TRAIN Florida Training Plans

Training plans are groups of trainings assembled by TRAIN Florida Administrators to shorten the steps for locating courses, or series of courses, designed for specific learners. The Department of Health (DOH) has encouraged the use of training plans to empower our workforce to actively identify, attend, and complete their trainings.

The learner is responsible for managing each course in the training plan and must complete courses per the time frame defined in the **DOH Training Policy-DOHP 300-1**, or local level policy, if applicable.

The TRAIN Florida Administrators and designated support staff shall use the TRAIN Florida Master Training Plans, or ERIC system reports to monitor employee progress and completion status.

Assigning and Removing Users from a Training Plan

Once a Training Plan has been built, it can be assigned to users. Users that are assigned to a Training Plan are then able to see the series in their "My Training Plans" link, located in the users' dashboard, and can take the courses. Users are also able to search for Training Plans via the Course Search module.

Training Plans can only be assigned to users who fall in the group or subgroups to which the Training Plan is assigned. If an admin has the Training Plan Manager role assigned at the *State* level, but the Training Plan itself is only available at the *County* level, only users at the *County* level or lower can be assigned to the Training Plan.

The creator of a Training Plan will be able to see **all** users assigned to that training, even if the assigned user is beyond the administrator's normal jurisdiction. This is only true for the **creator** of each Training Plan.

To assign users to a Training Plan:

Note: Employees may also assign themselves to a Training Plan using the **My Training Plans** feature in TRAIN Florida.

Step 1: Log in to TRAIN Florida

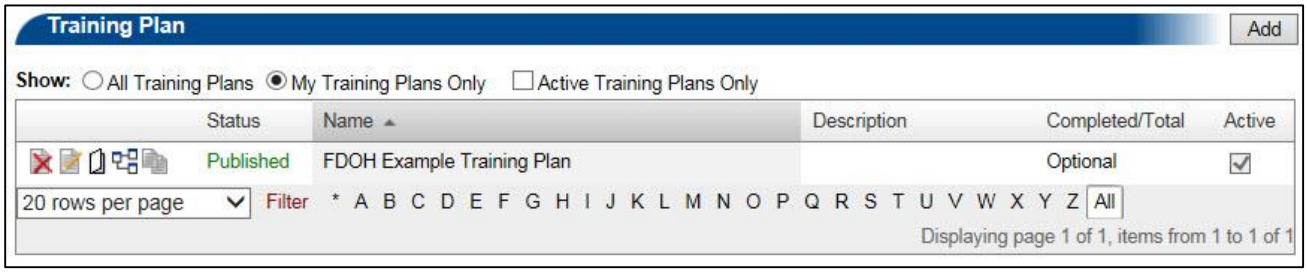
Step 2: On your TRAIN Florida homepage – locate and click on **Administration** on the top navigation bar

Step 3: On the left navigation bar click on **Courses** then **Training Plan**

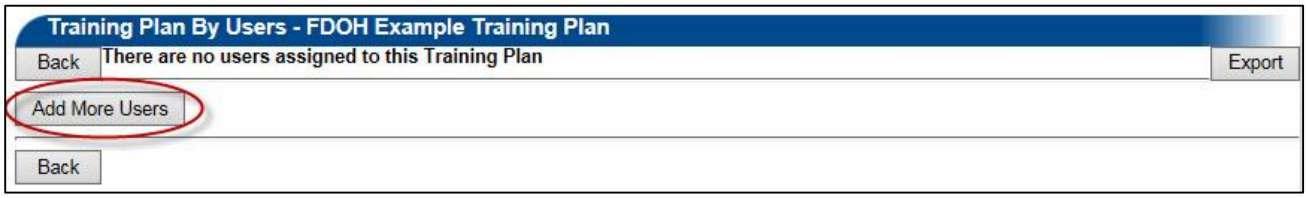
Note: By default, the Training Plan page will display a list of all Training Plans that are available to you based on your Training Plan Manager role

Step 4: Find the appropriate Training Plan and click on the **Assign to Users** icon

