

SETU NEWS

Department of Health and Human Services
Staff Education and Training Unit
Volume 1 – April 2019

Are you a new DHHS employee?

Are you a new Manager/Supervisor or an existing Manager/Supervisor who is looking to refresh your skills?

If you answered yes to any of these- we have the needed training for you!

- New Employee Orientation (NEO)
- Managing in State Government (MSG)

And our newly revamped policy training videos are all available on our Staff Education and Training site!

Register or take your required policy trainings today!



Check out our new and improved video versions of the policy trainings online!

REPORTING/TRACKING:

SETU not only provided training and facilitations but also supports the reporting, tracking and posting of trainings for staff. The following provides a snapshot of those completed in the first quarter of 2019.

- Registrations for Training – 1,693
- Transcripts Provided- 50
- New Employee Orientations (NEO) – 95 Participants
- Managing in State Government (MSG)- 16 Participants
- New Trainings Posted on Website- 28
- Online Policy Forms Submitted – 1,055
- DHHS Business Certificate Completions Advanced - 9



Workday our new state-wide HR/Time and attendance system will be available January 2020!

For more details visit:
<http://www.maine.gov/workday>

TRAINER



This edition of Trainer Tips is brought to you

by **Virginia Daniels!**

Virginia is an OADS Data and Compliance Specialist

What is a T-Test?

A T-Test is a calculation that compares data to learn if an intervention (in our case, training) produced statistically significant results.

Why would you use a T-Test?

For training purposes, a T-test calculation performed as a result of a pre-training and post training knowledge check, gives a P-value. The resulting P-value determines if the change in scores is statistically significant. In other words, did the training produce an increase in knowledge for the trainee?

What are the benefits?

T-Tests can prove the value of the training for decision makers. This can result in several benefits: greater satisfaction from trainees, best use of resources and an increased chance that training content will be used in the workplace.

If you are interested in learning more or applying this method to your own trainings, please contact the Staff Education and Training Unit

The following are the courses being offered in May and June 2019

As a reminder SETU assistance can be requested through [Request for Customized Services Form](#)

Let us tailor your training needs!



For your convenience, we now have the Class ID of every class listed on our website homepage. You will find it between the CLASS ID Column and the LOCATION column. Please make sure to add this to the Class ID field (blue arrow) on the cancellation form when cancelling out of a training.

http://www.maine.gov/dhhs/setu/forms/cancellation_form.htm

A screenshot of a web-based cancellation form titled "Cancellation Form". The form has a brown header. Below the header are several input fields: "Name:" with sub-fields for "Last", "First", and "MI"; "Email:"; "Phone:"; "Class Title:"; "Class ID:" with a blue arrow pointing to the field; "Date:"; and "Other Information: (OPTIONAL)".

Date	Time	Class	Class ID	Location
5/7/2019	9:00 AM	Performance Management and Leader Effectiveness	C4040	Portland
5/21/2019	9:00 AM	Financial Fundamentals I	C5048	Augusta
6/14/2019	9:00 AM	* Performance Based Training	C4045	Portland

"Leadership and learning are inseparable to each other." - John F. Kennedy