# GA@WORK

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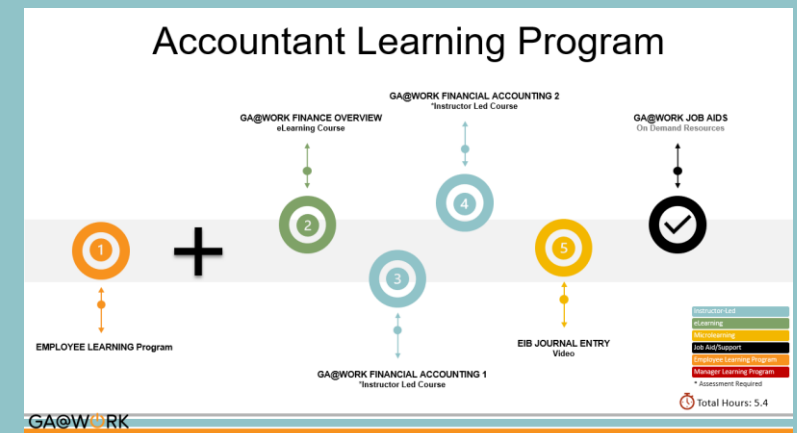
Foundational Learning Programs
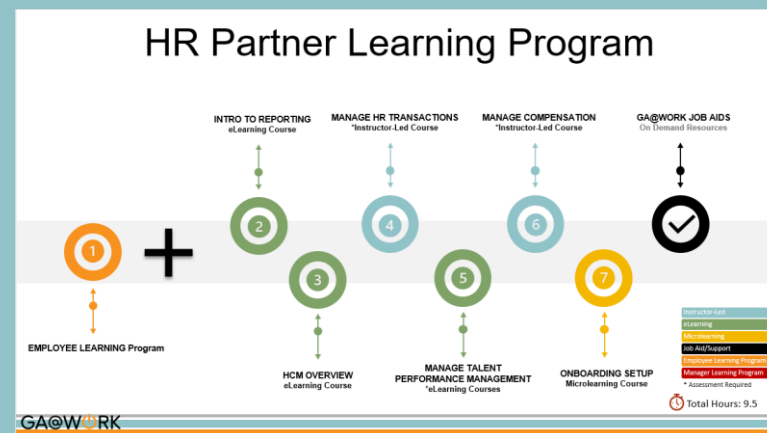
The Employee and Manager Learning Programs provide the foundation for role-based training.

Employee Learning Program

Manager Learning Program
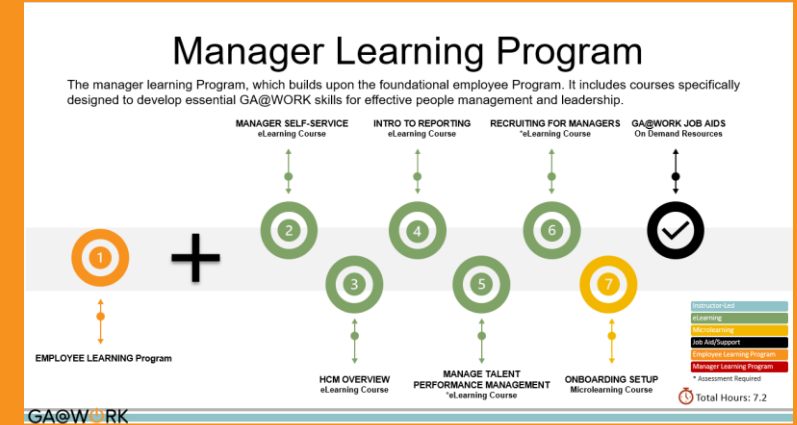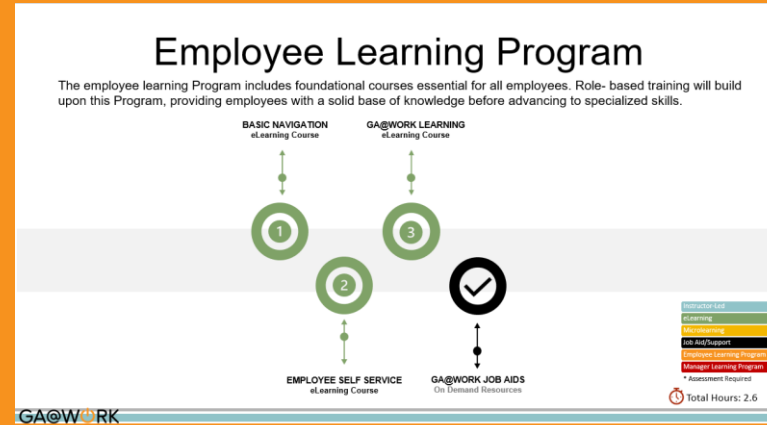
Role-Based Learning Programs

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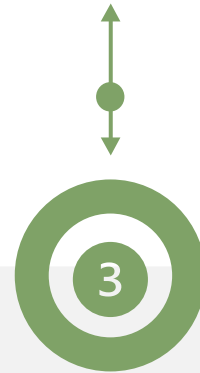

HR Partner Learning Program

Accountant Learning Program

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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

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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

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Manager Learning Program

The manager learning Program, which builds upon the foundational employee Program. It includes courses specifically designed to develop essential GA@WORK skills for effective people management and leadership.

