

As-Is Process T1 – Develop Training Plan

Monday, March 30, 2009

Triggers	Systems	Inputs	Outputs
<ul style="list-style-type: none">Training packages are required for new fiscal year	<ul style="list-style-type: none">Budgets Excel spreadsheet	<ul style="list-style-type: none">Training Package	<ul style="list-style-type: none">Employee Development Plan HRM-0044 (EDP)Training Plan HRM-0043

HR Training Unit

- Cover Memo
- Training Plan
- HR Bulletin 04-11
- Performance Appraisals
- Employee Development Plans
- Overview of Training Plan Process
- Training Plan Instructions

1. Prepare Training Package for new fiscal year

2. Email Training Package to Bureau Chief level and higher via Memo Personnel

The Memo Personnel is an official notice

Bureau Chief

3. Advise Supervisors to meet with employees

Supervisor

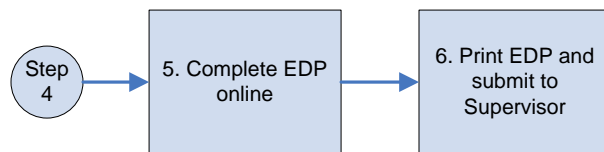
4. Advise employees to complete EDP

Step 5

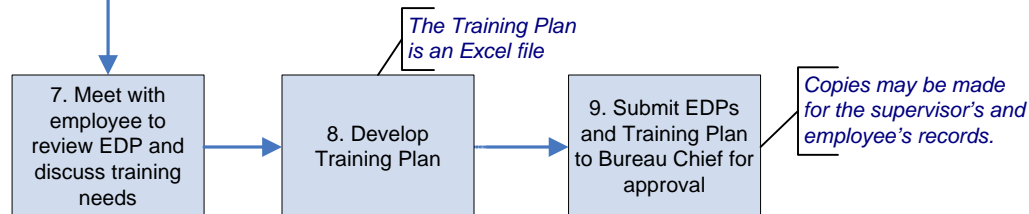
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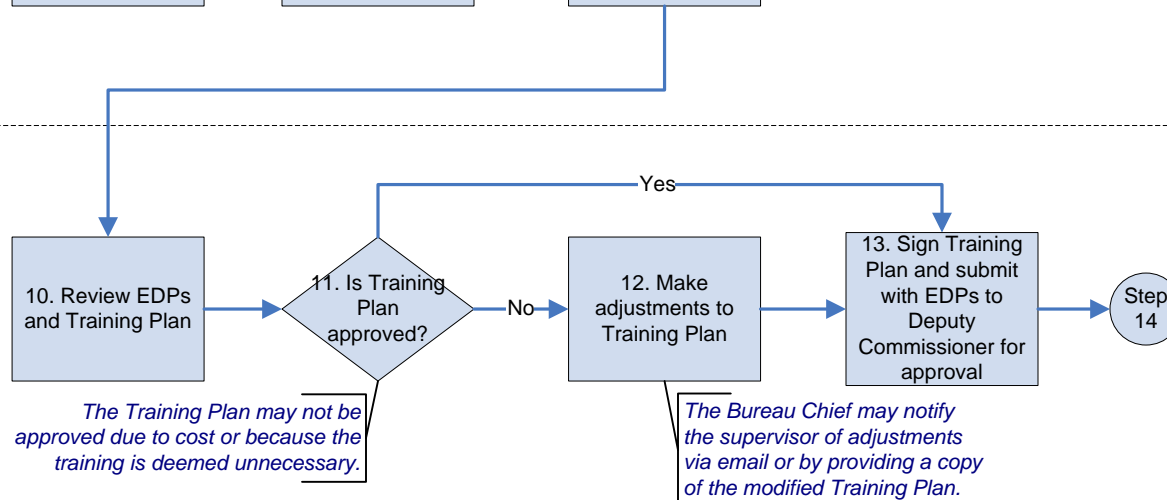
Employee



