VETERANS BENEFITS ADMINISTRATION

Developing people, improving performance, creating partnerships

Training Manager's Monthly Call
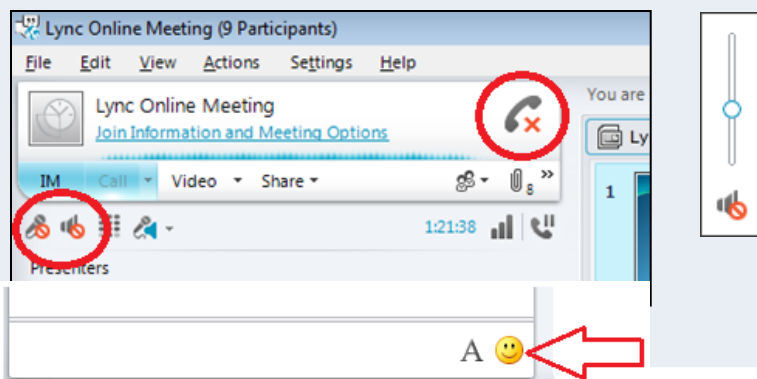
February 23, 2016
2-3 p.m. Eastern Time

Welcome to the TM Monthly Call!

Tuesday, February 23, 2016 2-3pm ET
If you are connecting to Lync by…

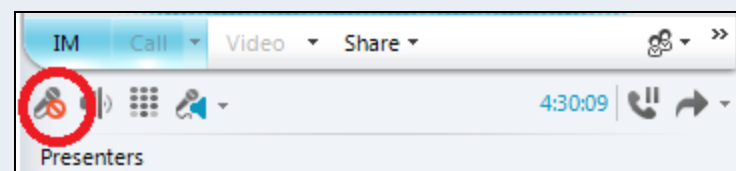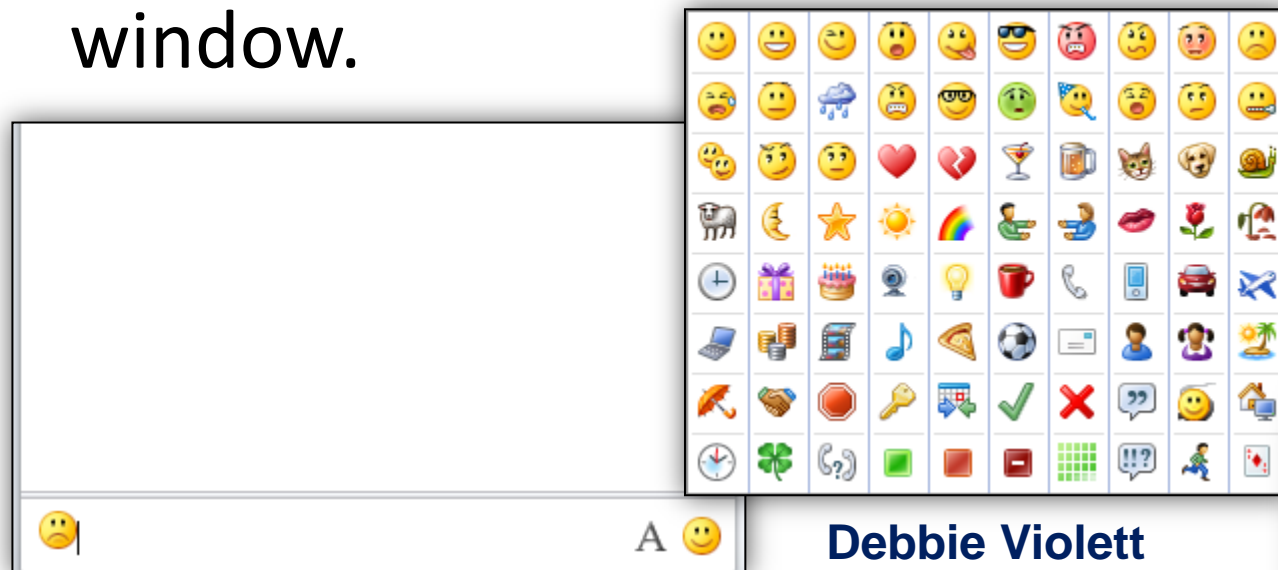| Phone:	Headset with microphone:
1. Call: 1-855-767-1051 2. Enter Conference ID:**99329862#** 3. Once connected to the call, mute your phone. Do **NOT** put your phone on hold! 4. Please mute microphone/speaker:	Please mute microphone: **If you need assistance, put a 'sad face' icon in the chat box (on the bottom left of the Lync screen).**

VETERANS BENEFITS ADMINISTRATION
EDT
Employee Development & Training

- Note: I am speaking. If you cannot hear me, please put a 'sad face' icon in the chat window.

Debbie Violett
Course Advocate
EDT Support Team
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EDT: Developing people, improving performance, creating partnerships

Agenda

Speaker	Department	Topic
Regina Yount	Benefits Assistance Service (BAS)	BAS National Training Curriculum
James Marx	Education Service	On-the-Job Training for VSRs/RVSRs
Christy Chesnut	Camber Corp. in support of EDT	TMS Searching Tips
Christy Chesnut	Camber Corp. in support of EDT	Q&A and Pre-Call Activity Wrap-Up

Note: Please hold all questions until the end of each presentation.
You will have the opportunity to post questions on the whiteboard.

VETERANS BENEFITS ADMINISTRATION
EDT
Employee Development & Training

Regina Yount
Benefits Assistance Service Training Chief

VETERANS BENEFITS ADMINISTRATION
EDT
Employee Development & Training

James Marx

Lead Education Liaison Representative

Christy Chesnut
VBA Curriculum Support Team Lead

- Useful resources for locating training items:
  - [VBA Learning Catalog](#)
  - [VALU Course Catalog](#)
  - SkillSoft Course Catalogs on [VALU site](#)

- TMS Searching Tips
  - Use "contains" for Item Title searches
  - Mark "Has Online Content" box
  - Add parameters to further narrow search (e.g., Delivery Method)

- Search demo in TMS

EDT: Developing people, improving performance, creating partnerships

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Q: You decide to check up on employee training compliance, so you run a report that returns the curriculum assigned to each user and their curriculum status.

What report did you run?

☐ Item Compliance Report

☐ Item Status

☑ Curriculum Item Status Report

☐ User Exam Data

Q: An employee asks you for help locating an Excel course.

Which of the following locations is the best place to start your search?

☐ VBA Learning Catalog
☐ VALU Course Catalog
☐ TM SharePoint Site
☑ SkillSoft Course Catalog