

# CRITICAL EMPLOYEE TRAINING



**Oregon State**  
University



# Critical Training Project -Agenda

- The What and Why of the Project
- Project Overview & Timeline
- Current Project Snapshot
- Next Steps
- Ask the panel



# What is the Critical Training Project?

Development (build online learning modules from existing content) and deployment (LMS platform Bridge) of regulatory employee training on mandated topics.

*Training will include:* University Code of Ethics and six courses

- Mandatory Reporter
- Sexual Harassment
- Discrimination
- Title IX
- ADA
- FMLA/OFLA



# Why Critical Training Now?

There is a *Compliance* why -With a mandate from President Ray and the Board of Trustees, OSU Human Resources coordinated the efforts to create and deploy Critical Training by Jan. 1, 2018.

There is a *Personal Accountability* why –We lead with integrity and take responsibility to walk the talk of our OSU Code of ethics.

# Project Overview and Timeline

- **Project Deliverables:**

1. Leverage internal regulatory training content to build online employee trainings through a single platform.
2. OSU employees have access to regulatory trainings by January 1, 2018.
3. OSU stakeholders and leaders have easy accessible reporting for regulatory employee training.

- **Scope of Project:**

- **In Scope:** Regulatory compliance training content; Set up of Learning Management System; communication strategies and delivery plan; HR division set up in LMS; and compliance training reporting.
- **Out of Scope:** OSU Professional Development training; On-the-job manager training; all administrative divisions and colleges outside of Human Resources and Compliance offices.

See full project detail in Project Charter Document and Dashboard:



CT Project Charter  
2017



# Next Steps

- Deployment of communication strategy
  - Between Oct.2<sup>nd</sup> and Nov. 15<sup>th</sup> key stakeholder meetings
  - Nov. 15<sup>th</sup> to January outreach to campus leaders and supervisors
  - Dec. 1<sup>st</sup> to March outreach to OSU employees and volunteers
- Legal content review (Complete)
- Building courses in chosen platform (In progress)
- Course approval steps and testing (In progress)