

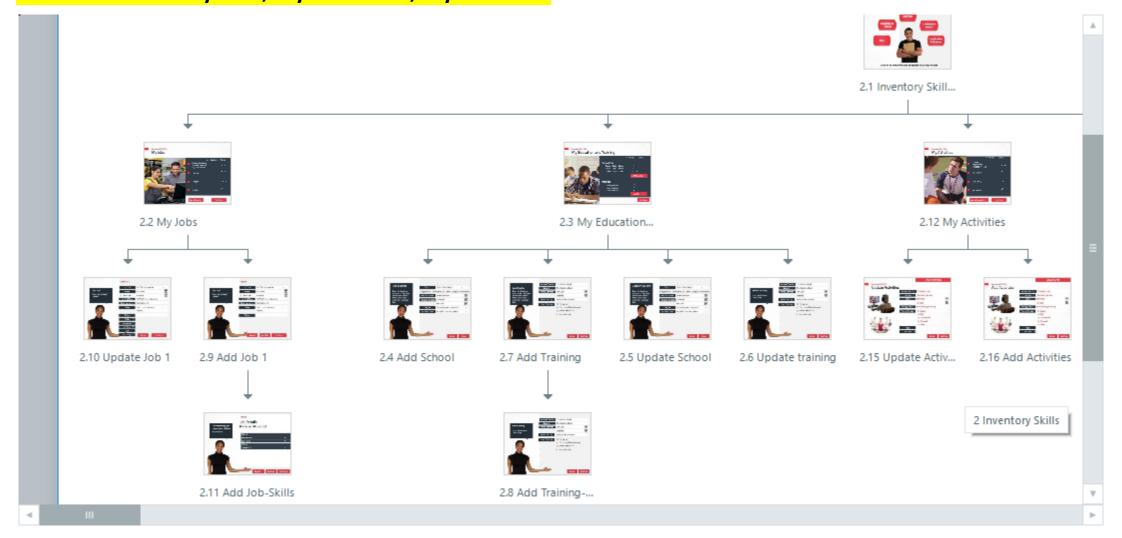
Career GAP Software UX Development

Inventory Skills – Training

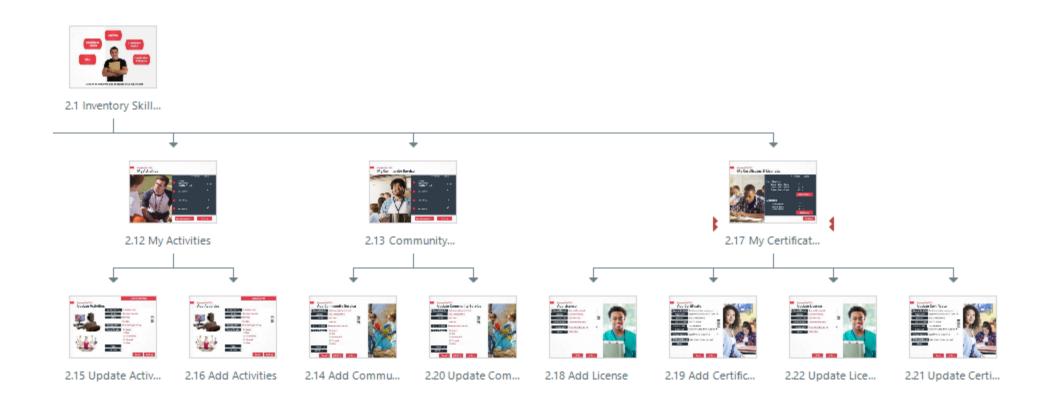
Flow of Screens

4/15/19

Inventory Skills – Full map (in 2 slides) This slide shows My Jobs, My Education, My Activities