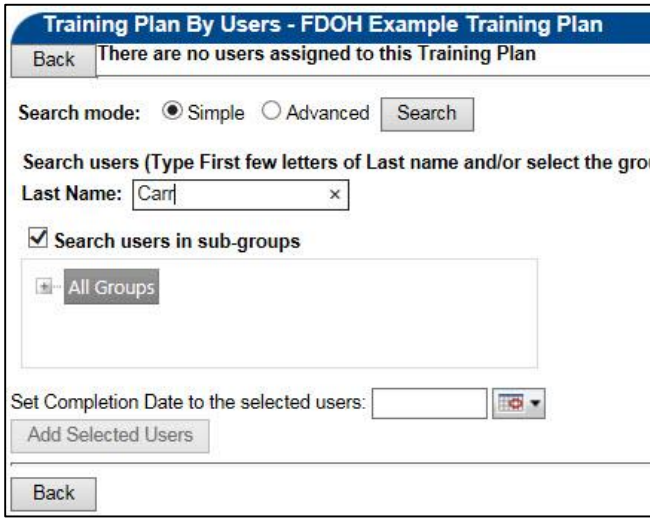
Note: The page will display a list of users currently assigned to the Training Plan. If no users have been assigned, the list will be blank.

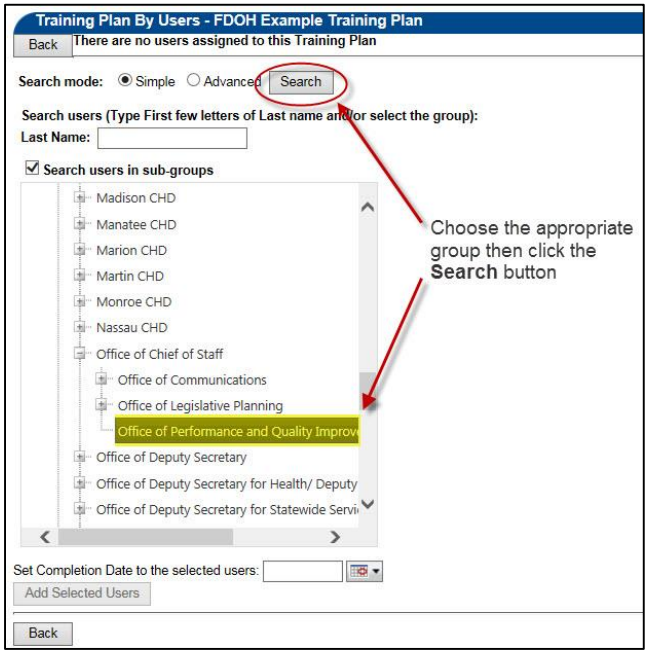


Step 5: Click the **Add More Users** button, located at the bottom-left of the list, to continue



Step 6: Search for users via the search bar or select users from a specific group via the search functions





Step 7: Once all desired users have been selected, click **Add Selected Users** button, located at the bottom-left of the list. If you choose, you can automatically assign a Completion Date to all selected users by entering the date in the **Set Completion Date to the selected users** text area

Step 8: Once the all users have been assigned, click the **Back** button, located at the bottom-left of the screen, to return to the Training Plan home page. The assigned users will now have access to all courses within their **My Training Plans** link in the **Dashboard** on the home page

Removing Users from a Training Plan:

Note: Only LMS Administrators can remove learners from Administrator assigned training plans. Learners may remove themselves from learner assigned training plans.

Step 1: Log in to TRAIN Florida

Step 2: On your TRAIN Florida homepage – locate and click on **Administration** on the top navigation bar

