PA TELEWORK

Supervisor Telework Training Instructions

When notified by their Agency Telework Coordinator (ATC) to do so, supervisors who will telework will take the "Telework Acknowledgement" web-based training as an employee during the approval journey.

Supervisors with teleworking employees will register, and complete, the "Teaming in Telework" web-based training. This is to be done within three months of an ATC completing a reporting employee's telework request.

Supervisors with teleworking employees will also register for, and complete, the "Telework Manager Certification Program" (TMCP) series of web-based training modules. This is to be done within three months of an ATC completing a reporting employee's telework request.

Telework training courses can be found in Employee Self Service > My Training (LSO) > Enterprise Training for All Agencies > Enterprise Telework Training course group.

You may register for these courses by following the steps below:

1. Go to Employee Self Service (ESS) at www.myworkplace.pa.gov. Make sure you are using the Microsoft Edge web browser.

2. Select the **My Training** tile.
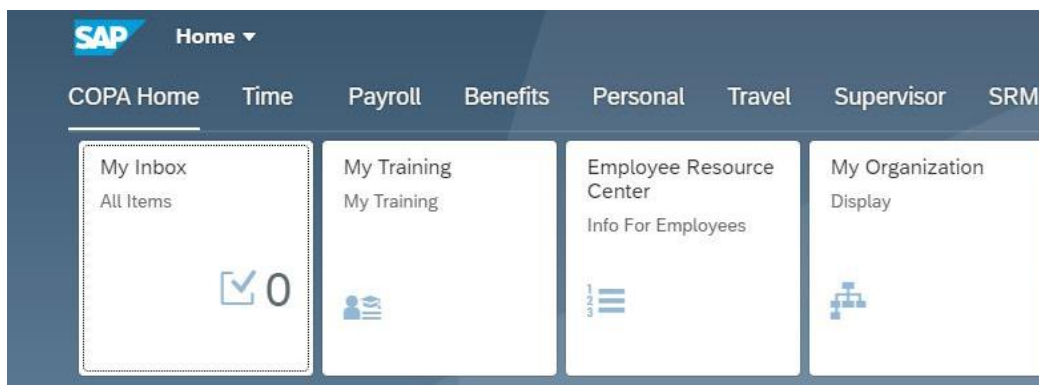
3. Select **Enterprise Training for All Agencies** (under the Course Catalog)

Course Catalog

- Enterprise Business Process DGS
- Capitol Police Safety Trainings
- Education
- Revenue
- PA Historical & Museum Commission
- Health Enterprise Training
- General Government DC
- Conservation & Environment-Enterprise
- Employment Banking & Revenue DC
- Commonwealth University - Formerly KAL
- Enterprise Development Programs
- Enterprise Training for All Agencies

3. Select: **Enterprise Telework Training** (under the Subject Area; you might need to scroll down to find this)

Assigned Subject Areas

The following subject areas are assigned to the subject area currently displayed:

Subject Area

BEB, Financial Wellness

BPS Summit

Budget, Enterprise Finance Series

Continuity of Operations Program

Enterprise Telework Training

Enterprise Web-based Training

Equal Employment Opportunity (EEO)

4. Select: **The name of the course from above that you wish to register for**

Subject Area Enterprise Telework Training

Course Catalog > Enterprise Training for All Agencies > Enterprise Telework Training

Assigned Courses

The following courses are assigned to the subject area currently displayed:

Course		Delivery Method
TMCP Managing Telework Teams		Web-Based Training
TMCP Managing for Continued Excellence		Web-Based Training
TMCP Managing for Results		Web-Based Training
Teaming in Telework		Web-Based Training
Telework Acknowledgement		Web-Based Training

5. Select **Book this course** (you might need to scroll down to find this)

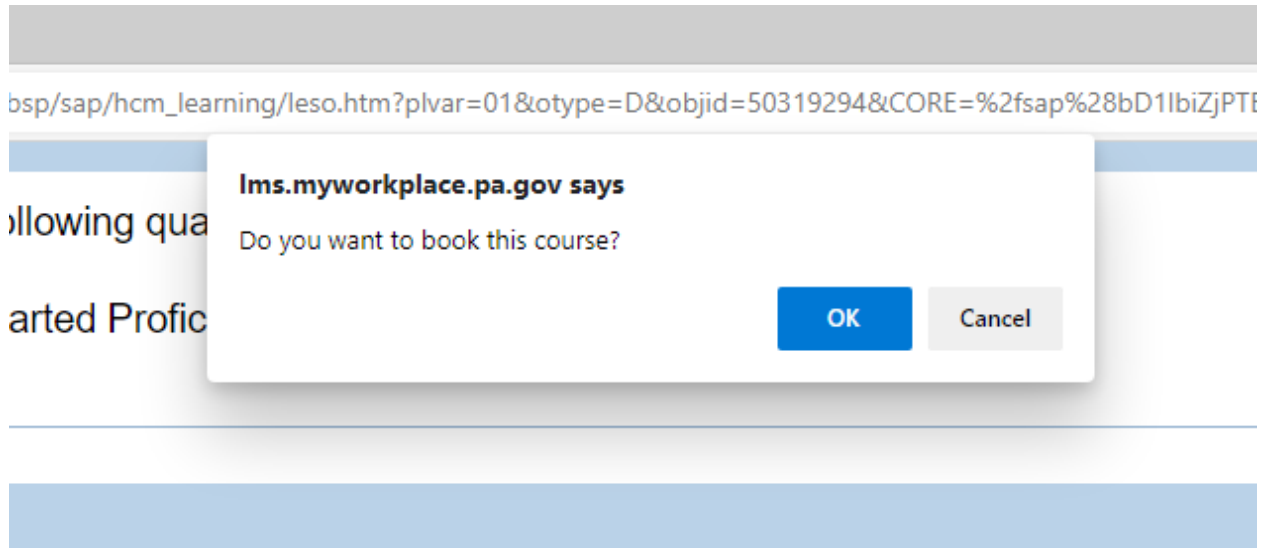**Links to More Information**

- Accessible Version

Book

The results of the prerequisites check indicate that you can book this course.

Book this course

Refresh

6. Select: **OK** when "Do you want to book this course?" confirmation window appears.

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