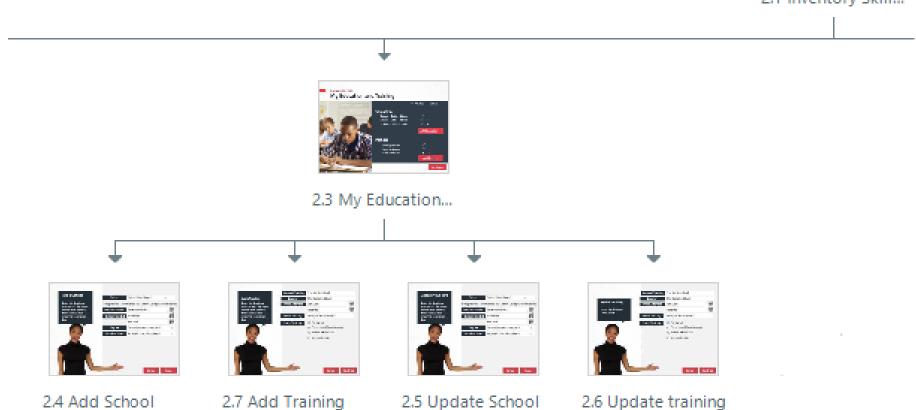
Inventory Skills – Full map (in 2 slides) This slide shows My Activities (from slide 1) Community Service, My Certifications



Inventory Skills – Education & Training



2.1 Inventory Skill...





Inventory Skills - Training

My Education & Training-Lists current Education and Training entered into system. Person can update or delete existing

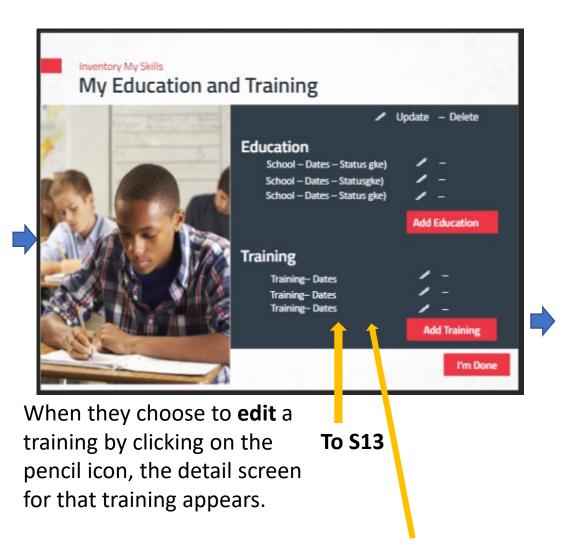
records Update - Delete

Click **Add Training** button to go to the Add Training screen.

I'm Done takes user back to Inventory my Skills page.

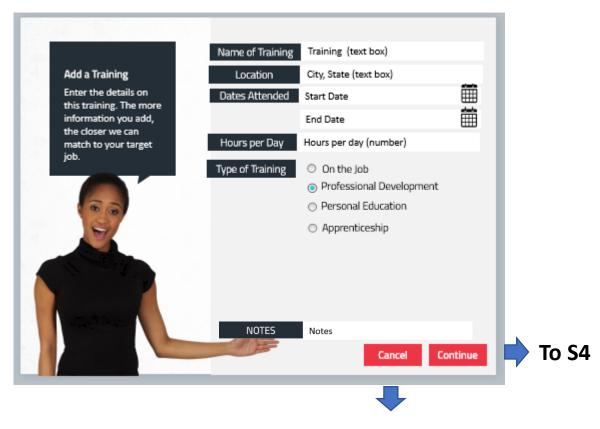


S3– Adding, Editing and Deleting a Training –



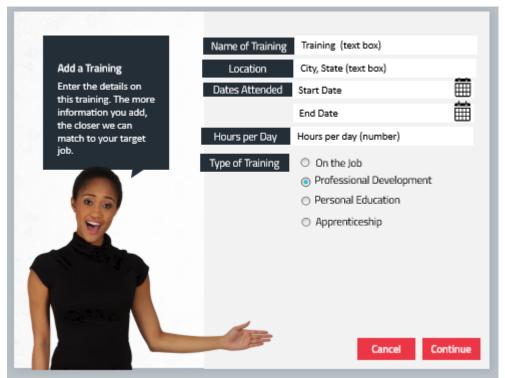
When they choose to **delete** a training by clicking on the dash icon, a message appears asking if they really want to delete the training. If they say Y, the training is deleted.

Clicking **Add Training** button takes them to the add new training page. Individual adds basic info about the training. When they select the type of training, a new popup appears...



