

GA@WORK Training

5 W's of Training - The who, when, what, where, why and how of Training

Who needs to complete training?

All State of Georgia employees that will interact with GA@WORK will need to complete relevant training.

Some courses have required attendance, and an assessment score of 80% or higher.

When does training start?

Auto-enrollment for self-paced (eLearning) courses begins in **late May**.

eLearning courses will be available **June – Sept 2025**.

Registration for ILT begins in **June**.

Training delivery is scheduled from **late July – Sept 2025** for instructor-led courses.

Some training may be delivered after go-live, as needed.

What types of training will be used?

End User Training Delivery Channels

1. Self-paced eLearning*
2. Videos/microlearning*
3. Instructor-led training (ILT) courses*
4. Job aids for post go-live support*

Why is training so important?

Training is a crucial step toward preparing you with the knowledge and skills to effectively use GA@WORK.

Where will training take place?

Self-paced eLearning is accessible through Team Georgia Learning.

Instructor-led courses will be conducted virtually through Microsoft Teams, or in-person at designated locations.

Course registration and assessments will be delivered in Team Georgia Learning.

How will users be enrolled?

Courses will be assigned to employees based on their role in GA@WORK.

Each employee will have assigned **Learning Program(s)*** to complete.

End User Training Delivery Channels

Training will be delivered to employees through multiple channels. Employees will receive training through a combination of Instructor-Led Courses, eLearning Courses, Videos/Microlearning, and Job Aids.



Instructor-Led Course

These virtual or in-person sessions provide targeted, hands-on training customized to participants' roles, equipping them with relevant knowledge and skills.



eLearning Course

A self-paced, on-demand digital learning experience with interactive modules offering learners the flexibility to engage with content on their schedule and at a pace that best suits their learning style.



Video/Microlearning

Short instructional videos or interactive digital content that is accessible on-demand. These bite sized learning experiences are used for simple, repeatable processes and can reach large audiences.



Job Aid

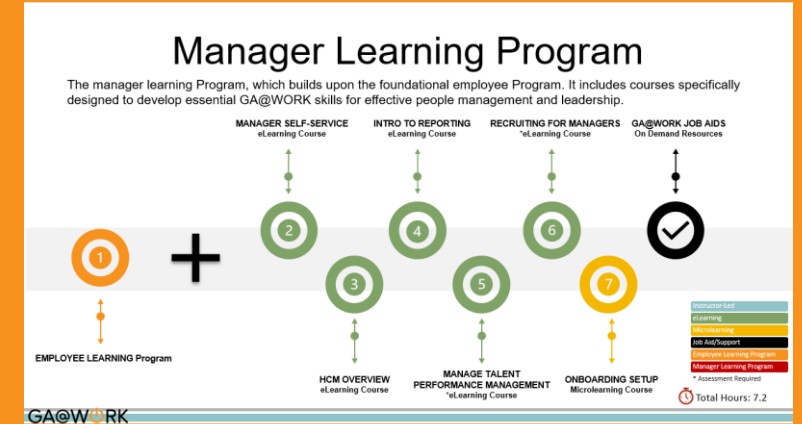
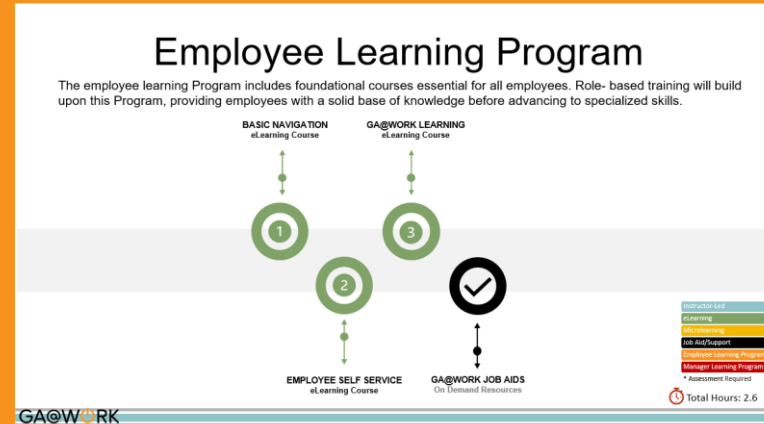
Job aids providing guidance and detailed steps for system processes. These resources will be accessible on-demand in GA@WORK.

Learning Programs

Each employee will have a Learning Program they will need to complete prior to using GA@WORK. The Learning Programs below include the Foundational Programs for employees and managers as well as example Role-Based Programs.

Foundational Learning Programs

The Employee and Manager Learning Programs provide the foundation for role-based training.



Role-Based Learning Programs

Role-based Learning Programs are comprehensive programs that build upon Foundational Programs and focus on role specific competencies.

