

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

