

GSC TRAINING LIAISON MEETING

March 23, 2011

10:00 a.m. – 2:00 p.m.

ASB, Room 536

Meeting called by:	Governmental Services Center	Type of meeting:	Informative
Facilitators:	Wes Swarner, Jeanne Olivas, Kim Rulo, Kimberly Bynes, Kathy Hutcherson		
Attendees:	GSC Training Liaisons and Commissioner Sissy Meredith		
Pre-Meeting Info:	Invitations were sent to all GSC Training Liaisons on March 3, 2011 informing them of the meeting and reminders were sent out again on March 15, 2011. Informed topics of discussion: "What's New in 2011", eLearning Opportunities, GSC's Website, CMF/CPM/GMMTP, and Pathlore.		

AGENDA ITEMS

Topic

✓ **Welcome & Introductions – Wes Swarner, Acting Executive Director**

- GSC will be holding informative GSC Liaison meetings on a regular basis.
- Historical Overview of GSC & Pathlore
- Highlights of the KHRIS roll out and its impact on Pathlore
- New GSC Training Catalog available on website by April 1, 2011
- Problems or issues, please let us know so we can help you

✓ **New in 2011 – Jeanne Olivas, Consulting Services Manager**

Our previous assessment survey reflected the need for half day workshops. We are restructuring many classes to meet this need.

- Overview of the Merit System Workshop
- Communication Skills: Creating And Sharing Meaning (new Workshop)
- Personal Accountability (New Workshop)
- Listening Skills Workshop (In development)
- Discipline Workshop
- Selection Process Workshop

Another need that was identified from the survey was that Managers need help developing their employees. The development of "training tracks" (paths for employees to follow) was born from the need to help employees excel and taken directly from the key components of the employee evaluation form. (Communication & Teamwork, Adaptability & Initiative, and Self-Management). Workshops and additional resources will be designed along these tracks providing managers and employees direction to help them in their development.

- GSC will provide varied delivery methods and blended learning to increase opportunity for continuous learning.
 - Just in Time Training
 - On-line
 - Resources (white paper)
 - Reading
 - Follow-up
 - Instruction

- Models

✓ **E-Learning – Kim Rulo, GSC Performance Consultant**

- 10 eLearning Courses through KYTRAIN (handout provided)
 - CHFS provides the platform to house the training
 - Mostly compliance courses – Kim provided demo of KYTRAIN login and registration process. Three tier level of support:
 - **Level 1:** GSC Liaison – User asks: Why am I taking this course?
 - **Level 2:** CHFS KYTRAIN Team – Logon issues (GSC will work with CHFS Team to assist)
 - **Level 3:** GSC Support Team - Content problems
 - eLearning courses are set up in Pathlore once a year (refer to handout)
 - Liaisons can now ENROLL participants in Pathlore for eLearning ONLY.
 - Sample KYTRAIN letter provided (handout)
 - Upon learner's completion of course, certificate is provided to Liaison who enters a FINISHED Status in the employee's transcript.
 - New soft skill courses coming soon
 - Valuing Employee Input
 - Coaching Module for Managers
 - Motivating Employees
 - New Supervisor Skills
 - Time Management

✓ **GSC Website Overview – Kimberly Bynes, GSC Performance Consultant**

- Personnel Cabinet will be switching over to SharePoint soon. Anticipated go live date will be in April. Notification will be sent to liaisons when we have that information available. Kimberly provided a demo of the GSC test site.
- While the main page will remain the same, there are lots of new changes to the website. Saved links may not work in the future.
- Front page of GSC will also be a navigation page
- GSC Training Liaison page has been created: What would you like to see that would assist you in your job duties?
 - Request for Pathlore Access
 - Request for Removal of Pathlore Access
 - Pathlore Training Manual
 - Request for Pathlore Password Reset
 - Notification for Pathlore Down Time
 - Course Codes
 - List of Training Liaisons
 - Meeting Notes & Handouts
- Desire for the website to become as much a resource as possible.

✓ **CMF, CPM and GMMTP – Jeanne Olivas, Consulting Services Manager**

- CMF – Remains the same for now but is in review for improvements
 - 11 Classes
 - 1 Project
 - No Application Process with this certificate
 - No drop dead timeframe for completion, anticipated completion within 1 – 1 1/2 years

- GSC does not track applicant names.
 - Finish classes and contact GSC for an audit
 - Completion Benefits:
 - One year of supervisory experience toward internal mobility
- CPM Program Previous program ended
 - November 2010 was the last graduating class
 - Working with KSU toward a new CPM Program
 - Will probably be university based, similar to other state programs
 - Will have a new focus
- GMMTP provided by the Office of Diversity and Equality
 - GSC's role is providing the CMF Certificate
 - For more info contact Office of Diversity and Equality
- ✓ **Pathlore – Kathy Hutcherson, Pathlore System Administrator**
 - Training/Tutoring assistance for new users available
 - Working to create a Pathlore eLearning course
 - Pathlore Locator Number and benefits (handout)
 - Security Audits
 - Identifying users have correct security
 - Identifying users who no longer need access
 - For questions about security contact Kathy
 - Pathlore Letters
 - Modifying the STDCNF directory and creating new ones
 - Notify Kathy if you are currently utilizing letters within this directory
 - For more information on letters in Pathlore contact Kathy
 - Personnel Imports will continue bi-monthly
 - No dashes in the SSN
 - Pathlore changes with KHRIS Import
 - The email address will be imported
 - Cabinet Name will change on the person record
 - Division Number will not be imported
 - Employee Status
 - 0 = Withdrawn
 - 1 = Inactive
 - 3 = Active
 - Organizational ID – new field
 - Personnel Number – new field
 - After the first KHRIS Import into Pathlore, the system will be down for two days to performance maintenance for security changes and partitioning. The system will be restored at the earliest convenience.
- ✓ **Wrap Up - Wes Swarner, Acting Executive Director**
 - We are here to help you. Please let us know how we can assist.