

## Professional Development for Georgia's Employees



*Maria Gibbons, Training Supervisor*

Without proper planning, it may be difficult to attend the training you need to complete certification or for employees to be given PeopleSoft security access. We understand the importance of getting new hires up to speed and given the proper access to the system. There are some things that you can do to ensure training is completed in a timely fashion, thus allowing employees to perform assigned job duties.

Current and new procurement professionals can log into the Learning Management System (LMS) and view the course catalog and enroll in the courses that are required for their job function. You will need a User ID to access the system. If you do not have one, you can request one from [training@doas.ga.gov](mailto:training@doas.ga.gov) by providing your first and last name, employee ID and email address. Individuals seeking certification can request the Guide to Exams for either Team Georgia Marketplace™ users or non-users from [training@doas.ga.gov](mailto:training@doas.ga.gov). They can also access their profiles to see what courses and exams are necessary for completion. Employees who are currently certified can also log into the LMS to view courses that are available that will offer credits toward the forty (40) credits necessary for re-certification.

Team Georgia Marketplace™ users should speak with their entity's business advisor to determine the role they will be assigned. This role will determine the course work that is necessary for employees to gain access to PeopleSoft. If you are a supervisor or manager and are aware of any new hires and their start dates, you can request access from [training@doas.ga.gov](mailto:training@doas.ga.gov) on their behalf. This pre-planning will allow new hires to gain security and the ability to perform job functions without much delay.

Classes are currently available for enrollment at DOAS and are offered at various locations throughout the state. Please check the LMS frequently as new classes are added locally as well as statewide as need occurs. Following is a list of upcoming classes, but please note that this list is subject to change. If you would like to request a customized training for your entity or training to be held at your location, please contact [training@doas.ga.gov](mailto:training@doas.ga.gov) for more information.

## DOAS List of Upcoming Classes

Courses Name	Course Sessions Start On	Location
Supplier Contracts Management (TGM60L)	Tuesday, September 03, 2013	Forsyth
Fundamentals of State Purchasing (1010L)	Tuesday, September 03, 2013	Atlanta
eProcurement for P.O. for Buyers (TGM40L)	Thursday, September 05, 2013	Atlanta
Strategic Sourcing (TGM50L)	Monday, September 09, 2013	Atlanta
eProcurement for Requestors (TGM20L)	Wednesday, September 11, 2013	Atlanta
eProcurement for Requestors (TGM20L)	Wednesday, September 11, 2013	Atlanta
Supplier Contracts Management (TGM60L)	Thursday, September 12, 2013	Atlanta
eProcurement for Requestors (TGM20L)	Monday, September 16, 2013	Atlanta
Basics of Writing Specifications (3000L)	Wednesday, September 18, 2013	Atlanta
eSource for RFQs (3010L)	Thursday, September 19, 2013	Atlanta
eProcurement for Requestors (TGM20L)	Tuesday, September 24, 2013	Forsyth
How to Conduct a Self-Audit (Compliance) (8600L)	Wednesday, September 25, 2013	Atlanta
RFP/RFQC Development Process (3020L)	Thursday, October 03, 2013	Atlanta
Basics of Writing Specifications (3000L)	Monday, October 07, 2013	Atlanta
Fundamentals of State Purchasing (1010L)	Tuesday, October 08, 2013	Forsyth
Fundamentals of State Purchasing (1010L)	Tuesday, October 08, 2013	Atlanta
eProcurement for Requestors (TGM20L)	Tuesday, October 15, 2013	Atlanta
eProcurement for P.O. for Buyers (TGM40L)	Wednesday, October 16, 2013	Atlanta
Evaluating P-Card Program Management (8800L)	Thursday, October 17, 2013	Atlanta
eSource for RFQs (3010L)	Tuesday, October 22, 2013	Atlanta
RFP Evaluation and Selection Process (5000L)	Wednesday, October 23, 2013	Atlanta
eProcurement for P.O. for Buyers (TGM40L)	Monday, October 28, 2013	Forsyth
RFP Award Process (6000L)	Monday, October 28, 2013	Atlanta
Fundamentals of State Purchasing (1010L)	Wednesday, November 06, 2013	Atlanta
RFP/RFQC Development Process (3020L)	Tuesday, November 12, 2013	Atlanta
Basics of Writing Specifications (3000L)	Wednesday, November 13, 2013	Atlanta
eProcurement for Requestors (TGM20L)	Thursday, November 14, 2013	Atlanta
eProcurement for P.O. for Buyers (TGM40L)	Monday, November 18, 2013	Atlanta
eSource for RFQs (3010L)	Tuesday, November 19, 2013	Atlanta
How to Conduct a Self Audit (Compliance) (8600L)	Wednesday, November 20, 2013	Atlanta
eProcurement for Requestors (TGM20L)	Thursday, November 21, 2013	Atlanta
RFP Evaluation and Selection Process (5000L)	Monday, November 25, 2013	Atlanta
eProcurement for Requestors (TGM20L)	Monday, December 02, 2013	Atlanta
eProcurement for Requestors (TGM20L)	Monday, December 02, 2013	Atlanta
Fundamentals of State Purchasing (1010L)	Tuesday, December 03, 2013	Atlanta
Evaluating P-Card Program Management (8800L)	Thursday, December 05, 2013	Atlanta
Basics of Writing Specifications (3000L)	Monday, December 09, 2013	Atlanta
eSource for RFQs (3010L)	Tuesday, December 10, 2013	Atlanta
eProcurement for P.O. for Buyers (TGM40L)	Wednesday, December 11, 2013	Atlanta
eProcurement for Requestors (TGM20L)	Monday, December 16, 2013	Atlanta
Strategic Sourcing (TGM50L)	Tuesday, December 17, 2013	Forsyth
RFP Award Process (6000L)	Tuesday, December 17, 2013	Atlanta
Supplier Contracts Management (TGM60L)	Thursday, December 19, 2013	Forsyth