



GA@WORK

Assessor Learning Programs

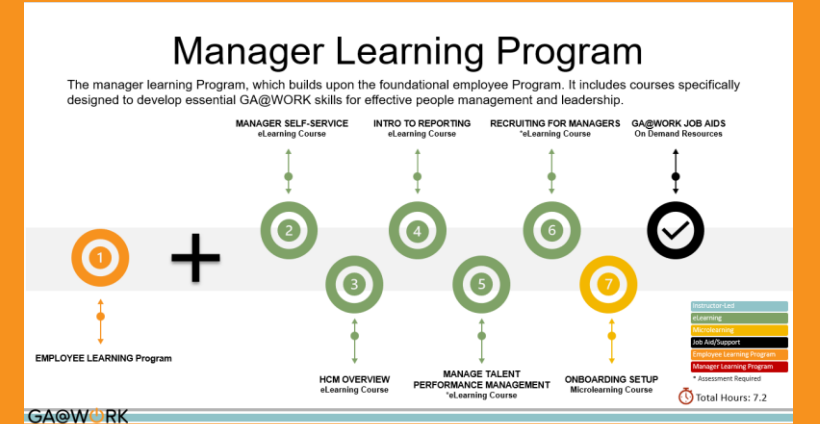
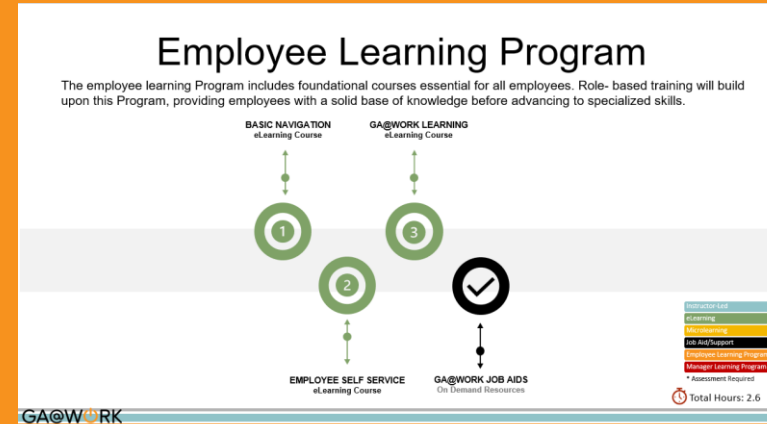
Role-Based Implementation Training
for Human Capital Management

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.

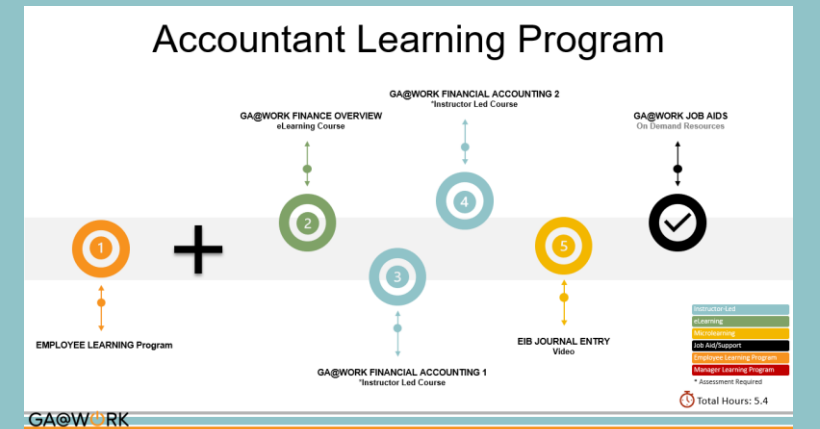
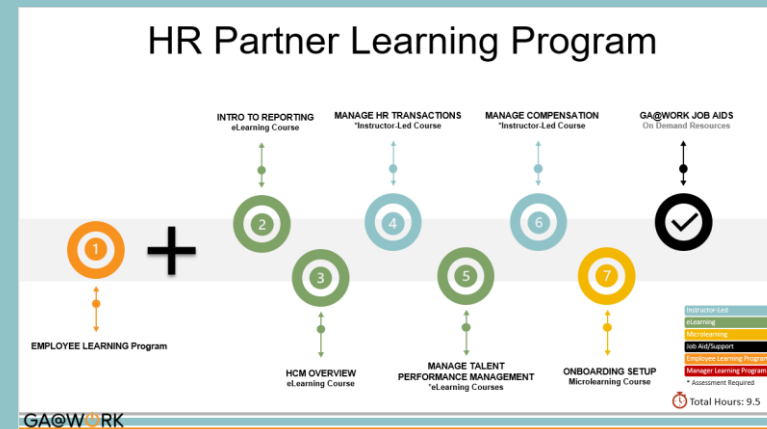
Foundational Learning Programs

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.



