



**FI\$Cal**

*Financial Information System for California*

# Fall Release Training Liaison Support Meeting

November 6, 2015

# Agenda

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- Meeting Scope: Training Registration Support
- Introductions
- Readiness Team activities and TouchPoint meetings
- Training Tasks and Course Enrollments
- Fall Release training materials and required registration
- How to register in the FTA
- User Support and Ongoing Training

# Readiness Team Activities

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- Contact each department
- Communicate enrollment numbers
- Increase course enrollments
- Ensure learners complete training
- Contact re No Shows
- TouchPoint Meetings

# Readiness Team TouchPoint Meetings

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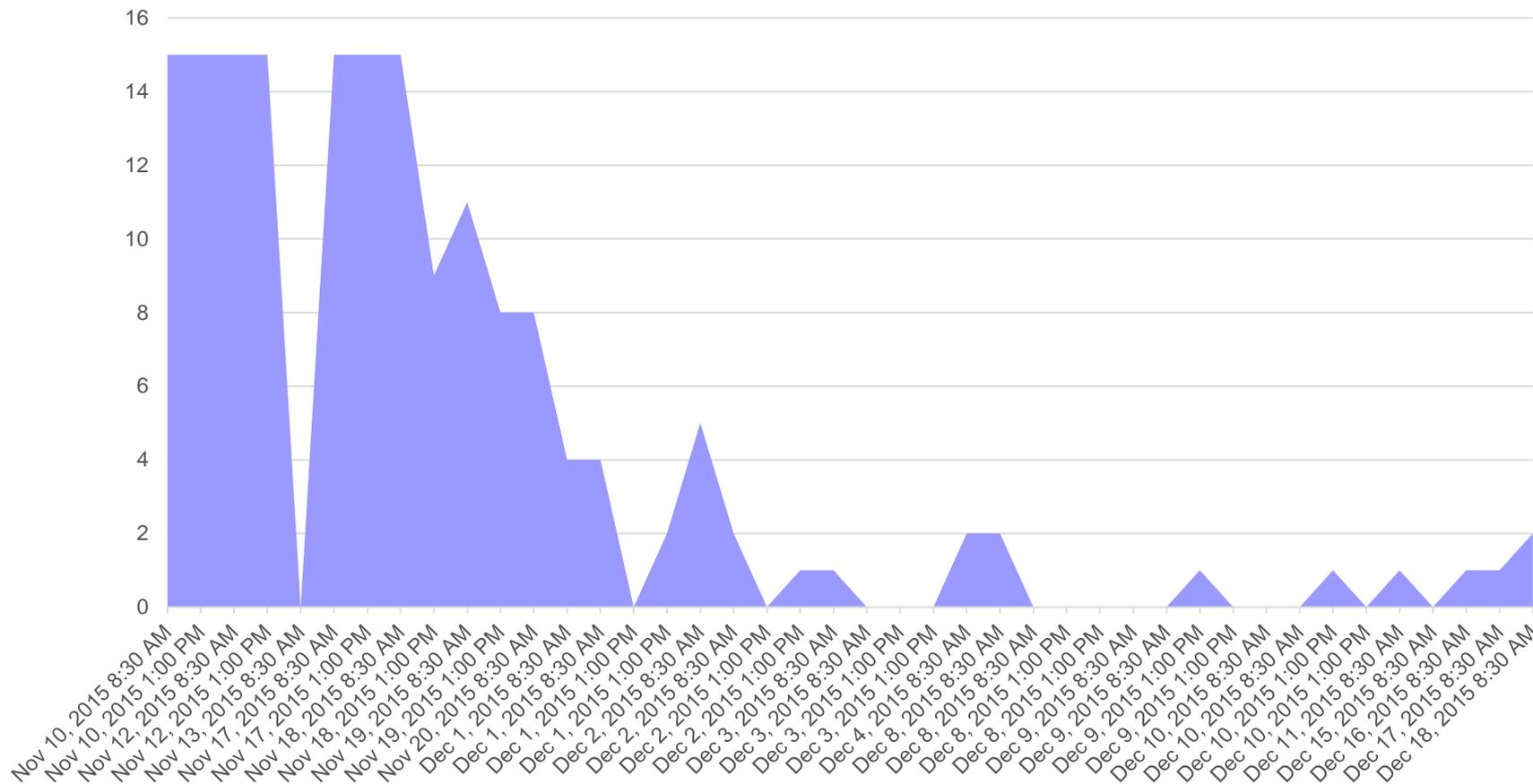
- First and third Thursdays of each month
  - CFS Departments 2:00 to 3:00 p.m.
  - Non-CFS Departments 1:00 to 2:00 p.m.
- Review the Master Department Workplan
- Support department readiness activities
- Address department questions and concerns

