PublicSchoolWORKS

Introduction

PUBLIC SCHOOL WORKS

Staff Training

A New, Easier Way to Train Staff

Staff safety training is part of our commitment to the health and safety of all faculty, staff, students and visitors.

Through the help of an online training program (developed by former school administrators at a company called PublicSchoolWORKS), we are now able to provide safety training online at the convenience of the employees.

Our goals are to:

1
Reduce the frequency and severity of staff injuries.

2
Improve the overall health of our staff

3
Comply with regulatory requirements.

4
Contain health care costs.

Benefits of Staff Training Module

- Delivers and ensures a "Culture of Safety" across all sites and to all staff to improve staff and student safety.

- Reduces time required of administrators and staff to maintain compliance with government training regulations.

- Ensures safety and consistency across all schools for required training.

- Reduces risk by ensuring new hires receive required training.

Benefits of Staff Training Module

- Reduces workers' compensation, healthcare, property & casualty, liability and other insurance costs.
- Ensures district-specific requirements are understood minimizing risk, liability and bad press.
- Ensures compliance with training requirements without impacting or adding to support staffing levels.
- Reduces cost and load on district administrators, IT and other departments to support programs.
- Improves staff safety awareness, knowledge and understanding of the organization's safety program.

Benefits of Staff Training Module

- Voiceover courses improves safety for all staff including those who may be reading challenged.

- Easy-to-use courses make it easy for those who are not comfortable with computers to complete training.

- Online tracking and documentation of training on safety courses eliminates load on administration to track and store training records.

Benefits of Staff Training Module

- Custom course development eliminates massive storage requirements for signoff on board policies, handbooks and other district-specific training documents.

- Online programs reduce load on current IT staff and equipment and other staff typically necessary to support software.

- Support provided by PublicSchoolWORKS staff reduces load on current administrative staff typically required to support technology programs.

What To Expect
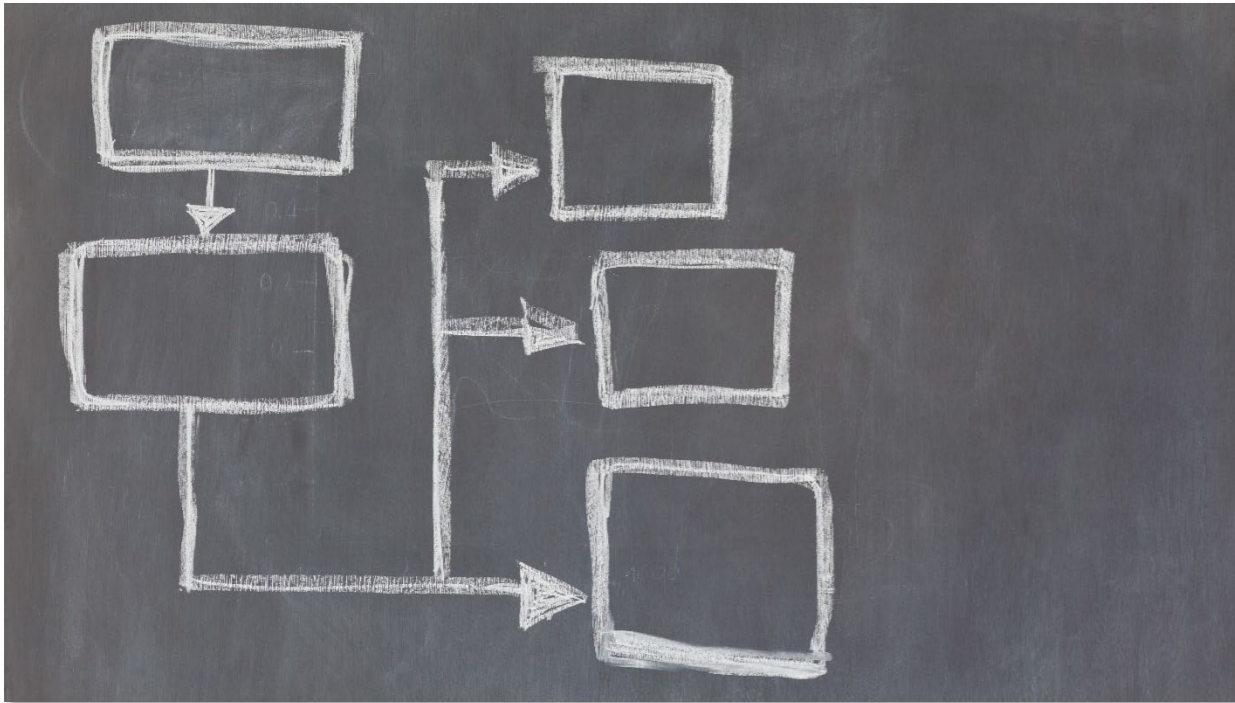
The online training system totally automates and manages staff training. The online system will:

