

# Employee Training Process Overview

Getting started

**LIBERTY**  
UNIVERSITY

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# Introduction to Automated Mandatory Training

## **Intro**

This presentation aims to introduce the foundational steps to start the mandatory training automation effectively.

## **What is automated mandatory training?**

Mandatory training is defined as training that is required by external agencies based on federal, state, or local regulations. Using in-house systems (Workday, Banner, Canvas) to automate these trainings ensures employees complete them on time and that all compliance reporting is accurate.

## **Eligibility for Automated Training**

Departments issuing regulatory training that meets the definition stated previously.

## **Benefits of Automation**

By automating your department's mandatory training, we can improve accuracy, ensure consistency, and support timely completion for all recurring training requirements.

## **Examples of Mandatory Training**

Title IX, Clery Act, FERPA, and safety-based training

# Setting Up Mandatory Training: Key Requirements

To streamline your departments mandatory training the following will need to take place;

- Your job profiles must accurately reflect each employee's current role. If a job profile does not match an employee's actual job duties, it will need to be reviewed and updated accordingly.
- Courses must be delivered online and within Canvas. In-person courses or courses within other platforms are not supported through this training service currently.
- Course will need to be re-scheduled on a yearly basis via Banner

# Process Overview

Once you've ensured your training qualifies for mandatory training and submitted your ServiceNow ticket the following process will take place.

## **Department Review**

The ADS HR team will begin reviewing job profiles associated with the trainings required and identify if job profiles need updating

## **Setup in Workday**

Certifications are created for Workday job profiles and marketing preferences are finalized

## **Email Set-up**

Marketing helps set up emails to send to trainee's and department managers.

## **Population Enrollment & Banner Setup**

ADS teams review the populations to ensure all individuals required are included. When scheduling courses in Banner, the customer is responsible to reschedule the courses yearly to continue to offer them.

## **Canvas Set-Up**

All course content is input in Canvas course shells.

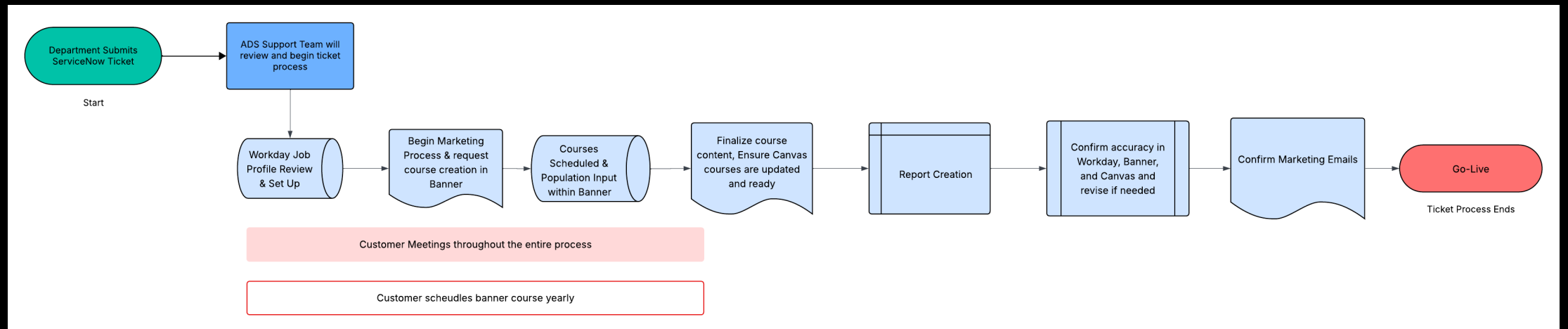
## **Course Deployment**

Once all items above are thoroughly checked, all designated employees are registered, and marketing notifications are sent to employees/managers and the course will "Go-Live".

## **Ongoing Reporting**

All data pertaining to your employee completing the issued course is available via Workday or Tableau.

# Process Overview Visualization



# Submitting Your Request

Once you confirmed that your training meets the necessary requirements you can go ahead and submit your request!

To open the form shown on the right please click [here](#). From there, fill out each field as thoroughly as you can.

Please provide clear and detailed information as it helps us process your request more efficiently.

\* Who is this being requested for? (First and Last Name) ?

Robert Drane

\* Who is this being requested for? (Username) ?

rldrane

What department do they work in?

Environmental Health and S.

What is the individual's phone number?

\* What is the title of this training? ?

Pre-Construction

\* Please briefly describe the employee mandatory training course that you are looking to automate. ?

The courses will need to be confirmed with the department managers. However these are the courses that I would suggest are needed for the job profiles listed in this department.

Heat Stress, Lead (For Knowledge), Hazcom, Asbestos (Knowledge), Golf Carts?, Comprehension of Trenching (Knowledge), Safety Orientation (new empl.), Silica (Knowledge), Ladder?, Forklift, PPE, LOTO?, MEWP?, Fundamental of fall protection, Confined Space (Knowledge), JHA (Knowledge), Basic Electrical Safety, office worker safety, Hand & Power tools (knowledge?), Slip trip and fall, Load Securement, material handling

\* What is the purpose or learning outcomes of this training? ?

These trainings align with OSHA regulations and ensure that employees performing specific job duties are properly trained and able to work safely.

# After Request Submission: What's next?

Once you submit your training request in ServiceNow, an ADS team member will follow up to review your submission, discuss the timeline, and gather any additional details needed to begin your request.

# Maintaining your course over time

Once your course is deployed, each department is responsible for maintaining it's course over time. Which includes scheduling it annually and [submitting a ticket](#) in advance if there are any major content updates needed in Canvas.

## **Ongoing Support**

If issues arise a ticket to clarify or resolve issues is always welcomed. Please submit a ticket [here](#) if needed.