

My Learning Implementation

Organization, Personnel and Technology
Committee
Item #6a
March 7, 2011



Training at Metropolitan

- Provide Environmental, Safety, Technical, Career and Development training
- 78 certification programs
- 300 courses offered on a variety of topics
- 600 classes provided during 2010
- Additional on-line or on-the-job training offered
- Foundation for workforce and succession planning

Why My Learning?

- Recommended as part of 2006 HR Audit
- Replaced outdated, unsupported system
- HR Strategic Plan Objective
- Robust system that tracks the complex training and learning at MWD
- Foundation for additional functionality

My Learning Implementation

- Budget - Completed within Board approved budget
- Schedule – Delayed by 18 months
 - Optimistic estimate by consultant/vendor
 - Extensive testing to ensure continued compliance
 - Business process re-engineering/staffing changes
- Deliverables – All objectives met
- Lessons learned
 - Complete process re-engineering up front
 - Realistic testing schedule for user acceptance

My Learning System

Pending Approvals

View All First 1-2 of 2 Last

Team Member	Type	Name	Price	Approval Details
<input type="checkbox"/> Catherine Clifford	Activity	Contract Administration	0 USD	Details
<input type="checkbox"/> Catherine Clifford	Activity	Teamwork	0 USD	Details

[Select All](#) [Clear All](#)

[Approve](#) [Deny](#)

Team Members

View Team Members Reporting To: [Go](#)

Direct Reports -- Diane Pitman

Customize | Find | View All First 1-6 of 6 Last

Name	Job Title	Hire Date	*Action
<input type="checkbox"/> Carmondy Breaux-Burns	UnitMgrIII	12/09/2002	<input type="text" value="Go To..."/> Go
<input type="checkbox"/> Catherine Clifford	PrHrAnlyst	11/30/1999	<input type="text" value="Go To..."/> Go
<input type="checkbox"/> Metra Saltus	UnitMgrIII	06/14/1999	<input type="text" value="Go To..."/> Go
<input type="checkbox"/> Patrick Karr	AdminAsst2	04/10/1995	<input type="text" value="Go To..."/> Go
<input type="checkbox"/> Petchara Phoonswadi	SrAdmAnal	06/29/1998	<input type="text" value="Go To..."/> Go
<input type="checkbox"/> Rebecca Cardona	AdmnAnaly2	11/02/1988	<input type="text" value="Go To..."/> Go

My Learning System

Team Member Learning

*Search Filter: For:

View All | 1-3 of 3

<u>Learner</u>	<u>Title</u>	<u>Type</u>	<u>Status</u>
MET Employee	UAT First Responder Technician Level	Certification	<input checked="" type="checkbox"/> Completed
MET Employee	UAT General Field Worker	Certification	<input checked="" type="checkbox"/> Completed
MET Employee	UAT Asbestos Worker	Certification	<input type="checkbox"/> Warning

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My Learning System

[Defensive Driver \(SA1500\)](#)

Classroom

[Enroll](#)

Reviews safe driving practices for employees who operate MWD or personal vehicles within the course and scope of employment for MWD. Participants receive National Safety Council certification.

[Defensive Driver \(SA1500\)](#)

eLearning

[Enroll](#)

Reviews safe driving practices for employees who operate MWD or personal vehicles within the course and scope of employment for MWD. Participants receive National Safety Council certification.

Activity Options for Defensive Driver


<u>Activity Code</u>	<u>Type</u>	<u>Start Date</u>	<u>Price</u>	<u>Location</u>			<u>Add to Plan</u>
SA1500.GC.03.16.2011	Classroom	03/16/2011	0.00 USD	GC	View Details	Enroll	Add to Plan
SA1500.GC.03.24.2011	Classroom	03/24/2011	0.00 USD	GC	View Details	Enroll	Add to Plan
SA1500.US.03.30.2011	Classroom	03/30/2011	0.00 USD	US	View Details	Enroll	Add to Plan
SA1500.LV.04.25.2011	Classroom	04/25/2011	0.00 USD	LV 4	View Details	Enroll	Add to Plan

My Learning System

All Learning

All Learning is a list of the activities you are enrolled in or completed and curricula and certifications for which you are registered or completed. You can view details, progress status, and schedules by clicking on the name of the activity or program.

*Filter Name:

My Learning					
Customize Find View All  First <input type="button" value="◀"/> 1-8 of 8 <input type="button" value="▶"/> Last					
Title	Type		Status	Action	Launch
Asbestos Worker Refresher	Classroom	<input type="checkbox"/>	Enrolled		
Excel Beginning	Classroom	<input type="checkbox"/>	Enrolled		
Teamwork	Classroom	<input checked="" type="checkbox"/>	Pending Approval	<input type="button" value="Drop"/>	
P-Card Training	Classroom	<input type="checkbox"/>	Enrolled		
Contract Administration	Classroom	<input type="checkbox"/>	Enrolled	<input type="button" value="Drop"/>	
Defensive Driver	eLearning	<input checked="" type="checkbox"/>	In-Progress	<input type="button" value="Drop"/>	<input type="button" value="Launch"/>
HAZWOPER First Responder Technician Refresher	Classroom	<input type="checkbox"/>	Enrolled		
Asbestos Worker	Classroom	<input type="checkbox"/>	Enrolled		

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My Learning System

From: training@mwdh2o.com
To: Clifford, Catherine A
Cc:
Subject: Enrollment Confirmation for ED1550.US.04.07.2011.10a

Sent: Tue 3/1/2011 12:40 PM

Message | u02homepsoftel900_proappservPRO21filesA00031576L00005026S00022666.ics (1 KB)

Dear Catherine,

This email confirms your enrollment in the following activity. To add this item to your Outlook Calendar, please click on the calendar link(s) at the top of the e-mail.

Activity : Drug and Alcohol Awareness
Activity Code : ED1550.US.04.07.2011.10a Type : Classroom From : 04/07/2011 To : 04/07/2011

Enrollment Status : Enrolled

You can see more details about this activity on to My Learning. In the event that you are unable to attend, you must drop your enrollment.

If you have any questions contact your learning administrator at training@mwdh2o.com.

Thank you.
My Learning
Metropolitan Water District