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Training Coordinator Webinar Notes
6/3/2025

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WBT UPDATES

- The next wave of Leadership Academy courses will be released July 1st
- New ADA courses have been released
    - SCS CPTP Accessibility Tools in Microsoft Office 365
        - Learn how to use the accessibility tools in Microsoft Office 365
            - Help make documents, presentations, and communications accessible
            - Use tools to assist individuals with disabilities
                - Immersive readers
                - Dictation
                - Live captions
                - Accessibility checkers
    - SCS CPTP Web Accessibility
        - Gives an understanding of the DOJ Rule as well as PPM 74
        - Learn how to ensure that your web content meets the required accessibility standards

LEADERSHIP ACADEMY VIRTUAL EVENT

- "Leading a Merit System in Today's Environment"
- June 11 at 2:00pm
- Featuring:
    - Dr Dana LeBherz
    - Byron Decoteau Jr – SCS Director
    - Sherri Gregoire – SCS General Counsel

ILT UPDATES

- July schedule now in SuccessFactors
- August will be published no later than June 20th
- Encourage your staff to use the request course feature in SF
    - It informs our scheduling
    - Just went through and removed requests that were outdated or already completed

GENERAL UPDATES

- Our Training Coordinator list is out of date
- We sent out an email a month or so ago to HR Directors to get them to provide us with updates
    - Will be sending out a reminder email
    - Please reach out to them to see if they have completed it
    - Important to have the right info as the TC is the point of contact for training questions/concerns/issues at the agency

TC MAILBAG

- Why can't I find VE5 in SF?

- o Because of the way we had to set up the program, there are only 4 Virtual Events listed in SF. The numbers will recycle, meaning VE 5 will be listed under VE1; VE6 under VE2; VE7 under VE3; and VE8 under VE4.