

Glossary of Training Fields: **Learning Management System**

Please select one of the Learning Management System's fields below, for a description of the field and its list of values:

[Continued Service Agreement Exp Dt](#)

[Continued Service Agreement Req'd](#)

[Impact on Performance](#)

[Prior Subject Knowledge](#)

[Prior Supervisor Approval Received](#)

[Recommend Training to Others](#)

[Training Accreditation Indicator](#)

[Training Credit](#)

[Training Credit Designation Type](#)

[Training Credit Type](#)

[Training Duty Hours](#)

[Training Delivery Type Code](#)

[Training End Date](#)

[Training Location](#)

[Training Materials Cost](#)

[Training Non Duty Hours](#)

[Training Nongovt Contribution Cost](#)

[Training Part of IDP](#)

[Training Per Diem Cost](#)

[Training Purpose Type](#)

[Training Source Type](#)

[Training Start Date](#)

[Training Sub Type](#)

[Training Title](#)

[Training Travel Cost](#)

[Training Tuition and Fees Cost](#)

[Training Type](#)

[Type of Payment](#)

[Vendor Name](#)

Training Title - Official title or name of the course or program completed by the employee.

Training Start Date - Date of 1st day of training.

Training Source Type - Entity or organization (e.g., government internal, government external, non-government, government state/local, or foreign governments and organizations) that provided the training.

(1) Foreign Governments and Organizations - Training provided by non United States entities which may or may not be outside the United States.

(2) Government External - Sources include commercial or industrial concern, educational institutions, professional societies or associations, consultants or individuals who are not government employees, but are contracted to develop and/or provide training course or program.

(3) Government Internal - Training provided by a Federal department, agency, or independent establishment for its own employees.

(4) Government State/Local - Training provided by a State, county or municipal government except education provided by State-operated or other public educational institutions, which is reported as non-government.

(5) Non-Government - Sources include commercial or industrial concern, educational institutions, professional societies or associations, consultants or individuals who are not government employees, but are contracted to develop and/or provide training course or program.

Training Purpose Type - Reason employee took the training course or program.

(1) Develop Unavailable Skills - Training to acquire the knowledge, skills, and abilities needed for fields of work for which the labor market cannot produce a sufficient number of trained candidates (e.g., air traffic controllers or IT professionals).

(2) Future Staffing Needs - Training to provide the knowledge, skills, and abilities needed to meet future staffing needs (e.g., to implement succession planning).

(3) Improve Present Performance - Training to provide the knowledge, skills, and abilities needed to improve or maintain proficiency in present job.

(4)New Work Assignment -Training to acquire the knowledge, skills, and abilities needed as a result of assignment to new duties and responsibilities when such training is not part of a planned, career development program (e.g., training provided a placement officer who has been newly assigned position classification duties).

(5)Program/Mission Change - Training to provide the knowledge, skills, and abilities needed as a result of change in agency mission, policies, or procedures.

(6)Retention - Training/education used to address staffing issue of retaining an employee (e.g., academic degree training).

Training Type and Training Sub Type - see descriptions below

(1)Basic Training Area - Functional or specialized training programs.

(A)Adult Basic Education - Education or training to provide basic completeness in such subjects as remedial reading, grammar, arithmetic, lip reading or Braille.

(B)Agency Required Training - Agency specific training required by the agency and provided to Federal Employees in order to achieve the goals and objectives of the Agency. Requires training that is not addressed in Training Program Type 01 Appendix B. This training type does include IT training on agency proprietary system.

(C)Basic Computer Training - Basic training to promote computer skills in the desktop applications, such as word processing, PowerPoint, basic spreadsheet, and database management applications.

(D)Employee Orientation - Training of a general nature to provide an understanding of the organization and missions of the Federal Government, or the employing agency or activity, or a broad overview and understanding of matters of public policy.

(E)Federally Mandated Training - Mandatory training for all employees Government wide. This includes training mandated by Federal statute or regulation; such as ethics, executive, managerial and supervisory training.

(F)Soft Skills - Training involving development of employees' ability to relate to others (i.e., customer service, effective communication, dealing with difficult people, etc.).

(G)Work-life - Training to promote worklife (e.g., health and wellness training, employee retirement/benefits training, etc).

