



Building a better tomorrow through our people today...

HR NEWSLINE

TRAINING AND REGISTRATIONS GO ELECTRONIC!! Introducing the Learning Management System

We are in the Digital World. There is no doubting that. Everything we do seems to be somehow related to a computer, or to electronic data. Now, Human Resources Workforce Development is no different. As NDOR continues to streamline and improve processes in all areas of our work, Human Resources Workforce Development has a solution to that very time consuming method of registering for training classes, locating a copy of your training records, getting copies of Course Certificates, and completing those pesky course evaluations at the end of a course when you want to get on the road back to the office or home.

Imagine this:

- Online registrations for any NDOR course offering
- A complete online Course Catalog with course descriptions, course offering dates, locations, times, and current registrations.
- Online access to your complete training records
- Personalized development programs for each employee to determine which courses you would like to complete and potential dates for completion. Then targeting those classes with reminders so you don't have to write it down and then lose the paper.
- All NDOR training events located in one place
- Automatic scoring of self paced exams like Bridge Plan and Highway Plan Reading exams.

Think of it as a one stop shop for all of your training and classroom needs.

Beginning in July, all training registrations and records will be done through an electronic Learning Management System.

An LMS is an electronic means for people to register for classes, complete surveys and exams, view upcoming training calendars, maintain a complete training history, and much more.

Contacting students about upcoming training, confirming student registrations and alerting students to any changes in schedules are the communications that students are not only looking for, they are expecting. HR Workforce Development can do this with an LMS.

Each employee is given their own access. To access this site, simply go to the Human Resources section of the NDOR Intranet, click on the link to the Learning Management System, log in using your new email address (Outlook email address) and default password, **DOR0000**.

This LMS system is very rich in features and user friendly to NDOR employees. Some of the great things that can be done include:

- Register for any course posted on the calendar.
- View all class descriptions and scheduled dates.
- Those registering for a class will receive Confirmation letters, reminders, cancellations
- Complete course surveys, questionnaires, and exams

online.

- Automatic notification to supervisor of employee registration.
- Attendance tracking
- More

This system will provide employees with a complete record of the training completed over the past few years. If employees find that their records are incomplete, they can send a list of Courses and completion dates to the Training Staff and the information will be entered into the system.

In addition, this system has the potential to condense all NDOR training activities, conferences, and events into a single location. We are aware that there is much training being completed by other vendors. Through this system, we can put all of this into one location and have an employee's training records be thorough and complete.

Let me address some of what I believe will be Frequently Asked Questions as it relates to this new system.

What is this system used for?

- First and foremost, it will be how all employees register for upcoming training events. Employees will use the NDOR Intranet, log onto the LMS link, and register from there.
- Secondly, this system will provide all employees with a complete listing of completed courses. Employees can also print Completion Certificates.
- Third, an LMS will allow each employee to target classes that they hope to be able to take

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in the future. Perhaps through a Performance Evaluation, an employee and supervisor determine that three different courses would be a good development for the employee. The employee can log into the system, and mark those three courses as “future development”. From there, employees will be able to quickly view upcoming dates.

- Many employees have stated an interest in participating in the Leadership Development Certificate Program. With this LMS system, employees will be able to see the complete listing of requirements for the program, which courses have been completed, and which courses remain to be taken – all in one location. No more digging for the papers that outline what courses need to be taken and then finding the catalog for the course dates.

Currently we look at the calendar posted on the Intranet. Will we be able to see calendars in this new system?

- Yes. Not only will you be able to view the training calendar for upcoming courses, it will always be accurate and up-to-date. You will also be able to view descriptions of all courses and any prerequisites.

How hard is this new system going to be to learn?

- One of the features that drew us to this particular system was the ease of use. We will be providing everyone with User’s Guides for a little added comfort.

Can I register for classes myself or does my supervisor have to do it?

- Both. The site is available 24/7 which gives everyone an opportunity to log on when convenient to view upcoming courses. You may register for courses yourself by following the prompts on the screen. Once you have registered, you

receive an email message to your new Outlook account that your request is “waiting for approval”. All registrations are then sent to the employee’s immediate supervisor for approval to attend. Once the supervisor has approved/denied the request, the employee is sent a follow-up email stating the Supervisor’s decision.

- The Supervisor can also choose to complete the registration for the employee. The employee will then receive an email stating that he/she has been registered for the class.

What happens after I register for a class?

- Once you have completed the registration on the LMS system, you will receive a message in your email stating that your registration is awaiting approval from your supervisor. At the same time, a note is sent to your supervisor asking for approval to register for the class. Once the approval is complete, registrants receive a confirmation, and then you can add the course directly into your Outlook calendar.

