



# TALENT DEVELOPMENT

## Team Member Training Portal

How to enter and track learning hours in the Team Member Training Portal (TMTP) on the Employee Self Service (ESS) website

# Agenda

- What is the Team Member Training Portal (TMTP)?
- Review key components of the TMTP
  - How to add, edit and review trainings for you and your team.
- Open Q&A



The Team Member Training Portal (TMTP) is a tool team members can use to enter and track learning and development activities for themselves and their teams

## Who has access?

All team members in participating departments can log in to the TMTP

## Three levels of access

1. Team member
2. Supervisor
3. Administrator
  - Division
  - Department
  - Statewide



# You can access the TMTP directly from the ESS website

## Follow these steps to log in to the TMTP:

1. Go to the Employee Self Service (ESS) website: <https://ess.mo.gov/>
2. Log in to ESS with your username/password
3. Click “My Information” and select “My Development” from the drop down menu

Missouri State  
**Employees Self-Service**

### Log In

Enter your unique User ID to go through the log in process.

Enter User ID:

**Log In**

Never logged in before OR forgot your User ID? If you have not previously created a unique User ID OR you cannot remember your User ID, **click on the 'Register Now' button** in the column to the left.

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Home Pay and Leave ▾ Benefits ▾ **My Information ▾**

Welcome, AMANDA N WOODY!  
Your Agency/Organization: OFFICE ADMINISTRATION-OPER / PERS-STAFF

Questions? Contact your payroll representative  
OA HR Call Center at (573)751-2799  
More Contact Information

- My Development**
- My Team's Development
- My Division's Development
- My Agency's Development
- My State Development



# Use the “My Development” page to add a training or view a list of your completed trainings



### Add Training

**Title**  
  
**Required**

**Completion Date**  
  
**Required**

**Length**  
  
**Required (HHH:MM)**

**Provider**  
  
**Required**

**Link**

**Description**  
  
500 characters remaining (500 maximum)

**Add PDF Document**  
 No file chosen

### View Training Log

**Begin Date**  **End Date**   **Logged Hours: 19:41**

**Required** **Required**

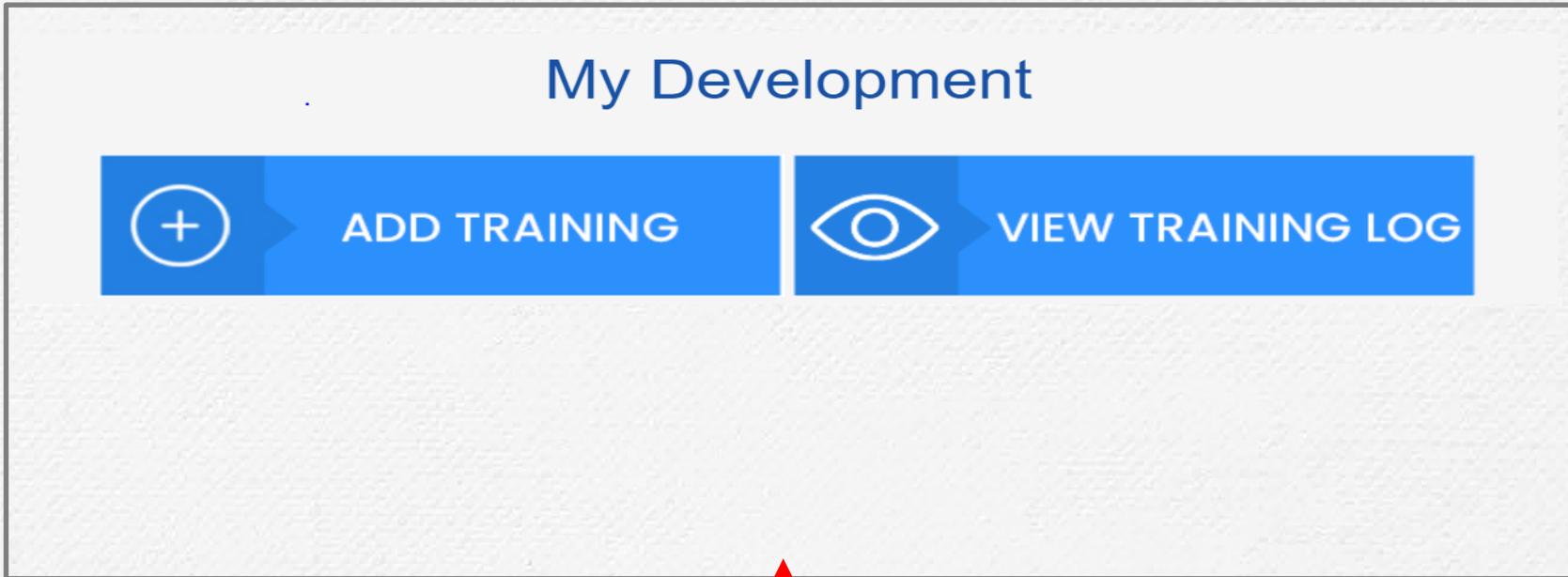
Title	Completion Date	Length	Provider	Updated By	Attachment	
Data Visualization: Storytelling	03/29/2021	1:35	LinkedIn	ESS00	No Attachment	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
NINJIO S5E10 GPS Distress	03/26/2021	0:05	MO Cyber Security	ESS20	No Attachment	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
NINJIO S5E11 Homephished	03/26/2021	0:04	MO Cyber Security	ESS20	No Attachment	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
NINJIO S5E12 Lock Before You Walk	03/26/2021	0:04	MO Cyber Security	ESS20	No Attachment	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