# Training Tasks

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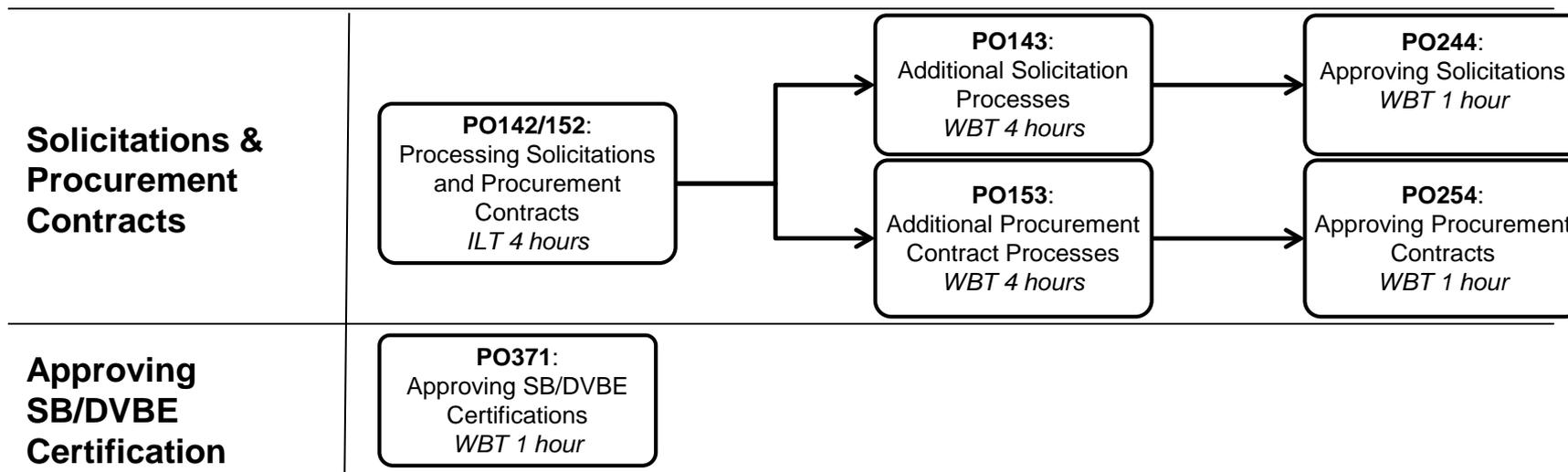
- TRNG229a
  - This task is for Training Liaisons to assist core users to register by Friday, October 30, 2015. After that, secondary and Wave 4 Super Users will be able to register on a first-come, first-served basis
- TRNG229b
  - This task is for Training Liaisons to assist core users to register for the remaining web based training (WBT) courses
- TRNG230
  - This task is for Training Liaisons to coordinate registration of secondary users for Fall Release training

