## Accomplishments

<table>
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<tr>
<th>Goal</th>
<th>Status</th>
<th>Progress</th>
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| **1. Develop training**  
*Produce courses in online training (eLearning), instructor-led training, tutorials (videos), and webinars. Create resources such as instructional job aids, forms, and website (repository).* | • Coordianted development of training and videos [see “Roadmap”](#)  
• Outreached to UCOP Risk Services (Karen Vecchi, Bob Charbonneau, Courtnry Claflin, Kevin Confetti, Carrie Frandsen, Gary Leonard, Lori Taylor & team, Philip Van Saun), **EH&S Centers of Excellence** (Brent Cooley, Jim Gilson, Sandra Conrrad, Nancy Terry, UC Center for Laboratory Safety, and **Driver Safety Workgroup**; collecting training requests, and developed SME list  
• Prioritized training requests with Biosafety Officer workgroup  
• Accepted transfer of IBM “Organizational Change Management” training.  
• Created Fall Protection (Competent Person) website  
• In progress: Outreach to Medical Center  
• In progress: Prioritize training requests with EHS, RML, Medical Centers, and UCOP | 75% |
| **2. Distribute courses**  
*Distribute through the UC Learning Center ("LMS") or Video CMS. Provide final training materials to STEW.* | • Distributed “Controlled Substances” to CSPA, “Food Safety” to UCD, “Laboratory Safety Refresher” to LSWG, “Safe Patient Handling Awareness” to UCSF, “SAM Model” and “Create training” to STEW, “UC Ready” (4 of 5 videos) to BCP Executive Committee  
• Linked (LMS) Request Form to Training COE website.  
• In progress: Coordinate SkillSoft course library contract. | 75% |
| **3. Maintain a central repository**  
*Create online library. Maintain collection of training materials.* | • Uploaded source files for UCLA and UCB  
• Created **COE Meetings & Resources** website  
• Created **Shop Safety Manual** website  
• In progress: Resolve UCSF access issues to “courses” webpage  
• In progress: Migrate websites from ANR and UCR | 75% |
| **4. Evaluate impacts**  
*Collect data, analyze results, and report on training course evaluations (participant reactions, learning, and behavior).* | • Developed systemwide training “Implementation Report” 07/15/15 with LMS Center of Excellence.  
• In progress: Track systemwide training completions  
• In progress: Ensure all courses are linked to form  
• In progress: Develop training metrics and report | 25% |
| **5. Represent the UC in education initiatives**  
*Serve as liaison to STEW, UC Center for Laboratory Safety, and other workgroups. Manage contracts related to systemwide training. Lead development of training system.* | • **Human Resources (UCOP).** Developed partnership with Talent Management & Staff development to partner on systemwide training initiatives (Donna Salvo, Steve Heindl).  
• **Risk Services (UCOP).** Presented during Staff Meeting 07/30/15. Discussed import of courses into Captive w/Courtney Claflin for potential training commercialization (e.g., Briotix).  
• **STEW.** Encouraged workgroup to draft whitepapers and position statements in support of their decisions.  
• **Workgroups.** Presented to Business Continuity (Executives), Controlled Substances (CSPA), Biosafety Officers, systemwide Driver Safety, Ergonomics (Chairs), Fire Marshals, Industrial Hygiene, Laboratory Safety Workgroup, Occupational Safety, Environmental Health (REHS), and Training (STEW) | 100% |
Center of Excellence

Establishment

Goal: Create identity assets, coordinate meetings, build team, develop and prioritize requests, establish UC Path offices and recording studio, and integrate AGILE practices.

1. **Identity.** Standardized course webpages in coordination with STEW and LMS COE
2. **Meetings.** Conducted retreat 07/30/15-07/31/15.
3. **Resources.** Purchased supplies. Submitted reimbursement request for 04/01/15-06/30/15 to Carol Lake.
   - In progress: Hire (4) Training Coordinators

Requests

Resources

- Obtain approval to hire (4) Training Coordinators [Ken Smith]
- Permit Jason Bowman and Christine Flanders to film Lockout/Tagout at UC Berkeley on Monday 09/28/15 [Ken Smith]
- Obtain SkillSoft library contract [Ken Smith]
- Arrange for office at UC Path [Veronica Nelson]
- Arrange for EH&S Director’s agenda the topic, “Training & Education COE” where Janette Ducut will refresh on the Center of Excellence (team, website, roadmap / projects) and seek input on prioritization of requests. [Ken Smith]
- Approve request to obtain consultant assistance, or possible future hire, to fill the gap

Questions

- What is the role of Paul Diamond?
- How do we protect intellectual property with the Safety Training Consortium?
- What is the rotation of EH&S Director Liaisons for the workgroups?
- How do we get professional development for Jason Bowman and Christine Flanders?