**BNYM Training Process - User Story:**

In the course of planning training there are interactions by individuals, their managers and the cost control manager (called OpCo manager). The individual defines the courses of interest . These courses can be from any source and will vary by individual and by year. Once a training plan has been identified, it must be approved by the manager. Any item not approved can be deleted by the individual from the plan; notification is made by the manager upon disapproval. Once the manager has approved the plan, then the OpCo manager must approve. For any individual, the OpCo manager may be the same as their manager.

Once the training plan has been approved, the user can not change the approved courses and descriptions. The Status can be updated as the course it taken. Other training opportunities can be added to the plan, within the approval workflow.

If the course taken (taken is defined by the Status selection) is a certified course, then when it has been taken a survey form must be completed. Once the survey form has been submitted, a certificate is emailed (and/or stored in their Documents tab) to the individual.

There are times when the training coordinator must set and/or approve training plans enmasse. This special user will identify the users and select if the approval has been made from the Manager and/or the OpCo manager. The approval Manager or OpCo Manager will be identified as the Training Coordinator. They will then select the training course name and mandatory items to apply to the training course. This process creates a new entry (outside of the plan) for all selected individuals.

**Training Plan**

**Current Training Program**

Course Title Course Cost Travel Cost Hours Date Provider Location CPE? CPE Hrs Mandatory? Approved?

[JAVA done Easy](#AddCourse) 15.95 500.00 10.0 8-11 to 8-14-2009 Java are us Grand Cayman √ 4.0 No



[Add](#AddCourse)

**Add Training Course**

**Training Program**

Course Title Course Cost Travel Cost Hours Date Started Date Ended Provider Provider Type Course Type



Location Type Location Purpose Category Field of Study CPE? CPE Hours



Certified Course? Mandatory? Comments



[**Submit**](#_top)

**Database field mappings**

|  |  |  |
| --- | --- | --- |
| **Field** | **Record Type** | **Record Example** |
| Course Title | Text Box | JAVA done Easy |
| Course Cost | Numeric, 2 | 15.95 |
| Travel Cost | Numeric, 2 | 500.00 |
| Date Started | Date | 2009-08-11 |
| Date Ended | Date | 2009-08-14 |
| Approved | Check Box | 0 |
| Provider Name | Text Box | Java are us |
| Provider Type | List | BNYMellon |
| Hours | Numeric, 2 | 10.0 |
| Type of Course | List | Exam |
| Location Type | List | External |
| Location | Text Box | Grand Cayman |
| Status | List |  |
| Manager Approval | Custom | 0 |
| Manager Approval Date | Date |  |
| OpCo Approval | Custom | 0 |
| OpCo Approval Date | Date |  |
| Last Update | Custom | MX1352 |
| Last Update Date | Date | 2009-08-01 |
| CPE | Check Box | 1 |
| Purpose | Text Box | to expand my horizons |
| Category | List | Technology |
| Field of Study | Text Box | Fine Arts |
| Survey Taken | Check Box | 0 |
| CPE Hours | Numeric, 2 | 4.0 |
| Certificate Course | Check Box | 1 |
| Comments | Multi-line Text | Good Location! |
| Mandatory | Check Box | 0 |