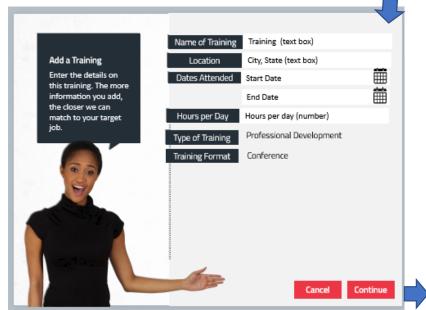
Clicking **Cancel** takes them back to the Ed & Training screen.

Adding Training – When you click on Type of Training



User clicks one of the types of training and the next screen pops up asking the format of training. Options differ based on type of training selected. User selects the format and clicks Continue. The Type and Format of training appears as part of the details list on the training page.





On the Job

- One-on-one training
- Job shadowing
- Classroom
- Online
- Group meeting
- Other

Professional Development:

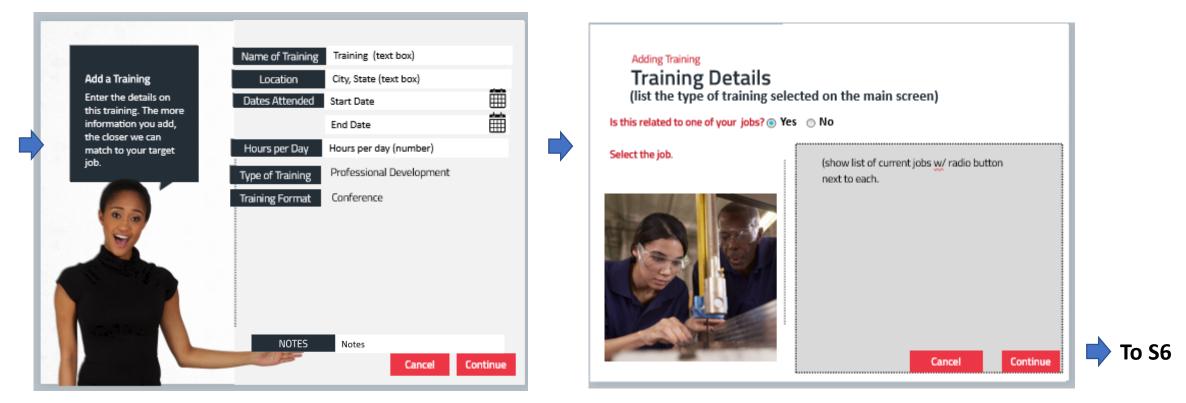
- Conference
- Speaker
- Workshop
- Online course
- Classroom
- Other

Personal Development: (on my own time)

- Conference
- Speaker
- Workshop
- Online course
- Classroom
- Other

Apprenticeships – Will be different process – TBD

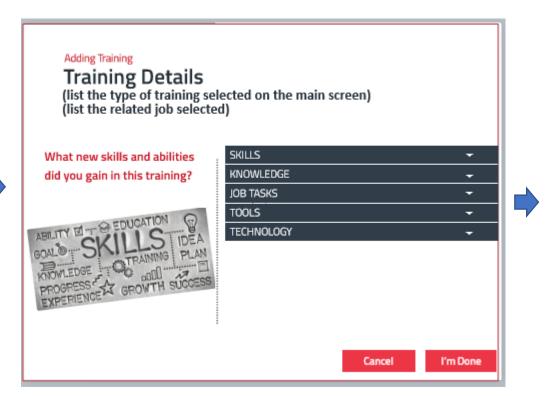
Adding Training – Is training related to a job?

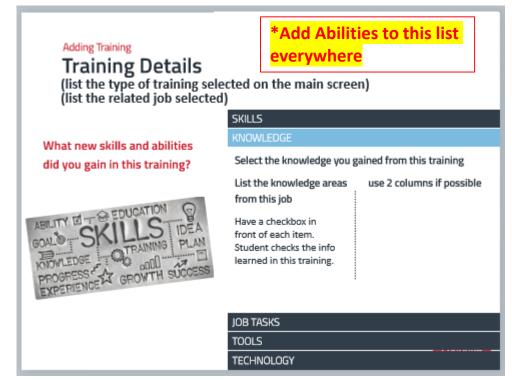


When they click continue, the next screen appears asking if the training was related to a job. If Yes, a list of all their jobs entered appears at the right. (Most recent first.) They select the job, and click continue.

