TRAINING CATALOG

QTS 2021 TRAINING OVERVIEW

We're pleased to offer the following training opportunities for 2021.

Note: all classes will be held virtually unless otherwise stated.

JAN

21	THIRD THURSDAY: Post Annual Review

FEB

9-11	Introduction to the Quality Training Database (QTD)
16	Using the Test Development Tool (TDT)
17	Using the Employee Portal (EMP)
18	THIRD THURSDAY: Creating Individual Development Plans
23-24	**NEW** ADDIE Series Pt 1: Analysis

MAR

18	THIRD THURSDAY: Getting Ready for a New Hire
23-24	**NEW** How to Develop a Structured OJT Program

APR

15	THIRD THURSDAY: DIF and Gap Analysis Surveys
20-21	**NEW** ADDIE Series Pt 2: Design & Development

MAY

11-13	Introduction to the Quality Training Database(QTD)
18	Using the Test Development Tool (TDT)
19	Using the Employee Portal (EMP)
20	THIRD THURSDAY: Creating a Test Item Bank in TDT

JUN

15-16	**NEW** ADDIE Series Pt 3: Implementation & Evaluation
17	THIRD THURSDAY: Pseudo-Tasks & Skill Assessments

JUL

15	THIRD THURSDAY: STUDENT EVALUATIONS
20-21	**NEW** ADDIE: Series Pt 1: Analysis

AUG

10-12	Introduction to the Quality Training Database (QTD)
17	Using the Test Development Tool (TDT)
18	Using the Employee Portal (EMP)
19	THIRD THURSDAY: EMP's Self-Registration and Procedure Review Features

SEP

16	THIRD THURSDAY: Taking Advantage of QTD's Data Import Capabilities
21-23	**NEW** How to Develop a Structured OJT Program

OCT

4	Refresher on the Quality Training Database (QTD)
13-14	2021 Virtual QTD User Conference
26-27	**NEW** ADDIE Series Pt 2: Design & Development

NOV

9-11	Maintaining Compliance with PER-005
18	THIRD THURSDAY: Annual Review Prep

DEC

7-8	**NEW** ADDIE Series Pt 3: Implementation & Evaluation

Quality Training Database (QTD)

Introduction to the Quality Training Database (QTD)

This course demonstrates and provides practice in the use of the basic features of QTD. Users will learn how to input JTA data elements into QTD, set up Individual Learning Activities (ILAs), manage course schedules and grades, and perform many other fundamental components of training programs. This course is intended for new or inexperienced users or for users who need a refresher on QTD. Twelve hours of instruction spread over three half-day sessions gives you in-depth instruction without a heavy impact on your calendar.

Feb 9–11 · 10am–2pm CT daily (register by 1/26)
May 11–13 • 10am–2pm CT daily (register by 4/27)
Aug 10–12 · 10am–2pm CT daily (register by 7/27)
Registration: FREE with Annual Software Renewal

Using the Test Development Tool (TDT)

This class focuses on how to use features within the Test Development Tool (TDT) to streamline training department testing activities. TDT is an add-on module to QTD dedicated to creating assessments for your training courses. This class is designed for those who have already completed the Introduction to QTD Workshop. Attendees do not have to be current TDT users. A test version of all software products will be provided.We encourage QTD users who are thinking about automating their training processes to attend and try out TDT. Two hours of instruction focused on getting you up and running with TDT.

Feb 16 · 12pm–1pm CT   (register by 1/26)
May 18 · 12pm–1pm CT   (register by 4/27)
Aug 17 · 12pm–1pm CT   (register by 7/27)
Registration: FREE with Annual Software Renewal

Using the Employee Portal (EMP)

This class focuses on how to use the Employee Portal (EMP) to automate training processes and empower your employees to take charge of their training. EMP is a browser-based application linked to QTD for use by individual employees to complete tests, student evaluations, computer-based trainings, procedure reviews, task qualifications, and various other training activities. This class is designed for those who have completed the Introduction to QTD Workshop. Attendees do not have to be current EMP users. A test version will be provided. We encourage QTD users who are thinking about automating their training processes to attend and try out EMP. Four hours of instruction designed to get you up to speed on the fundamentals of EMP**.**

