EMPLOYEE DEVELOPMENT & LEARNING

SEPTEMBER 2023 UPDATE

AGENDA

- INTRODUCTION TO U OF I EMPLOYEE DEVELOPMENT & LEARNING

- PREFERRED PRACTICES OVERVIEW: ALL EMPLOYEE, NEW EMPLOYEE AND SUPERVISOR REQUIRED TRAINING

- FY 2024 ALL EMPLOYEE REQUIRED TRAINING OVERVIEW

- INTRODUCTION OF NEW EMPLOYEE LEARNING MANAGEMENT SYSTEM

EDL MISSION AND OBJECTIVES

A PARTNERSHIP BETWEEN YOU, YOUR SUPERVISOR AND THE UNIVERSITY OF IDAHO

Mission: University of Idaho Employee Development & Learning provides quality, accessible and cost-effective learning opportunities in support of U of I's strategic plan.

Core Objectives:

1. Collaborate with providers of training across campus in support of employee learning and development.

2. Serve as central resource, coordinating training, providing ease in access for learners, supervisors and instructors.

3. Design and coordinate training and development opportunities for personal and professional growth for all UI employees.

EDL COORDINATING COMMITTEE

Ad-hoc committee provides training stakeholder feedback to Employee Development and Learning in the development, delivery and assessment of statewide university employee development initiatives.

Annually reviews current programs, recommends anticipated programs and topics addressing identified needs for development, and helps determine available campus resources to support current and recommended initiatives.

Membership includes: Office of General Counsel, Human Resources, OCRI, Diversity and Equity, Information Technology, Research, Provost's Office and others.

OVERVIEW OF REQUIRED TRAINING PREFERRED PRACTICES

PREFERRED PRACTICES OVERVIEW

- SCOPE

- TRAINING CATEGORIES

- ROLES AND RESPONSIBILITIES FOR TRAINING

- CONSEQUENCES FOR FAILURE TO COMPLETE REQUIRED TRAINING

- EXCEPTIONS TO TRAINING COMPLETION TIME FRAMES

- CRITERIA FOR TRAINING COMPLETION EXCEPTIONS

- EXTENSIONS TO TRAINING COMPLETION TIMEFRAMES

- TRAINING NOTIFICATION

ROLES AND RESPONSIBILITIES FOR TRAINING

Supervisor	• Receives periodic training completion/non-completion updates for direct report employees. • Works with employees to identify professional development needs and maintain a high level of performance. • Supports training during work hours. • Discusses training requirements and recommendations during annual performance reviews. • Ensures employees complete university and job-specific training within the defined time frame. • Communicates training requirements to all employees, including Intermittent Hourly/Temporary Help (IH/TH) and student employees.
Employee	• Assesses job-related skills and knowledge to maintain a high level of performance. • Requests professional development opportunities with supervisor approval. • Completes university and job-specific training within the specified time frame. • As appropriate, requests training exception or exemption through the Provost's Office (Faculty) or Human Resources (Staff).

ROLES AND RESPONSIBILITIES FOR TRAINING

New Employee Required Training (NERT)

All new employees must complete assigned training within fourteen calendar days from the hire or appointment date. Reports of NERT non-completion will be sent by EDL to the appropriate responsible party listed below for follow-up.

Employee Class	Responsible Party
Faculty	Office of the Provost/Supervisor
Staff	HR/Supervisor
Student/Graduate Assistant	Supervisor
IH/TH Employees	Supervisor

All Employee Required Training (AERT)

All employees must complete assigned training each calendar year. Employees will have 30 days from the date of assignment to complete the training. Employees will not need to take new hire and all employee training in the same calendar year unless informed otherwise. Reports of AERT non-completion will be sent by EDL to the responsible party listed below for follow up.

Employee Class	Responsible Party
Faculty	Office of the Provost/Supervisor
Staff	HR/Supervisor
Student/Graduate Assistant	Supervisor
IH/TH Employees	Supervisor

Supervisor Required Training

In addition to NERT or AERT, supervisors and managers must complete additional training within 30 days of hire or start date with new responsibilities. Reports of non-completion will be sent by EDL to the responsible party listed below for follow-up.

A supervisor is defined as "anyone supervising (having authority to undertake or recommend a tangible employment action and/or direct an employee's work activities) an employee, but include department and program heads (e.g., Principal Investigators) even if they do not supervise people directly.

