

Using Oracle Learning Management

Guide for Managers and Supervisors

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Using Oracle Learning Management - Basics

Through Oracle Learning Management (OLM) MCG employees and partners have access to everything they need to create a learning plan, register for classes and maintain their training records.

HIGHLIGHTS OF THE PROGRAM

- Available 24/7 from any PC
- Learner Home provides all your current training and history
- Search by keyword
- Supervisor access to Employee records
- Notifications by Email and on Learner Home
- Self-paced on-line Courses available directly from OLM
- External learning may be added to your record – *MCG Employees Only*
- Partners have same access, but enter through a different portal.
- Create Learning Paths aligned with learning goals
- Supervisor assigns Mandatory Training; OLM tracks compliance

COMPARISON BETWEEN TRMS AND OLM

The list below will explain some of the differences you'll find between the Training Registration Management System (TRMS), our old system, and OLM.

Both systems will provide many of the same capabilities – navigation will be different. Please review the Quick Start Guides and other helps created to assist you in learning to use OLM.

TRMS – Old System	OLM – New System
TRMS available to employees only from a MCG office computer.	OLM available to employees, contractors and partners 24/7 from any PC with internet access.
Contractors and Partners <ul style="list-style-type: none"> - <i>Includes employees of partnering agencies, temporary employees, volunteers and student interns.</i> - requested a training record to be set-up in TRMS by faxing an application to OHR. - used the Automated Phone Registration System to Register, Withdraw, receive Class Schedules and Transcripts; - notifications sent by fax. 	Contractors and Partners <ul style="list-style-type: none"> - <i>Includes employees of partnering agencies, temporary employees, volunteers and student interns.</i> - request access on-line through AccessMCG - registering and other actions done on-line in OLM – in addition, can search for classes, view class descriptions, and access on-line learning; - all notifications sent by email.
On-Line Learning (computer based training) accessed from a web link designated specifically for CBT training. Learner received a certificate as proof of completion.	Enroll and access CBT classes from OLM. CBT class enrollments and completions are included in your training record.
Various systems including TRMS used for class	OLM incorporates these into one system. Rolled out in

registration and tracking across County Offices.	2013: Libraries, HHS and OHR Catalogs.
Class ID Numbers assigned to each class.	No Class ID. Classes are identified by title followed by the date of the class.
Class confirmations included two emails/faxed messages. <ul style="list-style-type: none"> – Initial class notification email included all information about the class – Title, Date and Location. – Confirmation sent 7 days before class start date. Included a map, parking instructions and a parking voucher for the Council Office Building (COB) Parking Garage. 	Class confirmations are emailed and include: <ul style="list-style-type: none"> – Initial Class Notification includes the class date, time and the Training Center where a class is held. – Next Day Confirmation includes the complete address (venue) of the class. – Confirmation sent 7 days before the class has the complete address.
Initial class notification email included all information about the class – Title, Date and Location.	Email includes Title, Date and Training Center – a general geographic area. Follow-up email sent the next day includes specific location and address of the class.
Confirmation sent 7 days before class start date. Included a map, parking instructions and a parking voucher for the Council Office Building (COB) Parking Garage.	Confirmation sent 7 days before start date. Maps and parking information are located on the OHR Training Webpage; parking vouchers will be available at the class.
Waitlist position was provided. Automated system notified learner when they were moved to the class roster.	Waitlist position not provided. Automated system notifies learner when they are moved to the class roster.
Search for class by title, or review a list of current classes.	<ul style="list-style-type: none"> • Search in OLM by any word in the class title, as well as keywords. • Review current classes by Category.
N/A	External Learning function provides the ability to add outside training records. – <i>Employees Only.</i>

HOW TO REGISTER

*Employees – with user name and password**

- **Log-in to your Employee Self-Service** at this link www.montgomerycountymd.gov/eportal
 - Select Oracle Self-Service > Learner Self-Service > Learner Home
 - This will bring you to your personal Learner Home Page
- **To Search for a specific class**, use the Search window on the top left of the screen. Be sure to change the criteria from “course” to “class”.
- **For additional help**, go to the Quick Start Guides on [TransformMCG](#)
 - **If an employee does not have a username and password, should follow instructions under “Partners” below.*

Partners

A “Partner” is anyone employed by an organization which partners with MCG, such as HOC, Montgomery College, and MCPS; it also includes MCG temporary employees, contractors, volunteers, and student interns.

