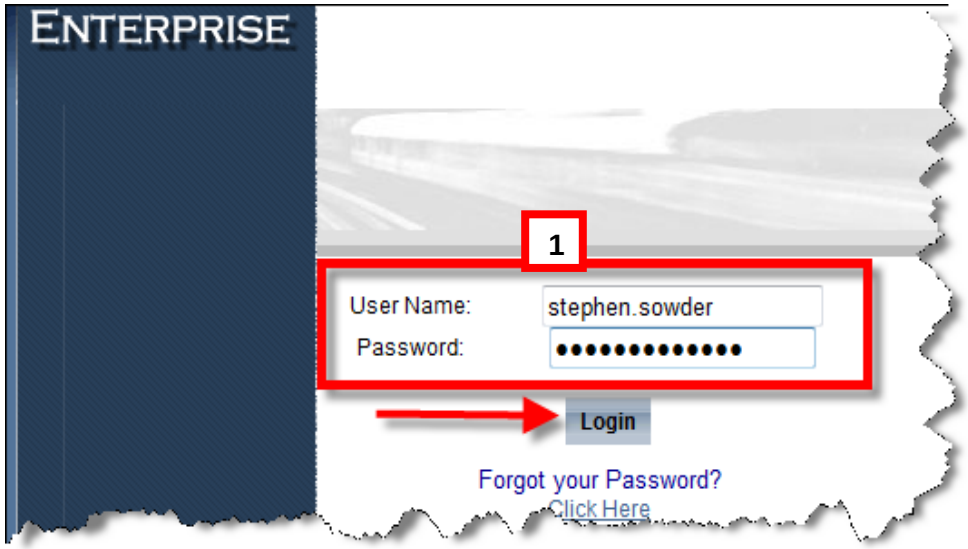
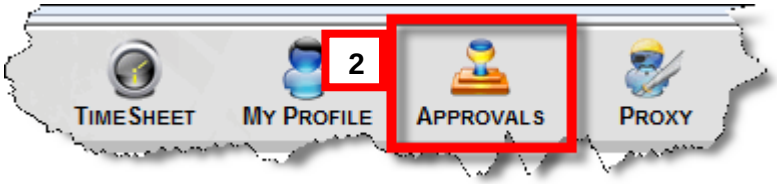
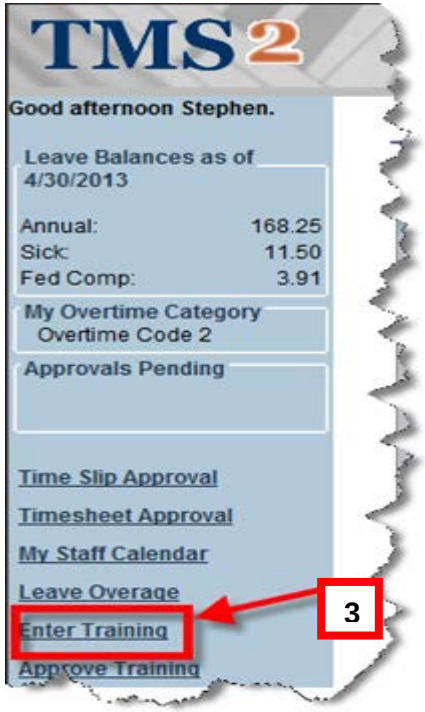
Division of Workforce Development Managers and Supervisors, in compliance with the Management Training Rule established by the Office of Administration, are expected to attend at least 16 hours of training after completing the initial 40 their first year in the position. It is now required that DWD Managers and Supervisors will enter their training in the self-reporting tracking system which can be accessed in TMS. As documentation of attendance, they must submit either a certificate or an agenda of the event to DWD Training.

In consideration of current financial issues, DWD Managers and Supervisors should avail themselves of every appropriate free training that applies to their position. This would include Webinars (from DWD, DOL, or other recognized sources) and E-learning or online training modules from appropriate sources.

Every effort should be made to acquire the required training hours while incurring no cost when possible. **If a training request is needed or required,** it should be submitted to DWD Training at dwdtraining@ded.mo.gov.

1. Login to TMS	

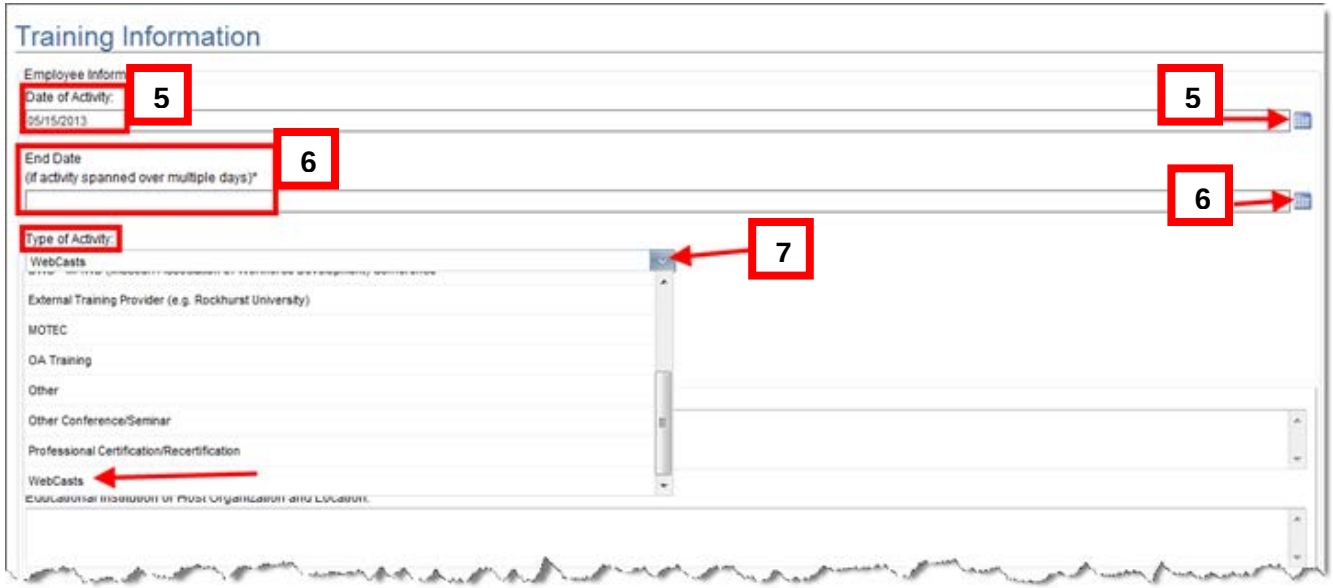
2. Select the "Approvals" icon	
3. Select "Enter Training" on the left hand side of the screen.	