Employee Class	Responsible Party
Faculty	Office of the Provost/Supervisor
Staff	HR/Supervisor

CONSEQUENCES FOR FAILURE TO COMPLETE REQUIRED TRAINING

To ensure compliance with employment regulations, employees are required to complete all necessary training by the designated completion date. Failure to do so may result in a lower performance evaluation rating and may disqualify the employee from receiving a merit increase.

EDL will inform the supervisor, HR, and the Provost's Office of the employee's training status. [1] HR and the Provost's Office will be responsible for annually instructing supervisors on how to document an employee's failure to complete required training during the annual performance evaluation process.[2]

Employee Class	Outcome
Faculty	Supervisors are encouraged to reflect the employee's completion status in the annual performance evaluation.
Staff	Supervisors will indicate the employee's completion status in the appropriate section of the employee's annual performance evaluation form.

FY 24 ALL EMPLOYEE REQUIRED TRAINING TOPICS

Title	Occurrence	Type	Directive
Conflicts of Interest or Commitment: Identify and Report	Annual	Mandatory	Associate of Certified Fraud Examiners Annual Report 2016
Recognizing and Reporting Sex-Based Misconduct	Annual	Statutory	Idaho Respectful Workplace Policy and Idaho SBOE requirement.
Diversity and Inclusion	Annual	Mandatory	University adopted best practice
Fire Safety in the Workplace	Annual	Statutory	International Fire Code, as adopted by the State of Idaho (Section 406).
IT Security Awareness	Annual	Statutory	Idaho Executive Order 2017-02
Stewardship of Resources and Ethical Conduct	Biennial	Mandatory	University adopted best practice
FERPA: The Family Educational Rights and Privacy Act	Annual	Statutory	Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99)
Campus Safety & Security	Annual	Mandatory	University adopted best practice

FY 24 ALL EMPLOYEE REQUIRED TRAINING DELIVERY

EDL IS PLEASED TO INTRODUCE...

OH NO! NOT ANOTHER NEW SYSTEM!

- BETTER USER EXPERIENCE

- MODERN USER INTERFACE

- CLEARER VIEW OF REQUIRED TRAINING FOR EMPLOYEES AND SUPERVISORS

- VISIBILITY AND SEARCHABILITY OF ALL U OF I TRAINING CONTENT

- CONSOLIDATION OF ALL LEARNABLES: COMPLIANCE, DEVELOPMENT, LIVE TRAINING, ETC.

- ABILITY TO EXTRACT YOUR OWN LEARNER TRANSCRIPT

- EASY-TO-USE MOBILE APP

WHY BRIDGE@UOFI?

NOVEMBER 2022 – MARCH 2023: EVALUATION OF CURRENT PROCESSES FOR DELIVERING TRAINING (COMPLIANCE TRAINING TO EMPLOYEE DEVELOPMENT AND BEYOND). SYSTEM VETTING PROCESS

APRIL 2023: BRIDGE PLATFORM SELECTED

- SCALABILITY TO HOST/DELIVER EMPLOYEE TRAINING AND MAINTAIN LEARNING RECORDS IN ONE PLACE

- SUPPORTS MANAGER'S ABILITIES TO WORK ALONGSIDE DIRECT REPORTS TO ENSURE THEIR TEAM MEMBERS ARE COMPLETING TRAINING

- SUPPORTS EMPLOYEE'S ABILITY TO FIND CONTENT SPECIFICALLY DESIGNED BY OR PURCHASED BY TRAINING STAKEHOLDERS FOR UPSKILLING AND RESKILLING

BRIDGE@UOFI LANDING PAGE:

HTTPS://WWW.UIDAHO.EDU/GOVERNANCE/EDL/BRIDGE

Bridge@UofI

Employee Development & Learning

BRIDGE@UOFI MIGRATION PLAN

July 2023	Addition of new trainings in old system paused
July 22-September 13	New Employee and Supervisor Required Training assignment "black out period"
July 15-September 1	Bridge@UofI System Testing and Refinement
September 13	New Employee and Supervisor Required Training assignment resumes
October 2 - 31	FY 24 All Employee Required Training Period
Oct thru Dec 15	Migration of current training partner live and online trainings (Banner, EHS, Supervisory Excellence, etc.)
December 15	Last day to complete open trainings in old system.
December 31	Old system goes offline. Learning record migration occurs.