All Partners must setup a profile and request access to OLM through AccessMCG in order to register in a class.

❖ Requesting Access

- **Step 1: Get instructions** by at the OHR Training Website: [Instructions for Non-Employees – How to Request Access to MCG Training Catalogs](#)
- **Step 2: Set up a profile** through AccessMCG. This is a County-wide app which gives the public the opportunity to request access to certain County databases.
- **Step 3: Request access** to the appropriate Catalog through AccessMCG.
 - MCG currently has three (3) catalogs:
 -
 - Human Resources, Health and Human Services, and Libraries. Once you have made your request, you will receive an email from OHR advising you that you may now access OLM and register for classes.
 - If you don’t know which catalog to request, contact the OHR Training Team at OLMAdministrator@MontgomeryCountyMD.gov or call 240-777-5116?

❖ Register for Classes

- **Log-in to AccessMCG** by clicking this [link](#).
 - Log in using the user name and password you have set up above.
 - Select Human Resources Services > County Learning Services > County Learning Area (*click the blackboard icon*)
 - This will open up Oracle
 - Select MCG External Learner Self-Service > Learner Home
 - This will bring you to your personal Learner Home Page
- **To Search for a specific class**, use the Search window on the top left of the screen. Be sure to change the criteria from “course” to “class”.

- ❖ **For additional help**, go to the Quick Start Guides on the [OHR Training Web Page](#).



Lost?

Look for the OLM “Quick Start Guides”!

- ❖ **Employees:** go to [TransformMCG](#)
- ❖ **Contractors and Partners:** go to [OHR Training Web](#)

Oracle Learning Management – Beyond Basics

LEARNING PATHS: MANAGING YOUR TRAINING TO ALIGN WITH YOUR CAREER GOALS

Learning Path is an identified set of related courses. Taken together, these courses help develop and strength the Learner’s skill-set and knowledge base of a specific area. Learning Paths are also excellent tools for developing training and performance plans.

Certification Path is used to track training required for a renewable certification or licensure. It can also be used for mandatory training that must be *renewed periodically*.

- A Certificate Path can only track *courses offered through OLM*. External courses cannot be tracked for completion of a Certificate Path.



- Once a Certificate Path is complete, OLM notifies the employee and the supervisor, and will *reset the due date* based on the renewal period. As the renewal date approaches, both supervisor and employee are notified.

Customized Learning Paths

- May be created by a Learner, the Supervisor or the Training Administrator.
- Learning Paths can be targeted to an individual, particular unit or Department, or by position.
- Any courses within one catalog may be combined to create a LP.
- Courses within the LP may be designated as Mandatory or Elective.
- A time frame is set within which all the courses must be completed.
- As the Learner completes the courses, OLM tracks progress, and sends reminders and notifications to the supervisor and employee.



Suggestion: If you are interested in a Course and no Class is currently scheduled, you can create a “Learning Path” for yourself, and add these courses. This will serve as a reminder to enroll when classes are announced in the future. (This does not give you priority seating in the next class. You must enroll in a timely manner to enter the class)

- For more information go to [TransformMCG](#) and look for “OLM UPKs for Employees”.

OHR Learning Paths

Descriptions of the following Learning Paths are located on the [OHR Training Webpage](#) . Each Path is described in detail along with a list of courses that are included in the Learning Path.

OHR has created several categories of Learning Paths. These include:

❖ ERP Responsibilities Learning Paths

In this Category, each ERP learning path includes a course of training based on a specific role within Oracle. In order to be granted access in Oracle, users must complete required training which

generally includes UPK (online training), UPK Assessment and Classroom training. The most common roles in Oracle have learning paths in OLM:

❖ **Mandatory Training Learning Paths**

Some words about Mandatory Training

- All Employees, Temporaries, Contractors, Volunteers and Interns are required to complete the appropriate New Hire Mandatory Training.
- All Supervisors and Managers are required to attend New Manager Mandatory Training when hired or when newly promoted into the position.
- Check with your supervisor to determine which courses you need to attend.
- For More Information go to “Mandatory Training” on the [OHR Training Webpage](#)

Mandatory Training consists of two tracks:

- **New Hire Mandatory Training:** required for new employees, as well as contractors, temporary employees, student interns, and volunteers based on position.
- **New Manager Mandatory Training:** In addition to the New Hire Mandatory Training, Managers and Supervisors are required to take courses in this Path within the first year of their date of hire or beginning of management status.
- **In addition, OHR has created Mandatory Certification Paths.** These are trainings that must be renewed periodically.