4. **Select "New Training Request".**

5. **Enter "Date of Activity".** Use calendar icon on right end of date entry line.

6. **Enter "End Date" if training is not one day, but over multiple days.**

7. **Select "Type of Activity" from drop down listing.**



8. Enter the “Requested Hours” for the training.

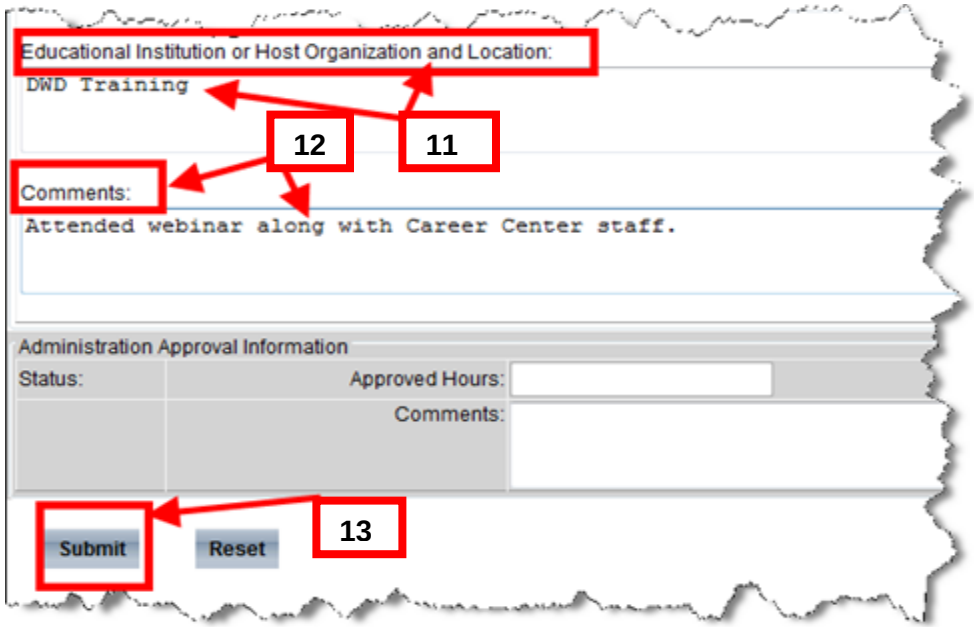
9. “Status” default setting is “Pending” and does not need to be changed.

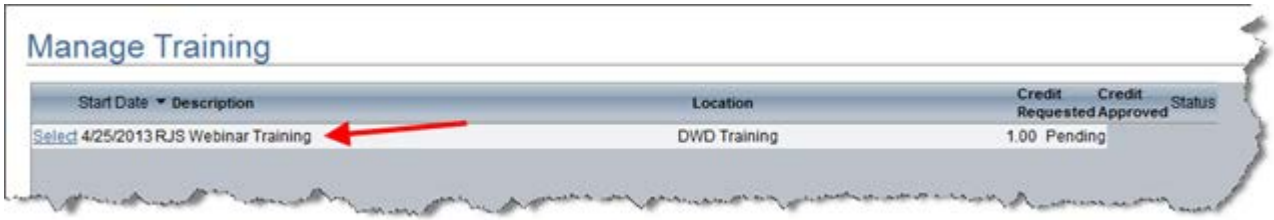
10. Enter the “Title or Description of Program.

11. Enter the training provider information in the appropriate text box.

12. Add any additional “Comments”, as appropriate.

13. Click “Submit”.



After submitting your training request, the submission will be noted in "Manage Training" in your TMS account.	

Once submitted, your training information and associated hours will be in pending status for approval review. Once your Training Request goes through approval review, you will receive an auto email notification informing you of the status of your request.

Training Request Approval Status: Approved

stephen.sowder@ded.mo.gov

Sent: Tue 5/7/2013 11:33 AM

To: Sowder, Stephen

Stephen,

Your request for Training Hours has been reviewed by a training administrator. The status is Approved, on 5/7/2013.

Approver's Comments (if any):

Training Information Submitted:
Activity- RJS Webinar for Career Center Staff, Date- 4/24/2013, Location- DWD Training.

You will need to check the system periodically to verify whether or not all of your hours were approved or if additional information was requested. This will be our method of tracking training in the future so any training you attend will need to be entered in the system throughout the year.

Questions?

If you have questions regarding this desk aid, please direct them to DWD Training, dwdtraining@ded.mo.gov, or contact Stephen Sowder, 573-751-2816 or stephen.sowder@ded.mo.gov, or Kim Nichols, 573-522-6782 or kim.nichols@ded.mo.gov.

If you have questions regarding TMS for Supervisors/Managers, contact Mike Gavura, 573-526-8257, mike.gavura@ded.mo.gov, or contact your HR representative.