

TRAIN Florida Training Plans

Training Plans are groups of trainings assembled by TRAIN Florida Administrators to shorten the steps for locating courses, or a series of courses, designed for specific learners. Training Plans can be used for tracking and reporting minimum training requirements, as well as, certifications and credentialing.

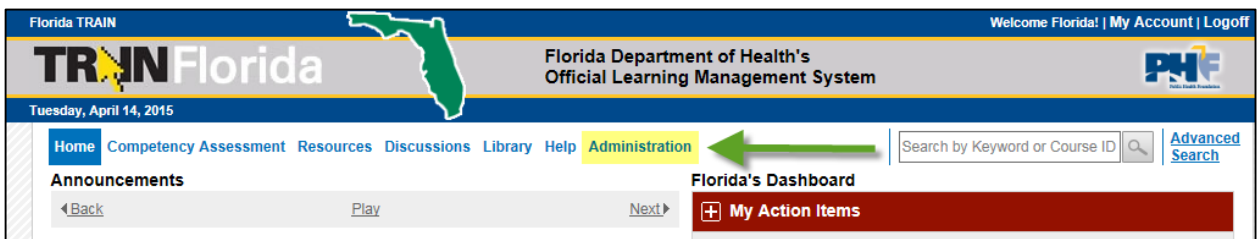
You must have the LMS Administrator role Training Plan Manager to access and manage the plans in the system. Only LMS Administrators can remove learners from Administrator assigned training plans. Learners may remove themselves from self-assigned training plans.

For more in-depth information on training plans, please visit the [DOH LMS TRAIN Florida Master Training Plan Guidelines](#) document located on the [Administrators Knowledge Center](#) webpage in the **Support Documents** section.

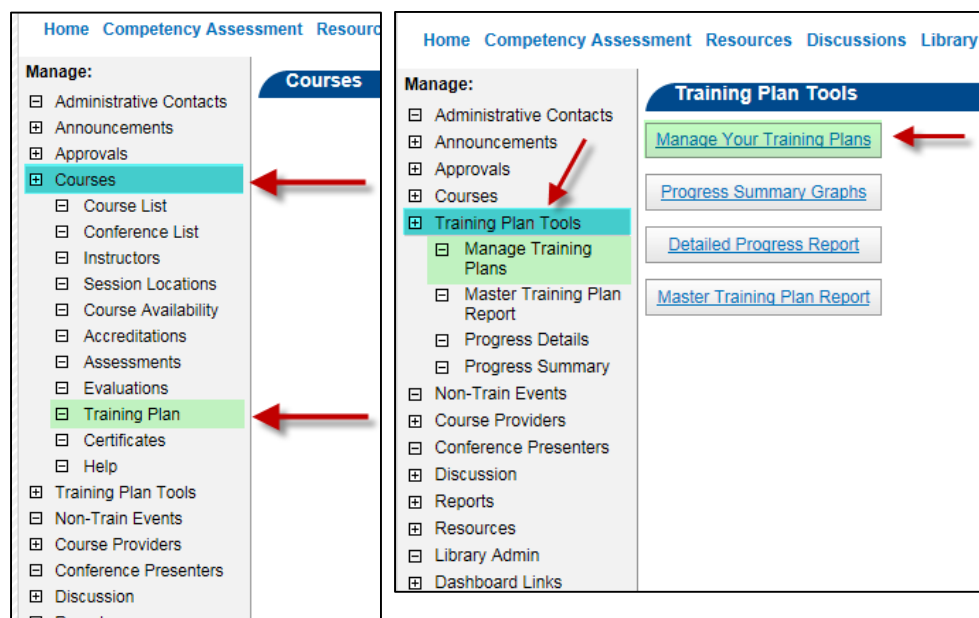
Removing a Learner

Step 1: Log in to [TRAIN Florida](#)

Step 2: From your home page - Click on **Administration** in the top blue navigation bar.



Step 3: On the left navigation bar, click **Courses** then **Training Plan** or **Training Plan Tools** then **Manage Training Plans**.



Step 4: Find the appropriate Training Plan in the list and click the **Assign to Users** (book icon) icon.