❖ **Professional Development and Management Development Learning Paths**

Formerly known as “Certificate Programs”, these Learning Paths are designed to acknowledge the dedication and personal achievement of employees. Successful completion of a Learning Path earns you credentials valuable for advancement. These are divided into two tracks:

- Employee Development Learning Paths
- Manager and Supervisor Development Learning Paths



Note to Current Certificate Program Participants

Please continue in your Program exactly as you have been doing. When you finish, submit your request along with your transcript to OHR Training, and we will confirm completion and send you a certificate.

The Learning Path provides a more formalized and visible record of the Learner’s professional development efforts. These differences are shown in the table below.

TRMS: Certificate Program	OLM: Learning Path
<ul style="list-style-type: none"> • Informal • No record until completed • Self-tracking • Supervisor only notified upon completion. • No formal record kept in Automated Training Record. 	<ul style="list-style-type: none"> • Employee or Supervisor “subscribes” employee to LP. • Learning Path appears on the Learner Record. • OLM tracks, sends reminders and notifies Learner and Supervisor when complete. • LP completion is a permanent record on the Learner’s history.

Subscribing to a Learning Path

Employees may subscribe to a Learning or Certificate Path or the Supervisor may subscribe them. Once they have subscribed it becomes part of their record and appears on the Learner Home.

Important Note: Although these Paths are part of the employee’s Learner Record it ***does not enroll the employee in a class, nor guarantee*** them enrollment. The employee/supervisor must enroll in the corresponding class when it is offered.

How to Subscribe:

- **Log-in to your Employee Self-Service** at this link www.montgomerycountymd.gov/eportal
 - Select Oracle Self-Service > Learner Self-Service > Learner Home
 - This will bring you to your personal Learner Home Page
- **To Search for a specific Learning Path**, use the Search window on the top left of the screen. Be sure to change the criteria from “Course” to “Learning Path”.
- **For additional help**, go to [TransformMCG](#) > look for UPKs for Employees

EXTERNAL LEARNING – MCG EMPLOYEES ONLY

OLM provides the option to record classes, seminars, conferences, etc. which have been take outside MCG.

- The **External Learning** link is available on your Employee Self Service Menu directly under **Learner Home**.
- After you attend one of these training events
 - complete the information required.
 - Provide your supervisor proof of completion (may be scanned and attached to the form)
 - Once your supervisors approves the entry, it will appear under the External Learning Link.

Helpful Hints

IMPORTANT WEB LINKS

If you are *NOT* reading this on the computer, here are the instructions for finding the web link when you are back on your computer.

Find it Fast:

While the log-in page is open, bookmark the page by using the Internet Explorer “favorites”.

1. Click the gold star at the upper right
2. Click down arrow
3. Click “Add Favorites”
4. Name it whatever you will remember
5. Save

Next Time, click the star to find the link immediately.

OHR Training Web Page – type into your web browser:
www.montgomerycountymd.gov > Departments > Human Resources > Training.

TransfromMCG – type into your web browser, **portal.mcgov.org** > TransfromMCG at bottom of the page > Oracle HCM/Payroll > Oracle Learning Mangement

Oracle Employee Self Service – type into your web browser, **portal.mcgov.org** > ePortal > Oracle Employee Self Service

AccessMCG – type into your web browser, **www.montgomerycountymd.gov** > Online Services > AccessMCG

FINDING HELP WITH OLM

Below is a table describing the many helpful documents and on-line learning available to help you learn to navigate the OLM.

