

QTS 2022

# TRAINING CATALOG

# QTS 2022 Training Calendar, May - December

## MAY

- 3-5 Intro to Quality Training Database (QTD)
- 17 Using the Test Development Tool (TDT)
- 18-19 Using the Employee Portal (EMP)
- 19 THIRD THURSDAY Generating Training Materials from QTD

## JUNE

- 14-15 ADDIE Series, Part 3: Implementation & Evaluation
- 16 THIRD THURSDAY Preparing for the 2.0 Transition
- 21 HPI Series, Part 2: Incorporating HPI into Training
- 30 2nd Offering of Preparing for the 2.0 Transition

## JULY

- 21 THIRD THURSDAY How Healthy is Your QTD Data File?
- 26 HPI Series, Part 1: Beyond the Basics

## AUGUST

- 9-11 Intro to Quality Training Database (QTD)
- 16 Using the Test Development Tool (TDT)
- 18 THIRD THURSDAY CBT/EMP 101: What is SCORM? Plus STEPS to Create, Publish & Deploy CBTs in
- 23-24 Using the Employee Portal (EMP)
- 30 HPI Series, Part 2: Incorporating HPI into Training

## SEPTEMBER

- 15 THIRD THURSDAY Tips for Automating Your Training Program with QTD
- 20-22 Maintaining Compliance with PER-005

## OCTOBER

- 10-12 2022 Virtual User Conference & Training Summit
- 20 THIRD THURSDAY Review the Review, Part 1: Annual Training Program & Task List Review

## NOVEMBER

- 1-3 Intro to Quality Training Database (QTD)
- 9 Using the Test Development Tool (TDT)
- 15-16 Using the Employee Portal (EMP)
- 17 THIRD THURSDAY Review the Review, Part 2: Closing Out the Year in QTD

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

## REGISTER TODAY AT

[qualitytrainingsystems.com/training-courses](https://qualitytrainingsystems.com/training-courses)

## Cancellation Policy

QTS reserves the right to amend the date, time, instructor, or location of event at any time. If a paid training is cancelled by QTS, registered participants will receive a full refund of their registration fees. QTS shall not be responsible for any other loss incurred by a participant due to a cancellation or amendment of an event.

Participants wishing to cancel their registration for any paid training must notify QTS of their intent to cancel via email to [registrations@qualitytrainingsystems.com](mailto:registrations@qualitytrainingsystems.com).

Registered participants who cancel their registration ten (10) or more business days 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 participants who provide less than ten (10) business days notice of their intent to cancel. Substitutions with another participant from the same company for the same event are encouraged. QTS will extend credit for cancelled registrations toward a future event of the same name for up to one (1) year.

*Note: This calendar is subject to change. All classes will be held virtually unless otherwise stated.*

# Quality Training Database (QTD)

*Registration for these trainings is FREE with your Annual Software Renewal*

## Intro to Quality Training Database (QTD)

This course demonstrates and provides practice in the use of basic QTD features. Users will learn how to input JTA data elements into QTD, set up Individual Learning Activities (ILAs), manage course schedules and grades, and many other fundamental components of training programs.

This class is intended for new or inexperienced QTD users or for those who need a refresher on the software and includes twelve hours of instruction spread over three, half-day sessions.

May 3–5, 10am–2pm CT daily  
Aug 9–11, 10am–2pm CT daily  
Nov 1–3, 10am–2pm CT daily

---

## Using the Test Development Tool (TDT)

TDT is an add-on module to QTD which creates assessments for training courses. This class focuses on how to use features within the TDT module to streamline training department testing activities. For users wanting to automate their training processes, this is a great class to attend and try out TDT before buying.

Intro to QTD is a prerequisite for this course, but attendees do not have to be current TDT users. A test version of the product is provided. Two hours of instruction will get users up and running with TDT.

