

## Hsieh, Patricia

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**From:** Forum for Human Resource trainers [AMS-HRTRAINERS-L@LISTSERV.TAMU.EDU] on behalf of Wuensche, Kristi [wuensche@TAMU.EDU]  
**Sent:** Monday, October 20, 2008 3:26 PM  
**To:** AMS-HRTRAINERS-L@LISTSERV.TAMU.EDU  
**Subject:** [AMS-HRTRAINERS-L] Alternate (Non-Online) Versions of System Required Training

As training administrators, you may be aware of the difficulty in getting certain groups of employees to take System required training. We are pleased to announce the availability of alternate versions for all five System required training courses. These alternate versions have been reviewed and approved by the Office of General Counsel as equivalents to the online versions. We send our thanks to Texas A&M University, who took the training content available online in TrainTraq and migrated it to PowerPoint presentation files. These PowerPoint files are available upon request.

By having the content available in PowerPoint, trainers can present the course content in a traditional, face-to-face classroom setting for employees. Your training personnel could conduct these classes periodically as you hire new groups of employees or you could send invitations to those employees who are overdue to provide them with an alternate way to complete all of their required trainings at once.

Though not an exhaustive list, the following are groups of employees for which you might consider using this kind of alternate training to increase the rates of completions for system required courses:

- employees who are not comfortable with taking online courses due to lack of computer skills
- employees who don't have access to a computer at work
- employees whose reading skills make taking an online courses cumbersome
- employees who prefer listening to content rather than reading it
- new employees who are not yet set up in BPP, HRConnect, etc.
- short term employees

Upon completion of a training class, you will need to "manually" enter completions for your trainees so they receive credit for taking the training. Depending on the number of employees, you can do this individually or by batch uploading the completions in TrainTraq.

If you are interested in using these PowerPoint files or have any questions about the process of conducting classroom training and then updating the completion data in TrainTraq, please contact either Pat Hsieh or me, and we will be glad to assist.

Kris

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