# ILT Course Enrollments



261/574

# Fall Release Training Materials

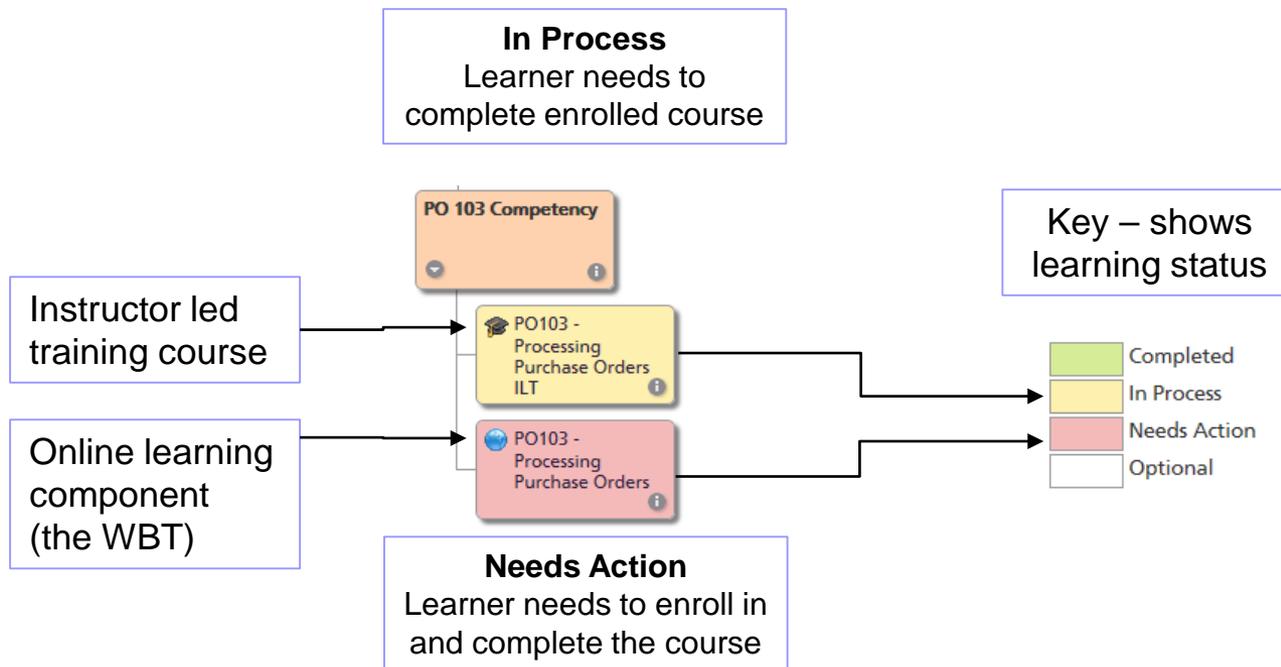


# PO 142/152 FTA Registration is Required

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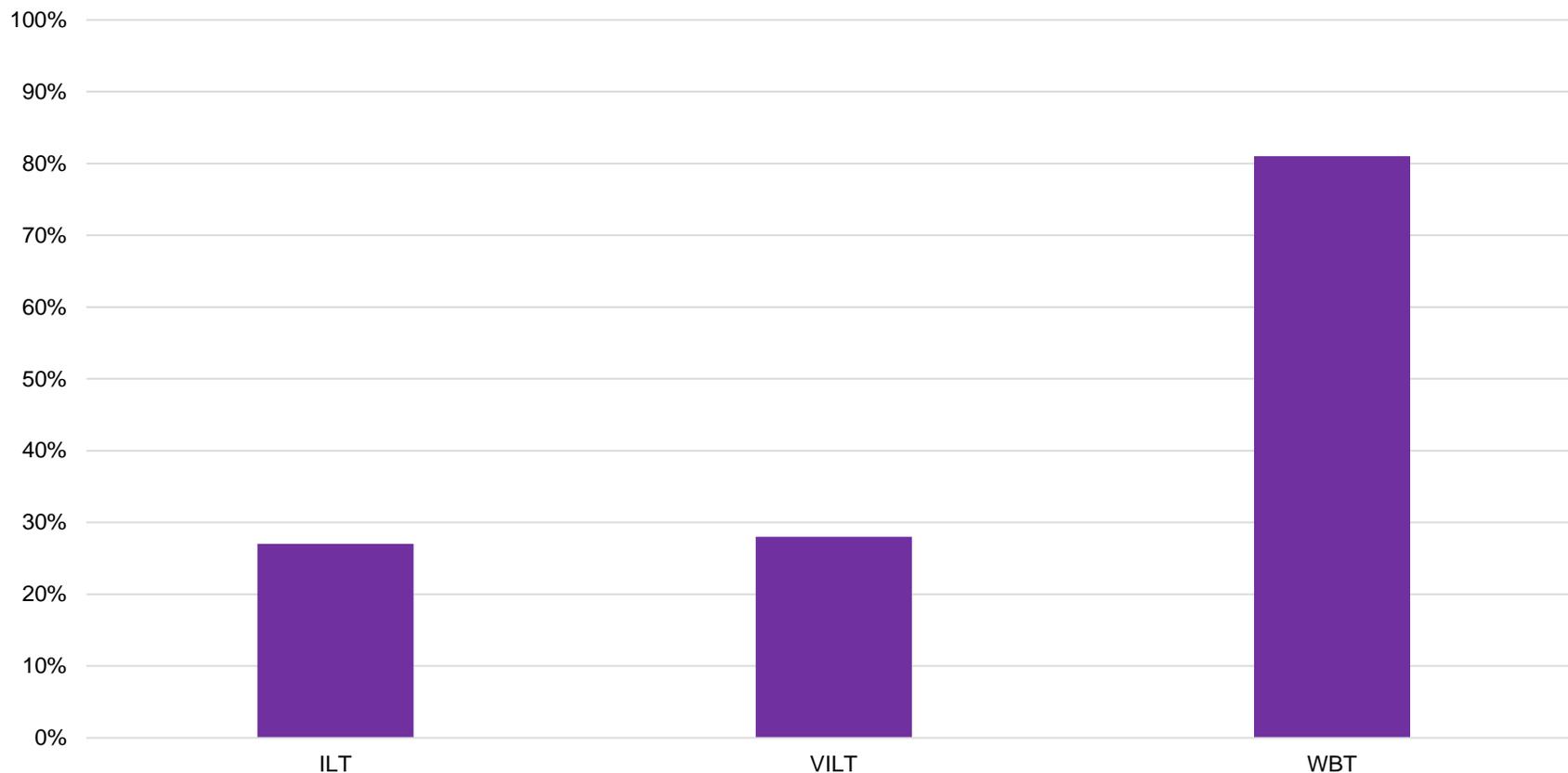
- Resource Planning – Register in the FI\$Cal Training Academy (FTA) for all training methods; ILT, VILT, or WBT.
  - **Instructor-Led Training (ILT):** Course that requires user be physically present on site in a FI\$Cal training class during an offered session time.
  - **Virtual Instructor-Led Training (VILT):** Course that is delivered in a virtual environment where core users view the course online as it is presented by an instructor in another location.
  - **Web-Based Training (WBT):** Course offered online through the FTA where users may take the courses at their convenience and at their own pace.
- Regardless of training delivery method, learners need to be registered in the FTA