- Automatically enroll staff in assigned courses at the appropriate time.

- Automatically notify staff via email to complete training (the email will include a link that can be used to begin training).

- Automatically track and document completion.

- Automatically notify the principals who hasn't completed their training.

Our Plan

- Start slow
- From a safety and regulatory compliance standpoint, there are several training courses that staff need to complete – both as new hires and annually. However, we're going to start slow.
- Keep everyone informed
- Give staff plenty of time to complete the training

Our Plan

Some of our first training courses will be:

- Bloodborne Pathogens for School Employees
- Bullying Prevention
- Google Certified Educator (Level 1)
- Homeless Education
- Social Media: Personal and Professional Use
- Student Privacy Rights (FERPA)

Staff can complete the training anytime:

from: 10/28/2019

thru: 1/17/2019

Let's Walk Through Taking a Course

You can access the training system using a link in the email you will receive at the start of the training period. The following will show you the emails you may receive and how to access training.

EmployeeSafe
Product of PublicSchoolWORKS

Manager   Staff   Supervisor

Manager Email
"Training about to start"

Manager Email*

Staff Email
"You are enrolled & must complete by the due date

7 Days Before Training Date

Start Date

From: Daniel Collins [mailto:WORKS-noreply-cr305@publicschoolworks.com]
Sent: Friday, April 11, 2014 2:48 AM
To: Michael Collins
Subject: Training - New Enrollment

Dear Michael Collins,

It is time to complete training. Please click on the link below to see the courses in which you are currently enrolled.

Click here to start your training. If the link does not work, copy and paste the following address in a browser:
http://www.publicschoolworks.com/Pages/training.asp?di=873&euid=443949&dia=rwu9j   After you log in, click on "Your Course List" and then click on "Enter Class" for each course listed.

If you are a supervisor and this training assignment involves employees under your supervision, please confirm the people you supervise are aware of the training - in case they don't get or read email.

Your Assignments
The following shows your training assignments based on the account information below. If your account information is not current, you can change it when you log in to start your training. If you do change your account information, your training assignments may change.

No.	Course Title	Reason	Due Date
M-028	Slips, Trips and Falls Prevention	Required	5/14/14
M-485	Getting a Safety Data Sheet (SDS)	Required	5/14/14

Your Login Information

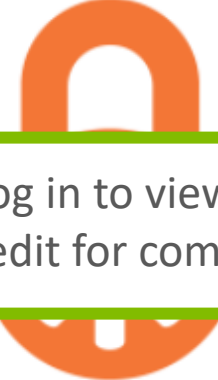|	
User Name:	enter the beginning portion of your email address before the @ sign. If you do not have a district email address, please enter your first initial, middle initial, and last name (e.g. jmsmith for John Michael Smith).
Password:	enter your eight digit birthdate. (e.g. 01071964 for January 7, 1964)

Training is a very important part of your development and our regulatory compliance program. Our online training system allows you to complete training at your own pace at a convenient time.

Thank you.

*A courtesy notice is sent to the training manager at the same time as the "Staff Emails."

WORKS PUBLIC SCHOOL

Michigan International Prep School

EmployeeSafe | StudentWatch

⊞ Portal

Account Login

You have to log in to view the courses and to get credit for completing them.

Log in with your Google Account.

To begin, click the "Sign in" button below and follow the steps on the Google login screen.

G Sign in

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Your Login Info

Click here if you're not Psw Admin

👍 Please verify and/or update your login information.

