

DHHS POLICIES AND PROCEDURES

Section V-(a):	Human Resources
Title:	Division of Health Benefits, Training Opportunities
Current Effective Date:	04/01/19
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Purpose

The purpose of this policy is to document the Division of Health Benefit's (DHB) commitment to provide employees with opportunities for training, and to describe these training opportunities.

Policy

All DHB employees will be provided training opportunities to increase their knowledge and skills to become more productive and effective, and to support their career development.

Definitions

NC Learning Center: The Learning Center is a training site with the State of North Carolina's online learning management system (LMS) that is part of the BEACON application.

Roles and Responsibilities

- DHB is responsible for providing training targeted to North Carolina public sector managers, supervisors and individuals who want to increase their knowledge and skills and become more productive and effective.
- DHB employees are responsible for exploring other trainings courses through the NC Learning Center or elsewhere that they are interested in and believe will help them become more productive and effective and promote their professional development.

IMPLEMENTATION

1. There are numerous opportunities for employees of North Carolina to actively participate in learning and development.
 - a. Mandated Training:

As part of the on-boarding process, all newly hired state employees will be required to complete mandatory training, which will automatically be sent to the employees NC Learning Center profile and must be completed within the

first year of employment. Any updated trainings will be automatically sent to the employee's profile and will have due dates associated with the training. All training is expected to be completed in a timely manner by the due date

b. Other Training Opportunities:

Office of State Human Resources (OSHR)

OSHR has many different training opportunities available to state employees. Available courses, along with descriptions and schedules are accessible to State of North Carolina employees via the NC Learning Center. DHB encourages employees to review the course catalogue in the NC Learning Center and identify courses which will help them continually grow and develop.

2. NC Learning Center

DHB employees log in to the NC Learning Center to view and register for learning opportunities. The Learning Center allows employees to enroll in online courses offered through the State, and it allows employees to track their progress and see a list of their past courses on a compiled transcript.

Accessing the NC Learning Center

1. Log in to the BEACON system and enter your NCID and Password.
 2. Click on the LMS & NCVIP Tab and select the submit button to be logged into the NC Learning Center.
 3. To review outstanding training required select My Training and Transcripts. Any outstanding training will show in the transcript.
 4. To review the other available training enter OSHR or DHHS in the search bar in the top right portion of the screen and hit enter. You will see a listing of learning opportunities offered by OSHR/DHHS. To learn more simply click on the title of the class.
 5. To search by topic ex: excel training, enter excel in the search bar in the top right portion of the screen and hit enter.
3. Any trainings which have a cost associated with them should be reviewed and approved by the employees' supervisor to ensure funding availability and the training will be beneficial to the employee and/or division.

If you need assistance or have questions, please contact DHB's Organizational Development Department.

Enforcement

DHB managers are responsible for ensuring that employees in their business units complete their mandated trainings within the required timeframes.

For questions or clarification on any of the information contained in this policy, please contact the DHB Organization Development Manager. For general questions about department-wide policies and procedures, contact the [DHHS Policy Coordinator](#).