# Training Evaluation Form - 2009

# Hi Kimberley Demasso

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| DIRECTIONS: Please indicate your reaction to this session by checking the appropriate response. Your comments and suggestions will ensure the quality and effectiveness of future Audit & Risk Review sessions. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Select Session Name: | | | | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | Strongly Agree | Agree | Neither Agree/Disagree | Disagree | Strongly Disagree | N/A |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. | Learning objectives were clearly stated |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2. | Learning objectives were achieved |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3. | Program content matched the learning objectives |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4. | Program provided valuable content for performing my job |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5. | If applicable, the prerequisites were appropriate? |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 6. | Program instructor(s) communicated in a clear manner |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 7. | Program was engaging and kept my interest |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 8. | Teaching methods used were effective in helping me learn |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 9. | The handout or advance preparation materials were satisfactory |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 10. | Time allotted to the subject of this training session was adequate |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 11. | The audio and video materials were effective |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 12. | Facilities and/or technological equipment were appropriate |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 13. | Which aspects of the session were most valuable? Why? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 14. | Which aspects of the session were least valuable? Why? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 15. | What recommendations do you have for improving this session in the future? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 16. | Additional comments or suggestions: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | Bottom of Form |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| |  |  |  | | --- | --- | --- | |  |  | The Bank of New York Mellon Internal Audit Department BNY Mellon Center 151-2400 500 Grant Street Pittsburgh, PA 15258-0001 |   This certificate acknowledges that    attended the       class on       in       and has earned       CPE credit hour(s) granted in the       field of study.   |  |  | | --- | --- | | Kimberley Jo DeMasso, CPE Coordinator | In accordance with the standards of the National Registry of CPE Sponsors, CPE credits have been granted based on a 50-minute hour.   The Bank of New York Mellon. National Registry of CPE Sponsors ID Number: **103208**   Instructional/Delivery Method: Group-live | |

# Batch Entry Form

Top of Form



|  |  |  |  |
| --- | --- | --- | --- |
| Manager Approved | | OpCo Approved | |
| Aftab, Kyren | Aiello, Rich | Al-asam, Omar | Albert, Eric |
| Altman, Nelly | Antczak, Gemma | Atwell, Sally | Baker, Julian |
| Balog, James | Bason, Tom | Batterson, William | Belvedere, Richard |
| Bertscha, Kevin | Bhokeye, Daniel | Biegel, Jeffrey | Bilbrough, Michelle |
| Bosh, Christina | Bradshaw, Ashley morgan | Buchholz, Catherine | Byron, Peter |
| Camm, Laurie | Cantone, Paula | Carbone, Robert | Carlucci, Frances |
| Carpenter, Darryle | Center, Joseph | Champa, William | Chapman, Graham Stanley |
| Chen, Xiansheng | Chia, Sara | Chibambo, Mabuchi | Chow, Carol |
| Cifuentes, Roger | Clarke, Stephen | Cohen, Laura | Corbett, Michelle |
| Courtien, Peter | Crowley, Jennifer | Cugnon, Geraldine | Curran, Christopher |
| Cuttonaro, Alicia | Daigneau, Barbara | Davies, Ben | Davis, Amaris |
| De felice, Elicia | Degreef, Dennis | Del baggio, Julie | Deleo-naclerio, Juliane |
| Demasso, Kimberley | Deng, May | Depoalo, Sandra | Dickinson, Mark vincent |

|  |
| --- |
| This course requires a Certificate of Completion |
| |  | | --- | | **Title of training:** | | (check one) | | Video/Audio | | Self Study (i.e. computer based training) | | Classroom | | Web Seminar | | Conference/Seminar | | Exam | | Review Course | |
| |  | | --- | | **Name of provider:** | | **Location of provider:** | | (check one) | | School (Duquesne, CMU, Pitt, etc.) | | Organization (IIA, BAI, ISACA, etc.) | | BNY Mellon (Corporate Banking, Legal, Audit) | |
| **Date(s) Attended: (mm/dd/yy)** thru |
| **Instructional Hours:** |
| **CPE Credit Hours:** |
| **Cost of training: (if known)** $ (Tuition/Course Fees ONLY. If outside US, approximate USD cost.) |
| **Category: (check only one)**   |  |  |  | | --- | --- | --- | | Technology | Product Specific | Accounting/Auditing | | Credit | Risk Management | Tax | | Legal | Management/Leadership | Compliance | | Human Resources | Fraud/Crimes | Other | | |
| **NASBA CPE Fields of Study: (check only one)**   |  |  | | --- | --- | | Accounting | Behavioral Ethics | | Accounting (Governmental) | Communications | | Auditing | Personal Development | | Auditing (Governmental) | Personnel/Human Resources | | Administrative Practice | Computer Science | | Social Environment of Business | Economics | | Regulatory Ethics | Mathematics | | Business Law | Production | | Business Management and Organization | Specialized Knowledge and Applications | | Finance | Statistics | | Management Advisory Services | Taxes | | Marketing |  | | |