

Training Webinar (Anywhere version) Spring 2003

Vocabulary:

Training Subject: Big picture; Good for one or more courses.

Training Course: Specific instance (date/time/experience) that fulfills a Subject; Could be 1:1, could be multiples to one.

Examples:

Training Subject	Training Course
Orientation (makes a Certification for Orientation)	General Orientation (specific date). Teen Orientation (specific date)
Customer Service I (makes a Certification for Service training)	Customer Service
Service training (makes a Certification for Service training)	How to resolve conflict, Resolving customer questions

Training subjects :

Training subject

Online help

Description

CPR & Rescue Breathing

Ownership tags

Hospital A

Hospital B

☐ Inactive

☒ Use a specific or relative date for expiration

Expiration

Relative date

Currently: 03/10/2025

Add/subtract years

2

No adjustments

Certification

CPR Certification

Rule

Always create new

☐ Credit students with hours

Comments

☐ Save as a copy

[See tracked changes](#)

Save

Cancel

The subject set-up sets the rules for making a training. In this case:

- A relative date is used to set up an expiration for the training
- When a training is made, it also makes a new certification
- (not checked) Credit the volunteer with a fixed number of hours for the training.

Two types of trainings - those you offer and ones that volunteers complete outside your organization.

Example 1: Trainings you provide:

You have a series of ongoing in-person Orientations. As volunteers confirm you want to add them to the course. At the time of the class you need a sign-in sheet, and you want to manually credit who attended.

Step 1: Create the training

From **User tools** -> **Training courses** -> **+ Add a new course**

The required elements are at the top (in yellow). You'll notice they are very similar to what you would use to build a job slot.

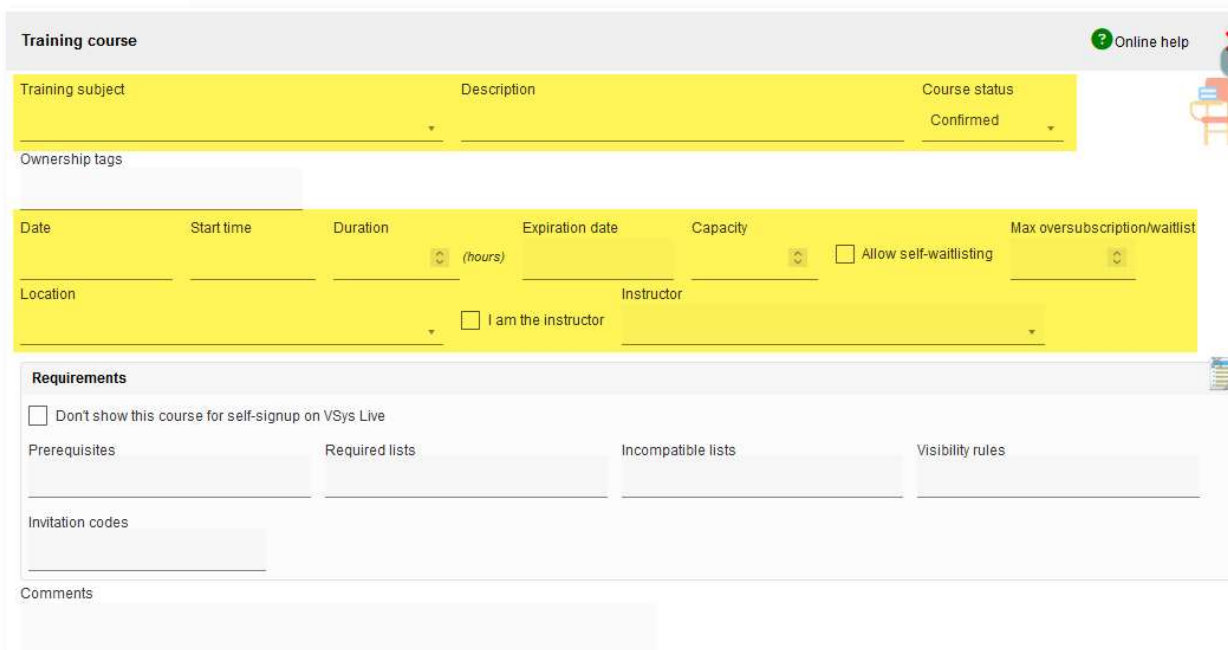
Training subject/Description: may be the same or different

Course status: Usually start with Confirmed, and Complete when finished

Date, Start time, Duration: What/When

Credit students with volunteer hours: Automatically credit hours when complete. Can be different from subject.