We believe in making it easy to add content to the TMTP. That's why many courses and trainings are added for team members on their behalf!

Who enters the training	What trainings to enter
OA Division of Personnel (DOP)	<ul style="list-style-type: none"> <li>• Leadership Academy</li> <li>• Missouri Way</li> <li>• OpEx trainings, such as: the Initiative Team Boot Camp, Introduction to Project Management, Change Agent Facilitation, Advance Executive Communications, etc</li> <li>• MO Learning State of Missouri Specific Videos</li> </ul>
TMTP (auto upload)	<ul style="list-style-type: none"> <li>• MO Learning courses</li> <li>• Cyber security courses</li> <li>• Pluralsight trainings (for ITSD team members)</li> </ul>
Team Member	<ul style="list-style-type: none"> <li>• Any video related to personal development watched (except MO Learning)</li> <li>• Books or trade articles read</li> <li>• Courses, webinars, or trainings provided by external organizations</li> </ul>



For supervisors, the “My Development” page also shows your progress toward the 52-hour Leadership Development Rule\* learning requirement



Shows a supervisor’s progress toward meeting the 52-hour Leadership Development Rule learning requirement



Supervisors also have a “My Team’s Development” page where they can view their direct reports’ completed training and learning hours

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Employees Self-Service

Home Pay and Leave Benefits My Information

View Team's Development

Employee Last Name or ID

Search Clear Search

No employees found

View All Team Training

- My Development
- My Team's Development
- My Division's Development
- My Agency's Development
- My State Development

Search for by a team member’s last name or GHR#

Click “View all team training” to see results for the team



# Question: What types of trainings and learning activities can be entered into the Team Member Training Portal (TMTP)?

## Answer:

In general, team members can enter activities or training where learning was the main objective.

## Example TMTP activities:

- On-the-job training (informal)
- Structured on-the-job training (planned)
- Classroom training (live or virtual)
- Webinars or online conferences
- Self-study
- Site visits
- Mentoring or Coaching
- Job shadowing
- Job rotations



# Question: Where can I learn more about the Team Member Training Portal?

## Answer:

Watch the Team Member Training Portal (TMTP) tutorials in MO Learning!

**Team Member Tutorial**

— Watch now —



Team Member Training Portal Tutorial

2m 2s

A 2-minute [overview](#) of TMTP in ESS.

**Supervisor Tutorial**

— Watch now —



Team Member Training Portal Supervisor Tutorial

Hi, in today's video I'm going to show the supervisor side of the Team Member Training Portal.

2m 58s

Are you a supervisor? Watch this 3-minute [overview](#) of the TMTP in ESS.

Having issues or general questions about the TMTP? Email the Talent Management Help Desk at [TMHelpdesk@oa.mo.gov](mailto:TMHelpdesk@oa.mo.gov) or enter an ITSD Service Portal ticket



# Q&A

What questions do you have?



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Reminder: Don't forget your homework!

## Enter this training in the TMTP

Title: Team Member Training Portal (TMTP) Walkthrough

Completion Date: 4/28/2021

Length: 000:30

Provider: State of Missouri

Description: WebEx training presented by Amanda Woody

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