

Browse the learning catalog using subject-based categories and subcategories.

How to Browse the Catalog and Enroll Team Members

- 1. Click on the **Learning and Development** link in the HRIS Learning Management box.
- Click on Team Learning under Manager Self-Service and then Browse Catalog.
- Click on the desired category.

Browse the City of Minneapolis Learning Catalog

Categories

Orientation and Policy

Learning opportunities for all City employees including New Employee Orientation and practical understanding of City policies.

Career Development and Personal Effectiveness

Learning opportunities for all City employees to develop personal and professional skills that will increase job efficiency and promote career advancement.

Computer and Technology

Learning opportunities for all City employees to improve their use of Citywide supported office management tools and technology such as Microsoft Office applications.

Leadership Development

Learning opportunities for current or future supervisors/managers/leaders at various levels that will develop effective people skills and achieve results. Work is participative, practical, and tied to long-term, tangible results.

City Business Applications or Systems

Learning opportunities related to Enterprise-wide applications or systems (e.g. 311, FISCOL, GIS, HRIS, and Stellent). Training provides employees job specific tools to improve job performance.

Health and Safety

Learning opportunities for all City employees associated with assuring the safety and health of all citizens and City workers, including topics required by Regulatory Agencies (e.g., OSHA, State of MN).

Department Specific

Learning opportunities specifically available to employees of your department. Specialized department training will be listed here.



Continued from previous page...

4. Click on the desired **catalog item** for details.

Catalog Items

Ethics - Classroom or Video (000PR0-ETHICS)

Select

Session is designed to educate City of Minneapolis employees about their duties and responsibilities under the Ethics Code, as well as the process for investigating an alleged violation of the Code.

Getting Started in the City: Benefits and Self Service (000FE0-HRBEN)

Select

Covers Medical, Dental, Disability, and Life benefit information

New Employee Orientation (000PR0-NEO)

Select

Welcome to the City!

Respect in the Workplace (000PR0-RESPCTVIDEO)

Select

The goal of the City of Minneapolis in implementing and maintaining this policy is to establish a work environment in which all employees are respected, regardless of race, color, creed, religion, national origin, sex, affectional preference.

5. Click on the Enroll button.

Getting Started in the City: Benefits and Self Service

Description:

Covers Medical, Dental, Disability, and Life benefit information

The city offers a full range of benefit plan options. This class is designed to help employees understand all the plans so they can make informed choices when enrolling. We will explore various types of insurance offered by the City, including Medical, Dental, Disability, and Life. We will also cover Health Care and Dependent Care spending accounts, deferred compensation, the Employee Assistance Program and transit benefits. It is important to attend this class early in your employment so you can make the best choices possible for you and your family

To help you get started, we will navigate the City's intranet site (CityTalk) to learn how to access and use HRIS Self-Service to view your paycheck, request training, and enroll in a benefit plan. We will also explore the City's public internet websites. This session provides hands-on experience, please bring a blank check to class to set up Direct Deposit.

If activities are available for Getting Started in the City: Benefits and Self Service, they will be listed in the table below. You can "View Details", "Enroll" or "Add to Plan". If no activities are available, you can select "Add to Plan" to indicate your interest in a future activity. This will appear on your My Learning page as a planned activity and will let Training and Development know of your in this activity.

Please note that activities without a specified Start Date can be taken at any time.

Activity Options for Getting Started in the City: Benefits and Self Service								
Activity Code	<u>Type</u>	Start Date	<u>Price</u>		Add to Plan			
9:00AM- 12:00PM	Classroom	07/26/2007	0.00 USD	View Details Enroll	Add to Plan			
9:00AM- 12:00PM	Classroom	08/09/2007	0.00 USD	View Details Enroll	Add to Plan			



Continued from previous page...

- 6. Click on the Select boxes next to the desired Learner Name.
- 7. Select Enroll in Activity from the Group Action drop down box.
- 8. Click the **Go** button.



Click the Submit Enrollment button.

Enroll In Activity

Review Information

Activity Name: Getting Started in the City: Benefits and Self Service

 Activity Code:
 9:00AM-12:00PM

 Price Per Seat:
 0.00 USD

 Start Date:
 08/09/2007

 Last Enrollment Date:
 08/08/2007

Available Seats: 12 Language: English
 Type:
 Classroom

 Contact:
 Mark May Lynch

 Drop Charge:
 0.00 USD

 End Date:
 08/09/2007

Last Drop Date:

Available Waitlist:

 Enroll Learners

 Name
 Learner ID
 Job Title
 Messages

 Irene O Geiselhart
 7409 Department Manager
 No messages.

Submit Enrollment

Return to Previous Page

Search Catalog

Team Members

08/03/2007



Type:

Contact:

End Date:

Drop Charge:

Classroom

0.00 USD

08/09/2007

08/03/2007

Mark May Lynch

Continued from previous page...

10. The Enrollment Confirmation indicates the enrollment was successful and a confirmation number is assigned.

Enroll In Activity

Enrollment Confirmation

Activity Name: Getting Started in the City: Benefits and Self Service

Activity Code: 9:00AM-12:00PM

Price Per Seat: 0.00 USD

 Start Date:
 08/09/2007

 Last Enrollment Date:
 08/08/2007

Available Seats: 11
Language: English

007 Last Drop Date:

11 Available Waitlist: English

Enroll Learners				
<u>Name</u>	<u>Learner ID</u> <u>Job Title</u>	<u>Confirmation</u> <u>Id</u>	<u>Messages</u>	Go to Activity Progress
Irene O Geiselhart	7409 Department Manager	83008	This Learner has been 3 successfully enrolled into this activity.	Go to Activity Progress