



Memorandum

Date: 2 October 2009
To: Learning and Development National Working Group
From: Austen Sinclair, National Learning & Development

The new Calendar view in LearnIR

An advantage of classroom course sessions being booked in LearnIR is that many courses and options are now visible to staff that were historically difficult to find in a timely manner.

Business groups continue to require a way of coordinating and displaying planned courses. The problem is:

- Lots of different training calendars, some still paper-based
- Multiple effort to develop online calendars
- Staff experience different formats
- Silos continue between courses scheduled for different business groups, even in the same site
- The current calendars are difficult and time intensive to maintain.

The Learning and Development National Working Group agreed and prioritised the development of a new organisational wide Calendar based in LearnIR, which allows staff to see upcoming training events by month and filtered.

This Calendar is to:

- Be simple and intuitive,
- Have filter function so an individual can identify courses that match their business group/function, location and area of interest,
- Able to display waitlisted courses (ie courses without scheduled dates),
- Enable Business Group L&D to "promote" courses,
- Integrate with LearnIR and automatically populate, update and link with the course booking process.

The proposed Calendar:

At the L&D National Working Group's meeting on 17 September the following solution was presented and agreed to.

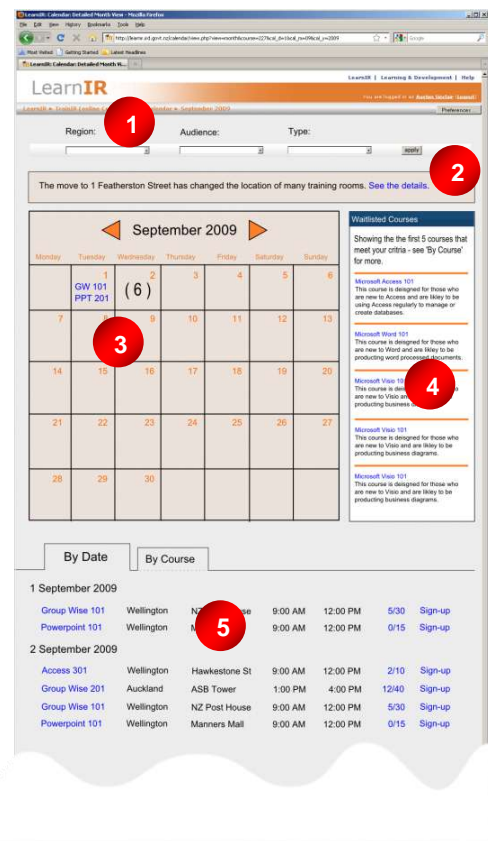
The new Calendar view enables staff to select (step 1) their criteria. The criteria includes region, audience, and course type – the option of 'all' is also available.

Once they click 'apply' the Calendar updates to reflect these choices (step 2). For some selections there will be a notice relevant to the region, audience or time period.

The visual month view (step 3) displays very short names of each course on that day and when these exceed the space available a number appears to indicate how many courses are available. Hovering over the day in the Calendar will show all the full names of scheduled courses in a pop-up tool-tip.

Courses that meet the staff member's criteria but do not currently have a date associated with them (essentially our waitlisted courses) are displayed on the right-hand side (step 4).

At the bottom on the Calendar (step 5) is a list of all the courses meeting the staff member's criteria for the month. These listings show (and link to) the page hosting the course and also display the number of seats available. This information can be viewed either by date (as shown) or by Course Name (recessed tab).



This calendar will be available to staff from the front page of LearnIR and can be linked directly from anywhere on the intranet. This allows the calendar to support local business groups to coordinate and structure their staff development.

Making this happen:

This functionality has been requested by all business groups through the L&D National Working Group. However the cost to implement this functionality is beyond the budget of National Learning & Development. For this Calendar to be created and deployed further funding needs to be contributed from the business. The L&D National Working Group's meeting on 17 September agreed to seek funding from their business groups:

National L&D:	\$
Assistance	\$
Assurance	\$
Customer Ops	\$
PAD	\$
OCTC	\$
Total expected cost	\$

Development of the calendar will take around six weeks, including internal consultation on criteria and implementing to existing courses.

On the next page is a large view of the Calendar mock up.

LearnIR: Calendar: Detailed Month View - Mozilla Firefox

http://learn.id.govt.nz/calendar/view.php?view=month&course=227&cal_d=19&cal_p=09&cal_y=2009

LearnIR | Learning & Development | Help

LearnIR > TrainIR (Online Community) > Calendar > September 2009

Region: Audience: Type: apply

The move to 1 Featherston Street has changed the location of many training rooms. [See the details.](#)

September 2009

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	1 GW 101 PPT 201	2 (6)	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Waitlisted Courses

Showing the first 5 courses that meet your criteria - see 'By Course' for more.

Microsoft Access 101
This course is designed for those who are new to Access and are likely to be using Access regularly to manage or create databases.

Microsoft Word 101
This course is designed for those who are new to Word and are likely to be producing word processed documents.

Microsoft Visio 101
This course is designed for those who are new to Visio and are likely to be producing business diagrams.

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By Date
By Course

1 September 2009						
Group Wise 101	Wellington	NZ Post House	9:00 AM	12:00 PM	5/30	Sign-up
Powerpoint 101	Wellington	Manners Mall	9:00 AM	12:00 PM	0/15	Sign-up
2 September 2009						
Access 301	Wellington	Hawkestone St	9:00 AM	12:00 PM	2/10	Sign-up
Group Wise 201	Auckland	ASB Tower	1:00 PM	4:00 PM	12/40	Sign-up
Group Wise 101	Wellington	NZ Post House	9:00 AM	12:00 PM	5/30	Sign-up
Powerpoint 101	Wellington	Manners Mall	9:00 AM	12:00 PM	0/15	Sign-up