Feb 17 • 10am–2pm CT   (register by 1/26)
May 19 • 10am–2pm CT   (register by 4/27)
Aug 18 • 10am–2pm CT   (register by 7/27)
Registration: FREE with Annual Software Renewal

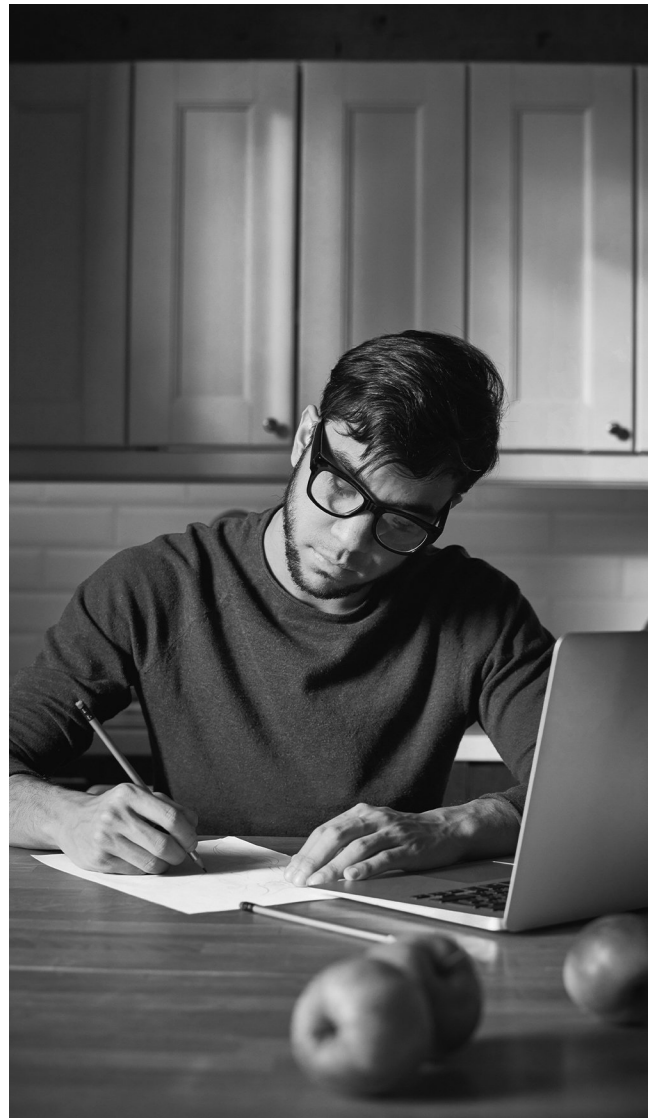## Quality Training Database User Conference
Oct 12 -13

The 2021 QTD User Conference and Training Summit will continue our blend of software-related and general training topics. As always, the conference agenda is shaped by your feedback. Through a number of interactive sessions we will build your expertise and provide a forum for our members to share their knowledge with colleagues from across the United States and Canada. More information will be available this spring regarding User Conference details and how you can get involved in the event, so please stay tuned!

Third Thursdays

Join us on the third Thursday of each month as we discuss and demonstrate various topics and tasks in QTD, TDT, and EMP. Learn how to better navigate QTD, ask questions, and hear what questions other QTD users have. We will share our tips, tricks, and workarounds during these webinars that can help make your PER-005 compliance easier.

Third Thursdays of each month • 1–2pm CT

Jan 21 .... Post-Annual Review QTD Tips and Recommendations

Feb 18 .... Creating Individual Development Plans (IDPs) for Your Employees

Mar 18 .... Getting Ready for a New Hire: Preparation in QTD and Useful Reports/Materials

Apr 15 .... Conducting DIF and Gap Analysis Surveys

May 20 .... Creating a Test Item Bank in TDT

June 17 .... Pseudo-Tasks and Skills Assessments: What Are They and How Can I Use Them in QTD?

