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From: Connect
Sent: Tuesday, November 24, 2015 3:19 PM
To: Connect
Subject: CONNECT In-Person Training Opportunities in December






Hello Judiciary Employees,

As we have previously announced, for the weeks of 12/07 and 12/14, CONNECT will offer a variety of in-person training opportunities. These will include full 3-day classroom sessions, role specific ½ day sessions, and Hands-On Workshops for you to receive personal attention on specific questions about CONNECT.

Below is a breakdown of the different sessions, as well as access to the Sign-Up Genius site for each registration (**click on the link next to the title of each training**). Registration is on a first-come basis. All sessions will be hosted at the JECC on the lower level.

FULL 3-DAY CONNECT CLASSROOM TRAINING (REGISTER AT: www.SignUpGenius.com/go/20F0545ADA929A1FA7-connect4)







You will learn all of the details about employee and manager processes in CONNECT, as well as many background HR processes to help you understand the system. The curriculum will focus on:

-  Employee processes (Completing timesheets, Absence Requests, Performance Appraisals, Personal Information Updates, etc.)
-  Supervisor/Manager processes (Approving timesheets, Approving Absence Requests, Addressing Human Resources Requests, Recruiting, Delegation, etc.)
-  Practice exercises in the system

MANAGER-SPECIFIC PROCESSES CLASS (REGISTER AT: www.SignUpGenius.com/go/20F0545ADA929A1FA7-manager)

This is a 3.5 hour instructor-led class that will deep-dive into to the Manager-related activities in CONNECT. It will be extremely hands-on and interactive.



The curriculum will focus on:





-  Approving timesheets
-  Approving Comp Time
-  Approving Absence Requests
-  Delegating approval authority
-  Participating in the recruiting processes
-  Performance Appraisals and the Performance Management process

EMPLOYEE-SPECIFIC PROCESSES CLASS (REGISTER AT: www.SignUpGenius.com/go/20F0545ADA929A1FA7-employee)

This is a 3.5 hour instructor-led class that will cover the more common activities that employees will perform in CONNECT. It will explore different process scenarios and provide hands-on experience through exercises.

The curriculum will focus on:

-  Completing timesheets
-  Adjusting/correcting timesheets

-  Submitting Absence Requests of various types
-  Requesting Comp Time
-  Performance Appraisals and the Performance Management process
-  Updating your Personal Information & Personal Profile in CONNECT

HANDS-ON WORKSHOP – GENERAL (2-HOUR BLOCKS) (REGISTER AT: www.SignUpGenius.com/go/20F0545ADA929A1FA7-connect7)

These workshops are an opportunity to supplement your learning of CONNECT by working directly with instructors on specific areas that are a challenge for you. These are not formal training sessions; but instead, each 2-hour session will be an informal, unstructured format to receive additional instruction based on your questions.

Participants ***must have completed some form of training*** on the particular topic that you would like to cover – either in a classroom or online - prior to attending a workshop. Click [HERE](#) to access the online training in the [CONNECTed Training Library](#).

MANAGER-FOCUSED HANDS-ON WORKSHOP – SUPERVISORS/ MANAGERS ONLY (2-HOUR BLOCKS) (REGISTER

AT: www.SignUpGenius.com/go/20F0545ADA929A1FA7-connect6)

These workshops are for Supervisors/Managers only. They provide supervisors and managers an informal, unstructured format to work directly with instructors specifically on approvals and other challenges that are specific to your roles within the approval workflow. These are not formal training sessions.

Participants ***must have completed some form of training*** on the particular topic that you would like to cover – either in a classroom or online - prior to attending a workshop. Click [HERE](#) to access the online training in the [CONNECTed Training Library](#).

EMPLOYEE-FOCUSED HANDS-ON WORKSHOP (2-HOUR BLOCKS) (REGISTER

AT: www.SignUpGenius.com/go/20F0545ADA929A1FA7-connect5)

Focusing on the activities that employees need to complete in CONNECT, these workshops are for any employee. They will not, however, focus on approval processes or other transactions required of supervisors/managers. Each 2-hour sessions will be an informal, unstructured format; they are not formal, instructor-led training classes. Participants can use some of the classroom training exercises to reinforce their learning, or ask for one-on-one support from the moderators in the room.

Participants ***must have completed some form of training*** on the particular topic that you would like to cover – either in a classroom or online - prior to attending a workshop. Click [HERE](#) to access the online training in the [CONNECTed Training Library](#).

KNOW YOUR CONNECTORS

Be sure to reach out to your CONNECTors (click [HERE](#) for the [list of CONNECTors](#)) for additional information or questions that you may have.

Thanks,
The CONNECT Team