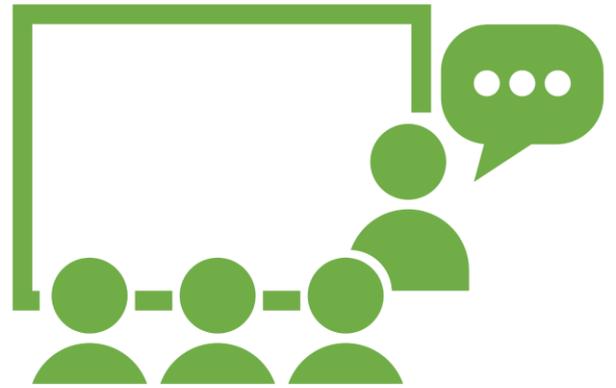


OBM
Training
Academy



2018 Annual Report

The OBM Training Academy creates and maintains procedural documentation, web-based courses, instructor-led courses, and more. We equip state fiscal employees with the procedures and knowledge they need to perform their jobs, and we regularly assist with and support agency and enterprise initiatives. Two of our most popular programs are "The FIN SOURCE" for Ohio and the award-winning Ohio Fiscal Academy.

In 2018, we had several noteworthy accomplishments including:

- Incorporating the Budget Management Analyst desk manual into the OBM ReSOURCE
- Providing functional training to the OSS AP Service Line
- Rebranding and assessing the Ohio Fiscal Academy
- And many more.

As a unit within the Operations Division of OBM, we're here to support and augment the fine work being done by other OBM divisions. We place a priority on quality, and we strive to find ways to say yes to our clients. If you have questions about the contents of this report, contact any member of the OBM Training Academy.

Thank you for your continued support.



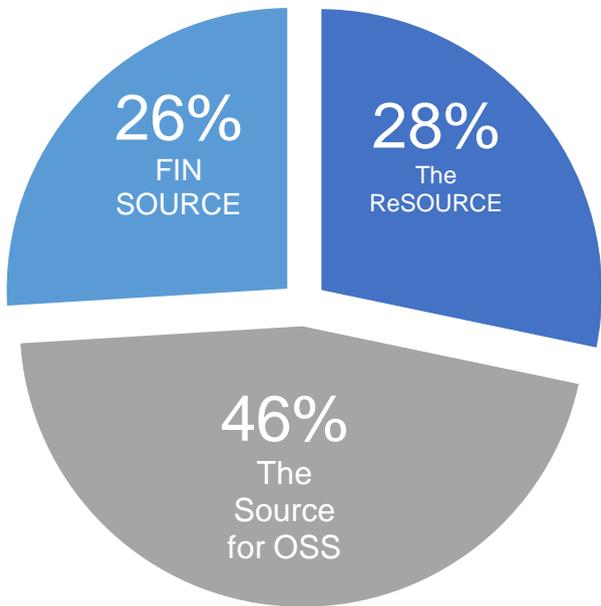
OBM

Training Academy



Online Help Systems

Created or updated procedures in:



66 NEW Topics
323 REVISED Topics



The OBM Training Academy maintains **three repositories of procedural knowledge**. Two of them, “The FIN SOURCE” for Ohio and “The Source” for OSS, are publicly viewable. “The OBM ReSOURCE”, is viewable only to OBM staff. All three contain procedures, policies, and information to **help employees do their jobs correctly and efficiently**.

In 2018, the Training Academy **created 66 topics** and **modified 323 topics**, ensuring the most up-to-date and information is readily available to the employees who need it.

46% of the topics we created or modified were contained in “The Source” for OSS. The rest were contained in the OBM ReSOURCE and “The FIN SOURCE” for Ohio.



Ohio Fiscal Academy



Re-branded all materials



24 **NEW** Grads
187 **TOTAL** Grads



Test scores
increased by
an average of
45%



“The knowledge, experience and networking I received during the past nine months will stay with me for the rest of my career.”

The Ohio Fiscal Academy (OFA) is an intensive nine-month certification program that equips fiscal professionals to lead the great State of Ohio. The academy provides operational, theoretical and hands-on experiences to fiscal professionals. Through rigorous coursework and a team project, graduates achieve an enterprise philosophy and a solid background of fiscal knowledge.

In 2018, we graduated **24 participants** bringing the **total number of graduates to 187**. We **re-branded our materials** for a cleaner, more modern look. We **added a new course**, Problem Solving in State Government, which was very well received. Finally, we implemented two new program analysis tools to gauge the effectiveness of the program.



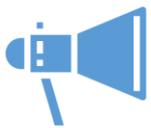
Internal Staff Development



Provided True Colors training to all staff



Purchased and coordinated Excel training for all staff



Designed and delivered training for the Budget section; incorporated BMA manual into ReSOURCE



Designed and delivered functional AP training for OSS

Being a central service agency, most of our work is done supporting the work of other OBM Divisions. In 2018, we were able to offer several staff development opportunities for OBM employees. These opportunities included:

Purchasing and coordinating Microsoft Excel Training from New Horizons; Designing and delivering a series of communications courses for the Budget section; Incorporating the BMA Manual into the OBM ReSOURCE; Incorporating RACM procedures into the OBM ReSOURCE; Designing and delivering a series of “crash course” sessions for OSS Coaches; Continuing to offer True Colors and OAKS FIN for OBM training to OBM employees; Designing and delivering a series of functional AP service line training for OSS; Designing and delivering a new True Colors Communications course for the OSS Workforce Pool; Coordinating Take Our Daughters and Sons to Work Day; Designing and delivering a new course called Difficult Conversations.



Additional Accomplishments

- Completed providing SDWT training for selected OSS employees
- Assisted with MyOhio conversion
- Created and released AR Overview web based training
- Completed Pcard for Administrators course update
- Assisted with OSS staff retreat
- Completed and made available course of Post Bond Issuance in ELM
- Assisted with AP VOLT training
- Completed making changes to Chartfield Request Process
- Made updates to the SWCAP web based training
- Added Invoice Requirements to the FIN Manual
- Added AP Sales Tax Exclusion to the FIN Manual
- Assisted OSS Support Team – Team Performance Indicator
- Assisted with Supplier Portal updates
- Completed making Kronos updates in OBM ReSOURCE
- Completed FGOLD Refresh validations
- Arranged and facilitated OAKS FIN Q & A sessions
- Updated OBM Training Academy website to include a list of course offerings
- Assisted with Cristo Rey Internship program
- Monitored mandatory training compliance
- Performed end-user outreach tasks
- Continued offering the Statewide Fiscal Orientation

OBM Training Academy's role and scope goes well beyond providing classroom training. These are some of the projects we assisted with or spearheaded in 2018.



Staffing Updates

The Training Academy had several staffing updates and accomplishments in 2018:

Congratulations to **Ciera Fluker** who obtained a Master's Degree in Adult Learning.

Congratulations to **Mame Gruelich** who retired from OBM with over 28 years of service.

Welcome to **Teri Combs, PhD** who joined the Training Academy as a Training Officer.

Congratulations to **Jason Vermilion** who received a promotion to a Technology Based Training Developer.



O B M

Training Academy

For a complete list of TA Programs:

www.obm.ohio.gov/training