

# CRITICAL EMPLOYEE TRAINING





# Critical Training Project -Agenda

- The What and Why of the Project
- Project Overview & Timeline
- Current Project Snapshot
- Next Steps
- Ask the panel





# What is the Critical Training Project?

Development (build online learning modules from existing content) and deployment (LMS platform Bridge) of regulatory employee training on mandated topics.

Training will include: University Code of Ethics and six courses

- Mandatory Reporter
- Sexual Harassment
- Discrimination
- Title IX
- ADA
- FMLA/OFLA





# Why Critical Training Now?

There is a *Compliance* why -With a mandate from President Ray and the Board of Trustees, OSU Human Resources coordinated the efforts to create and deploy Critical Training by Jan. 1, 2018.

There is a *Personal Accountability* why –We lead with integrity and take responsibility to walk the talk of our OSU Code of ethics.





### Project Overview and Timeline

#### Project Deliverables:

- 1. Leverage internal regulatory training content to build online employee trainings through a single platform.
- 2. OSU employees have access to regulatory trainings by January 1, 2018.
- OSU stakeholders and leaders have easy accessible reporting for regulatory employee training.

#### Scope of Project:

- In Scope: Regulatory compliance training content; Set up of Learning Management System; communication strategies and delivery plan; HR division set up in LMS; and compliance training reporting.
- Out of Scope: OSU Professional Development training; On-the-job manager training; all administrative divisions and colleges outside of Human Resources and Compliance offices.







# Project Overview and Timeline

<b>~</b>	October (Current 30 Days)	LMS Regulatory Employee Training (Phase 1) Project				Project Implementation Updated: Oct. 20, 2017				
	ID build with approved content /video	Status at a Glance October 2017				% Complete (Project): Increase Over Last Report				
	Review process of build	Project Sponsors: Donna Chastain, Mike Green, and Melanie Mitchell				% Complete	Status % Increase			
	Introduction video complete	Project Team: Amy Leeds, Tamara Mitchell, Erin Frost, Gabe Merrell, Chris Viggia								
	Finalize communication strategy	Lindy Foster, Linda Sather, Joe Chambers, John Buzzard			55% 10%					
	Build live course sessions in Bridge	Project Manag	ger: Angie Ridge Systems Owner: Lynn Green							
	Execute communication Strategy	Milestone Targets				Requirements				
	Bridge accessibility Review	% of Project	Action	Status	Month		Action		Status	
		10%	Design goals, strategy and outcomes for Phase 1		Oct.	Video complete by build				
		20%	Completion of Systems Integrations (IT Roadmap - Phase 2	L)	Nov.	Leadership communications completed				
		15%	Collection of Internal Content Complete							
		30%	Completion of Required Compliance Content Developme	n						
		5%	Leadership Review & Communications							
		10%	Deployment of Required Compliance Training (Leaders)							
~	November (Next 30 Days)	10%	Deployment of Required Compliance Training (All staff)							
	Meeting for Bridge sys admin resources									
	Faculty Senate Meeting									
	Finalize content build									
	Communication deployment cont.									
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## **Next Steps**

- Deployment of communication strategy
  - Between Oct.2<sup>nd</sup> and Nov. 15<sup>th</sup> key stakeholder meetings
  - Nov. 15<sup>th</sup> to January outreach to campus leaders and supervisors
  - Dec. 1<sup>st</sup> to March outreach to OSU employees and volunteers
- Legal content review (Complete)
- Building courses in chosen platform (In progress)
- Course approval steps and testing (In progress)