Employees	Non-Employees
<p>OLM Quick Start Guides Simplified, illustrated guides to Access the Catalog, Search for a Course, Search for a Class and Enroll in a Class</p> <p>LOCATION: Transform MCG</p>	<p>OLM Quick Start Guides for Non-Employees Simplified, illustrted guides to Access the Catalog, Search for a Course, Search for a Class and Enroll in a Class</p> <p>LOCATION: OHR Training Page</p>
<p>Learner UPK’s and Manager UPK’s Interactive, automated step-by-step guides to every action available for Learners and Managers. Detailed step-by-step guides may also be printed from each UPK.</p> <p>LOCATION: Transform MCG</p>	
<p>Frequently Asked Questions (FAQs) Question and Answer format, searchable by topic. Designed to cover questions from how to access the system, to troubleshooting navigation issues.</p> <p>LOCATION: OHR Training Page</p>	<p>Frequently Asked Questions (FAQs) Question and Answer format, searchable by topic. Designed to cover questions from how to access the system, to troubleshooting navigation issues.</p> <p>LOCATION: OHR Training Page</p>
<p>OLM User’s Guide Provides an overview of the OLM system. Highlights of</p>	<p>OLM User’s Guide Provides an overview of the OLM system. Highlights of</p>

<p>OLM, accessing the system for employees and partners, system structure, Learning Paths and Certifications, Mandatory Training and OLM Terminology.</p> <p>LOCATION: OHR Training Page</p>	<p>OLM, accessing the system for employees and partners, system structure, Learning Paths and Certifications, Mandatory Training and OLM Terminology.</p> <p>LOCATION: OHR Training Page</p>
<p><i>MCG Employees automatically have access to MCG Training Catalogs and Registration through Employee Self Service (ESS)</i></p>	<p>Instructions to Non-Employees – How to Request Access to MCG Training Catalogs Step-by-Step illustrated instructions to help non-employees go to AccessMCG, set-up a profile, and request approval to access the training catalogs.</p> <p>LOCATION: OHR Training Page</p>

FREQUENTLY ASKED QUESTIONS

Where can I get a **calendar** of classes?

Our Training Catalogs (HHS and OHR) are located on the [OHR Training](#) Web Page, and include the current calendar of classes. Look for “OHR-Planning for the Future” and “HHS – Center for Continuous Learning Catalog”. NOTE: There may be changes after the Catalogs are published. Check OLM to confirm the most up-to-date information on classes.

How do I **access OLM**?

- Employees – log into [Oracle Employee Self Service](#). For more detailed instructions, refer to the “Quick Start Guides” on [TransformMCG](#).
- Partners – log into AccessMCG. For more detailed instructions, refer to the “OLM: Quick Start Guides” on the [OHR Training](#) Web Page.

How do I **find a class**?

- To find a class on OLM, use the Quick Start Guides.
- Employees – go to [TransformMCG](#), and look for “Quick Start Guides”
- Partners – go to the [OHR Training](#) Web Page, and look for “OLM: Quick Start Guides”.

How do I find if a class offers **Continuing Education Units (CEUs)**?

- If you Search by Class, both the Course Title and Class Title will come up. Click on the Course Title; near the bottom of the page you will find the “Professional Credits”. This will show you the contact hours and the approving CEU board.
- For more informaton on CEUs provided through our traing programs, go to the appropriate course catalog on the [OHR Training Website](#).

How do I find the **location** of a class?

The “Venue” will indicate the actual location of a class. Once you locate a class in OLM, click on the class title. This link will give you the Venue and the Instructor for the class.

How will I be notified of **my enrollment** in a class?

- You will receive three notifications: The first will be sent immediately, and notify you that you have been enrolled or are on the waitlist for the class. It will indicate a “Training Center” for the class. This is the general location of the class. The second (sent the following day) will include the exact location of the class. The third will be sent 7 days prior to the start of the class, and include all information.
- The information will also be located on your *Learner Home* in OLM under Enrollments.

How do I get **directions** to a class location?

“Directions to Training Facilities”, located on the [OHR Training](#) Web Page, provides information for our most-used training facilities.

How do I get information on **parking**?

Parking information is included with the information for “Directions” on the [OHR Training](#) Web Page.

How do I get a **transcript** of my training?