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Employee Development & Learning

BRIDGE@UOFI LAUNCH PLAN

August 2023	Pilot Program A
September 1	Bridge@UofI Landing Page and Resources available
September 11	University Leadership Forum
September 12	Bridge@UofI system goes live – Supervisors & Employees
September 13	Pilot Programs B, C, D
October 2 – 31	FY 24 All Employee Required Training Completion Period
October and Beyond	Enhanced User Roles, New System Functions and Growing Learning Library
Monthly	What's New in Bridge@UofI Update

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OUR FALL 2023 ROLLOUT FEATURES THE TRAINING AND DOCUMENTATION FEATURES USED TO DELIVER THE FY24 ALL EMPLOYEE REQUIRED TRAINING

TWO USER ROLES WILL BE HIGHLIGHTED: LEARNERS (EMPLOYEES) & MANAGERS (SUPERVISORS)

ADDITIONAL USER ROLES, TRAINING REGISTRATION, LEARNING LIBRARY AND LIVE TRAININGS WILL BE ADDED IN THE COMING WEEKS

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BRIDGE@UOFI LANDING PAGE

- **User Guides**
  - Learner
  - Manager

- **What's New**

- **FAQ's**

- **System Log In**
  - Board Appointed
  - IH/TH

HOW DO I LOGIN?

You will receive a welcome email notification from Bridge@UofI to login to the system.

