Training Success Checklist

Thank you for choosing the Office of the State Controller for your training needs. OSC strives to ensure that each student has a pleasant and rewarding training experience. Developing your skills and job performance is an ongoing process that is influenced by accurate practice as well as the support, encouragement, and coaching you receive. Key activities, appropriately timed, can have a tremendous impact on your performance and the sustainability of learning you will acquire during class. Please complete the following steps for the best return on investment of your time with us. Here are three quick ground rules before you begin your checklist.

1. HR-PY Training courses must show in a **Registered status** on the LMS transcript in order to have a seat for the class session.

2. In-order for the course to flow effectively, all class material must be printed and brought to class. Print a copy of the student guide within five days of the class to ensure you have the most up-to-date information.

3. Students **MUST** arrive to class within 30 minutes of the session start time. Students who arrive more than 30 minutes after the class start time will be asked to reschedule for a later date.

Step 1: Ensure you are listed as "Registered" for the class through LMS

☐ Log into LMS through the SAP GUI portal, and select the tab for LMS & NCVIP - https://mybeacon.its.state.nc.us/irj/portal.

☐ Search for the HR-Payroll training course using the Global Search field in the top right corner of the NC Learning Center website. Also, the Event Calendar can be used to request a session date and time.

☐ Click on the title to select the training and view detail information.

☐ The available session dates and times are located below the training details.
Click **REQUEST** to the right of the specific training date in which you are interested. It is important to request a session.

Note: If a session date and time are not requested at this step, you will need to request a date and time once the manager has approved your request.

☐ Training requests are assigned to the transcript automatically. If required, the request will be routed to the manager for approval.
Transcript Status: Pending Approval

☐ Once the manager has approved the training request without a session date and time, the system will update your transcript automatically, and you must select a session date and time.
Transcript Status: Approved

☐ Once the manager has approved the training request with a session date and time, the system will register you automatically for the session date and time requested.
Transcript Status: Registered
Note: No further action is required in LMS once the transcript status is Registered.

☐ **NOTE:** For waitlist and exception request information, please see the appendix of this document.

Step 2: Pre-Training Expectations

☐ Review the learning objectives of your class. Be prepared to discuss these with your manager.

☐ Meet with your manager to discuss the learning objectives and what you hope to gain from the class.

☐ Work with your manager to develop 2-3 goals for the class.

    o Goal 1:_____

    o Goal 2:_____

    o Goal 3:_____

Step 3: During Training

☐ Actively participate in training (be present and not pre-occupied)

☐ Complete the following overview of what you learned and how you plan to implement it on the job.

☐ The three most important things I learned during this class are:

    1. _____

    2. _____

    3._____

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☐ This is how I plan to implement what I learned:

Start Doing	Stop Doing	Continue Doing

Step 3: Coaching (one to two weeks after training)

☐ Meet with your manager and review the three goals you developed in Step 2 in conjunction with the training you received in Step 3

☐ Identify work-related opportunities to implement the skills learned and to achieve your identified goals.

☐ List specific steps to achieve each goal. Identify a time frame or due date for the completion of each goal.

Step 3: Continuous Coaching (three months after training)

☐ Meet with your manager and review your progress against the goals. Update your action plan, as needed, to continue your progress.

☐ Identify work-related opportunities to implement the skills learned and to achieve your identified goals.

☐ List specific steps to achieve each goal. Identify a time frame or due date for the completion of each goal.

Appendix

Waitlist

The Waitlist option is available when no seats are available for the session.

- Click on the **Request** link.

- The message – "*This class is currently full. If you proceed with your request, you will be put into a waitlist for this class. Do you want to continue?" will appear.*

- Click **NO** to cancel your request.

- Click **YES** to be put on the waitlist.

- If approval is required, the training request will be routed to the manager.

- Once the manager has approved the session, you will remain on the waitlist until a seat is available.
  Transcript Status: Waitlisted

Exception Requested

If you attempt to register for a course with prerequisites, you may see a dialogue box that indicates "Exception Requested." What this means is that in some cases a person can request to skip the prerequisites and still attend the course. While this feature is part of the LMS system, **OSC does not allow these exceptions**. You must complete the prerequisites **IN FULL** before you will be allowed to attend the course. If you see this dialogue, please follow these instructions:

- Click on the **Details** link to view prerequisites.

- Click on the **Request** link.

- The message – *"This class requires prerequisites to be completed before your request. If you proceed with your request, you will be put into exception request. Do you want to continue?" will appear.*

- Click **NO** to cancel your request. (You must be in a registered status for the prerequisite(s) before requesting the session date and time.)

- After you register for the prerequisite(s), you will be able to register for the class.
  Transcript Status: Pending Prerequisites.

  Note: If the prerequisites are not completed prior to the session date and time, LMS will withdraw you from the class roster automatically.

VERY IMPORTANT: Your transcript status must show REGISTERED to attend any OSC training class.