- **Employees:**
 - For classes scheduled **before March 1, 2013** – go to the [OHR Training](#) Web Page, and select “Link to Obtain Old Training Transcript”.
 - For classes **on March 1, 2013 and onwards**, go to your “Learner Transcript” in OLM.
- **Partners:**
 - For classes scheduled **before March 1, 2013** contact the Training Team at <mailto:OLMAdministrator@montgomerycountymd.gov>.
 - For classes on **March 1, 2013 and onwards**, go to your “Learner Transcript” in OLM.

Where do I find **Mandatory Training** classes?

Search OLM: Use drop down and select Learning Path > type “mandatory” in the box. Also, refer to the “Mandatory Training” section of the [OHR Training](#) Web Page.

BITS AND PIECES

- **Classes are listed** by title and date. For example: “*Limited English Proficiency Class 2013-12-24*”
- Look for **attachments** which you may need prior to the class, such as pre-work, class handouts, input requests, etc.
- **Check your enrollment status.** When you enroll, an acknowledgement of your enrollment will be sent, and will include your “enrollment status” of **registered** or **waitlisted**. Please check this to confirm your status.
- **Supervisor approval.** Your supervisor will be copied on all activity within your Learner Record, including enrollments. Your supervisor may unenroll you from a class if necessary. Please discuss any training with your supervisor before signing up.
- **Keep your email box open.** All automatic notifications are sent by email. This includes enrollments, and changes in the date, time, location, etc. Remember, if your mailbox is full, you will **not receive any automated messages**.
- **Updated class information will appear on your “Learner Self-Service” web page.** So if you think you have missed an email notification, this is a handy place to check.

OLM TERMINOLOGY

ACCESSMCG	An MCG portal for outside individuals who want to access specific databases.
CATALOG (INOLM)	A searchable database providing information on available training, access to enroll in classes, and a personal record of your training experience. MCG has set up the following Catalogs as of this date: <ul style="list-style-type: none"> – OHR Training Institute – HHS – Center for Continuous Learning – Libraries
CATEGORIES	Related Courses grouped together
CERTIFICATION PATH	Courses that need to be tracked for certification or licensure. Also used for some MCG Mandatory Training.
CLASSES	A scheduled instance of a course.
COURSES	Description of a learning event
ENROLL	To register in a class
ENROLLMENT STATUS	Enrolled or Waitlisted
EXTERNAL LEARNING	Class, seminars, etc. which have been take outside MCG, and can be added the Learner’s External Learning Record.
LEARNER HOME	Located through Employee Self-service; portal for accessing Catalog and all related functions, and the Learner training Records.
LEARNING PATHS	A tool to customize a professional development plan and assign it to an individual/unit/department. In OHR, includes the former “Certificate Programs”.
OFFERINGS (DELIVERY MODE)	Describes the “type” of Course, or how it is presented.
OFFERING: ILT (INSTRUCTOR LED TRAINING)	Class is delivered in a classroom
OFFERING: SP (SELF-PACED ON-LINE LEARNING)	Class is delivered through Compute-based Training
OLM	Oracle Learning Management
PARTNERS	Individuals or organizations who may be given access to training catalogs. Includes HOC, MD-NCAPP, MCPS and others as designated by specific departments. May also include Volunteers, Contractors and Student Interns.

SUBSCRIBE	To save a Learning Path or Learning Certification on your Learner Home
TRAINING CENTER	General geographic areas which provide the Learner with a general idea of the location of a class. See "Venue".
UPK	User Productivity Kit: On-line Learning for Oracle applications.
VENUE	A Venue is the location of the Class

IF ALL ELSE FAILS



If you have checked the **Quick Start Guides** and all other on-line helps, and are still having problems, please *call us* **while you are on your computer** so that we may help you walk through the problem. If you get voicemail, provide a detailed explanation of (1) what you are trying to do, and (2) what is happening.

- Training Team Phone: 240-777-5116
- Training Team Email: <mailto:OLMAdministrator@montgomerycountymd.gov>

Using Oracle Learning Management for Managers and Supervisors

Through Oracle Learning Management (OLM) Managers and Supervisors have direct access to the Learning Records of all of their direct reports and indirect reports. It also provides greater capability to create workforce development plans based on department, unit, or position type; it is also a tool for incorporating individual employee development into the annual performance planning process.

