

## MEMORANDUM

**TO:** All OPS Local Presidents, Executive Board Members, CERC Teams, MERC Teams

**FROM:** Ruth Hamilton, OPS Supervisor

**DATE:** March 4, 2011

**SUBJECT:** **Central Employee Relation Committee Meeting Minutes  
Training and Development Sub-Committee – February 24, 2011**

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Attached, for your information, please find the minutes of the above captioned meeting(s).

Your making these available to the appropriate members in your workplace is appreciated.

**PLEASE NOTE: THE MINUTES WERE PREPARED BY THE EMPLOYER.**

AUTHORIZED FOR DISTRIBUTION:                      IN SOLIDARITY,



Warren (Smokey) Thomas  
President



Ruth Hamilton  
OPS Supervisor

/pb

att.

cc: Senior Staff  
Job Security Unit

**TRAINING AND DEVELOPMENT SUBCOMMITTEE MEETING**  
**February 24, 2011**  
**Large Bargaining Centre**  
**7<sup>th</sup> Floor, 77 Wellesley St. W.**

<b>In Attendance</b>			
<b>For the Union</b>	<b>For the Employer</b>	<b>Guests</b>	<b>Regrets</b>
Doug Peebles, Co-Chair, OPSEU Richard King, OPSEU Chris Cormier, OPSEU Stephen George, OPSEU	Laurie Cregan, Co-Chair, MGS (Meeting Chair) Jasmine Kanga, MGS Leann MacCallum, MGS Stefan Pietrangelo, MGS Susan Leung, MGS	Joe Baker, MGS George Sallay, MGS	Roxanne Barnes, OPSEU
<b>Date Tabled</b>	<b>Standing Item</b>	<b>Referred to</b>	<b>Action</b>
<b>June 17, 2010</b>	<p><b>CFLL Update</b></p> <p>CFLL is working on curriculum for employees who are aspiring to become managers. CFLL anticipates launching the material in second quarter.</p> <p>CFLL is working on making learning materials available on the CFLL intranet site. Not all materials will be available as they are protected by intellectual property rights.</p> <p>OPSEU requested that CFLL share drafts of its training materials with the T&amp;D Committee so that the committee may have an opportunity to provide feedback.</p> <p>CFLL provided an overview of the leader-manager competency model.</p>	Employer	<p>The Employer to provide CFLL statistics.</p> <p>The Employer will review OPSEU's request to have drafts of CFLL materials shared at the T&amp;D Committee.</p>
<b>December 16, 2010</b>	<p><b>I&amp;IT Update</b></p> <p>I&amp;IT conducted training for both first and second year Ontario Internship Program I&amp;IT interns on recruitment. The training also provided for networking opportunities.</p> <p>The Employer provided an overview and a handout on I&amp;IT training at Showcase Ontario 2010 and Regional Showcase.</p> <p>OPSEU asked if there is a standard of training dollars per person and/or number of training days per year?</p>	Employer / Union	<p>The Employer will follow-up and provide information on I&amp;IT intern retention.</p> <p>The Employer to follow-up and determine if there is a standard of training dollars per person and/or number of training days per year.</p>

# My Learning Wizard User Guide for Employees who have a Profile for their Job/Role

## Purpose

My Learning Wizard User Guide provides you with the steps required to complete your self-assessment and build an effective learning plan.

## Accessing the Site

Start by entering the site through **MyOPS**, using your PKI password. Under **All Services** heading find **My Learning Wizard**. Click on the orange **Go** button.

At anytime, to better understand how to work through the site click on **Help**.

## PART I – The Competency Profile

If you have already started, or you are re-entering the site after being timed out go to: **Load Previous Work**.

If you are just getting started, go to: **Your Role or Job** from the left menu.

If you do not have a profile select **Find Your Role or Job**. If you need a more detailed explanation on how to build your profile go to **Build Your Own Profile User Guide**.

**You can find your job/role in two ways:**

1. Conduct a quick search by entering the job title of the job/role
2. Search a job/role by using the appropriate channel
  - Select the **ministry, occupational group or corporate** where the role or job resides.
  - Select the **division, branch or region**, if applicable, to this position.
  - Select the position you are interested in.

