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/](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
Use the “My Development” page to add a training or view a list of your completed trainings.
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!

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<tr>
<th>Who enters the training</th>
<th>What trainings to enter</th>
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| OA Division of Personnel (DOP) | • Leadership Academy  
• Missouri Way  
• OpEx trainings, such as: the Initiative Team Boot Camp, Introduction to Project Management, Change Agent Facilitation, Advance Executive Communications, etc  
• MO Learning State of Missouri Specific Videos |
| TMTP (auto upload) | • MO Learning courses  
• Cyber security courses  
• Pluralsight trainings (for ITSD team members) |
| Team Member | • Any video related to personal development watched (except MO Learning)  
• Books or trade articles read  
• Courses, webinars, or trainings provided by external organizations |
For supervisors, the “My Development” page also shows your progress toward the 52-hour Leadership Development Rule* learning requirement.

To learn more about the Leadership Development Rule (LDR), click here: https://www.sos.mo.gov/cmsimages/adrules/csr/current/1csr/1c20-6.pdf
Supervisors also have a “My Team’s Development” page where they can view their direct reports’ completed training and learning hours.

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

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!

Having issues or general questions about the TMTP? Email the Talent Management Help Desk at TMHelpdesk@oa.mo.gov or enter an ITSD Service Portal ticket.
Q&A

What questions do you have?

Having issues or general questions about the TMTTP? Email the Talent Management Help Desk at TMHelpdesk@oa.mo.gov or enter an ITSD Service Portal ticket
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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