

A stack of white papers with some faint markings, set against a light blue background.A globe showing the Americas, set against a purple and blue background.

# Virginia DEQ

## Office of Training Services

A stack of white papers, set against a light green background.A yellow alarm clock with a red base and black numbers, set against a yellow background.

**Presented By: Susan Mongold**

# Office of Training Services

## Contact Us

**Susan Mongold**

- Phone Number - (804) 698 - 4470
- Email – [slmongold@deq.virginia.gov](mailto:slmongold@deq.virginia.gov)



# Scope of Services

The DEQ Office of Training (OTS) is responsible for:

- Coordinating, developing, assisting and/or sponsoring training programs for full, part-time and wage employees.

OTS strives to provide employees with reasonable resources for in-house, developmental and professional development opportunities that will prepare employees to perform their current job efficiently and effectively. This includes training needs focused on:

- Media Specific or Multi-Media Technical training
- Professional Development
- Computer Software Topics
- Supervisory / Management Training
- And much more...



# To That End We...

- Coordinate, assess, report on and plan for common training needs
- Deliver training needs through in-house courses
- Provide logistical and registration support for in-house courses
- Coordinate the applicant pool for specific externally delivered training
- Manage the centralized training funds
- Provide registration and transcript of external courses



# Training Page on DEQNET

WELCOME

DOCUMENTS & FORMS

PROGRAM AREAS

SEARCH

LINKS

HELP



## What's New

[Learning Management System](#)

[Training Committee](#)

[Calendar](#)

[Policies & Procedures](#)

[Forms](#)

[Employee Development Plans](#)

[Online Courses](#)

[Directions to Training Facilities](#)

[EPA Air Pollution Training Institute](#)

[Videoconferencing](#)

Welcome to DEQ's training page

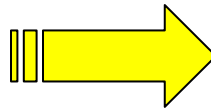
We hope that through this page you will find educational opportunities to meet your training needs, learn what the agency is doing on training issues across mediums, regional offices and divisions, and to give the Office of Training Services your input.

Use the links at the left for information and useage for the DEQ learning management system, who is on the training committee and what is going on, current policies, procedures, and training forms, the employee development plan, online courses, videoconferencing capabilities, and additional links to training resources.

Ideas? Suggestions? Questions? Email **Susan Mongold**, or call 804-698-4470

Update Tuesday, August 17, 2004 12:19 PM

# Quick Links



**What's New**

**Learning Management System**

**Training Committee**

**Calendar**

**Policies & Procedures**

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**Videoconferencing**

# Navigating to the LMS

## *DEQ Learning Management System*

*Powered by Generation 21*



Our learning management system is fully integrated that supports both online and classroom learning.

### **"EASY TO USE"**

You can access course descriptions and schedule, enroll in a course, drop a course if you need to, take an online course, check your training record and more...



*Information on logon and other "How To's"*



**Click icon to go Logon page. Don't forget to Bookmark this screen for future reference**

# Login

Logon Select Knowledge Position - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Media Mail Print TV

Address http://vadeqtraining.gen21.com/knav/nav

### Select Knowledge Position

Choose your Knowledge Position and select the screen you wish to view first.

**Choose a Knowledge Position:**

--Select Knowledge Position--

- Select Knowledge Position--
- DEQ - Admin
- DEQ-Emp KP
- DEQ-Emp Mgr KP
- Office of Training Services - Manager
- Division of Administration - Staff

- Courses Enrolled In
- Courses by Locations and Dates
- Courses by Product
- Update Center
- Performance Support Search
- Reference Library
- Collaboration
- TKM Tools

**Skip This Screen Next Time:**

To skip this screen next time, check this box.

