Local Training and Development

Assigned Required Training Assignment and Analysis

Pull Organization – Training Assignments report (10/1/23 to the present date) (curriculum, classroom, online) (Only Active)

Sort by complete – remove to another tab

Sort by enrolled – remove to another tab

Sort by course – remove any course that is not ours

Sort by due date – identify any overdue – this will result in you having to look in all of these transcripts to ensure the overdue status is valid. If valid send this email to the supervisor with a cc to the learner and robert.cottrell@dss.virginia.gov.

Dear supervisor,

The following learner has overdue training assignments and we want to avoid being assigned to the overdue list or profile deactivation. Please contact localsupport@dss.virginia.gov with the plan to get the training done or request for extension. For classroom or webinar assignments, enrollment will take them off the overdue list. Let us help you!

The week prior send the leaner, with the supervisor and robert.cottrell@dss.virginia.gov cc'd the following email:

Dear Learner,

You have the following assignments due next week. If you are going to meet the commitment or are enrolled that is fine. If not, please call to negotiate an extension plan to keep you off the overdue list or profile deactivation. Let us help you!