(2)Developmental Training Area - Formal developmental/training programs.

(A)Coaching Program - Formal stand alone which provides ongoing partnership with an employee and coach that helps employee produce desired results in professional lives

(B)Executive Development - Continuing development for leaders above the GS-15 level

(C)Leadership Development Program - Formal developmental program that provide leadership training and development opportunities.

(D)Management Program - Development/training program which provides mid management level education or training in the concepts, principles, and theories of such subject matters as public policy formulation and implementation, management principles and practices, quantitative approaches to management, or management planning organizing and controlling. (Supervisors of supervisors; GS-14/15 supervisors; GS-14/15 direct reports to SES)

(E)Mentoring Program - Formal stand alone program with established goals, measured outcomes, access open to all who qualify, protégées and mentors paired to facilitate compatibility, training and support provided, company benefits directly.

(F)Presupervisory Program - Development/training program for non-supervisors

(G)SES Candidate Development - OPM-approved program to prepare potential SES members

(H)Supervisory Program - Development/training program which provides education or training in supervisory principles and techniques in such subjects as personnel policies and practices (including equal employment opportunity, merit promotion, and labor relations); human behavior and motivation, communication

processes in supervision, work planning, scheduling, and review; and performance evaluation for first line supervisors.

(3) Training Program Area - Formal developmental/training programs.

(A) Acquisition - Education or training in the concepts, principles, theories or techniques related to the 1102 occupation.

(B) Budget/finance Business administration - Education or training in the concepts, principles, theories of business administration, accounts payable and receivable; auditing and internal control; and cash management.

(C) Clerical (Non-supervisory clerical/administrative) - Training in skills such as office management, typing, shorthand, computer operating, letter writing, telephone techniques, or word processing.

(D) Engineering and Architecture - Education or training in the concepts, principles, theories, or techniques of disciplines such as architecture and engineering.

(E) Foreign Affairs - Training for professional skills of a specialized nature in the methods and techniques of such fields as foreign languages, foreign culture, diplomacy, strategic studies.

(F) Human Resources - Education or training in the concepts, principles, theories of such fields as public administration; personnel; training; equal employment opportunity; human resources policy analysis; succession planning; performance management; classification; and staffing.

(G) Information Technology - Education and training in the concepts and application of data and the processing thereof; i.e., the automatic acquisition, storage, manipulation (including transformation), management, system analysis, movement, control, display, switching, interchange, transmission or reception of data, computer security and the development and use of the hardware, software, firmware, and procedures associated with this processing. This training type does not include any IT training on agency proprietary system.

(H) Leadership/Manager/Communications Courses - Training that address skill area such as Leadership/Management and Communication (i.e., written, oral and interpersonal) coursework.

(I)Legal - Education or training in the concepts, principles, theories, or techniques of law.

(J)Logistic Specialty - Training for professional skills of a specialized nature in the methods and techniques of such fields as supply, procurement, transportation, or air traffic control.

(K)Medical and Health - Education or training in the concepts, principles, theories, or techniques of medicine.

(L)Planning and Analysis - Education or training in the concepts, principles, theories of systems analysis; policy, program or management analysis; or planning, including strategic planning.

(M)Project Management - Education and training in the concepts, principles, theories necessary to develop, modify, or enhance a product, service, or system which is constrained by the relationships among scope, resources, and time.

(N)Scientific - Education or training in the concepts, principles, theories, or techniques of disciplines such as the physical, biological, natural, social sciences; education; economics; mathematics; or statistics.

(O)Security - Training of a specialized nature in the methods and techniques of investigation, physical security, personal security, and police science.

(P)Trade and Craft - Training in the knowledge, skills, and abilities needed in such fields as electronic equipment installation, maintenance, or repair; tool and die making; welding, and carpentry.

Prior Subject Knowledge - Level of associate's knowledge of the subject matter prior to completing the training course or program.

- (1)Consulted by others because of knowledge level
- (2)No related education, training, or experience
- (3)Performed related tasks - work closely monitored
- (4)Performed related tasks independently
- (5)Some education or training only
- (6)Unknown

Impact on Performance - Level of impact training course or program has had on associate's job performance after completion.

