

Training Coordinator - Admin Responsibilities/Tasks

As of: March 09

Area of Responsibility	Description
Learning Records Management	
Manage Learner Accounts	<ul style="list-style-type: none"> • Unlock passwords • Manage Supervisor assignment to subordinates • Set up accounts for contractors/detailees • Report errors in learner account to Training Officer • Keep track of learners initial login activity
Manage External Learning Requests (SF-182)	<ul style="list-style-type: none"> • Ensure that the electronic SF-182 is used by all DHScovery-served employees for external learning • Override approval processing as directed when Level 1,2, 3 or 4 approvers are unavailable • Change approvers at Level 1 or 2 as required, before SF182 submissions • Followup with Learners to ensure verification of completion is recorded
Assign Training to Learners	<ul style="list-style-type: none"> • Assign internal training to learners learning plans as directed by Training Officer • Enroll learners in Scheduled Offerings • Withdraw learners in Scheduled Offerings as required • Review Learning Requests with Content Manager
Record Learning	<ul style="list-style-type: none"> • Assign and maintain data is accurate and complete; coordinate updates/changes
Run Reports	<ul style="list-style-type: none"> • Access and run reports in DHScovery as required by Training Officer; use Search results to create special reports using Excel, when necessary.
Training Items Management	
Set up Scheduled Offerings in DHScovery	<ul style="list-style-type: none"> • Create Scheduled offerings for items in DHScovery as directed; and/or cancel offerings, change/update scheduled offering segments
Assign Resources (Instructors/Rooms) to Scheduled Offerings as directed by Content Manager	Ensure instructors and locations are assigned to scheduled offerings; ensure learners receive this information
Communications	
Newsletter, course announcements,	Manage the distribution of communications for training; email notifications outside of DHScovery auto-emails as required.
Distribution of Learning Materials	Distribute alternative training materials (e.g., CDs, paper copies, etc.) where access to DHScovery may not be readily available