Employee Learning Program

The employee Learning Program includes foundational courses essential for all employees. Role- based training will build upon this Program, providing employees with a solid base of knowledge before advancing to specialized skills.

BASIC NAVIGATION
eLearning Course

GA@WORK LEARNING
eLearning Course



EMPLOYEE SELF SERVICE
eLearning Course

GA@WORK JOB AIDS
On Demand Resources

Instructor-Led

eLearning

Microlearning

Job Aid/Support

Employee Learning Program

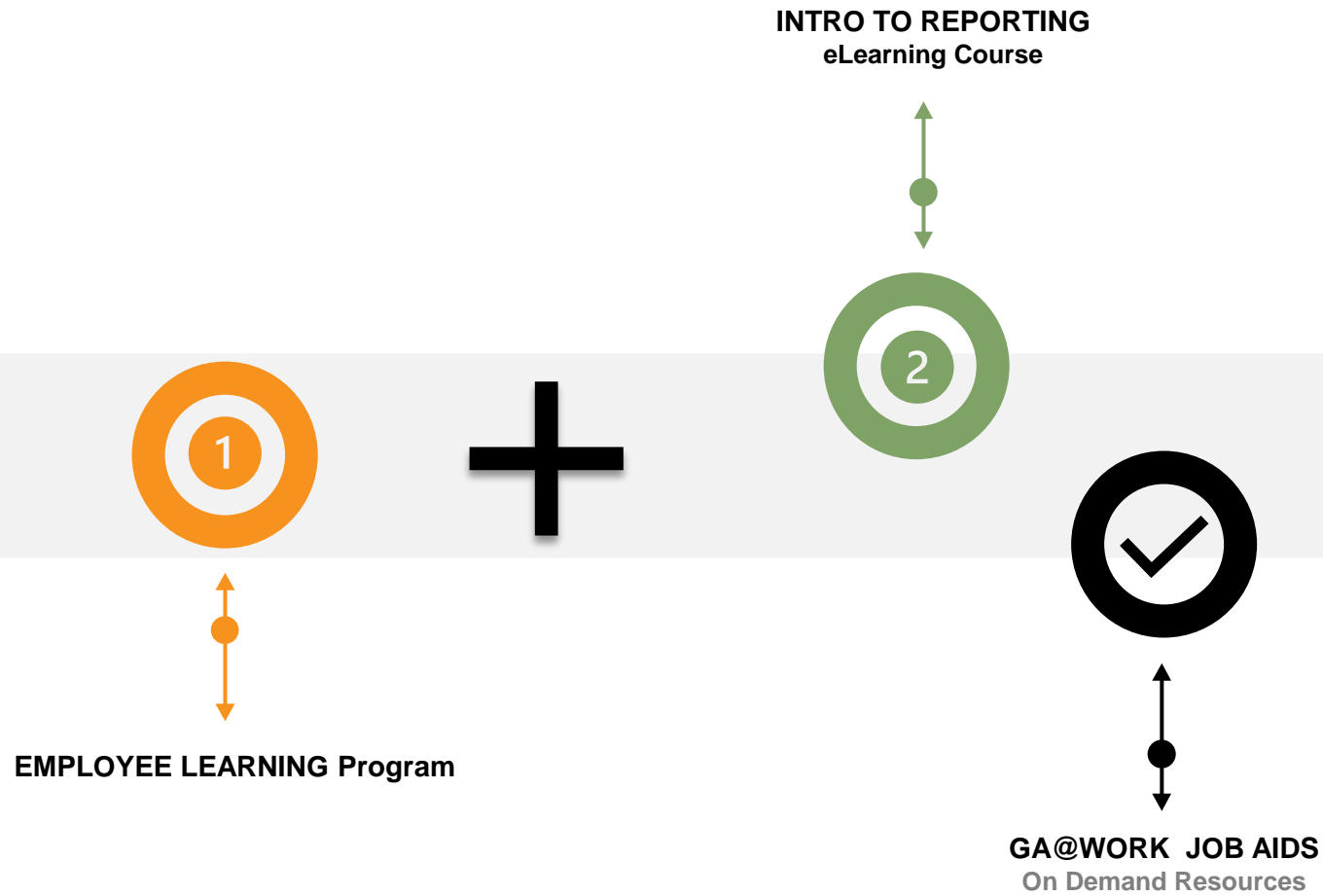
Manager Learning Program

* Assessment Required



Total Hours: 2.6

Assessor Learning Program



- Instructor-Led
- eLearning
- Microlearning
- Job Aid/Support
- Employee Learning Program
- Manager Learning Program

* Assessment Required

 Total Hours: 3.4

GA@WORK Course Descriptions

Course	Delivery Channel	Description & Objectives
Employee Self-Service	eLearning	<p>Employee Self-Service (ESS) is an eLearning course designed to empower employees with the knowledge and skills to efficiently manage personal information, view compensation details, and handle time tracking and absence management tasks</p> <ul style="list-style-type: none">• Explain key features and benefits of Employee Self-Service• Explain how to update your personal information• Explain how to view your compensation• Explain how to enter and correct time worked• Demonstrate time tracking and absence management tasks
Manager Self-Service	eLearning	<p>Manager Self-Service (MSS) is an eLearning course designed to equip managers with the skills to leverage MSS benefits and features, utilize management apps and dashboards, manage tasks in GA@WORK, and navigate employee data efficiently.</p> <ul style="list-style-type: none">• Explain key features and benefits of Manager Self-Service• Explain how to view reports• Review common management apps and explain common Manager Self-Service dashboards• Explain tasks in GA@WORK and demonstrate how to send back, deny, and approve a task• Explain how to review personal data change• Explain how to request a compensation change
Recruiting & Onboarding	Instructor-Led Training	<p>Recruiting and Onboarding in GA@WORK is an instructor-led training course designed to provide a comprehensive understanding of the recruiting process, including creating and managing job and Evergreen requisitions, managing candidates through screening and interview processes, creating and extending offers, initiating hires, and explaining the onboarding process in GA@WORK</p> <ul style="list-style-type: none">• Describe the recruiting