> You must first confirm that your information is correct

First Name

Psw

Last Name

Admin

User Name
Optional (you can edit)

Password
Optional (you can edit)

••••

Master User Name

Psw.Admin

Password

••••

Primary Occupation

Administrator (Central Office/ Other) ⌄

Secondary Occupation

- - - - please select (if applicable) - - - - ⌄

Site / Location:

District Office ⌄

Department:

Certified - Administrator (Central Office) ⌄

Click here when correct

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Your Course List

Help

Psw Admin

Click here to view your annual training plan.

Below are the courses in which you are currently enrolled and have not yet completed.
Language (**Lang**) Key: E = English, F = French, S = Spanish

February 26, 2018

Menu	Page 1 of 1				Search:			
	Crs. No.	Course Title				y Listed	Rated (Min)	Lang	Info

This is "Your Course List"
(the courses you need to complete)

Menu	Crs. No.	Course Title		y Listed	Rated (Min)	Lang	Info
● Your Course List	M-513	Asthma Awareness and Response	Start Course	03-30-18 Assigned	15	E	Info
○ Your Transcript	M-026	Bloodborne Pathogens for School Employees — Full / Refresher	Start Course	03-30-18 Assigned	30	E,S	Info
○ Your Login Info	M-012	Cardiopulmonary Resuscitation (CPR)	Start Course	03-30-18 Assigned	25	E	Info
○ Available Courses	M-216	Child Abuse Prevention	Start Course	03-30-18 Assigned	45	E,S	Info
○ Reports	M-207	HB 276 Module 1: Preventing Child Abuse and Human Trafficking	Start Course	03-30-18 Assigned	60	E,S	Info
○ Assignments							
○ Courses							
○ Key People							
○ Users							
○ Transcript Manager							
○ System Settings							

Your Course List

Psw Admin

Below are the courses in which you are currently enrolled and have not yet completed.

February 26, 2018

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- ○ Your Transcript
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Page 1 of 1						Search:		
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M-216	Child Abuse Prevention	Start Course	03-30-18	Assigned	45	E,S	Info
M-207	HB 276 Module 1: Preventing Child Abuse and Human Trafficking	Start Course	03-30-18	Assigned	60	E,S	Info

To enter a course, click on "Start Course"

Help

EmployeeSafe
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PUBLIC SCHOOL WORKS

Help

Content question?
1.866.724.6650, Opt 1

Technical question?
1.866.724.6650, Opt 4

Language

English ▾

Controls

Start Course

Leave Course

Sections

✓ 1. Bloodborne Pathogens for School...

Take Test

Class Time: 00:00:08

Once you have viewed the training, to complete the course click on "Take Test"

Course Navigation: If you're viewing this course on a desktop or laptop, use the buttons below to pause and resume the audio (if available), and to go to the next or previous slide. If you're viewing this course on a tablet or phone and don't see arrows, swipe your finger across the screen to move from one slide to the next. On all devices, to move from one course section to another, click on each section in the left-hand navigation bar. When all sections are completed, click "Test."

▶ | 1 / 20 | 00:05 / 00:05 | ↻ 🔊 ⤢

⟨ BACK | NEXT ⟩

Bloodborne Pathogens for School Employees — Full / Refresher

Question 1

Most people with HCV do not have symptoms, or the symptoms appear many years after infection.

- ○ True
- ○ False

Submit Answer

Safety
Documentation
Management

Benefits of Safety Documentation Management

- Eliminates need, cost, time and effort for administrators to develop their own forms, documents and written programs.

- Reduces time required of administrators and staff to maintain compliance with federal, state and local regulations.

- Reduces risk, liability and cost to districts while ensuring requirements are met.

- Ensures consistency across all schools for all programs and compliance tasks.

Benefits of Safety Documentation Management

- Prevents compliance requirements from falling through the cracks.
- Ensures compliance with regulations without impacting or adding to support staffing levels.
- Eliminates cost and need to add staff for compliance issues.
- Eliminates the need for manual processes which are difficult to manage and sustain.
- Eliminates storage costs of records and storage management time.

One More Thing

Some staff may have questions.

There is a special, toll free, 24/7, staff helpline set up specifically to address staff training issues:

1-866-724-6650, option 4

Questions?