Done Internet

start | Inbox - Microsoft Out... | Microsoft PowerPoint... | Logon Select Knowled... | 1:13 PM



# Registration

Generation21 Knowledge Navigator - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Mail Print TV

Address http://vadeqtraining.gen21.com/knav/nav

Log Off Help Feedback www.gen21.com Powered By Generation21

**Generation21**  
A Renaissance Learning Company

**Optional Courses**

SUSAN MONGOLD hat - DEQ-Emp KP

Tools Grades Change Hat

View Courses  
Required Enrolled in  
Optional  
By Locations/Dates  
By Product

Instant Knowledge  
Updates  
Search  
Library

Person to Person  
Collaborate

US English

Package Name	Course Name	Course Delivery	License Avail	Enroll Info
	<a href="#">21 Ways to Diffuse Anger and Calm People Down</a>	Instructor Led	Not Required	<a href="#">Enroll</a>
	<a href="#">8 Hour HAZWOPER Refresher (29CFR 1910.120)</a>	Instructor Led	Not Required	<a href="#">Enroll</a>
	<a href="#">Access 2002 Fundamentals</a>	Instructor Led	Not Required	<a href="#">Enroll</a>
	<a href="#">Administrative Symposium</a>	Instructor Led	Not Required	<a href="#">Enroll</a>
	<a href="#">Advanced GIS for Water Quality Assessments</a>	Instructor Led	Not Required	<a href="#">Enroll</a>
	<a href="#">Air Pollution Control Orientation Course</a>	Web Based	Not Required	<a href="#">Enroll</a>
	<a href="#">Back Safety</a>	Web Based	Not Required	<a href="#">Enroll</a>
	<a href="#">Basics of Supervision</a>	Instructor Led	Not Required	<a href="#">Enroll</a>
	<a href="#">Bloodborne Pathogens</a>	Instructor Led	Not Required	<a href="#">Enroll</a>
	<a href="#">DEQ Enforcement Staff Conference</a>	Instructor Led	Not Required	<a href="#">Enroll</a>
	<a href="#">DEQ Tank/PRP Workshop</a>	Instructor Led	Not Required	<a href="#">Enroll</a>
	<a href="#">Excel 2002: Pivot Tables</a>	Instructor Led	Not Required	<a href="#">Enroll</a>
	<a href="#">Hazard Communication</a>	Instructor Led	Not Required	<a href="#">Enroll</a>
	<a href="#">How to Handle People with Tact and Skill</a>	Instructor Led	Not Required	<a href="#">Enroll</a>
	<a href="#">HR and Travel Training</a>	Instructor Led	Not Required	<a href="#">Enroll</a>

Done Internet

start Inbox - Microsoft Out... Microsoft PowerPoint... Generation21 Knowle... 1:14 PM

# Transcript Tracking

Generation21 Knowledge Navigator - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Mail Print TV

Address http://vadeqtraining.gen21.com/knav/nav

Log Off Help Feedback www.gen21.com Powered By Generation21

**Generation21**  
A Renaissance Learning Company

**Gradebook**

SUSAN MONGOLD hat - DEQ-Emp KP

Tools Grades Change Hat

**View Courses**  
Required  
Enrolled in  
Optional  
By Locations/Dates  
By Product

**Instant Knowledge**  
Updates  
Search  
Library

**Person to Person**  
Collaborate

US English

**Gradebook Log**

This is the gradebook for SUSAN MONGOLD.

**Complete** 06-Apr-2005 - Computer - 2003  
Excel 2002: Pivot Tables  
[Details](#)

**Complete** 03-Nov-2004 - Blanchard - 200  
Closing the Learning/Doing Gap: ...  
[Details](#)

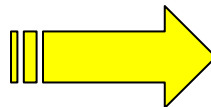
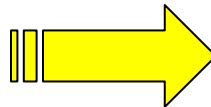
**Complete** 07-Sep-2004 - Manager - 201  
Cooperative Problem Solving  
[Details](#)

**Complete** 20-Jul-2004 - Manager - 200  
Building Coalitions and Effective Leader Communication  
[Details](#)

Done Internet

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# Employee Development Plan

**EWP Professional Development Goals for 2004-2005**

**Part III of the Employee Work Profile Plan—Employee Development Plan is ONLINE!**

The Online EDP database will help create an annual training plan to better serve your needs and provide a more timely delivery of courses that occur during the same year as the EWP.

