



Training Toolkit for Domain and Learning Managers

VA Talent Management System (TMS) Training

Greetings Domain and Learning Managers!

As an administrator, you play an important role in supporting the VA Talent Management System (TMS). In support of the TMS, VA Learning University (VALU) has created resources to assist you in hosting localized information sessions for VA employees. In this toolkit, you will find the materials you need to conduct a one-hour information session about the TMS, and supplementary resources for distribution to your participants and to the user community at large.

The checklist below is provided for your convenience and includes suggested activities you can conduct at your location. With the materials in this toolkit, you will be equipped to:

- ✓ Champion the change from the LMS to the TMS.
- ✓ Coordinate with Learning Leaders and communications specialists at your location to create buzz surrounding the TMS.
- ✓ Conduct information sessions with members of your user community.
- ✓ Distribute supplemental training resources via recommended channels.
- ✓ Direct your users to the videos, quick reference guides, tip sheets and other Web-based support tools available at <http://www.INSIDEtms.va.gov>.



Supplemental training resources

For your convenience, the resources listed below can be downloaded at <http://www.INSIDEtms.va.gov> and edited to meet your needs. These resources are designed to support the training activities you conduct at your location and to provide day-to-day assistance to your user community on an ongoing basis. You can:

- Email them to users as an introduction to the design of the TMS.
- Provide them as handouts in training sessions.
- Include them when responding to questions regarding the TMS user interface.
- Print and distribute them to users so they can refer to them when using the TMS.
- Post them to your intranet so the user community has easy access to them.

Supplemental resources include:

- **Quick reference guide**
This quick reference guide will show users how to sign in and out of the TMS system and perform common tasks. (Please note that this guide is provided in PDF format only.)
- **FAQ**
This document answers the most frequently asked questions about the TMS and related training.
- **Tip sheet**
The tip sheet provides the top 10 tips that users, supervisors and administrators should know about the TMS.
- **Information Session PowerPoint**
The PowerPoint presentation is a high-level overview of the interface and features of the TMS.

Additional communications resources

Below is a list of resources contained in the VA TMS communications toolkit. These materials were distributed by local Learning Leaders prior to the launch of the new TMS. They set the stage for the training provided. All of these materials are available for your review and can be downloaded and edited at <http://www.INSIDEtms.va.gov>.

- Announcements – abbreviated text to create buzz online or in publications at your location.
- Article – a full-length news article ready to include in any publication distributed at your location.
- Flyer – highlights the TMS in high-traffic areas.
- Email – informative, customizable text that highlights the TMS and training activities.



Contact information

For more information about training for the TMS, please go to <http://www.insidetms.va.gov> or contact the VALU National Training Manager, Clarence Bashshar, at clarence.bashshar@va.gov or 202-618-5527.

VA senior leadership would like to thank you ahead of time for your leadership, commitment and hard work to make the TMS a success!

VA TMS. Learn. Manage. Perform.



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