May 17, 10am–1pm CT daily  
Aug 16, 10am–1pm CT daily  
Nov 9, 10am–1pm CT daily

## Using the Employee Portal (EMP)

EMP is a browser-based application linked to QTD for use by individual employees to complete tests, student evaluations, computer-based trainings (CBTs), procedure reviews, task qualifications, and various other training activities.

This course focuses on how to use EMP to automate training processes and empower your employees to take charge of their training. This is a great class to attend and try out EMP before buying.

Intro to QTD is a prerequisite for this course, but attendees do not have to be current EMP users. A test version of the product is provided. Four hours of instruction spread over two, half-day sessions is designed to empower users in using EMP.

May 18–19, 10am–2pm CT daily  
Aug 23–24, 10am–2pm CT daily  
Nov 15–16, 10am–2pm CT daily

---

## 2022 QTD User Conference October 11–12

The 2022 QTD User Conference and Training Summit will continue to blend software-related and general training topics. However, much of the focus this year will be on the launch of QTD 2.0 and its new features, functionalities, and capabilities.

As always, the conference agenda will include interactive sessions and an open forum for members across the United States and Canada to share.



# Third Thursday Webinars

*Registration for these webinars is FREE with your Annual Software Renewal*

Join us on the third Thursday of each month from 1-2pm CT as we discuss and demonstrate various topics and tasks in QTD, TDT, and EMP. Learn tips, tricks, and workarounds to better navigate QTD, ask our sales and support team questions, and hear feedback from other QTD users.

To prepare for the launch of QTD 2.0, the first half of 2022 Third Thursday topics will cover important refresher content from the legacy version of QTD and the second half of the year will focus on getting users acquainted the new features and functionality of QTD 2.0.

**May 19** Generating Training Materials from QTD

**Jun 16** Preparing for the 2.0 Transition  
& **Jun 30**

**Jul 15** How Healthy is Your QTD Data File?

**Aug 18** CBT/EMP 101: What is SCORM? Plus Steps to Create, Publish, and Deploy CBTs in EMP

**Sep 15** Tips to Automate Your Training Program

**Oct 20** Review the Review, Part 1: Annual Training Program & Task List Review

**Nov 17** Review the Review, Part 2: Closing Out the Year in QTD



## Compliance

*Registration for this trainings is FREE with your Annual Software Renewal*

### Maintaining Compliance with PER-005

This workshop provides in-depth instructions on maintaining compliance with and managing PER-005 requirements, including the reports needed for documentation. The QTD program evaluation feature allows users to maintain their company's training programs to ensure compliance with PER-005. This course is designed for those who have already developed training programs for system operators.

**Sep 20–22, 10am–2pm CT daily**

# QTS Paid Training: HPI Series (NEW for 2022!)

*QTS paid training and employee development courses are used by many companies to improve human performance, implement ADDIE instructional design abilities, and develop skills and valuable on-the-job training programs.*

## HPI SERIES, PART 1

### **HPI: Beyond the Basics**

This four-hour course will focus on how to use the best practices of Human Performance Improvement (HPI) in day-to-day operations.

Fundamental topics include the why behind HPI, when to use HPI, and how to use HPI tools to improve performance in different organizations.

**July 26, 10am–2pm CT**

**Registration Fee: \$450**

## HPI SERIES, PART 2

### **Incorporating HPI into Your Training**

Participants in this four-hour course will learn how to build HPI into their training programs using both the ADDIE process and QTD.

Hands-on exercises will aid the learner in leveraging the ADDIE model, combined with QTD, to harness the power of HPI for different training programs. A test version of QTD is provided.

Part 1 is a suggested prerequisite for this course, or participants should have some familiarity with using HPI in training.

**Jun 21, 10am–2pm CT**

**Registration Fee: \$550**

**Aug 30, 10am–2pm CT**

**Registration Fee: \$550**

HPI courses can be taken separately  
or as a complete series

Register for both and get \$150 off  
with the QTS Training Bundle Discount!

Training Makes a Difference.  
We Make Training Happen.