# How to Register in the FTA



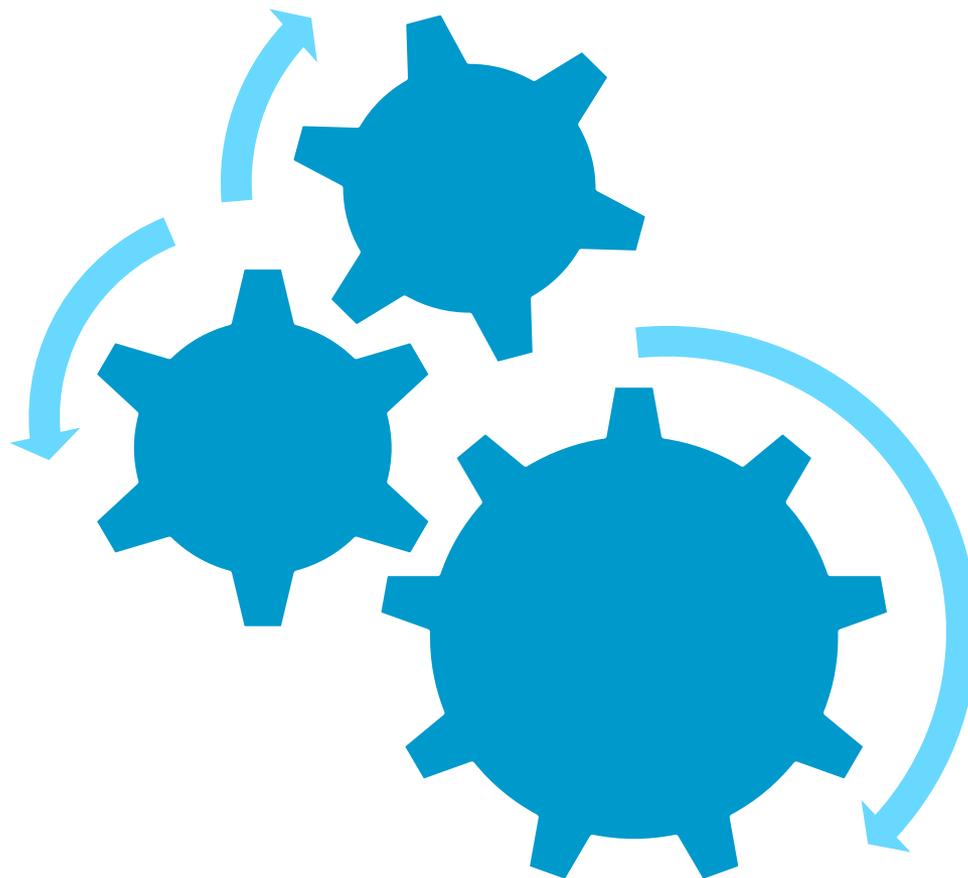
# Last Week's Poll Results

Preferred learning methods for PO142/152 according to Training Liaisons



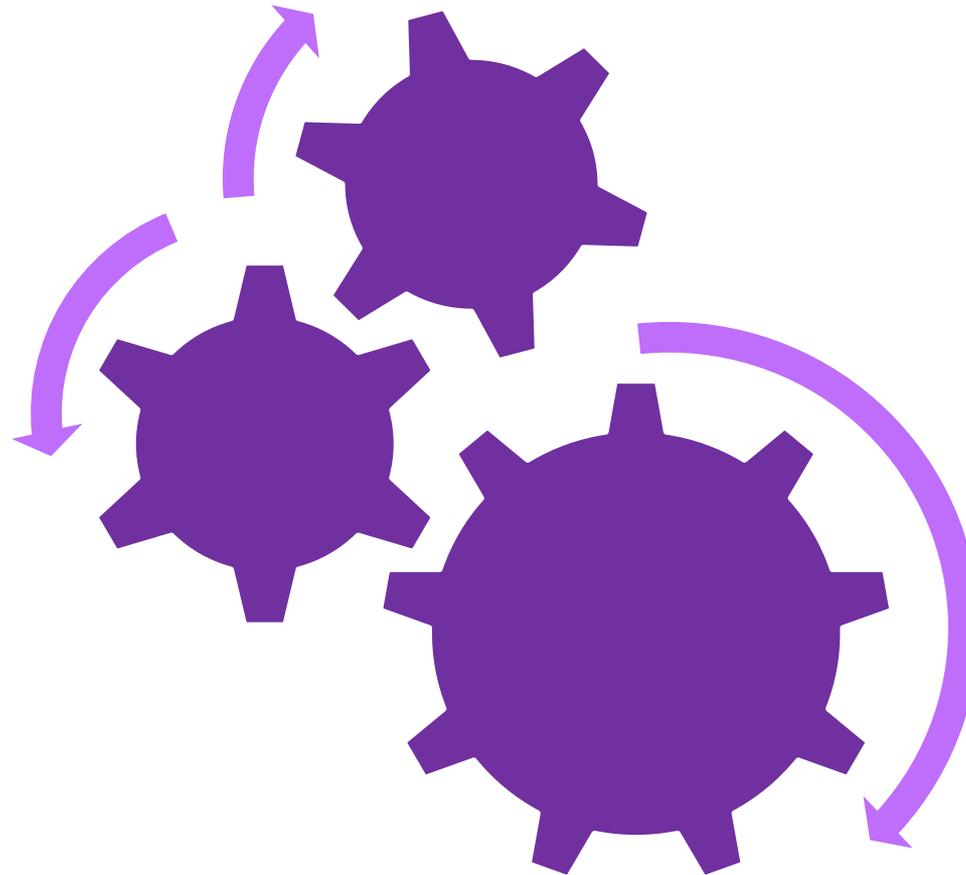
# Poll – Instructor Led Training (ILT)