MANAGER SELF-SERVICE
eLearning Course

INTRO TO REPORTING
eLearning Course

RECRUITING FOR MANAGERS
*eLearning Course

GA@WORK JOB AIDS
On Demand Resources

EMPLOYEE LEARNING Program

HCM OVERVIEW
eLearning Course

MANAGE TALENT PERFORMANCE MANAGEMENT
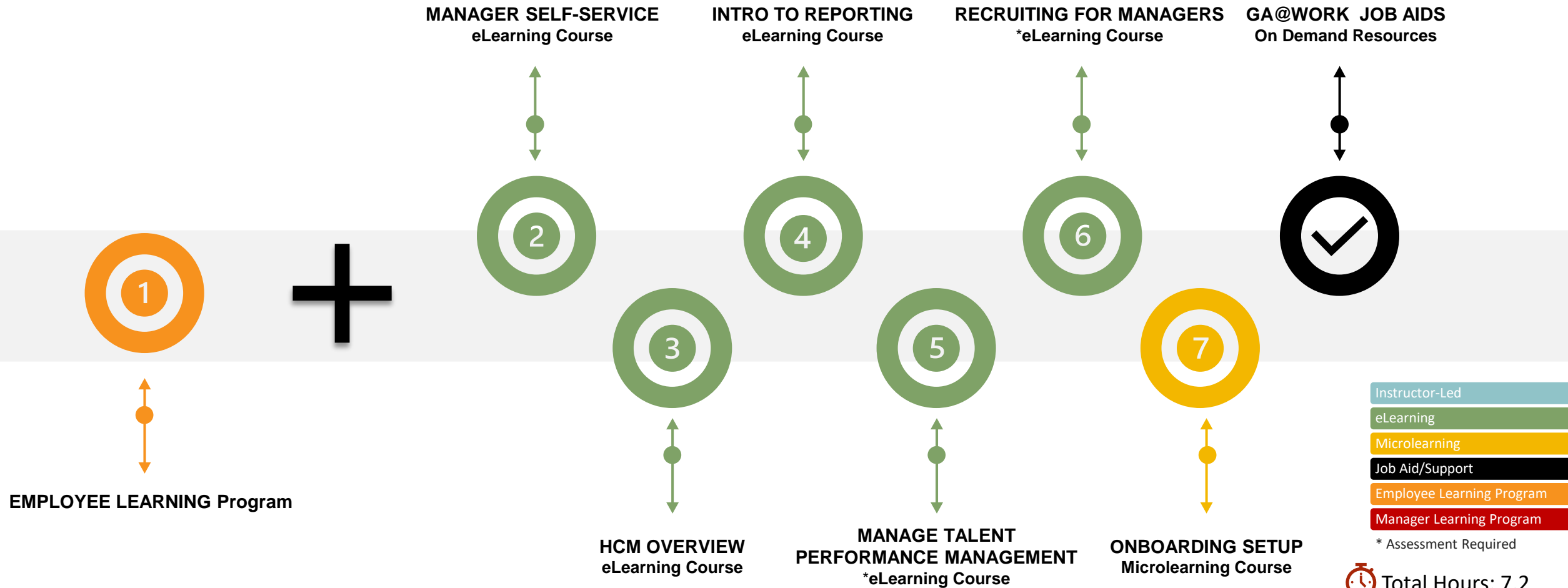*eLearning Course

