



January/February My Compass Training Announcement 2017

You are receiving this email because you are listed as either a manager, supervisor, hiring manager, or a designee for a manager or supervisor.

The Office of Human Resources is announcing the schedule of training for the new integrated HR Talent Management system that will be rolling out soon. The new system, My Compass, will serve all of UAMS by incorporating recruiting and onboarding, a learning management system, performance management, compensation planning, and succession planning into one system. This system will replace and enhance many processes that are currently being handled by SAP, Training Tracker and ESS.

The system was named My Compass because it is designed to help employees navigate their careers at UAMS from “hire to retire.” It is designed to have new employees ready to work on their first day through streamlined onboarding and orientation processes; help employees navigate through their careers by providing them with access to learning opportunities and training transcripts; storing performance evaluation information; and, assist employees in identifying areas for career growth at UAMS. On-line training and reference materials will be available in the future; however, all managers, supervisors, and individuals who assist with recruiting, hiring, onboarding, and training employees are encouraged to register to attend either one of the lectures and/or hands-on training sessions.

For managers and supervisors who will not be a part of the hiring process, you can take a short on-line module, which will be available December 16th, instead of the training sessions being offered if you prefer. If you choose to take the lecture training and/or the hands-on training, these will be offered in the months of January and February with the agenda and scheduled sessions listed below.

The full schedule of training classes is available in Training Tracker under “My Compass” (<http://trainingtracker.apps.uams.edu>). All classes are subject to change based on a minimum number of registered participants. Process manuals will be emailed to you prior to your training class so that you can print them to bring with you. If you have any questions, please contact the Office of Human Resources at 501-686-5650.

My Compass Training Agenda:

- Navigate the learning management system that allows you to enroll in trainings, view learning transcripts and run reports
- Requesting new positions, reclassing a position to post or just posting a current position
- Workflow processes for requesting to hire an employee
- Approval process
- How this will affect current processes
- Onboarding the new employee, including on-line paperwork processing
- What the future will bring

Types of Sessions

My Compass – Basic Navigation for Non-Hiring Managers

You can attend an on-line version of the Learning Management System (LMS) training via Training Tracker starting December 16th. In this module you will learn how to view the trainings of your direct reports, register them for training, run reports and other features. The session will automatically launch once you register for the class in Training Tracker.

My Compass – Lecture Training Schedule (in person or via on-line meeting):

- Demonstration-style, not hands-on training
- Will cover the same information as the My Compass computer classroom sessions
- If you have a laptop, you are encouraged to bring it to follow along with the demo
- Two ways to attend
 - In person in room IDW 126, limited to 210 attendees
 - On-line meeting
 - *Lecture Trainings Sessions are averaging 3 hours*

Must register to attend either type of session in Training Tracker

January

Thursday, 12th – 8 am - noon

Thursday, 19th – noon – 4 pm

February

Friday, 3rd – 8:30 am – 12:30 pm

To join the on-line session:

Click here: <https://join.uams.edu/invited.sf?secret=FcxQ0uAE4QH8tjLUUJ9dOg&id=609285851>

Or call in:

- Video system, Jabber or Lync: hr.training.cospace@uams.edu

- Phone: 5016867888, then enter 609285851

For people with PCs: Open the link in Google Chrome. For Apple product users, use the link below to download the appropriate file for their device, install, then click on the link to join. Once the meeting starts, please remind everyone to mute their microphone by clicking the microphone icon at the top, middle of the video screen. When muted, the icon will be blue.

How to connect:

With CMS it is very simple and easy to connect. Acano will run on any smart device, but there are differences between device types. All devices will need a camera and microphone, on your smart devices, Acano will ask to give access to your camera and mic.

Using the link below you will find the CMS install files as well as instructions for how to get started using CMS(formally known as Acano).

[Click Here!](#)

Hands-on Classroom Training Schedule (no on-line meeting available):

Hands-on training style

- Will cover the same information as the My Compass Lecture Training sessions
- In person, in room, limited to 32 attendees
- Must register to attend session in Training Tracker

January

Wednesday, 11th – 1 pm – 5 pm
Friday, 13th – 8 am - noon
Tuesday, 17th - 1 pm to 5 pm
Wednesday, 18th – 1 pm to 5 pm
Tuesday, 24th – 1 pm to 5 pm
Wednesday, 25th – 1 pm to 5 pm
Thursday, 26th – 6 pm – 10 pm
Tuesday, 31st – 1 pm to 5 pm

February

Wednesday, 1st – 8 am – noon

Hands-on Classroom Training For Clinical Leadership Only Schedule (by Invitation Only):

Hands-on training style

- Will cover the same information as the My Compass Lecture Training sessions
- In person, in room, limited to 32 attendees
- You will receive a special confirmation email to invite you to attend this session
- Must register to attend session in Training Tracker if you receive the special confirmation email

January

Friday 20th – 8 am - noon
Monday 23rd – 1 pm to 5 pm
Wednesday 25th - 8 am to noon
Thursday 26th – 1 pm – 5 pm
Friday 27th – noon to 4 pm
Tuesday 31st – 8 am to noon

If you have any questions, contact Employee Services at 501-686-5650.