What if I have to cancel from a class?

- Cancellations are handled very similarly to registrations. When you first log into the LMS system, you will see a listing of the courses you are currently registered to attend. By clicking on that course, you then have the option to cancel out of the class if need be. However, for all courses, there will be a 5 day cutoff period. This means that if you are trying to register or cancel from a class within 5 days of the date, you will have to contact a member of the Human Resources Workforce Development Staff instead. This simply provides the staff with ample time to prepare materials for the appropriate number of participants.

Can others access my training records?

- At this time, only you can access your training records. We are currently working on a method for the Supervisor to be able to access the records of all direct reports.

Will I ever attend a training or seminar not listed on the LMS calendar?

- Possibly. On occasion, people will attend conferences or training that are not conducted by NDOR. When this happens the employee will still be responsible to get the course/seminar information to the training staff so that the training records can be updated and continue to be accurate.

I have attended courses not listed in my Training History?

- It is not uncommon for employees to attend courses and not have them on the training records. The simplest way to correct this is by sending a copy of a completion certificate to the HR Training staff and this will be added to the records. It will take time to ensure that the records are all inclusive.

I register all the people in my district/division for training. Can I continue to do that?

- Yes, simply contact Jacki Schrotberger and she will be able to adjust your access level in the LMS system so that you can register additional individuals.

Employees will soon be receiving a copy of the “User’s Guide” with complete instructions on how to access and use the system. Our Learning Management System is a very user-friendly site. The User’s Guide will also be available on the NDOR Intranet.

If you have any questions, please contact a member of the Human Resources Workforce Development Staff.

SUMMER IS HERE!

With all of our summer activities we are all busy and sometimes forget the important paper work that has to be done to keep coverage on our children after graduation or getting married. Did your child recently graduate high school? College? Did they get married? If you answered yes to any of those questions, did you remember to remove them from your health, dental and vision insurance? Children need to be removed from insurance if your child falls under any of the following:

- Has graduated high school and will not attend college

- Has graduated from college
- Has reached 24 years of age regardless of student status
- Is under 24, enrolled in school, but has married

Once Human Resources has received the completed forms (forms can be submitted 30 days in advance or in the month in which the change occurs) COBRA* may be offered. If your child is enrolled for the fall session of college and they are under the age of 24, you do not need to submit any paper work to Human Resources, your child will con-

tinue to be covered. Insurance coverage is very important to have. You never know when you are going to need it, so...don't delay in getting those forms into us. If you have any questions, contact any of our payroll staff. Carlo Campana 402-479-3688, Linda Lange 402-479-4575, Diane Holthus 402-479-4580, Blane Osterman 402-479-4582.

*COBRA - When coverage under the State of Nebraska's benefit plans ends, you and/or your eligible dependents may be eligible to continue your medical, dental and vision benefits at your own expense for a temporary period of time.



Mission Statement

The Human Resources Division leads the agency's efforts to be an employer of choice for a diverse workforce. Human Resources provides quality customer service; offers leadership development opportunities for career advancement; provides assistance with recruitment, benefits, classification, and compensation; and promotes quality performance of employees through workforce development and health and wellness activities in a safe environment.

Building a better tomorrow through our people today...

**If you have questions or topics you would like to see in this publication, please contact : Lynnee Thiemann
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We will make every effort to address those issues for you.

www.transportation.nebraska.gov/intranet/hrintra/

Schedule Of Events and Training

July

- 4 Holiday
- 10 OJT
- 15 New Employee Orientation
- 16 PDS/NIS/Outlook
- 22 Leading Change
- 24 Hallmarks of Supervisory Success
- 25 Delegating for Shared Success
CPR/First Aid
- 29 Addressing Emotions at Work
- 30 Resolving Conflict with your Peers

August

- 7 NDOR Problem Solving
- 12 New Employee Orientation
- 13 PDS/NIS/Outlook
- 14 Applying EQ at Work
- 19 Conducting Effective Meetings
- 26 Identifying Work Priorities and
Setting Verifiable Goals
- 27 NDOR Interviewing
Managing Your Priorities

September

- 1 Holiday
- 3-5 Crucial Conversations
- 9 New Employee Orientation
- 10 PDS/NIS/Outlook
- 18 Generational Differences
Peer Today, Boss Tomorrow
- 23 Clarifying Performance Expectations
- 24 Correcting Performance Problems
- 25 360° Feedback Process
- 26 CPR/First Aid
- 30 A.C.T. and L.E.A.D. with Integrity