If NO, the next question pops up: Does this training help you reach one of your target jobs? To S8

Adding Training – Is training related to a job? = YES





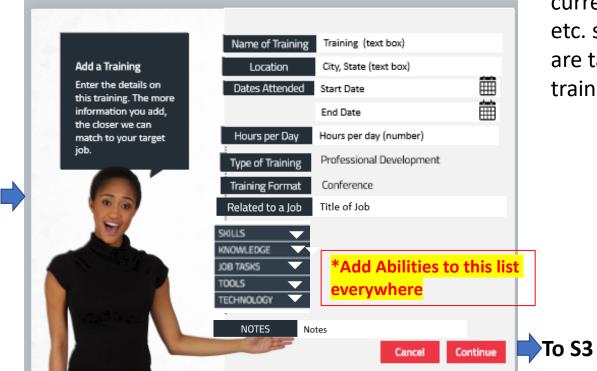
Skill list is categorized by technical, soft, and transferable.
All other category contents are listed in alpha order as in O*NET.

Related job title appears under heading at top of screen. User will click on the Skills box to the right to open up a list of the skills associated with the selected job. Each skill will have a checkbox where the user can click if the skill was learned in this training.

If they click on one of the other headings such as knowledge, the knowledge items associated with that job appear; each has a checkbox and they select the related knowledge. Once they press Continue their Training page is updated with current info.

To S7

Adding Training – Is training related to a job? = YES



After entering the skills, knowledge, job tasks, tools and technology associated with the training, their Training page is updated with current info. Click the down arrows to display the skills, knowledge, etc. selected. When they press Continue on the training screen, they are taken back to the main education & training screen. The new training appears in the list.



Adding Training – Does this training help you reach one of your target jobs? (Only ask this question if they answer NO to "Is training related to one of your jobs?")

If YES:

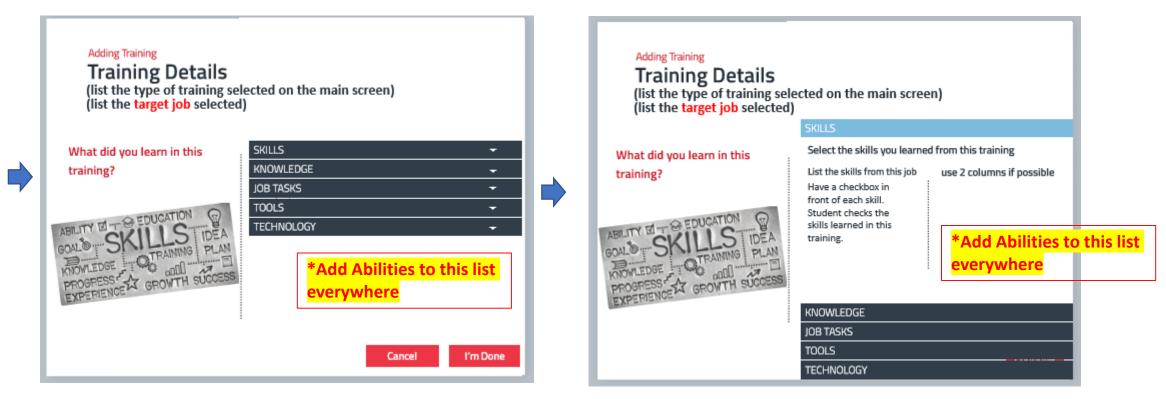


When they click continue, the next screen appears asking if the training was related to a target job. If Yes, a list of all their target jobs entered appears at the right. (Most recent first.) They select the target job, and click continue.

If NO, they are prompted to enter a target job.