You can always login via SSO from our main dashboard

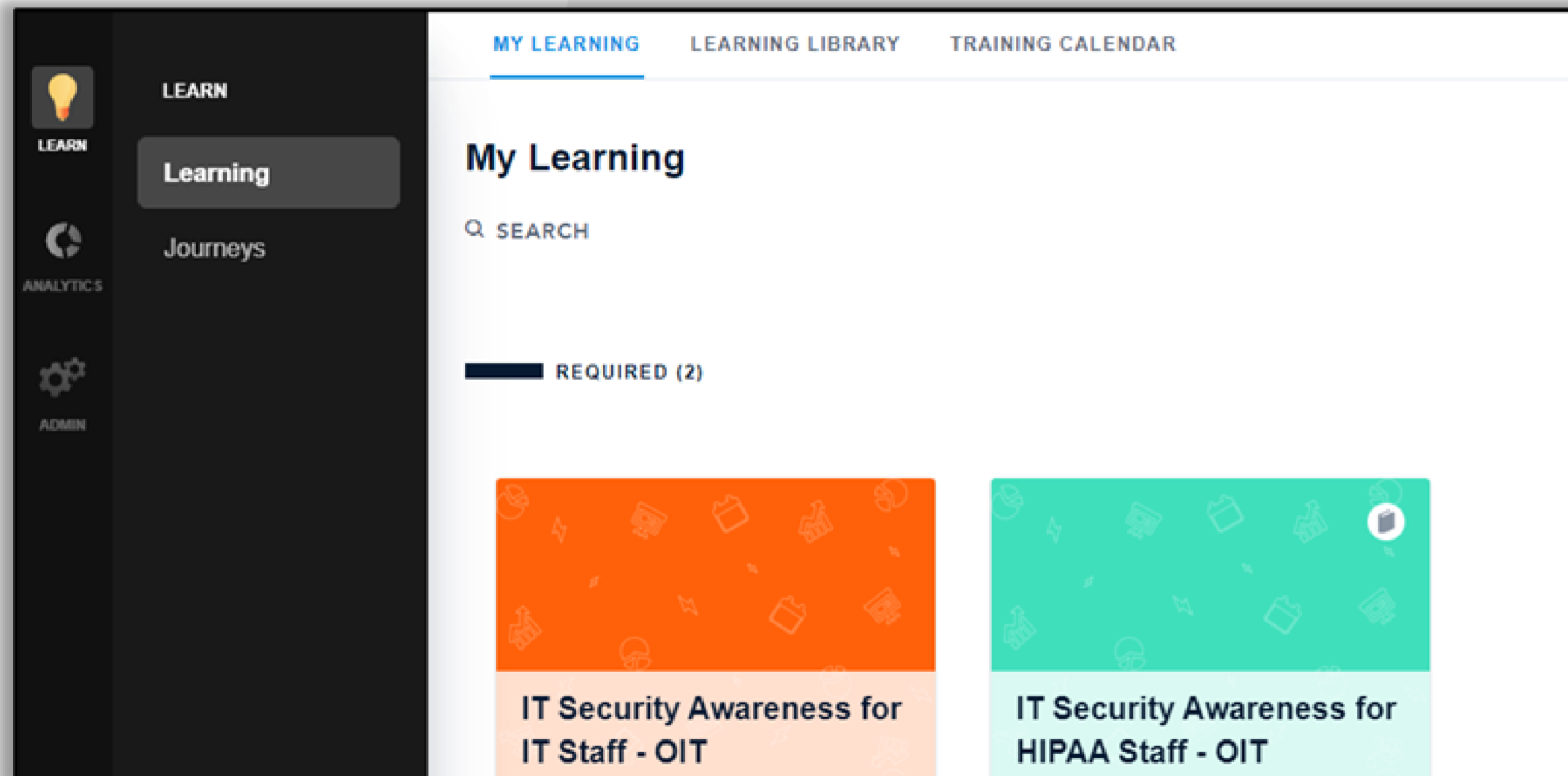https://uidaho.bridgeapp.com
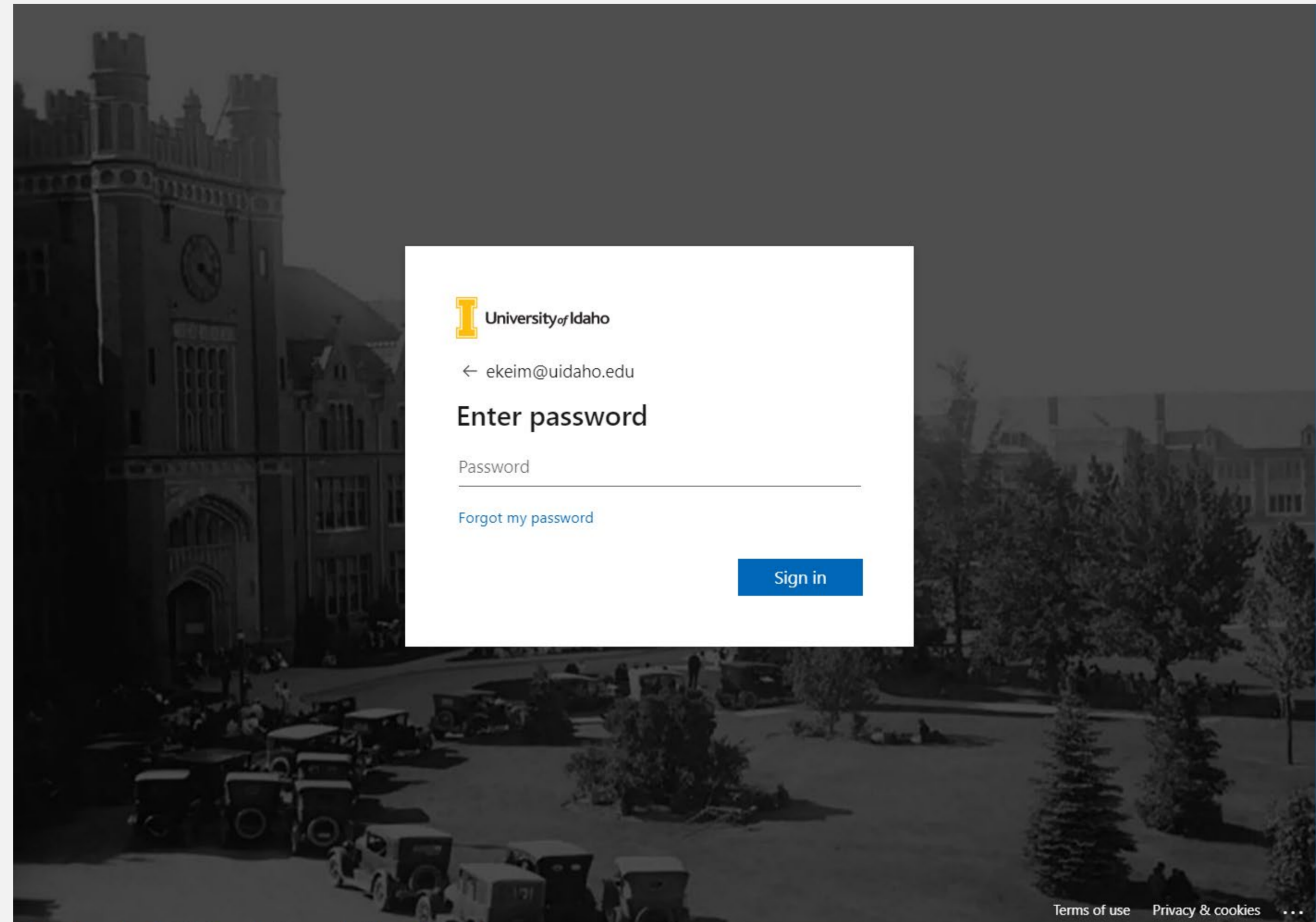
