

HCM Instructor-Led Training Schedule

Need more information?
 Visit the [Training Support Center](#)

This schedule lists instructor-led training (ILT) sessions only. Assessments and eLearning courses are not listed — please access and complete them directly in Team Georgia Learning as assigned in your Learning Program(s).

GA@WORK Recruiting & Onboarding

Course Duration: 4 hours; Delivery Method: Virtual ILT

<u>Date</u>	<u>Time</u>	<u># Sessions</u>
April 7	9 a.m. – 1 p.m.	2
April 14	9 a.m. – 1 p.m.	2
April 21	9 a.m. – 1 p.m.	2
April 28	9 a.m. – 1 p.m.	2
May 5	9 a.m. – 1 p.m.	2
May 12	9 a.m. – 1 p.m.	2
May 19	9 a.m. – 1 p.m.	2
May 26	9 a.m. – 1 p.m.	2
June 2	9 a.m. – 1 p.m.	2

GA@WORK Manage Compensation

Course Duration: 2 hours; Delivery Method: Virtual ILT

<u>Date</u>	<u>Time</u>	<u># Sessions</u>
April 9	1 – 3 p.m.	4
April 14	2 – 4 p.m.	2
April 16	1 – 3 p.m.	4
April 21	2 – 4 p.m.	3
April 23	1 – 3 p.m.	4
April 27	1 – 3 p.m.	4
April 28	2 – 4 p.m.	4
April 30	1 – 3 p.m.	4
May 7	1 – 3 p.m.	4

GA@WORK Manage HR Transactions

Course Duration: 2 hours; Delivery Method: Virtual ILT

<u>Date</u>	<u>Time</u>	<u># Sessions</u>
April 8	1 – 3 p.m.	4
April 9	9 – 11 a.m.	4
April 15	1 – 3 p.m.	4
April 16	9 – 11 a.m.	4
April 23	9 – 11 a.m.	4
April 30	9 – 11 a.m.	4
May 7	9 – 11 a.m.	4
May 11	9 – 11 a.m.	4

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GA@WORK Manage Time & Absence

Course Duration: 3 hours; Delivery Method: Virtual ILT

<u>Date</u>	<u>Time</u>	<u># Sessions</u>
April 6	9 a.m. – 12 p.m.	4
April 13	9 a.m. – 12 p.m.	4
April 20	9 a.m. – 12 p.m.	4
May 4	9 a.m. – 12 p.m.	4
May 6	9 a.m. – 12 p.m.	4
May 11	9 a.m. – 12 p.m.	4
May 12	9 a.m. – 12 p.m.	4
May 19	9 a.m. – 12 p.m.	4
May 21	9 a.m. – 12 p.m.	4
June 2	9 a.m. – 12 p.m.	4
June 4	9 a.m. – 12 p.m.	4

GA@WORK Manage Payroll

Course Duration: 3.5 hours; Delivery Method: In-Person

<u>Date</u>	<u>Time</u>	<u># Sessions</u>
April 14	8:30 a.m. – 12 p.m.	1
April 14	1 – 4:30 p.m.	1
April 16	8:30 a.m. – 12 p.m.	1
April 16	1 – 4:30 p.m.	1
May 5	8:30 a.m. – 12 p.m.	1
May 5	1 – 4:30 p.m.	1
May 7	8:30 a.m. – 12 p.m.	1
May 7	1 – 4:30 p.m.	1
May 12	8:30 a.m. – 12 p.m.	1
May 12	1 – 4:30 p.m.	1
May 14	8:30 a.m. – 12 p.m.	1
May 14	1 – 4:30 p.m.	1

<u>Date</u>	<u>Time</u>	<u># Sessions</u>
May 19	8:30 a.m. – 12 p.m.	1
May 19	1 – 4:30 p.m.	1
May 20	8:30 a.m. – 12 p.m.	1
May 20	1 – 4:30 p.m.	1
May 27	8:30 a.m. – 12 p.m.	1
May 27	1 – 4:30 p.m.	1
June 1	8:30 a.m. – 12 p.m.	1
June 1	1 – 4:30 p.m.	1
June 3	8:30 a.m. – 12 p.m.	1
June 3	1 – 4:30 p.m.	1

NOTE: In-person ILT courses will take place in Atlanta at the George “Sloppy” Floyd Building. Employees will be able to see specific room locations in Team Georgia Learning

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GA@WORK Learning for Instructors

Course Duration: 2.5 hours; Delivery Method: Virtual ILT

<u>Date</u>	<u>Time</u>	<u># Sessions</u>
May 12	9 – 10:30 a.m.	1
May 19	9 – 10:30 a.m.	1