**Click on a competency to view the definition and levels.**

## PART II – The Self-Assessment

Next step: **Assess Competencies**

1. Select **Add Learning Priority** to add the competencies that are most important to your learning and development right now. It is recommended that you work on no more than three competencies at one time. Select **Add User Defined Priority** to add non-competency-based items to your plan. Select **Update Learning Plan**.
2. Click on the **Select/Edit Activities** link in the learning plan template.
3. Click on the **Select Learning Activity** button in the Learning Activities box to download activities into your learning plan.
4. **Select a Learning Activity** from one of the levels, Books, DVDs, Websites or from the learning resources listed on the screen.
5. Add a **Learning Activity to your learning plan** by placing a check mark beside an activity. At the bottom of the screen click **Add to Learning Plan**. Once an activity is added to your plan you can modify it to meet your needs. We suggest you number each activity.
6. **Record your Success Indicators** in the box provided. We suggest you number each indicator. Start each sentence with:
  - I will be able to... or
  - I plan to meet this objective by ...or
  - I've demonstrated this competency by
7. **Set a realistic Start Date:** Without a realistic deadline or time limit it is too easy to procrastinate. A long-term goal may be broken down into several shorter-term goals.
8. **Update Learning Plan** and return to the **Develop Plan** screen
9. Select **Save Learning Plan** to save your plan to the database for later retrieval.

## Part IV: Develop Plan - Track your Results

### Review your learning plan by taking the time to track your progress

1. Record your Learning Results by selecting **Record Results** from the left menu. Record your results in the box provided. We suggest you number your results.
2. **Completion Date:** Record the date you completed the learning activity and/or the point in time that you began to effectively demonstrate the competency.
3. Select **Update Learning Plan** to save your entries and then **Save Learning Plan** to save your plan to the database for later retrieval.

**Print Competency & Learning Plan Reports** of the work you have just completed. These reports include the competency profile you are currently working on, the corresponding competency self-assessment results and the learning plan. To print a previously saved assessment result or learning plan, go to **Load Previous Work** and select the role or job you want to retrieve.



***The Wizard works with you to build your learning plan.***

[Access My Learning Wizard](#)

### **Competencies @ work for you**

Competencies are specific and observable knowledge, skills, traits, attributes and behaviours that are associated with effectiveness at work.

Where job descriptions specify the duties, responsibilities and qualifications, technical and behavioural competencies enrich this information by describing the "how" of the work, giving a clearer picture of the ways you can apply your knowledge and skills to achieve results in the job.

### ***Think about your dentist.***

*A dentist is a highly-trained professional who must possess an array of technical competencies such as diagnosing conditions, cleaning teeth and filling cavities. What does your dentist do that demonstrates technical knowledge and skills?*

*To effectively meet patients' needs, a dentist must also demonstrate behavioural competencies such as Customer Service. How does your dentist approach the work when you're in the chair? What keeps you returning to this particular dentist? Do you value only the technical skills, or are behavioural competencies a factor too?*

### **How can you use competencies?**

*Know*

Understand what you need to know to be effective in your job. Competencies help you recognize your areas of strength and areas for personal development.

Knowing yourself and your competencies is at the heart of the learning process. The self-assessment part of the tool is designed to help you rate yourself using behavioural and technical competencies.

The self-assessment will help you see your key strengths and areas for improvement. You can then focus on what you need to do to learn and to grow. The Wizard can suggest ways of learning that you may not have thought of before.

You do not have to complete the entire competency assessment and/or learning plan in one sitting. You can stop anytime, save your work and return to it later.

### Sharing your plan

You also have the option of sharing your learning plan with your manager so that you can start to talk about concrete plans for your development.

**MY LEARNING WIZARD can also show you what competencies are required in other jobs. You can then better position yourself to take on new opportunities, including preparing yourself for job interviews. Think of ways you can show yourself and your abilities to your best advantage.**

### Six Easy Steps

Take these six steps to build your learning plan.

1. **Find** your role or job.
2. **Review** your competency profile or model, and think about what it really means in your job.
3. **Assess** yourself against the competencies to determine your strengths and areas for development.
4. **Determine** your learning style to get the most from your learning experiences.
5. **Complete** your learning plan to identify the most beneficial learning activities.
6. **Review** your learning plan and take time to track your progress.

[Access My Learning Wizard](#)



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