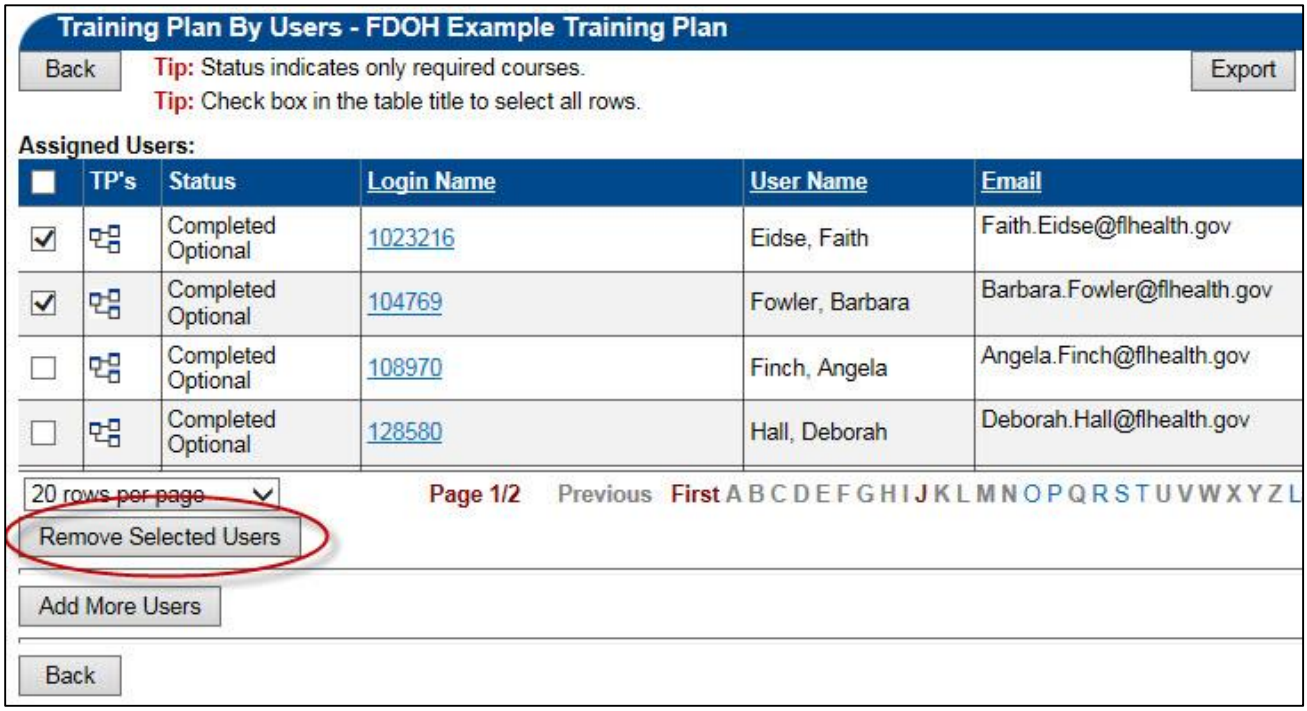
Step 3: On the left navigation bar click on **Courses** then **Training Plan**

Note: By default, the Training Plan page will display a list of all Training Plans that are available to you based on your Training Plan Manager role

Step 4: Find the appropriate Training Plan and click on the **Assign to Users** icon

Note: The page will display a list of users currently assigned to the Training Plan

Step 5: Place a check next to the user(s) name in the **Assigned Users** table and click **Remove Selected Users**



Step 6: Once the all users have been removed, click the **Back** button, located at the bottom-left of the screen, to return to the Training Plan home page

Viewing User(s) Progress

Administrators are able to monitor user progress through each Training Plan.

To access each user's plan:

Step 1: Log in to TRAIN Florida

Step 2: On your TRAIN Florida homepage – locate and click on **Administration** on the top navigation bar

Step 3: On the left navigation bar click on **Courses** then **Training Plan**

Note: By default, the Training Plan page will display a list of all Training Plans that are available to you based on your Training Plan Manager role

Step 4: Find the appropriate Training Plan and click on the **Assign to Users** icon. This will take you to the **Training Plan by Users** page

Note: The page will display a list of users currently assigned to the Training Plan

Step 5: Click on the **Relationship** icon or **Login Name** for any user. This will take you to the **Training Plan by User** page. All user details regarding the plan are available on this page

a. The Plan is broken down by Sections

b. Each course is displayed by Name within the appropriate section and designated as **Required** or **Optional**

c. For each course you can also view the format, the completion status, and the actual completion date

Training Plans by User

User Name: Faith Eidse

= Added Manually = Added By Administrator

Tip: To sort by any column, click the column heading. Or use default order

Assigned Training Plans:

Show All

	Course Title	Format	Target Completion	Plan Completion Status	Verified date	Completion date
	FDOH Example Training Plan	Training Plan	Set	Optional		
	FDOH Bloodborne Pathogens **(optional)**	Blended Learning Series	-	Not Started		
	FDOH Central Office New Employee Orientation **(optional)**	On-Site - Classroom course or workshop	-	Completed	3/28/2014	3/28/2014

Back

Note: Training plans with the icon means that the user was added to the plan by an administrator. Training plans with the icon means that the user added themselves to the plan through the Course Search module.

Step 6: When you are done, click the **Back** button, located at the bottom-left of the list, to return to the Training Plans by Users page

If you have any questions or need assistance regarding Managing Learners in a Training Plan, please contact the **DOH LMS Site Administrators** via e-mail at DOHLMSSupport@flhealth.gov or by phone at **850-245-4008**.