- (1)No Impact
- (2)Not Applicable
- (3)Significant Impact
- (4)Some Impact
- (5)Unknown

Recommend Training to Others - Level of training recommendation provided by the associate after completion of training course or program.

- (1)Highly Recommend
- (2)Not Applicable
- (3)Not Recommend
- (4)Somewhat Recommend
- (5)Unknown

Training Part of IDP – IDP is an acronym for Individual Development Program

- (1)No
- (2)Unknown
- (3)Yes

Continued Service Agreement Req'd - Indication of whether or not associate was required to sign a continued service agreement in order to take the training course or program.

- (1)No
- (2)Non-Applicable
- (3)Yes

Continued Service Agreement Exp Dt - Date continued service agreement expires.

Training Tuition and Fees Cost - the cost of the training tuition and fee for training completed by the employee that was paid for by the Federal Government

Training Travel Cost - Cost of the per diem (meal, lodging, misc expenses) for training completed by the employee that was paid for by the Federal Government.

Training Nongovt Contribution Cost - Costs paid by the associate or non-government organization(s) for the training course or program completed by the associate.

Training Materials Cost - Costs paid for by the federal government and associated to training materials required by associate to complete the training course or program. Includes costs such as supplies, licenses, contractor provided services, and costs for equipment/software used specifically for the production of training products and materials. Should not include costs related to the distribution of training materials or salary costs of government employees involved in producing training materials.

Training Per Diem Cost - Costs, paid by the federal government, for meals, lodging, and miscellaneous expenses while employee attended training course or program.

Type of Payment

- (1) Agency Charge Card
- (2) Employee Paid
- (3) Not Applicable
- (4) Other
- (5) SF-182

Training Accreditation Indicator - Indication of whether or not training course or program is accredited.

- (1) No
- (2) Non-Applicable
- (3) Yes

Training Credit Type - Type of credit hours or units (e.g., semester hours, quarter hours, continuing education units) provided to the associate after completing the training course or program.

(1) Continuing Education Unit – Credits identified by organization (not academic institution) for a particular program, course, or workshop.

(2) N/A

(3) Quarter Hours – Credit hours based on the term of the academic year, thus indicating there are four quarters within the academic year

(4) Semester Hours - Credit hours based on the term of the academic year, thus indicating two semesters within the academic year.

Training Credit Designation Type - Academic credit type (e.g., undergraduate, graduate, continuing education, or post graduate) provided to the associate after completing the training course or program.

(1) Continuing Education Unit - Credit earned from attending a non-academic institution, however, these credits may be used toward completing a certification, academic degree, or specific licenses.

(2) Graduate credit - Credit earned towards a masters degree.

(3) Other

(4) Post Graduate Credit - Credit earned towards doctoral degree.

(5) Undergraduate credit - Credit earned towards a bachelor degree.

Training Duty Hours - Number of employee duty hours the employee used to complete the training unit.

Training Non Duty Hours - Number of employee non-duty hours used to complete the training unit.

Training Credit – Credit earned for completion of course. This is a free-form field, to allow flexibility in your response.

Vendor Name – as stated

Training End Date - Date associate completed the training course or program.

Training Location – as stated

Training Delivery Type Code

(1)Traditional Classroom (no technology) - Individual or multiple person led, face-to-face training.

(2)On the Job - Formal methods/activities planned and structured to promote learning by doing; e.g., detail assignments/programs.

(3)Technology based - Methods mainly using technology which may include tutorials embedded in software, CD ROM products, Web -based courses, and interactive media.

(4)Conference/workshop - An organized learning event which has an announced educational or instructional purpose; more than half the time is scheduled for a planned, organized exchange of information between presenters and audience which meets the definition of training in 5 U.S.C. 4110; content of the conference/retreat is germane to improving individual and/or organizational performance; and developmental benefits will be derived through the employee's attendance.

(5)Blended - Training that requires two or more methods of delivery that must be completed in order to satisfy the educational requirements.

(6)Correspondence- Self-study course material: Training provided via the assignment of non-interactive methods such as a book, document, etc.

(7)Other

Prior Supervisor Approval Received - Indication of whether or not associate received his/her supervisor's approval prior to taking the training course or program.

(1)Yes

(2)No

(3)Not Required

(4)Unknown