Ideal Training Process

**Assessment**

1. **Organizational Unit (OU) training requirements**
2. **Personnel assigned to OU**
3. **Assign required training and recommended training**
4. **Communicate new training requirements to employee** - Send email with links to ELMS & Blackboard with instructions
5. **Mark training as complete**

**Trainig**

1. **Identify need to complete training assessment for new or changed group**
2. **Enter training requirements into ELMS for appropriate Organizational Units (OUs), sub-units and/or individuals**
3. **Introduce new employee to ELMS**
4. **Add employee to appropriate OU in ELMS**
5. **Review training requirements with individual and required timeframe to completion**

**Lead Lab Manager, Lab Representative, DSR, and/or Admin Manager through on-line training assessment**

**Employee**

1. **Change in hazards group is exposed to**
2. **New Employee/Student/Visitor to Group**
3. **Communicate new training requirements to employee - Send email with links to ELMS & Blackboard with instructions**
4. **Take training within the required timeframe**

**Notes**

1. In the future, this may also be triggered by a report from the Hazard Assessment system that identifies changes in hazards within a space or department or an annual review within the Hazard Assessment system.
2. Distinguish which training applies to all personnel in lab and which training is required for specific individuals.
3. Sub-units consist of a group within a larger OU that has the same training requirements. Individuals may work in more than one college and/or department. Training requirements might come from multiple areas.
4. Introduction to the ELMS happens as part of the 1st day of a new employee/student/visitor and should include: how to get in, how to check their training, how to sign up for training.
5. Following training, trainer marks attendees as complete in ELMS. This is done automatically if training taken on-line through the ELMS.

Note: Currently training taken through BlackBoard is entered as complete 1/week by EH&S.
# Ideal Training Process

<table>
<thead>
<tr>
<th>Enterprise Learning Management System (ELMS)</th>
<th>Administrative Manager w/ assistance from DSR</th>
<th>Supervisor</th>
<th>SHE Training Coordinator</th>
<th>Employee</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>% complete for college</td>
<td>Check training status</td>
<td>Run reports identifying training &amp; personnel assigned to each OU</td>
<td>Quarterly Training Check¹</td>
<td>Email sent at appropriate intervals.</td>
<td></td>
</tr>
<tr>
<td>% complete for departments within college</td>
<td></td>
<td>Update ELMS to reflect appropriate personnel &amp; training per OU</td>
<td>Is it time for a Hazard Assessment system annual review?</td>
<td>Training marked as complete.¹ Refresher training scheduled.</td>
<td></td>
</tr>
<tr>
<td>% complete for departments within college</td>
<td></td>
<td>Are training and personnel still correct?</td>
<td>Review college-level % complete training report in ELMS</td>
<td>Notify Supervisor training complete or required timeframe missed</td>
<td></td>
</tr>
<tr>
<td>% complete for college</td>
<td></td>
<td>Yes</td>
<td>Is training 100% complete by required timeframe?</td>
<td>Take training</td>
<td></td>
</tr>
<tr>
<td>% complete for departments within college</td>
<td></td>
<td>No</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>% complete for departments within college</td>
<td></td>
<td>No</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>% complete for college</td>
<td></td>
<td>No</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

¹ More frequent as appropriate.