ACCESS TRAINING
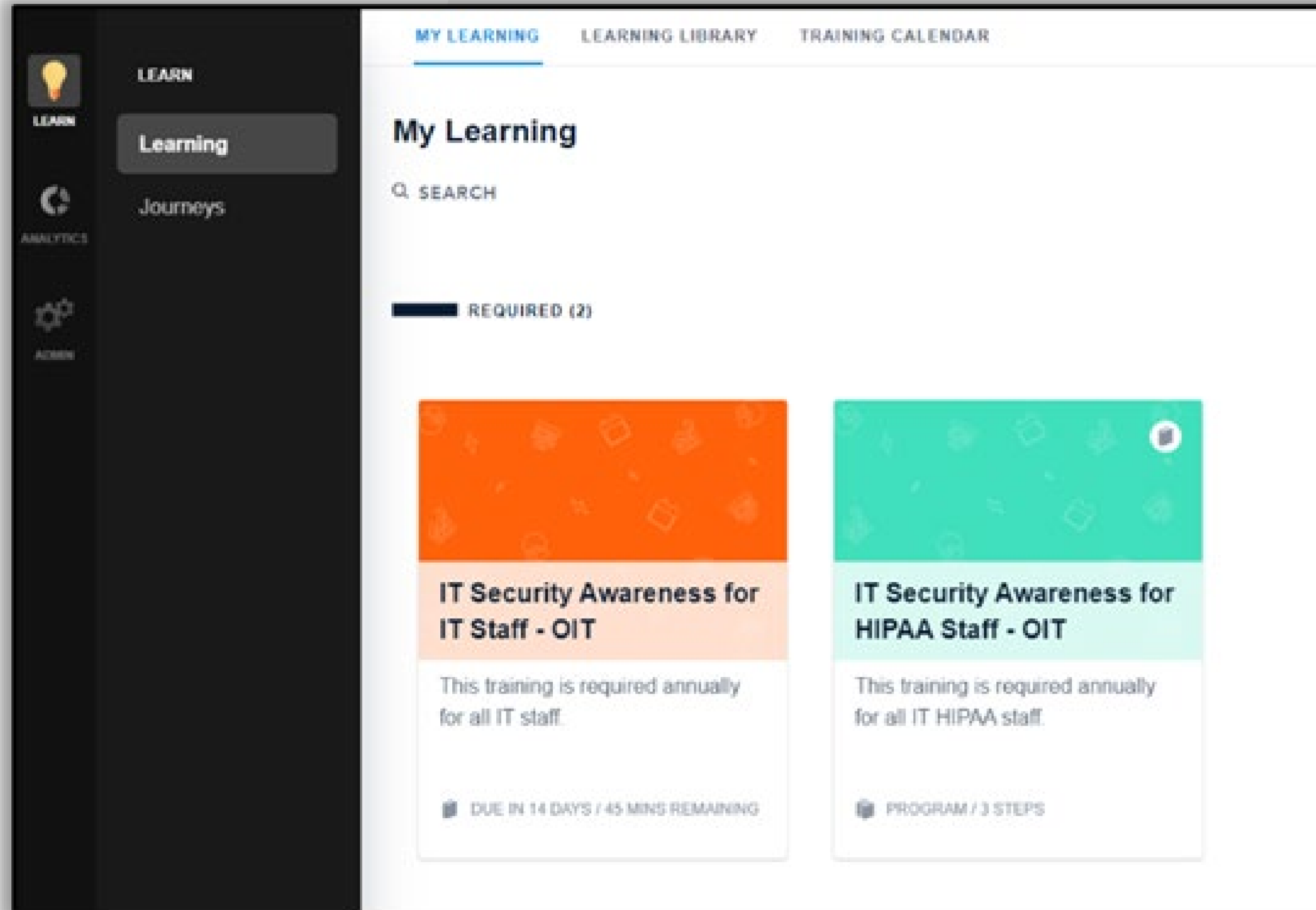
After logging into Bridge, you will be taken to your Learn landing page.