To S11

Adding Training — Does this training help you reach one of your target jobs? = YES

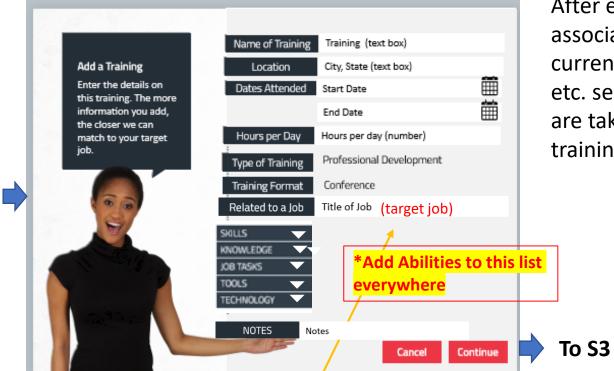


Related target job title appears under heading at top of screen. User will click on the Skills box to the right to open up a list of the skills associated with the selected target job.

Each skill will have a checkbox where the user can click if the skill was learned in this training. (sort skills by Soft skill, technical skill or

If they click on one of the other headings such as knowledge, the knowledge items associated with that target job appear; each has a checkbox and they select the related knowledge. Once they press Continue their Training page is updated with current info.

Adding Training — Does this training help you reach one of your target jobs? = YES



(Tag should read Related to Target Job, and text field should display the job title of the target job selected.)

After entering the skills, knowledge, job tasks, tools and technology associated with the training, their Training page is updated with current info. Click the down arrows to display the skills, knowledge, etc. selected. When they press Continue on the training screen, they are taken back to the main education & training screen. The new training appears in the list.





Adding Training – Does this training help you reach one of your target jobs? = NO



If "No" target jobs was chosen yet send them to "SET TARGET". Add completed activity to the personal monitoring list



To S12

Editing Training –

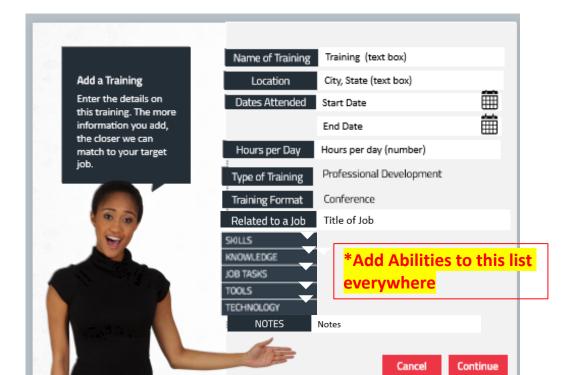


When they click **Continue**, it saves changes and returns them to the Ed & Training Slide

When they choose to edit a training by clicking on the pencil icon, the detail screen for that training appears. They can update any of the information on the screen.

They should also have the ability to select a different type of training and training format.

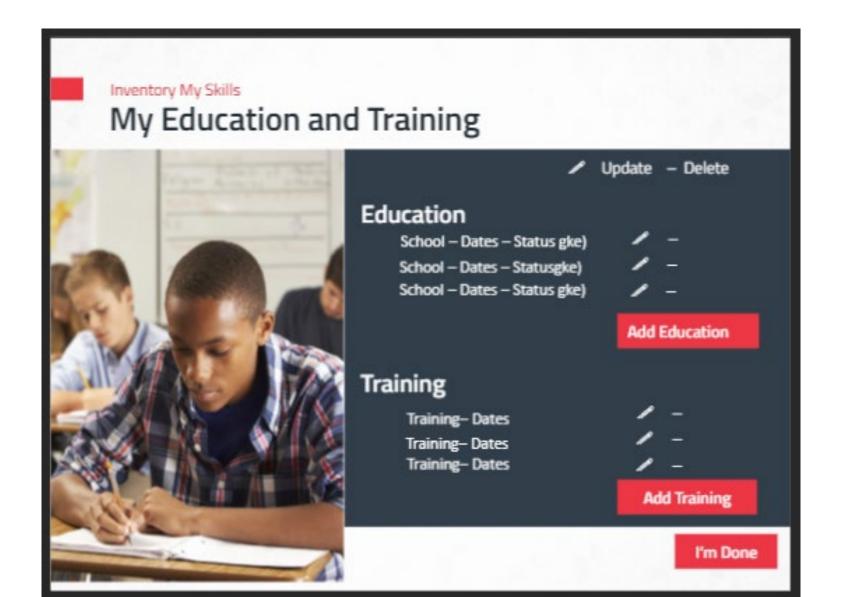
If they change the **Related to a job or Related to a target job:** track the answers they checked originally. If any checked items from the old job are shared with the new job, have them checked when the new lists display for skills, knowledge, job tasks, tools and technology associated with the new job.