Supervisor



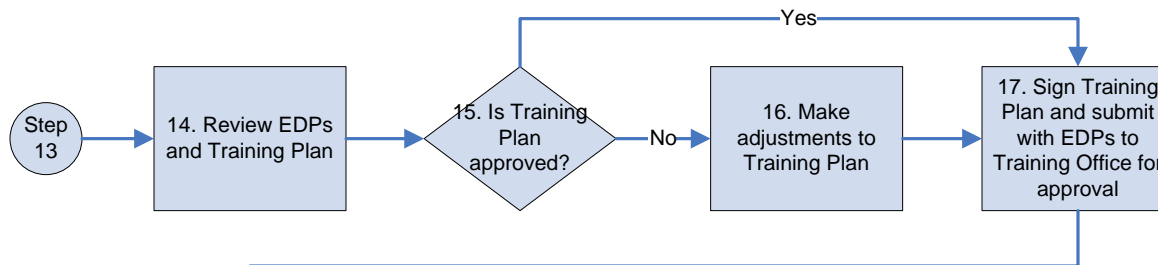
Bureau Chief



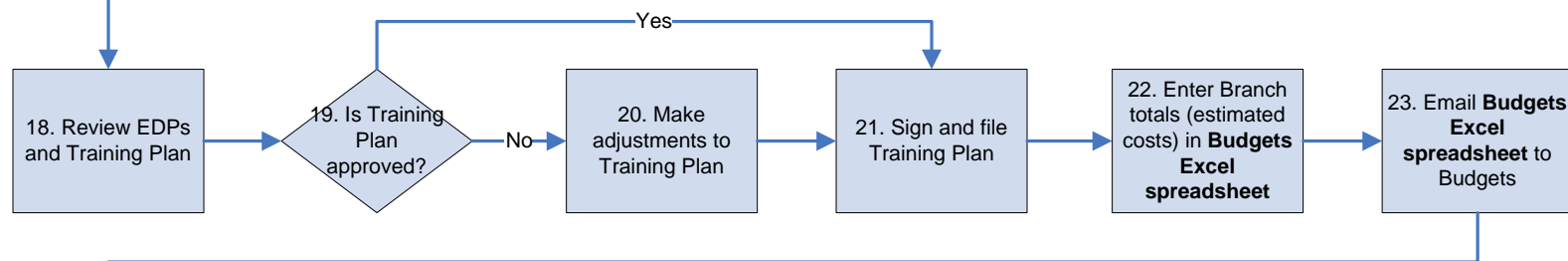
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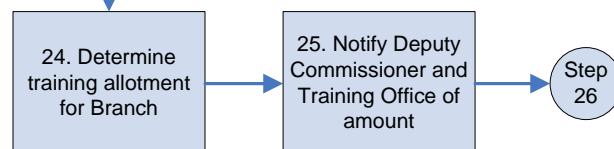
Deputy Commissioner



Training Office



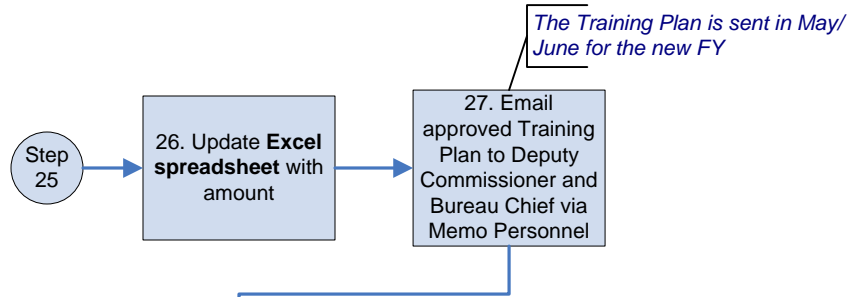
Budgets



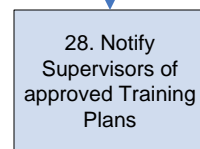
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Training Office



Bureau Chief



Supervisor

