - o Defining participation requirements upfront
  - o Structuring sessions to keep learners engaged
- Recognition of creative facilitation techniques, including effective use of video clips

Participant Feedback and Reactions

- Overall enthusiasm for the new format
- Positive response to increased accessibility and scalability
- Appreciation for maintaining quality while modernizing delivery

Technology and Integration Considerations

- Need to:
  - o Ensure correct platform links (Kajabi, LeaderTrak) are updated

- o Resolve closed captioning functionality

- o Explore translation capabilities and associated costs

- IT collaboration underway to:

  - o Learn LMS hosting approaches

  - o Package LeaderTrak Lens for broader LMS integration

Action Items and Next Steps

Platform and Resources

- Update T3 library links to correct platform

- Provide access to "7 Most Common Mistakes" course for review

- Investigate captioning and translation capabilities

Content and Materials

- Share:

  - o LeaderTrak Lens PowerPoint

  - o Integration session agenda and script

  - o Engagement topics and discussion questions

  - o Virtual meeting etiquette and Zoom guidelines