**Curriculums in planning process:**

[Air Compliance](#)  
[Air Monitoring & Equipment](#)  
[Air Mobile Source](#)  
[Air Permit Writer](#)  
[MultiMedia Enforcement](#)  
[Waste-HW Permit Writer](#)  
[Waste-Hazardous Waste Inspector](#)  
[Waste-Solid Waste Permit Writer](#)  
[Waste-Solid Waste Compliance](#)

[Water Ambient Monitoring](#)  
[Water-Ground Water Permit Writer](#)  
[Water-Inspectors\(wastewater/cfo\)](#)  
[Water-Permit Writers](#)  
[Water-Regional Biologists](#)  
[Water-Remediation Specialists](#)  
[Water-Surface Water Investigations](#)  
[Water-Tank Inspectors\(AST/USD\)](#)  
[Water-WVP Permit Writer](#)

**Supervisors:**

Read the EDP On-line Database Overview for database features on linkage to SST and Oracle, flexibility, ease of use [EDP Database Overview](#)

Look at the Suggested Employee Development Planning Process for the [Suggested EDP Plan Process](#)

## Supervisors:

Read the EDP On-line Database Overview for database features on linkage to SST and Oracle, flexibility, ease of use

[EDP Database Overview](#)

Look at the Suggested Employee Development Planning Process for the role you can play.

[Suggested EDP Plan Process](#)

Meet with your employee to determine training needed for this cycle. Use the Course Catalog as a reference. The Course Catalog is an excel spreadsheet. Sheet 1 has directions for usage; sheet 2 has the courses

[Course Catalog](#)

Familiarize yourself with the database entry by using the Screen Tutorial.

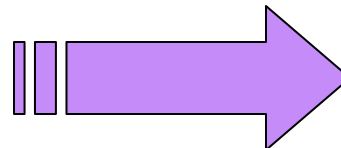
[Screen Tutorial](#)

Use the link at the right to login to the EDP database

[EDP Database](#)


Haven't used Oracle financials, HR, or SST before? Click on the link at the right to reset your password.

[Reset Password](#)



...More Quick Links

# Course Catalog



EDP Course Catalog-Main - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Mail Print Word

Address <http://deqnet/programs/training/EDP%20Course%20Catalog%20Main.htm> Go Links

## Employee Development Plan - Course Catalog

**WHAT'S NEW**

We have divided the catalog into sections for your convenience.

Catalogs have been indexed into sections for easier information retrieval. Courses have descriptions, target audience, length, and cost information where applicable/available.

Click on a catalog. Use the hyperlinks to go to the section you of your choice.

### CATALOGS

- [Catalog Title Index](#) (word document)
- [Course Catalog List](#) (a comprehensive catalog of all courses--58 pgs. To search for specific topics or terms, download the document and use the "FIND" feature in MS Word. The Find feature can be found under "Edit" drop-down menu)
- [Administrative classes \(All\)](#)
- [Air Classes](#)
- [Multimedia/Enforcement Classes](#)
- [Professional Development Classes](#)
- [Safety Classes](#)
- [Waste Classes](#)
- [Water Classes](#)

**Do you know the source for an instructor? The full course description for something listed on a catalog without a description? Do you see a course description that needs editing?**

Please send an email to [Susan Mongold](#) with the following information - the more complete the information the better

**Course Catalog** (state the appropriate catalog)  
Professional Development, Safety, Air, Water, Waste, Multimedia, Administration  
**Course Title**  
**Instructor/Vendor Name and contact information** (Include a website if appropriate)  
**Course Description:**