ONBOARDING SETUP
Microlearning Course

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

* Assessment Required

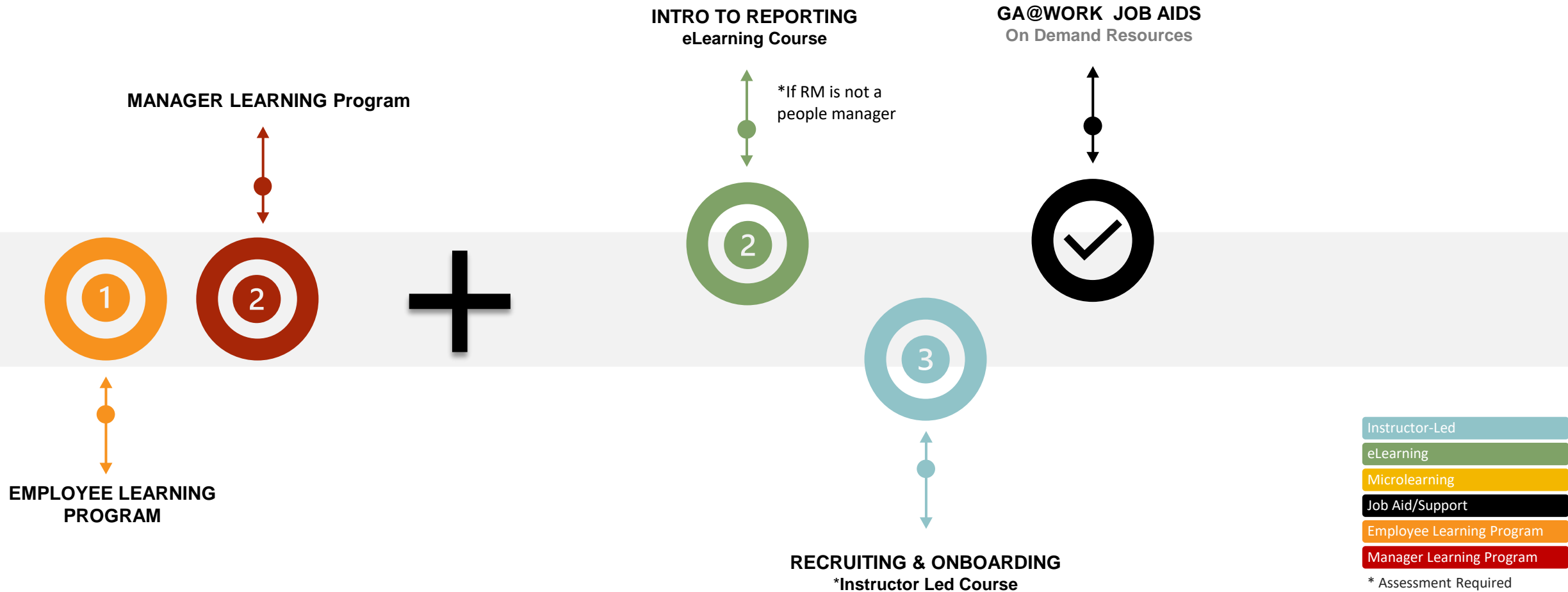Total Hours: 7.2

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GA@WORK Course Descriptions

Course	Delivery Channel	Description & Objectives
GA@WORK Basic Navigation	eLearning	GA@WORK Basic Navigation is an eLearning course designed to equip users with essential skills to successfully navigate the GA@WORK Homepage, utilize its features, and effectively use the GA@WORK mobile application for various HR tasks. • Describe the navigation features of the GA@WORK Homepage • Explain some of the key features and self-service • options associated with Your Profile • Explain how to manage favorites and bookmark your frequently accessed tasks, reports and pages • Explain how to download the mobile application to have convenient access to GA@WORK. • Explain some of the key guidelines necessary to safely use GA@WORK Mobile
Employee Self-Service	eLearning	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 • 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
GA@WORK Learning	eLearning	GA@WORK LEARNING is an eLearning course designed to teach end users how to review and navigate the learning dashboard, including enrolling in and dropping courses, browsing the catalog, and creating personalized learning paths. • Explain the features and benefits of GA@WORK Learning module • Navigate the Learning Dashboard • Demonstrate how to successfully enroll and drop a course. • Browse the course catalog • Demonstrate how to add yourself to a course waitlist, print certificates of completed courses and track your learning progress. • Explain how to view transcripts and complete required for your tasks

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GA@WORK Course Descriptions

Course	Delivery Channel	Description & Objectives
Manager Self-Service	eLearning	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. • 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
GA@WORK HCM Overview	eLearning	GA@WORK HCM Overview is an eLearning course designed to provide a comprehensive understanding of how to use GA@WORK and support key Human Capital Management processes. • Explain the benefits and key change impacts associated with the GA@WORK implementation • Explain the Employee and Manager Self-Service processes that are available • Explain some key features available • Explain key processes that will be supported by GA@WORK • Explain key features of the self-service capabilities
GA@WORK Intro to Reporting	eLearning	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. • 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

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GA@WORK Course Descriptions

Course	Delivery Channel	Description & Objectives
GA@WORK Manage Talent Performance Management	eLearning's	Manage Talent and Performance Management are eLearning courses designed to teach users how to create and manage talent profiles, set and edit individual and team goals, select and manage competencies, conduct and track feedback and check-ins, manage performance reviews and improvement plans, and handle disciplinary items and corrective actions. • Create and manage talent profiles • Create and edit individual goals and add goals for team members. • Select and manage competencies • Manage and conduct ongoing, frequent feedback and track check-ins • Manage performance reviews, performance improvement plans (PIPS), and maintain development items • Manage disciplinary items and corrective actions
RECRUITING FOR MANAGERS	eLearning	Recruiting for Managers is an eLearning course designed to teach end users how to navigate the recruiting process, screen and evaluate candidates, conduct interviews and reference checks, and initiate job requisitions. • Learn to Create a Job Requisition • Learn how to successfully screen a candidate in GA@WORK • Learn to assess a candidate in GA@WORK • Learn to schedule a candidate for an interview and score a candidate interview
GA@WORK Onboarding Setup	Microlearning	Onboarding Setup for Managers is a microlearning designed to teach end users how to access, assign, and send notification tasks for new onboardees. • Explain how to access, assign and send a notification task(s) for an onboardee.

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Course	Delivery Channel	Description & Objectives
GA@WORK Intro to Reporting	eLearning	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. • 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
Recruiting & Onboarding	Instructor-Led Training	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 • 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

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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.