HIGHLIGHTS OF THE PROGRAM – FOR MANAGEMENT

- Access to Employee records – direct and indirect reports
- Print Employee Transcripts
- Supervisor capability to enroll and unenroll employees
- Learning Path and Certification Paths used to assign and track learning
- Track required learning for New Employees

COMPARISON BETWEEN TRMS AND OLM – FOR MANAGEMENT

The list below will explain some of the differences you'll find between the Training Registration Management System (TRMS), our old system, and OLM.

Both systems will provide many of the same capabilities – navigation will be different. Please review the Quick Start Guides and other helps created to assist you in learning to use OLM.

TRMS – Old System	OLM – New System
Supervisor access to training records of direct reports only.	Manager and Supervisor access to all direct reports and their direct reports.
Supervisor may print transcripts for direct reports.	Manager and Supervisor may print transcripts for all reports. (see above)
HR Liaisons able to <ul style="list-style-type: none"> • enroll and unenroll employees. • print employee transcripts. 	Available only to Manager/Supervisor and Employee.
HR Liaisons able to <ul style="list-style-type: none"> • create Department Training reports – both TRMS and CBT (computer-based training). 	Same – will use BITool (Business Intelligence) to create reports. *** These reports are currently in development. ***
Copies of all Training notifications sent to Supervisor.	Same
No tracking capability for mandatory training.	Subscribe employees to Mandatory Training tracks (Learning Certificates and Learning Paths) which track completion.
No manager access to CBT status for direct reports.	CBT records included in OLM with all training.
Employee records of any external learning were kept in paper files.	Records of training taken outside of MCG can be added to External Learning within OLM once approved by Supervisor.

MANAGEMENT TRAINING

When OLM was set-up we provided specific management-focused training areas.

- Most training for Managers and Supervisors is listed in OLM under the **category “Management Training”**. Enrollment in these classes is limited to those already in a Management or Supervisory Position.
- A **“New Manager Mandatory Training” LP** has been created for all Supervisors or Managers newly hired or new to the position.
- An **“EEO and Diversity Management” Certification Path** has been created to provide an on-going reminder to complete this mandatory training every three (3) years.
- Several **“Manager and Supervisor Development” LPs** are provided allowing supervisors to focus on specific competencies.

If someone who reports to you is interested in becoming a supervisor, please direct them to the “Aspiring Supervisor” Learning Path.

LEARNING MANAGEMENT FOR MANAGERS

In OLM, the Learning Management for Managers provides you with complete access to the training records all of your direct reports and the direct reports of those below you.

View and take action

- ❖ **Log-in to your Oracle e-Business** at this link www.montgomerycountymd.gov/eportal
 - Select Manager Self-Service > MCG HR Manager Access > Look under Learning Management for Managers > open Learner Home
 - This will bring you to a list of all direct reports
 - Click on the next to the name to open records for that individual’s direct reports
 - Click on “View” to open an individual’s training record

Focus Name	Assignment Number	Job	Position	Department	Employee Number	View	Details
<input checked="" type="checkbox"/> Selby, William							
		Specialist	016348.Administrative Specialist II.200151.FT.P.	DOT 50 Director Management Services			
	Galey, Jason 1665	Senior Information Technology Specialist	013346.Senior Information Technology Specialist.000551.FT.P.	DOT 50 Director Management Services	1665		
	Moss, Lidia 4260	Engineer	015289.Senior Engineer.004021.FT.P.	DOT 50 Director Management Services	4260		
<input checked="" type="checkbox"/> Pogue, Thomas 1317		MIS Manager	003858.Manager III.000112.FT.P.	DOT 50 Director Management Services	1317		
	Thomas, Alicia 1810	Supervisor	003874.Management Services Supervisor.004477.FT.P.	DOT 50 Director Management Services	1810		

To see only this individual's organization

To view his direct reports.



