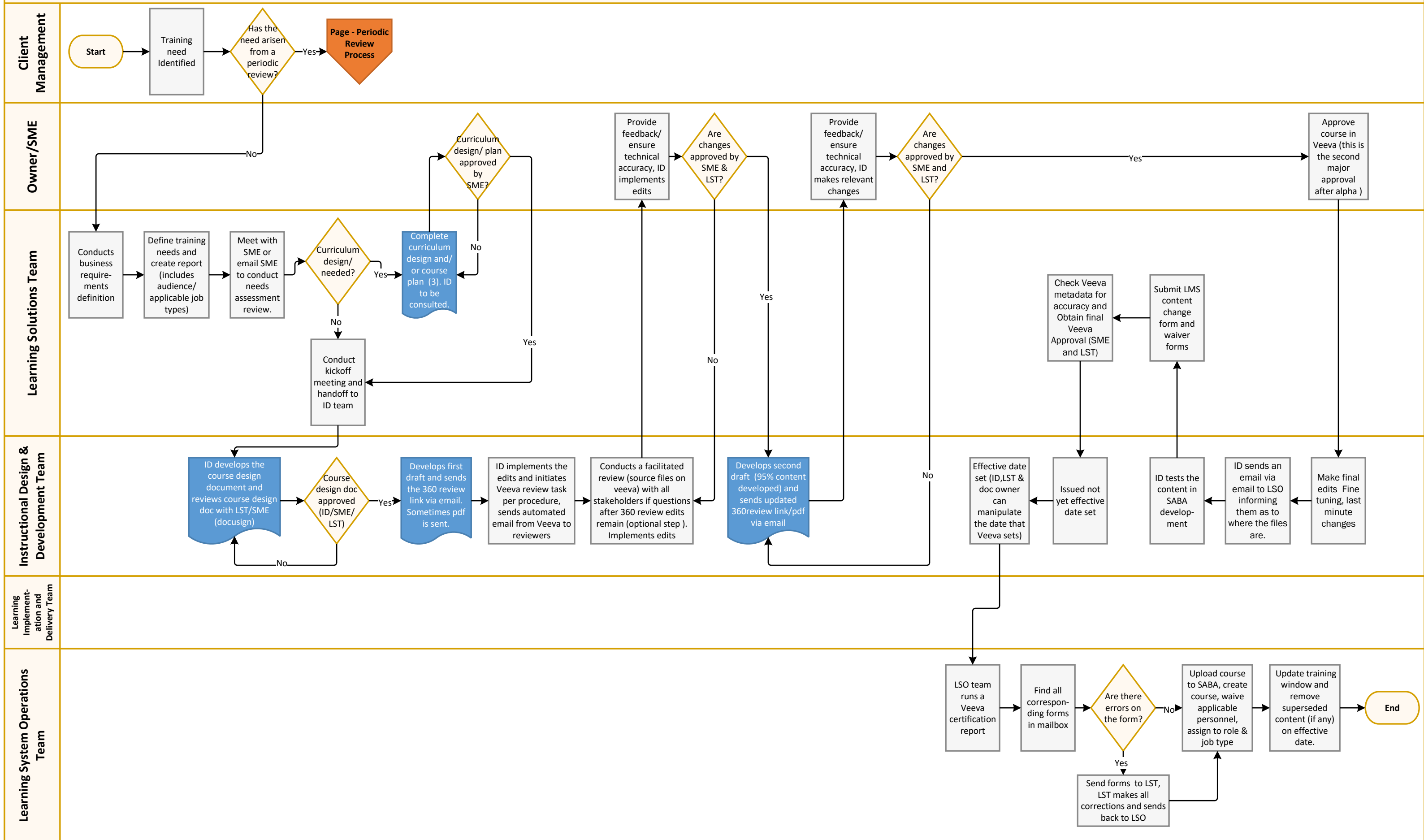


Training Need (e-learning)



Training Need (e-learning)

Client Mgmt

Page - Training Process New

Owner/SME

Quality docs team reaches out to the LID team for periodic reiew after they run a report from veeva (metadata PR trigger)

Learning Solutions Team

Submit LMS forms as needed (second review draft triggers LST to submit forms)

Instructional Design & Development Team

Contacts LSO team for prod upload

Determine "Issued Not Yet Effective" date and the "Effective" date

ID coordinates with doc owners to do the review and approval process after revising content

Learning Implementation and Delivery Team

LID team asks QA docs to assign as co-ordinators

Is content created in Captivate, or Storyline?

Is ID support required?

Learning Implementation and Delivery Team

Content is in Rise/ Powerpoint

LID team coordinates with the doc owners and does the review and approval process

Sets the effective date

Contacts the LST team for paperwork that needs to be submitted to the LSO team

Learning System Operations Team

Find all corresponding forms in mailbox

Are there errors on the forms?

Upload course to SABA, create course, waive and set qualified trainers, assign to role & job type

Reset training window and remove superseded content (if any) on effective date.

End

Recheck for errors on the forms

Send forms back to LST via email. LST makes corrections and sends back to LSO