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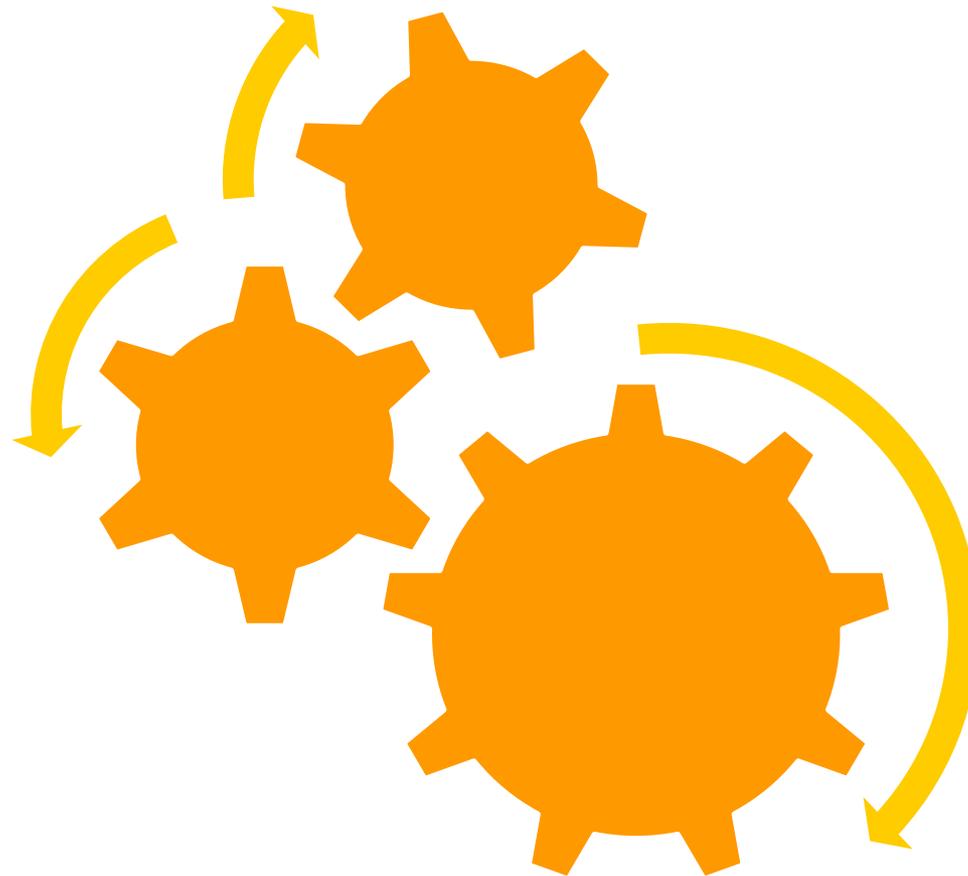
# Poll – Virtual Instructor Led Training (VILT)

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# Poll – Web Based Training (WBT)

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# User Support and Ongoing Training

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- User Support
  - Distribution of Enrollment and Completion reports
  - New FI\$Cal users are contacted by a training team member and are verbally welcomed and given the name(s) of their Training Liaison(s).
  - Readiness Team Activities
  - TouchPoint Meetings first and third Thursdays
- Ongoing Training commences January 2016
  - Consist of Wave 2 courses once a month
  - Courses occur second and third weeks of the month
  - Additional User Support Labs Thursday of third week

# Questions?

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