**Do you have a course you want added to a course catalog?**

Please include the information listed above AND let us know who the target audience would be (i.e. - Waste Inspectors OR Air Data Analysis OR Finance Accounts Receivable)

Done Local intranet

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# Employee Development Plan

eDEQ

Valid Employee login is required to access Employee Training Plan database,  
please login using a valid SST, financials or HR user name and password

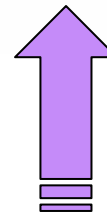
User Name

Password

 Connect

LOGIN

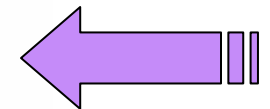
Screen



Please select a year to enter the Employee Training Plan.

2004 

Enter->



NEXT

# Results!

	A	B	C	D	E	F	G
1	Learning Step	# reques	Status				
2	OSHA 8 Hour Annual Refresher	192	Schedule already posted				
3	DEQ Basics of Supervision	55	Schedule already posted				
4	First Aid/CPR	55	Schedule already posted				
5	Time Management	46	TB Scheduled				
6	Dealing with Difficult Behaviors	46	Schedule already posted				
7	Negotiation Techniques	45					
8	Communication (Moving Your Message)	45					
9	Priority/Multi-tasking	44					
10	Investigative Techniques (Module 2 of Chain of Custody)	43	Schedule already posted				
11	Geographic Information Systems (GIS) Uses and Applications/Database Management	41	Schedule already posted				
12	Water Quality Monitoring SOP (Module 1 in Chain of Custody)	39					
13	VPDES Annual Water Permit Writers Meeting	36					
14	Compliance and Enforcement Principles	32					
15	Risk Communications	30	Pending				
16	Erosion & Sediment Control for Inspectors	27	Circulated DCR calendar				
17	Conflict Management	27					
18	Environmental Statute Review	27					
19	Nutrient Management Training	25	Circulated DCR calendar				
20	Project Management - Project Management Overview	25					
21	BACT Determination	24	Schedule already posted				
22	Chain of Custody(Water)	24					
23	Public Speaking (Presentation Skills for Anyone..No! I Don't Want To!	24					
24	Visible Emissions Evaluator(Smoke School) - Field Certification	24	Schedule already posted				
25	Critical Thinking	23					
26	Evelyn Wood Reading Dynamics	23					
27	RCRA Corrective Action	23					
28	Coaching and Mentoring	22					
29	Conflict Resolution	22					
30	Nutrient Management Planning w/ Biosolids	21	Circulated DCR calendar				
31	Problem Solving/Innovation	22					
32	Assertiveness	21					
33	Microsoft XP Overview	21					
34	Continuous Emission Monitoring - APTI 474	19	Schedule already posted				
35	Technical Writing	20					
36	Basic Soils-1-day course	19	Pending				
37	Community Involvement	19	Schedule already posted				
38	Erosion & Sediment Plan Review	15	notified DCR 1/10,1/20				
39	Grammar/Proofreading	18					
40	MACT Standards	18	Offered through MARAMA				
41	Principles and Practice of Air Pollution Control (APTI 452)	18	Schedule already posted				

Full Screen X  
Close Full Screen

start

Inbox - Microsoft Out...

Microsoft PowerPoint ...

Microsoft Excel - DEQ...

1:30 PM

# Training Plan

- This information is given to
  - The Training Coordination Committee to select the highest priorities
  - Each Division Director (Air, Water, Waste & Enforcement) to determine which topics they will address through in-house conferences
  - Any groups (Strategic Planning, Steering Committee, etc) to assist with planning their training delivery





# Facts & Figures

- 14-20 class offerings a month (except for summer)
- Bring EPA, APTI, Rutgers, and more to Virginia
- Develop relationships with local universities for specialty classes and soon to offer graduate level courses



# What's Next?

- Career Path
- Big impact on training plan
  - In-house “basics skills”
  - In-house cross training
  - Focus other courses on senior and expert level needs



Questions?