Required trainings will be at the top. These will turn red when overdue.

Below that will be recommended trainings.

Below that will be any completed trainings.

# MANAGER – SPECIFIC NAVIGATION OVERVIEW

Your Manager Landing Page includes three navigation items:

- Learn – Your personal landing page for both Learning and Journeys. No Journeys are available for preview.

- Analytics – Access your team's enrollment data, including your direct and indirect reports

- Admin – View your team's individual learner dashboards.

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# LEARN BASICS
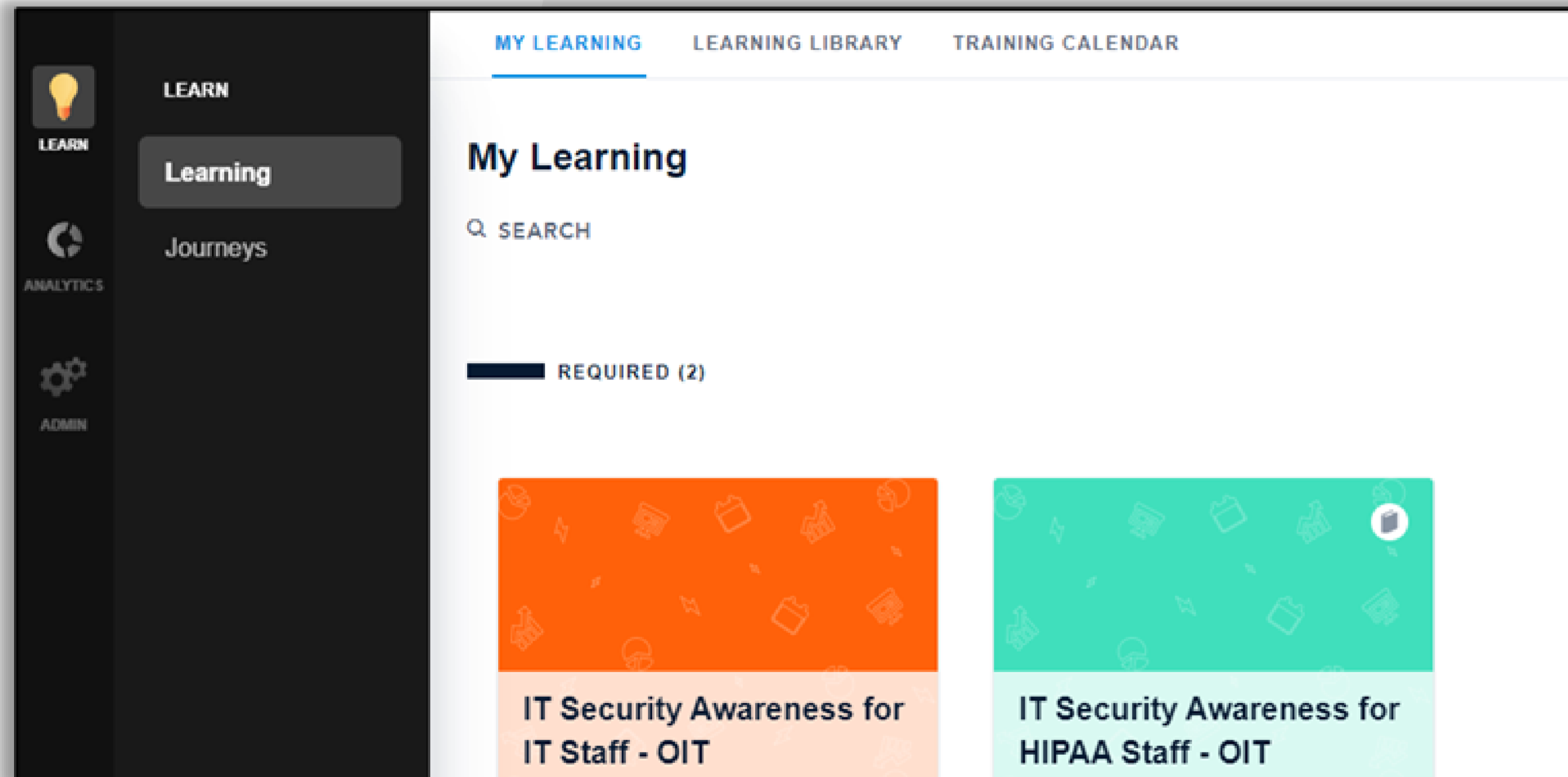
Left-hand sub-navigation to Learn. There are two areas to visit:

- Learning – your personal landing page. Lists your required training, a learning library, an option to self-enroll in training and a live training calendar.

