Class: LMS and Training: Unraveling the Mystery
Instructional time – 2 hours

1. Welcome and Introductions
2. Objectives
   a. Articulate the difference between STC, POST, and WRE trainings
   b. Evaluate Training Flyers
   c. Understand how to fill out and submit WRE packets
   d. Show competency with the LMS system: schedule training, transcripts, and search for trainings
   e. Training schedule with mandated time frames.
3. Training Requirement
   a. CDPO I and II 24 Hours
   b. DPO 40 Hours
   c. SRPO in Institutional Services 24 Hours
   d. SrPO in AFS and JFS 40 Hours
   e. SPO and Above 40 Hours
   f. Professional Staff 8 Hours
   g. Exceptions
4. Purpose of Training
5. BSCC
   a. Description of BSCC
   b. BSCC Learning Portal
6. STC Training Catalog Information
7. Training Flyers from outside the department
   a. What information to look for
   b. Proof of completion
8. POST Certified Classes
   a. POST ID #
   b. POST ID Activity
9. WRE Classes
   a. WRE Packets
10. Learning Management System
    a. Overview
    b. Enrollment
    c. Transcripts and Calculating Training Hours
11. Training Best Practices
12. Cancellations of enrolled trainings
13. Review / Closing / Evaluations