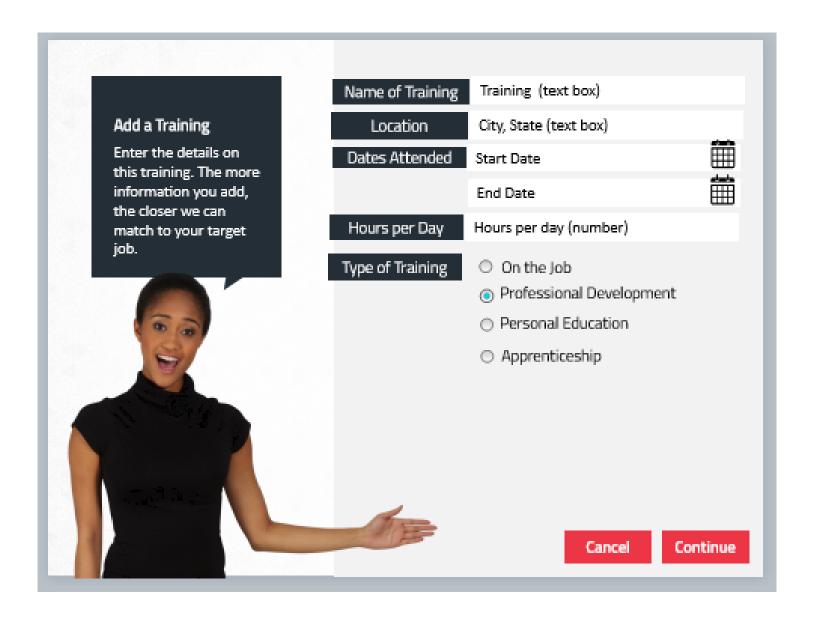
Inventory Skills – Training

Individual screens

Inventory Skills – Training & Education Screen:



Inventory Skills – Adding a Training screen



Inventory Skills – Adding a Training screen – When prompted for type of training



Professional Development

What type of training did you have?



- O Conference
- Seminar
- Workshop
- Online course
- Classroom
- Other

Continue

Options differ based on type of training selected. User selects the format and clicks Continue. The Type and Format of training appears as part of the details list on the training page.

On the Job

- One-on-one training
- Job shadowing
- Classroom
- Online
- Group meeting
- Other

Professional Development:

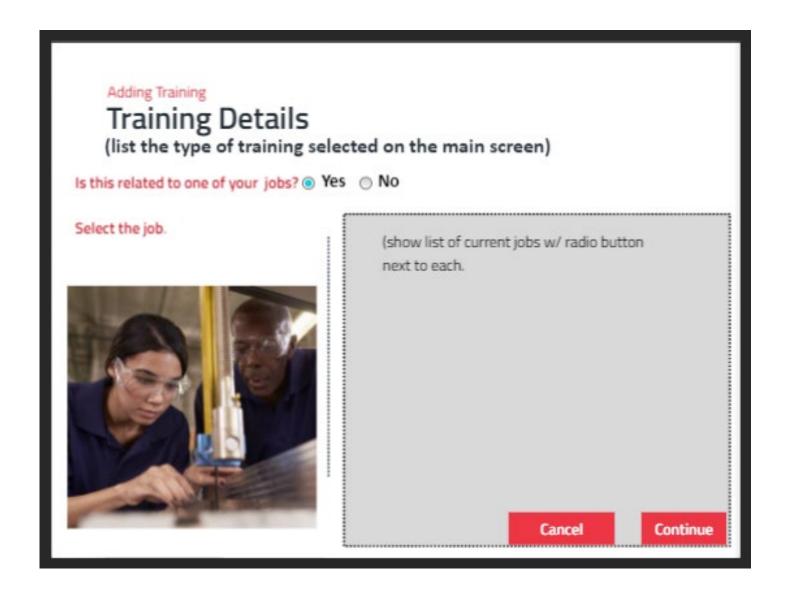
- Conference
- Speaker
- Workshop
- Online course
- Classroom
- Other

