

# OK Training Tribute



## OK Training Tribute Committee

### Training Coordinators News Report Committee

In an effort to increase the efficiency of agency Training Coordinators and Nominating Officials around the state, the Human Resources Development Services (HRDS) staff at the Office of Personnel Management invited this group of state employees to come together to discuss topics of concern in the training departments across the state and to offer a forum to collaborate on issues that our staff is facing on an ongoing basis.

The first meeting was held on July 7, 2009 at the Office of Personnel Management. During this meeting topics discussed were;

- forming an Agency Training Council,
- workshops available through HRDS and other agencies,

- what's working well for agencies,
- problems and topics of concern,
- the new PeopleSoft System,
- ideas to enhance what each agency is currently doing and
- the sharing of resources, etc.

During this meeting, committees were formed to help support the efforts of the Training Coordinators. Among the committees established was the News Report Committee, to develop a newsletter such as this OK Training Tribute. The vision of this committee is to start a newsletter giving pertinent, up-to-date information on training issues, new trends in the training industry, availability of training through other agencies and professional organizations, and availability of training tools and supplies.

The purpose of the News Report Committee is to produce a monthly newsletter providing information on available training classes, training tools, supply sharing, updates, trends, certification resources, and other topics involving training. The newsletter will also post certification requirements, CEU's for courses offered and a calendar for upcoming training events. The OK Training Tribute is a way of providing pertinent information to Training Coordinators in one location. Information for the newsletter can be submitted to this Committee by the 10<sup>th</sup> of each month for posting the next month's issue.

Please see the following page for contact information.

### Enterprise Learning Management (ELM) Self Service

From the COR199 ELM Nominating Official Manual Rev: 10/9/09, the ELM overview is that this is an internet-based training solution that enables the State of Oklahoma to manage, track, deliver, and report on learning delivered through established methods, within or outside of the organization. ELM is the State of Oklahoma's central system of record for learners, managers, instructors, administrators, and Nominating Officials.

Currently the system is being used for CORE courses only. OPM has not gone live on ELM as yet, but may do so

in the coming year.

The difference between the Training on PeopleSoft and ELM are certainly different when it comes to entering information. On PeopleSoft – the trainer uses quick enrollment by entering the name or EmplID and uses drop downs to enter the information and saves it.

For the enterprise learning program, first the requester enters their name or ID number. On the next screen they will enter the activity code, hit enroll button, then add the name or

ID number of the person that will be taking the class (which could be the same person). After selecting the learner by checking the box, continue enrolling, then submit enrollment. With this system, enrollment can be completed by the employee taking the class instead of the training administrator. Employees utilizing Self Service will also receive email notifications of upcoming courses. As employees become more familiar with the ELM system they will become more proficient in enrolling themselves and in keeping track of their own course history and needs.

## OK Training Tribute Committee

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*Our mission is to distribute the most current and pertinent training news and to collect information regarding unfulfilled needs for training. We hope to be a source of information for training managers and supervisors throughout Oklahoma.*

## Survey of Wants and Needs.

*Please fill in the below survey and mail, fax or email to the contact info on the left of this page. Your response will help determine the content of this newsletter. Thanks for your support!*

### What type of Training News do you want to know about. Score 1-5, 5 being the most important news to you!

Computer Training 1 2 3 4 5  
Safety Training 1 2 3 4 5  
Supervisory Training 1 2 3 4 5  
Professional Development Training 1 2 3 4 5  
Electronic Training 1 2 3 4 5  
Books/Materials regarding how to Train 1 2 3 4 5  
Customer Service Training 1 2 3 4 5  
CORE Training 1 2 3 4 5  
Executive Level Training 1 2 3 4 5  
Team Building 1 2 3 4 5  
HRDS Training 1 2 3 4 5  
Professional Certification 1 2 3 4 5

Other :

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## OSHA Training Requirements For State Employees

The State of Oklahoma requires that all agencies adhere to the mandatory training requirements that are found under the OSHA guidelines through the Department of Labor. The requirement is found under Title 40§ 403 (E) which outlines an employer's duties and responsibilities. It states:

"E. Every employer having twenty-five (25) or more full or part-time employees shall:

1. Designate an employee who shall coordinate all safety programs of the employer;
2. Provide safety classes to each type of class of employee no less than quar-

terly, except that public schools shall only be required to provide safety classes or instruction to their employees during the school year..."

In checking with the Oklahoma Department of Emergency Management the employee training for the "Emergency Standards Operating Procedures for State Departments, Agencies, Offices and Employees" is eligible to be taken as part of this requirement. All new employees should have the emergency procedures training and then it is recommended to

have a refresher course every 3 to 4 years for all employees. There is other training requirements for employees that deal with hazardous chemicals, etc which are also found under the Department of Labor rules 380:45-3-7 & 8. The Oklahoma Department of Labor can be contacted at [www.ok.gov/odol](http://www.ok.gov/odol) or 405-521-6100.

There are other certifications and professional requirements that mandate other forms of training such as supervisory, Certified Procurement Officer, etc. It is up to employees and agencies to ensure that they meet all training requirements.