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.

The screenshot shows the 'Training Plans' page with the following data:

Status	Name	Description	Completed/Total
Published	Board of Directors Training Plan	This training plan is developed for all Escambia County Healthy Start Coalition Board members and should be completed annually. Marked courses are required. Board members MUST complete at least ONE of the courses on cultural competency.	0 / 12 (Available)
Unpublished	Coalition Staff		Optional
Published	Covey 7-Habits for Supervisors	Six-part course covering Stephen Covey's 7 Habits of Highly Effective People - the proven personal-leadership system based on timeless principles of Effectiveness.	Optional
Unpublished	DOH-Orange Central Florida MRC - EPI Training Plan	This Training plan has been designed for MRC Volunteers wanting to assist the EPI Department in interviewing and basic EPI skills.	0 / 7 (Available)
Published	FDOH Annual Mandatory Training Plan	The annual mandatory training cycle for current employees will begin July 1 of each year. All employees must complete mandatory trainings within the specified timeframe as required by statute, rule, or the Department. Current employees must enroll and complete annual mandatory trainings between July 1 and December 31 each year.	13760 / 15491 (All) 13754 / 15430 (Availa)

Below the table, it lists courses that all employees must complete annually:

- a. "FDOH Mandatory Refresher"
- b. "FDOH Information Security and Privacy Awareness"

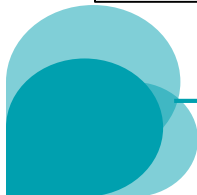
Step 5: The next page will display a list of learners currently assigned to the Training Plan.

Locate the learner(s) you wish to remove - Place a check next to the learner(s) name and click the **Remove Selected Users** button.

The screenshot shows the 'Assigned Users' table with the following data:

TP's	Status	Login Name	User Name	Email	Target date
<input type="checkbox"/>	Completed	106497	Skipper, Bruce	MaskedEmail.876248@kmionline.com	12/31/2014
<input type="checkbox"/>	Completed	844231	Sloan, Sara	MaskedEmail.897203@kmionline.com	12/31/2014
<input type="checkbox"/>	Completed	785328	Slocum, Brett	MaskedEmail.876339@kmionline.com	12/31/2014
<input type="checkbox"/>	Completed	smith.jamie	smith, jamie	MaskedEmail.984786@kmionline.com	12/31/2014
<input checked="" type="checkbox"/>	required: 0 / 2 optional: 0 / 0	123456fl	Smith, Jane	dohlmssupport@flhealth.gov	Set Date
<input type="checkbox"/>	Completed	883275	Smith, Keely	MaskedEmail.880511@kmionline.com	12/31/2014

Page 130/155. Remove Selected Users button is highlighted.





How to Remove Learners from a Training Plan

It's a New Day in Public Health

Step 6: After the learner(s) have been removed - Click the **Back** button to return to the Training Plan homepage.

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

<input type="checkbox"/>		Completed	785328	Slocum, Brett	MaskedEmail.876339@kmionline.com	12/31/2014
<input type="checkbox"/>		Completed	smith.jamie	smith, jamie	MaskedEmail.984786@kmionline.com	12/31/2014
<input checked="" type="checkbox"/>		required: 0 / 2 optional: 0 / 0	123456f	Smith, Jane	dohlmssupport@flhealth.gov	Set Date
<input type="checkbox"/>		Completed	883275	Smith, Keely	MaskedEmail.880511@kmionline.com	12/31/2014

100 rows per page Page 130/155 Previous First ABCDEFGHIJKLMNOPQRSTUVWXYZ Last Next

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[DOH Homepage](#) | [DOH Privacy Statement](#) | [TRAIN Privacy](#)

Keep in Mind:

Only LMS Administrators can remove learners from Administrator assigned training plans. Learners may remove themselves from self-assigned training plans.

If you have any questions or need assistance regarding How to Remove a Learner from a Training Plan, please contact your organization's Site Administrators.

For the **DOH LMS Site Administrators** please call **850-245-4008** or email DOHLMSSupport@flhealth.gov .