process at a high level Navigate to the Recruiting Menu• Describe the basics of the job requisition process• Create a job requisition and an Evergreen job requisition• Edit a job requisition and post a job requisition• Manage the candidate pool process and manage interview process• Create an offer, including adding the proposed salary and extend an offer• Describe the background check process• Initiate a hire and describe the onboarding features

GA@WORK Course Descriptions

Course	Delivery Channel	Description & Objectives
GA@WORK Intro to Reporting	eLearning	<p>GA@WORK Introduction to Reporting is an eLearning course designed to teach users how to navigate the reporting features within GA@WORK, save frequently used reports to Favorites, and effectively search, run, schedule, and download reports.</p> <ul style="list-style-type: none">• Navigate the reporting features within GA@WORK• Explain how to save your frequently used reports to Favorites• Explain how to search, run, schedule and download a report• Explain the importance of data security policies• Understand how to manage reports securely• Explain the best practices for maintaining data privacy, like steps to take in potential security incidents• Explain how to search, run, schedule and download reports• Explain how to save your frequently used reports to Favorites

Assumptions

- Learning Programs are role based, and employees with multiple roles accumulate total learning hours from each role's requirements. (i.e., in smaller agencies, personnel with multiple job responsibilities will have more training hours).
- The total training hours are the sum of hours required for each role, with eLearning courses having estimated hours as they are self-paced.
- Employees' progress along their learning Programs is assessed through knowledge checks, hands-on practice, and end of course assessments where applicable.
- eLearning, microlearning and job aids are all on-demand resources and accessible to end users as needed through GA@WORK or Intellum LMS.
- Learning Program completion for high-impact roles is mandatory, and participants must pass associated assessments with a minimum score of 80%.
- If users do not attend the required training or fail to pass the necessary assessments, both managers and users will be notified of the next steps, and system access will be withheld until all mandatory courses and assessments are successfully completed.
- Courses do not need to be taken in the order presented unless a prerequisite is required, in which case the specified order must be followed.