

TC Webinar Notes

2/1/2022

ILT Updates

- March schedule is in LEO
- Book now
- If you are taking a virtual course you need to let us know if you have not received your registration by 2pm the day prior to the class

WBT updates

- Multiple courses have been released
 - o Diversity for Supervisors
 - Learning outcomes
 - Identify opportunities to promote diversity during daily operations
 - Discover opportunities for equity on your teams
 - Create an inclusive environment on your team
 - o Virtual Meeting Etiquette
 - Course is based on guidelines for telework etiquette compiled by the US Office of Personnel Management
 - o Managing Teleworking Employees
 - Learning outcomes
 - Address common issues faced by teleworkers
 - Select the appropriate communication tools for your team
 - Apply strategies to engage your teleworkers
 - Create development support plans
 - Foster accountability within your team
 - o Teleworking for Employees
 - Learning outcomes
 - Explain your responsibilities as a teleworker
 - Identify safety hazards in your workspace
 - Discuss strategies to increase self-motivation
 - Explain your role in your development
 - Explain ways you can demonstrate accountability
 - o Develops Others
 - Learning outcomes
 - Explain the importance of employee development
 - Identify your role in employee development
 - Explain the role of trust in employee development
 - Identify opportunities for employee growth
 - Collaborate with your employee on a support plan
 - Hold a progress meeting
 - o Time Management for Teleworkers
 - Learning outcomes
 - Manage your time
 - Prioritize your tasks
 - Plan your days and weeks ahead

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- Avoid committing common time management mistakes

MTR's

- Refer to our website
 - Lots of useful information
 - FAQ's
 - Actual requirements
 - Infographics
- 4 programs (Core, G1, G2, and G3)
- Supervisors are automatically subscribed
 - Program unsubscribes as well
 - 35 day lookback from LEO entry date

TC Mailbag

- I have an employee who just completed a course they already took because it is a required yearly training but the new date isn't showing. What do I do?
 - Run training activities report

The screenshot shows a web application interface. On the left is a sidebar with a 'Services' section containing various links. The 'Training Activities Report' link is highlighted with a red box. The main content area is titled 'Selection Criteria' and features a 'Date Range' field set to '01/01/2021' to '12/31/2021'. Below this is a list of selection criteria fields, each with a 'to' field and a search icon. The following fields are highlighted with red boxes: 'Personnel area', 'Personnel number', and 'Course Type'. The 'Employment status' field has the value '3' entered.

Selection Criteria	to	Search Icon
Company Code		+
Personnel area		+
Organizational unit		
Employee group		+
Employee subgroup		+
Personnel subarea		+
Pers. administrator		+
Job key		+
Time administrator		+
Personnel number		+
External Person		+
Employment status	3	+
Cost Center		+
Course Group		+
Course Type		+
Course		+

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Report Options

- Prebookings
- Prebookings Summary
- Bookings
 - Booked
 - Participation Requested
 - Waitlisted
- Cancellations
- Completed Courses

- Employees can also run reports