Personal Development: (on my own time)

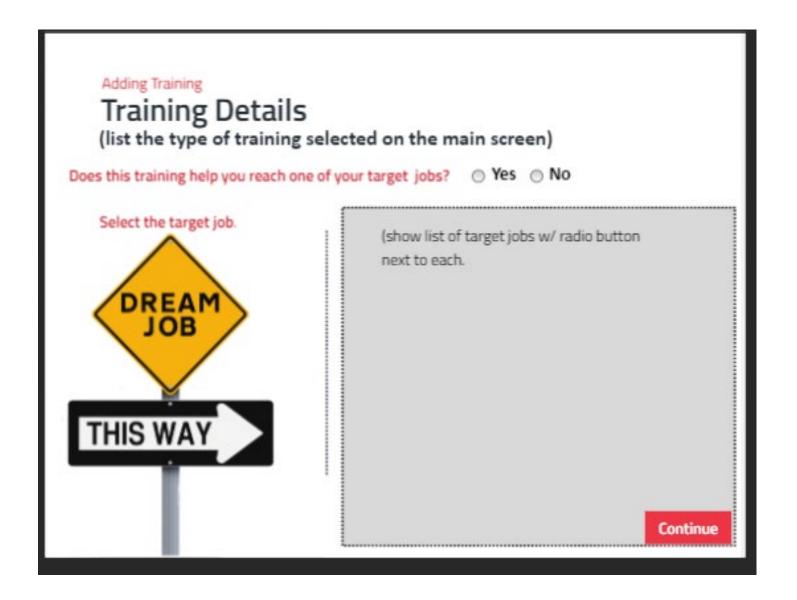
- Conference
- Speaker
- Workshop
- Online course
- Classroom
- Other _____

Apprenticeships – Will be different process – TBD

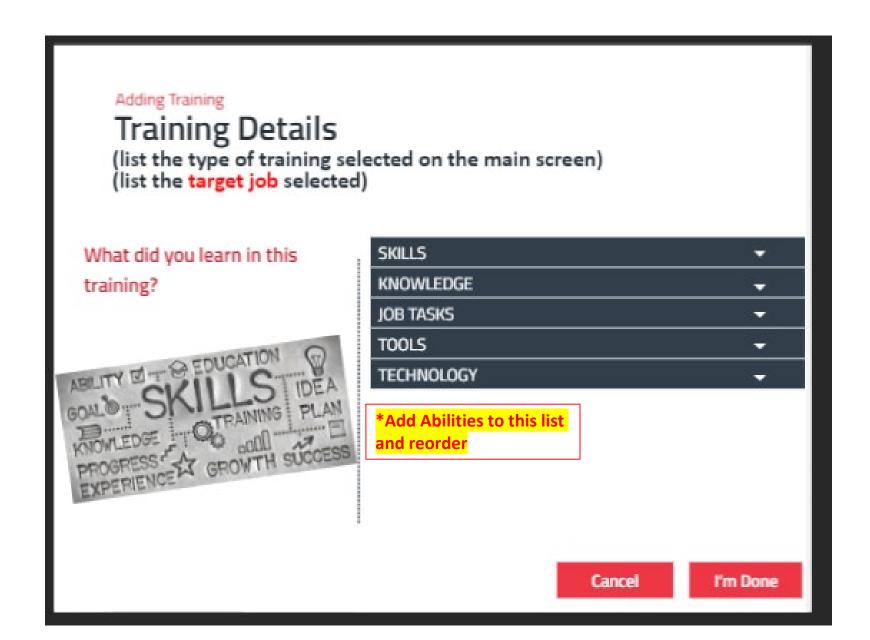
Inventory Skills – Training Details – is this related to a current job?



Inventory Skills – Training Details – is this related to a target job?



Inventory Skills – Training details –



Inventory Skills – Training details –

