

THIS MONTH'S TIP

Advertise Carefully

When promoting training to your employees or to external learners, make sure you use the name of the activity as it appears in the catalog.

Learners looking to enroll will search the catalog using the name they see in your promotion. You want to make sure they can find the right catalog item.



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Statewide Training Catalog Items

One of the benefits of an enterprise system for learning management is the ability to share and report on statewide training curricula, particularly state and federal mandated training.

At the request of the training community, GOER developed curriculum has been made available to all agencies through the SLMS catalog.

These catalog items have been given the prefix NYS to denote a statewide offering. Agencies now have the ability to create activities under these catalog items for their employees. Using these catalog items will help eliminate redundant items in the SLMS catalog and provide accurate employee training histories. This is especially helpful if employees move between agencies.



Correcting Facility Names

A number of facilities are having their name corrected in SLMS this month. Facilities listed with the prefix OGS will be changed to NYS. State Campus facilities with the OGS prefix will be changed to the acronym of the agency housed in that facility. Please remember to alter your search parameters to reflect this change.

We will be taking a look at the facilities list after the restacking and agency changes have been completed to update the SLMS list to reflect these changes.