Location/Instructor: Who/Where



Optional:

Restrictions: **Prerequisites/Required lists/Visibility rules/Capacity**

V Sys Live only:

Show on V Sys Live: allows for volunteer self-signup in Live if they meet the requirements.

Visibility rules: rules for allowing volunteer self-signup in Live beyond what is in requirements.

Step 2: Adding a person to a training

From **Training courses**, pick your course and **Enrollees**

Description	Subject	Status	Location	Instructors	↑ Start	End	Enrollment	Max capacity
 Safety 101 Enrollees Enter results Edit	Safety	Complete	Region A	Smith, Beth K	03/17/2023 08:00AM	09:00 PM	7	0

Course information will pre-populate, but choose your **status** and **Save**.

Safety 101

Subject: Safety; 03/17/2023 08:00 AM

Filter

[Refresh](#) [Cancel](#)

↑ Student	Status
Byrd, Shirley D Edit	Complete
Gresham, Kerry T Edit	Complete
Harden, Jerome M Edit	Complete
Hysell, Alex M Edit	Complete
Lindenberg, John E Edit	Complete

Training [? Online help](#) [X](#)

Entrant
Lee, Lynn J (Medical Center East; l.j.lee@gmailfake.ca; Kiosk: 8376)

Course
Safety 101; Subject: Safety; When: 03/17/2023 08:00 AM (13 hours); Where: Region A

Location
Region A

Status
Registered

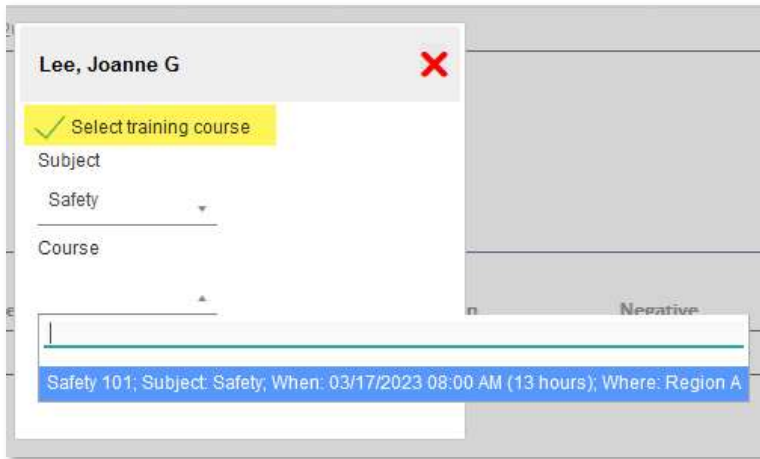
Training date	Start time	Duration
03/17/2023	8am	13 (hours)

Comments

☐ Deleted

[Save](#) [Cancel](#)

Or from within a person's record: **Add training -> (check) Select training course.**



Lee, Joanne G

✓ Select training course

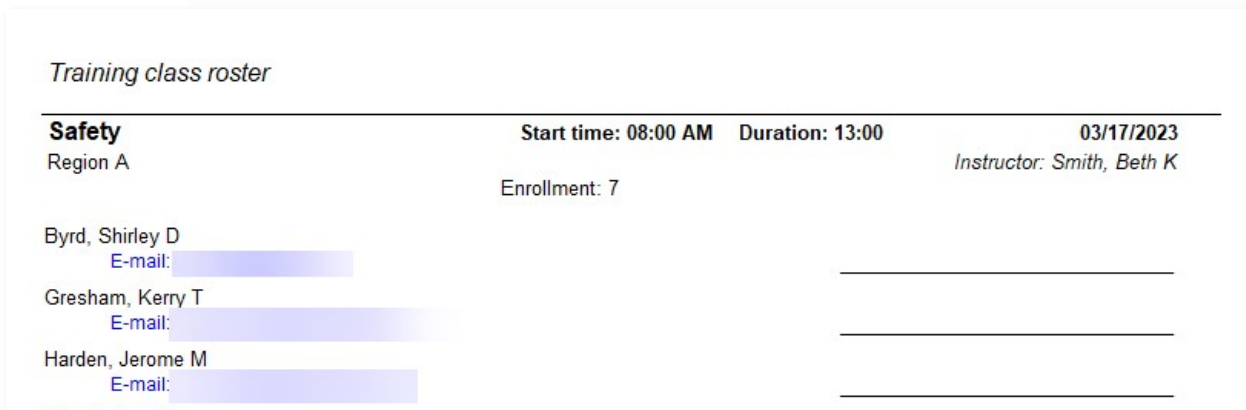
Subject
Safety

Course

Safety 101; Subject: Safety, When: 03/17/2023 08:00 AM (13 hours); Where: Region A

Step 3: Roster Reports

The **Training Roster report** is available from **Select a report**. Or use the **Excel/PDF/Print** buttons on the Enrollee screen.