July 15 .... Creating Student Evaluations

Aug 19 .... EMP's Self-Registration and Procedure Review Features

Sept 16 .... Taking Advantage of QTD's Data Import Capabilities

Oct 21 .... No Third Thursday this month

Nov 18 .... Using QTD to Prepare for Your Annual Reviews

Dec 16 .... No Third Thursday this month

Registration: FREE with Annual Software Renewal

ADDIE Series

ADDIE SERIES PART 1
Analysis
This three-part virtual class series begins by exploring the Analysis phase of the ADDIE model. This two-day event will go through the components of a Job and Task Analysis (JTA), how to distinguish between a task statement and task details, common JTA data collection mistakes, and how to use QTD to store all your JTA data.

Feb 23-24 • 10am–2pm CT daily (register by 2/16)
July 20–21 • 10am–2pm CT daily (register by 7/13)

ADDIE SERIES PART 2
Design and Development
Part 2 of the ADDIE virtual class series will cover the Design and Development phases of the ADDIE model. Included in this class are how to create learning objectives, design courses, put together training maps, and develop your training materials. Emphasis in this class will be placed on how to design and develop training for the virtual classroom.

April 20-21 · 10am–2pm CT daily (register by 4/13)
Oct 26-27 · 10apm–2pm CT daily (register by 10/19)

ADDIE SERIES PART 3
Implementation and Evaluation
The final part of our ADDIE series will go through the last two phases of the ADDIE model Implementation and Evaluation. The role of the instructor in the virtual classroom will be covered as well as trainer techniques. Additionally, creating meaningful evaluations and assessments will be included in the discussion of training delivery.

June 15-16 • 10am–2pm CT daily (register by 6/8)
Dec 7-8 • 10am–2pm CT daily (register by 11/30)

ADDIE courses may be taken Separately, or as a complete Series including Parts 1-3

See below for registration fee information

Each ADDIE Class: $700
Full ADDIE Series (Parts 1-3): $2100

On the Job Training (OJT) & Compliance

How to Develop a Structured OJT Program

During this online workshop, participants will gain insight into developing a structured on-the-job training program. You will learn about the key elements of a successful OJT program, how to train OJT trainers, and how to create quality course materials and OJT guides. Whether you are building a program from the ground up or wanting to enhance an existing training program, this course will help training professionals take their programs to the next level.

March 23-24 • 10am–2pm CT daily (register by 3/16)
Sept 21-23 • 10am–2pm CT daily (register by 9/14)
Registration: $850

Maintaining Compliance with PER-005

This workshop provides in-depth instructions on maintaining compliance with and managing PER-005 requirements. QTD's program evaluation feature allows you to maintain your company's training programs to ensure compliance with PER-005. You will also receive detailed instruction on which reports are needed to document compliance. This class is designed for those who have already developed training programs for system operators

Nov 9-11 · 10am–2pm CT daily (register by 10/26)
Registration: FREE with Annual Software Renewal

All courses are limited to 15 attendees on a first-come, first-served basis.

REGISTER TODAY AT
qualitytrainingsystems.com

QTS reserves the right to amend the date, time, instructor, or location of an event at any time.

Cancellation Policy

If a fee-based event is canceled by QTS, registered customers will receive a full refund of their registration fees. QTS shall not be responsible for any other loss incurred by a customer because of a cancellation or amendment to an event.

Customers wishing to cancel their registration for any fee-based event must notify QTS of their intent to cancel via email at: registrations@qualitytrainingsystems.com.

Registered event participants canceling their attendance 10 business days or more prior to the scheduled date of the event will receive a refund less a $50 processing fee for each registered participant. QTS is unable to refund registration fees for customers who provide notification of intent to cancel less than 10 business days before an event. Substitutions with another participant from the same company for the same event are encouraged.

Training Makes a Difference.
We Make Training Happen.

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