1. Please describe in detail the time breakdown of each of the instructional modules in your training plan.

The training plan must include detail about employment skill development commensurate with the desired length of the SkillBridge program opportunity to provide information to Service members and their Service leadership. For example, if the program is 6 months that is potentially 960 hours of training.

1. ON-BOARDING **(3.25 hours)**
   1. Welcome to the State @ 1 minute, self-paced on-demand [DHRD-training]
   2. Program Overview @ 15 minutes, self-paced on-demand [DHRD-training]
   3. State Departmental Overview @ 45 minutes, self-paced on-demand [DHRD-training]
   4. Mandatory EEO Training @ 1.5 hours, Self-Paced, on-demand [DHRD-training]
   5. Workplace Violence Program @ 45 minutes, Self-Paced on-demand [DHRD-training]
2. HANDBOOK **(9 hours)**
   1. Overview (Placement details: work hours, location information, etc.) [DHRD-Recrmt]
   2. Monthly Mentor Meetings @ 1 hour, in person (6 hours total) [Host Dept]
   3. Bi-monthly self-directed Meetings with Departmental Leadership @ 1 hour, in person (3 hours total) [Host Dept]
3. SUPPLEMENTAL TRAINING **(46.5 hours total)**
   1. Shadow Experience of a Department/Agency opposite sized of current placement @ 4 hours in person [DHRD-SB recr]
   2. Enterprise Technology Services (ETS) Experience. ETS is the State’s centralized IT office. Training includes 10 hours overview of State systems as a whole (Software, Hardware, Cybersecutiry, IT Governance & IT Service Operations) [DHRD-training]
   3. Applying for a State Job @ 30 minutes, Self-Paced on-demand [Dept-specifics of possible placement opportunities, DHRD-training-gen info on the application process]
   4. Interviewing @ 2 hours, Facilitator-led in person [DHRD-training and recrutmt]
   5. Brown-Bag sessions with various Speakers from State Legislature, Directors, and State Department of Defense @ 1 hour each (3-6 hours total) [remove for now, until enough participants]
   6. Quarterly Networking Event/Speaker @ 2 hours, in person [remove for now, until enough participants]
   7. Open Career Development Training @ Option allowed for 2 hours per week (Over 600 courses available) [DHRD-training]
4. ON THE JOB TRAINING (420-580 hours)

Potentially 60 hours of “formal” training, the remainder of the time would be spent as on-the-job training with the Department the service member is placed in.

1. Clearly express how the organizations SkillBridge training objectives align with job competencies for each block of training (usually derived from a job task analysis for the job opportunity).

Our training plan, while not as in-depth as other programs, provides a broad understanding of the IT resources and opportunities within the State of Hawaii Executive Branch.

Training Objectives:

1) Demonstrate Work Competencies

2) Demonstrate Knowledge of complex written material, including laws, rules, regulations and policies

3) Organizational awareness

4) Technical Competency

1. Please provide a list of each instructional module and its associated learning objective.

**Module 1. System Analysis, Design, Development and Maintenance**

* + 1. Conduct Detailed Studies of Existing Systems and Procedures by Analyzing and Identifying Problems and Needs.
    2. Identify Constraints and Alternative Solutions.
    3. Designs Report Formats and Screen Displays.
       1. Determines data elements, data dictionary and database design.
       2. Determines general hardware and data communications design.
    4. Develops System Specifications Based on Design Requirements.
    5. Participates in the Systems Development Process.
    6. Prepare System Documentation, Technical, Operational and User Procedural Manuals.

**Module 2. System Management and System Control**

1. Develop and Maintain Procedures for Effective Control Over All System Records.
2. Maintain database integrity.
3. Maintain functional security.
4. Maintain operational data security.
5. Analyze and evaluate end user computer-related problems.
   * + - 1. Identify hardware, software, or procedural causes.
         2. Provide or support implementation of solutions.
6. Monitor and Prioritize System Development Activities to Keep Overall Departmental Proficiency High and Related Applications Compatible.
7. Develop Operational Policies and Guidelines for Use of Computerized Systems.

**Module 3. Equipment and Software Evaluation and Selection**

1. Analyze, Evaluate, Compare and Select Software Packages, Hardware, Communications Components and Application Systems.
2. Assess Current and Emerging Technology in Computer Equipment and Systems.
3. Determine Data Communication Needs and Requirements.
4. Prepare Specifications for Release to Private Suppliers and Vendors in Request for Information and Proposals and Review Responses.
5. Assist and Participate in Program Coding and Development to Ensure Programing is Consistent with Design Specifications and Good Practices.
6. Assist and Participate in Installation and Implementation of Information Technology Elements that Enhance Automation of Workgroup Function, including Generative AI.
7. Train Staff in use of Computer Systems and Related Topics.
8. Recommend courses of study to computer users.
9. Recommend courses of study to technical staff so skill levels are maintained.

**Module 4: Administrative Duties**

1. Advise and Guide Users on Matters of Information Technology and Assist Work Units to Formulate Information technology Plans.
2. Organize, Direct, Coordinate and Supervise Studies of Proposed and Existing Applications, Systems Design and Emerging Computer Technology.
3. Establish and Maintain System Development and Maintenance Schedules and Prepare Progress Reports on Status of Projects.
4. Aid in Evaluation of Performance of Personnel Assigned to the Office.
5. Please describe in detail who will be delivering training and their training credentials.

IT Manager or participant’s direct supervisor will be responsible for providing training. Position supervisor has experience in planning, directing, assigning and reviewing the work of subordinates; served as a group or team leader in major projects in which supervisory and a high level of technical skills were required.

1. Please describe the standardized grading rubric used to evaluate trainees.

|  |  |  |  |
| --- | --- | --- | --- |
| **Module** | **Module 1-4. System Analysis, System Management, Software Evaluation, Data Processing and Programing, Administrative Duties** | | |
| **Specific Learning Objective** | \*Sample\*Learn new technology, build strong relationships with IT team and program management, meet service level expectations for both quality of results and resolution timelines. | | |
| **Performance Assessment** | \*Sample\* The participant: Effectively resolve user issues, create report formats in accordance with management needs, and support other team members. | | |
| **Rubric** | | | |
| **Advanced** | **Proficient** | **Partially Proficient** | **Novice** |
| \*Sample\*  Applies independent judgement, discretion and adaptation to perform highly complex functions using identified system, procedural constraints and management guidance to resolve IT issues, develop solutions for program management needs, design report formats, develop new procedural guidelines and train end users on user-friendly, relevant and insightful solutions. | \*Sample\*  Independently perform highly to moderately complex work using an identified existing system and procedural constraints and management guidance to identify IT solutions, design report formats and to create user-friendly and relevant solutions. | \*Sample\*  Performs moderately complex work processes with supervisory oversight using identified existing system and procedural constraints and management guidance to resolve IT issues and design report formats to create relevant solutions. | \*Sample\*  Limited understanding of relevant principles, concepts, work processes, methods and techniques. Ineffectively uses identified existing system and procedural constraints and management guidance to resolve IT issues and hinderances to create solutions. |

1. Please list any credentials, certificate, or hours gained toward licenses and/or certifications upon completing training.