Training class roster

Safety	Start time: 08:00 AM	Duration: 13:00	03/17/2023
Region A			Instructor: Smith, Beth K
Enrollment: 7			
Byrd, Shirley D			
E-mail:			
Gresham, Kerry T			
E-mail:			
Harden, Jerome M			
E-mail:			

Step 4: Crediting a training

After the course, use the **Enter results** link to select your attendees and change their status.

Student	Start	Expiration	Status	Score	Waitlist position	New comments
Byrd, Shirley D View	03/17/2023 08:00AM	03/16/2025	<div>Status</div> <div>Complete </div>	0	0	
Smith, Darlene View	03/17/2023 08:00AM	03/16/2025	Complete	0	0	
Lee, Lynn J View	03/17/2023 08:00AM		Registered	0	0	
Smith, Beth K View	03/17/2023 08:00AM	03/16/2025	Instructor	0	0	
Gresham, Kerry T View	03/17/2023 08:00AM	03/16/2025	Complete	0	0	

Step 5: Completing a training (optional)

Sometimes it's helpful to know what you are done with. If so, **Edit** and change the **Course status** to *Complete*.

Description	Subject	Status	Location	Instructors	Start	End	Enrollment	Max capacity
Safety 101 Enrollees Enter results Edit	Safety	Complete	Region A	Smith, Beth K	03/17/2023 08:00AM	09:00 PM	7	0

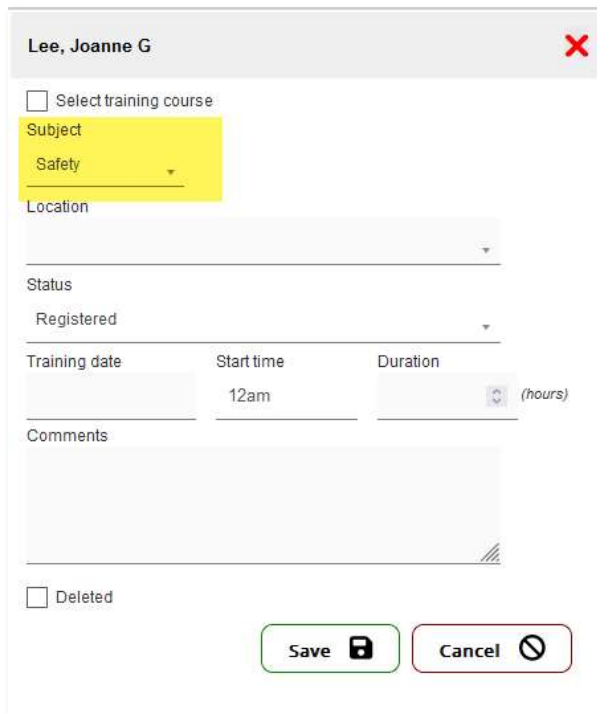
Tip: Alternate method: Volunteers can sign in and out for trainings on the VSys Live Kiosk. Please reach out to support if that is of interest.

Not covered: Self-sign up on VSys Live

Example 2: Training from an external source

Volunteers are bringing completion certificates for a class taken in your HR system.

From the volunteer's profile, and at the Training section, **Add training**



Lee, Joanne G

☐ Select training course

Subject
Safety

Location

Status
Registered

Training date Start time Duration
12am (hours)

Comments

☐ Deleted

Save Cancel

Leave the **Select training course** unchecked and pick the **Subject** from the drop-down.

Filters and reports:

The **Training** filter will allow searching based on any elements of the training for both volunteers and instructors.

Bulk Trainings Creator:

If you already have your volunteers in a list or otherwise identified, the **Bulk Training Creator** will allow you to put the same training information in the profiles of those volunteers.

Advantage: If you already have them identified it may be faster.

Disadvantage: No way to track who cancelled or was a no-show, and no reporting options to track staff hours as instructors.