



Training Program Overview for EE1

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Description of Course Options

○ First Look Series



- Although it's not technically training, the purpose is to provide SFS stakeholders with a preview of changes related to process, procedure and policy. The key source of content will be the results from the Change Impacts Analysis. Delivery of First Look will occur in **September 2014** via targeted WebEx sessions.

○ Delta Training



- This option is geared toward current users of the SFS. It will highlight differences between the current SFS and the upgraded, re-architected SFS. We will take a deeper look into re-architected processes, highlighting procedure and policy changes, as well as train on new modules that will become available. The course formats will vary depending on the amount and complexity of change experienced in each module/process area. Delivery of Delta training will start in **November** with Administrator Train The Trainer and in **December 2014** for the other delta courses.

○ SFS New User Training



- This option is geared toward users on-boarding to SFS – for EE1 this includes DOL. They will receive training on all applicable SFS modules. The current 9.0 training material will be leveraged to create the new 9.2 material for this audience. Delivery of SFS New User Training will start in **December 2014** with Train the Trainer.

Type of Training Material

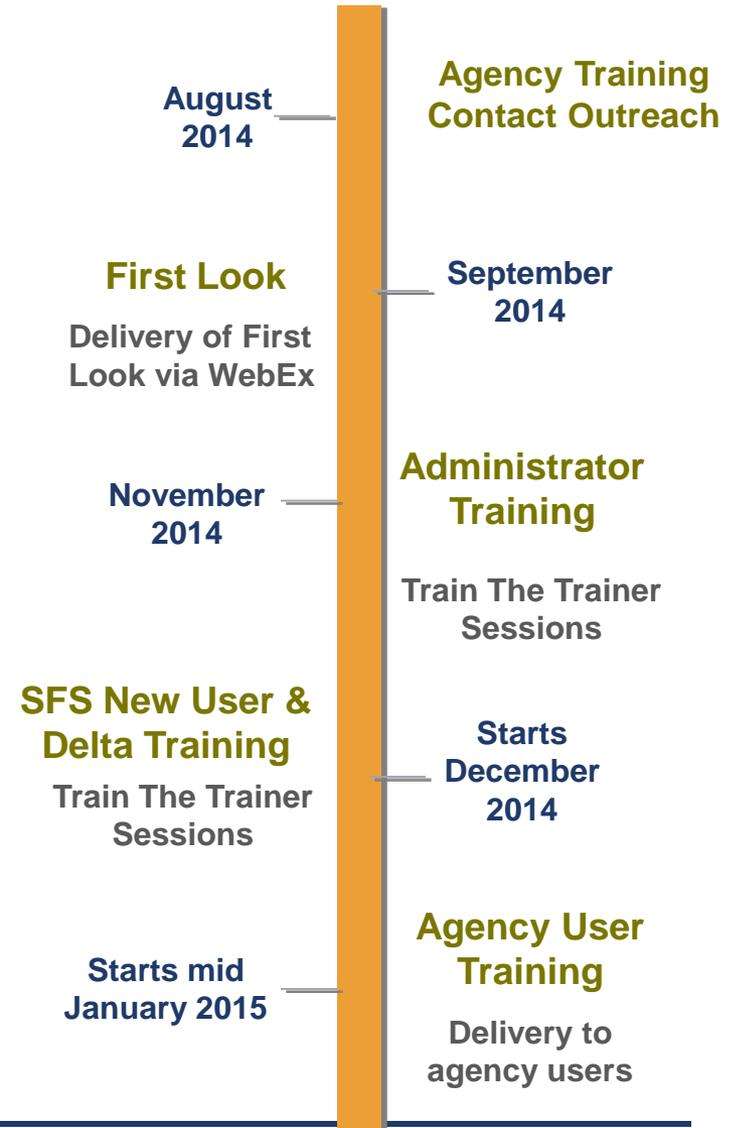
- UPK is the primary tool that will be used by the EE1 Training team; this tool allows for creation of training output to address the various learning styles of end users.



- The following types of training material will be developed:
 - UPK Players provide online interactive simulations
 - Presentations
 - Instructor Guides
 - Job aids

Training Delivery Timeline

- Outreach to agencies to request training contacts
- First Look delivered via targeted WebEx sessions
- Administrator Training delivered via WebEx and classroom
- SFS New User & Delta Training delivered via WebEx and classroom



Questions & Comments



If you have questions please send them to: helpdesk@sfs.ny.gov and include EE1 Training in the Subject Line.