

Process for Updating Learning Materials (Trainer Version)

The OCWTP is in the process of gathering up-to-date information regarding the learnings (workshops) you currently conduct for the OCWTP. The E-Track system will include information regarding which learnings you are approved to train. This process requires a review and approval of your learning materials and verification of your content expertise.

You will benefit from this process by ensuring:

1. your information is correct
2. your content outlines have been approved by the OCWTP and are all entered in E-Track
3. your learnings are entered correctly so they are easily located when an RTC searches for learnings in specific content areas
4. all RTCs and IHS have access to your learning materials so you do not have to re-submit them when you train in an RTC for the first time

Each of you has been assigned a “liaison” who will assist in this process. Your liaison, who is either a member of the Trainer Development Work Team or an IHS staff person, will be contacting you soon to help you get started. You should select a learning you are offering in the winter quarter (or in the near future) and work with your liaison to assure your content outline contains the required components, two of which are:

- Competencies addressed. Competencies have recently been updated and re-numbered.
- Classifications. This is a new component specifically for searching for learnings in E-track.

A searchable PDF document of the Universe of Competencies and the Classifications Table can be found on the OCWTP website (www.ocwtp.net) in the *For Trainers* section under *Highlights*. Your liaison will provide you with more information and answer your specific questions. You should expect to meet face-to-face with your liaison at least once and have at least one phone conversation.

Please complete this “first run” by January 31, 2009. Once you get a feel for this new process by completing the first content outline, you can move on to other learnings you are offering in the winter quarter or in the near future. Your liaison will help you prioritize your learnings. It is important to remember **learnings will not be entered into E-Track until they are reviewed and approved.**

Thank you for your help in this project. Together we will be able to incorporate up-to-date information into E-Track.