



IOEM Training and Orientation Framework

Vision: A competent, well-rounded, and empowered workforce

Summary

The IOEM Training and Orientation Framework would provide all agency staff with clear guidance on:

- Training required and recommended for their position(s), both day-to-day and emergency operations;
- Information on other IOEM programs, including recommended programmatic training;
- How to complete training;
- Deadlines or timelines for completion; and
- How to track and report progress.

Four Components

EMPG/NIMS Training Guidance and Tracking

A tracking and reporting system that will provide clear direction on EMPG/NIMS training requirements and how and when to complete courses.

- ⇒ Utilize either WebEOC or a GIS dashboard to track EMPG and NIMS training requirements, deadlines, and dates of completion for each staff member.

Program-Specific Training Tracks

A collection of courses, modules, and materials organized into programmatic training tracks.

- ⇒ T&E staff, program managers, and branch chiefs develop lists of programmatic training courses, materials, etc.
- ⇒ Use an online Learning Management System (LMS) to host tracks, record completion, and produce progress reports. The LMS may also be set up to include general professional development opportunities.

New Employee Orientation

A comprehensive, autonomous orientation track for new staff to supplement, and perhaps eventually replace, the current IOEM New Employee Handbook.

- ⇒ Add EMPG/NIMS and programmatic training guidance and information to the New Employee Handbook.
- ⇒ Once an LMS is in place to host programmatic training, it may also be used to host the New Employee Handbook as its own training track.

IRC Training Tracks

Utilize the developed framework and its tools (tracking program, LMS) to develop and IRC training program to credential staff according to the National Qualification System (NQS).

Benefits

- ✓ Transparent
- ✓ Accessible
- ✓ Low-cost
- ✓ EMAP Standard 4.9.4: Personnel receive and maintain training consistent with current and potential responsibilities
- ✓ 2018-2022 Strategic Plan: Invest in People, Increase Efficiencies and Awareness