- Journeys – curated sequences of learnables (courses, checkpoints, etc.) in a designated curriculum. *This area is currently under development. There are no items for preview.*

ANALYTICS BASICS
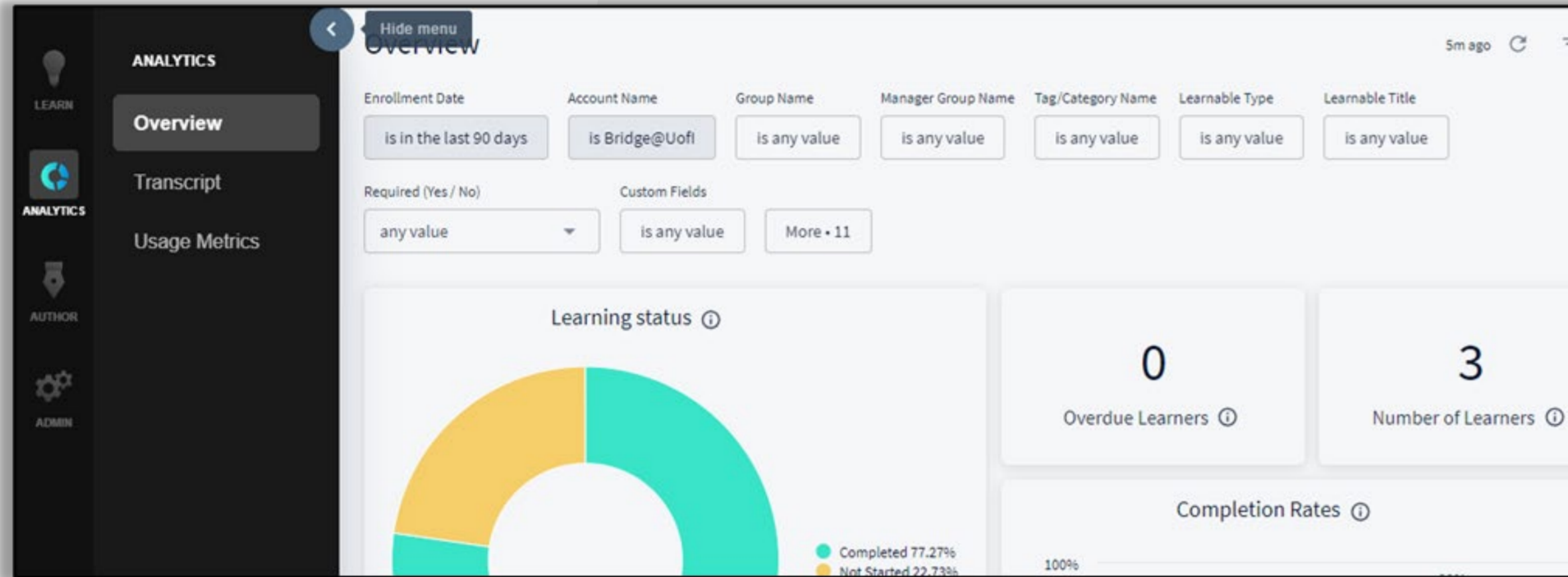
Under Analytics, you may view enrollment data for your team (includes direct and indirect reports)
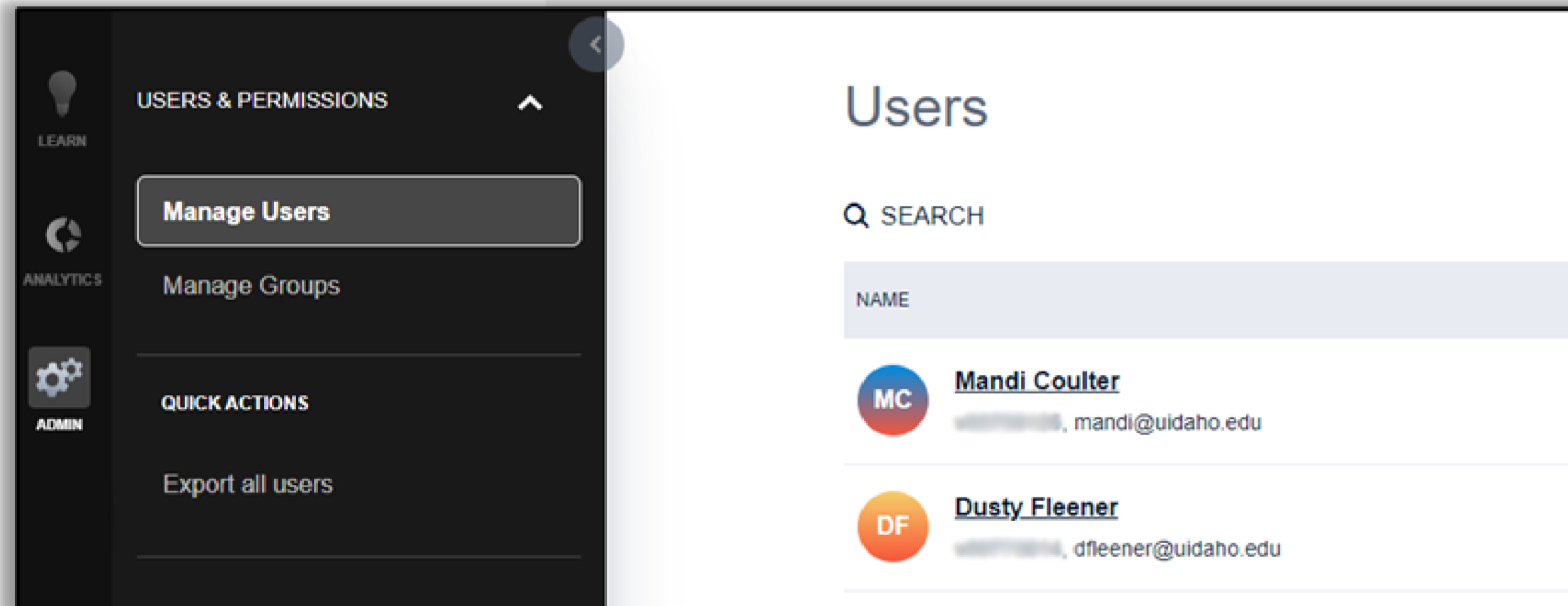
Default data setting is "in the last 90 days." This is customizable.