- Once you are viewing an individual's record you have access, as you would in your own Learner Home, to enroll, unenroll, or subscribe to a Learning Path or a Certification Path.
- **For additional help**, go to the *OLM UPKs for Managers* on [TransformMCG](#)

Run Reports – Employee Transcripts

- ❖ **Log-in to your Oracle e-Business** at this link www.montgomerycountymd.gov/eportal
 - Select Manager Self-Service > MCG HR Manager Access > Look under Learning Management for Managers > Reports
 - This will take you through the process to request an employee's transcript
 - For complete instructions, go to the OLM UPKs for Managers on TransformMCG

PERFORMANCE MANAGEMENT

❖ Management Tool for Employee Development

OLM provides Management Staff with a variety of tools to meet the employee development needs across departments.

- **OHR Learning Paths (LP)** and Learning Certifications (LC) provide a pre-designed program to develop specific competencies, yet are flexible to meet a variety of needs.
- **OHR Mandatory Training LP and LC** pull together MCG-wide training, and can easily be subscribed to by supervisor or employee.
- **Customized Learning Paths** are self-designed and can be created for specific needs for an entire department, organization or individual.

❖ New Employees and Mandatory Learning Paths

- All Employees, Temporaries, Contractors, Volunteers and Interns are required to complete the appropriate New Hire Mandatory Training. For More Information go to "Mandatory Training" on the [OHR Training Webpage](#)
- If you have a temporary, contractor, volunteer or intern, they should register for training as a "Partner" (or non-employee) before they can access any training.
- If you have an employee without a Single Sign-On User Name and Password, they should register for training as a "Partner" or non-employee.



Supervisor Responsibility: Different positions/departments have different mandatory training requirements. It is each Supervisor's responsibility to see that ***all Direct Reports are subscribed to, and complete***, the applicable Mandatory Training Certificate Learning Path(s) – including Mandatory Management Training. OLM will monitor and report any compliance issues. It is the Supervisor's responsibility to follow-up with the employee.

Customized Learning Paths

Learning Paths provide Supervisors and Managers a tool to customize a professional development plan. Managers and Supervisors are encouraged to use the Learning Path as tool to align your staff 's development goals with the Department's and County's priorities.

Learning Paths are customizable and flexible:

- Any courses within a given Catalog (ie. OHR, Libraries, HHS) may be included in a LP.
- Courses may be designated as mandatory or optional.
- Individuals may create their own LP, or subscribe themselves to a LP.
- Supervisors, managers or the Training Administrator may create a LP.
- Supervisors, managers or the Training Administrator may subscribe a LP to a Learner or group of Learners
- Subscription to a Learning Path may be assigned to a group of Learners based on specific criteria within the Oracle HCM system (ie. position, unit, department, etc.)

Learning Paths provides focus on Learning Goals:

- The "creator" of the LP can set completion deadlines.
- Deadlines may be set for completing the entire LP, or specific courses within the LP.
- Once subscribed, the LP and all courses in the LP will appear on the Learner Home Page.
- Supervisor is notified when the Learner subscribes or unsubscribes to any LP.
- When a course is completed, it will be tracked within the LP on your Learner Home.
- Pre-programmed reminders are sent to the Learner and Supervisor as the deadline approaches.
- When Learning Path is completed, the Learner and Supervisor will receive a confirmation of the completion.
- OLM maintains a permanent record in the Learner's Learning History.

Creating Customized Learning Paths and Certification Paths

Items to take into consideration

- Determine exactly who the intended audience is, so you select only individuals who meet those specific criteria.
- Do you want to focus on specific courses or competencies?
 - If competencies – refer to the Course Competency Table in the current OHR Training Institute Catalog on the [OHR Training Webpage](#).
- Will this LP be used one time, or will it be on-going so that whenever a new employee joins the group it will be subscribed to them?

- Take the OHR Training Schedule into consideration when selecting the completion date of the path. How often is a course offered? Will employees have enough opportunities to complete the course prior to the completion date?

Instructions

Instructions are available under [TransformMCG](#) under *OLM UPKs for Managers*.

- Creating and Subscribing a Learner to a Learning Path
- Unsubscribing a Learning to a Learning Path
- Creating Subscriptions to Learning Certifications

Assistance

We highly recommend that you contact someone on the OHR Training Team before creating a Learning Path or Certification path, 240-777-5116.