- Overview – easy to use widgets that show overarching breakdowns by learning status and learnable. This is customizable.

- Transcript – more granular filters for pulling custom learner reports. Reports may be scheduled for delivery to your Inbox at your desired frequency.

ADMIN BASICS

Under Admin, you have the ability to view your Team or narrow your focus to a single employee.

By clicking on an employee's name, you will jump to that employee's learner dashboard. You can view their progress in any Bridge@UofI course they are currently enrolled in.

SCHEDULED MANAGER NOTIFICATION OF LEARNER STATUS

James Manager, here is your weekly manager summary.

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2 items have overdue learners. 3 items due within a week.

VIEW ALL ITEMS

OVERDUE ITEMS

COURSE

Ladder Safety

This is a yearly mandatory training for all general contractors.

1 Overdue Learner

Managers will receive a summary email once a week with all details for their entire reporting line, direct and indirect reports.

This email will include all overdue items and any items that are due within the next seven days.

Employees will receive a similar summary email that highlights only personal items.

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SCHEDULED LEARNER NOTIFICATION OF LEARNER STATUS

Stephanie Learner, here is your weekly learning summary.

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You have 1 item due within the next 7 days.

VIEW ALL ITEMS

DUE THIS WEEK

COURSE

Welcome to Sleigh

Due in 2 days

Learners will receive a summary email once a week.

This email will include all overdue items and any items that are due within the next seven days.

Managers will receive a similar email.

The goal is Manager/Employee engagement to ensure timely training completion.

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SYSTEM ENHANCEMENTS COMING SOON!

For Managers:

- Ability to edit and delete courses, programs, "checkpoints" and live trainings created by you or users in your reporting line
- Ability to enroll users in your reporting line in any course, program or live training in Bridge@UofI

If you would like for content to be created for your employees or you would like for your learners to be enrolled in a specific learnable (i.e. course, program, journey, live training, etc.) that does not have a self-enroll feature, please email edl@uidaho.edu or submit a help ticket

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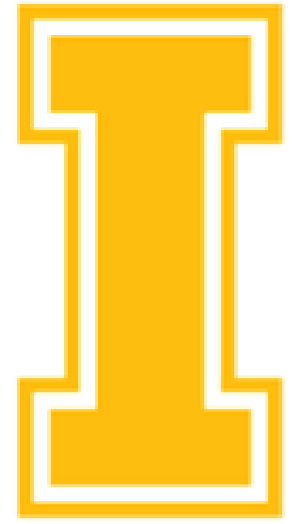
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