

Self-Learning Packet

Instructions for Employee Learners and their Supervisors

Self-Learning Packets (SLP's) - The intent of the SLP format is to provide an independent, self-paced learning option for employees to complete either an elective or mandatory University Hospital training program. Employees may be assigned SLPs by their supervisors as part of their development plan or they may initiate the learning opportunity on their own. In either case, the supervisor plays an important role in supporting course completion and on-the-job application.

Employees will be given credit for a course after completing the reading, exercises and culminating activity that consists of a mastery test and / or action plan for implementing new learning in the workplace. The employee's supervisor is required to review the assignments / action plan with the employee and sign the final document verifying that the employee has completed the program. The discussion and partnership between the employee and the supervisor is essential to applying the new information to the job.

THE LEARNER IS EXPECTED TO:

1. Inform the supervisor / administrator that he / she will be completing the SLP and will need their participation to complete and get credit for the program.
2. Print out the online SLP Packet and fulfill the expectations outlined in the course.
3. Direct content questions to the supervisor or the Training and OD office.
4. When finished with the SLP, schedule a meeting with the supervisor to review and finalize the assignments, mastery test and / or action plan. Ask the supervisor to sign where required.
5. Complete the SLP Feedback Form on the last page of the packet.
6. Submit the signed course requirements and Feedback Form to:
HR-Training and Organizational Development via fax: 973-972-9391;
e-mail: hrtraining@uhnj.org; or interoffice mail to: **HR/Training**.
7. Keep the SLP Learning Packet materials as a reference and guide.
8. A certificate of completion will be e-mailed to you and your supervisor after the course requirements have been reviewed.

EXPECTATIONS FOR THE SUPERVISOR / ADMINISTRATOR:

1. Once the employee completes the packet, he / she should meet with the supervisor to review the assignments, discuss what was learned, and how they will apply the new information on the job. Those modules that require an action plan should be discussed and finalized at this time.
2. At the conclusion of this discussion, the supervisor's signature is required to indicate that the employee has completed all the SLP requirements and assignments.
3. Follow-up with the employee and provide ongoing feedback as to how successfully they have applied these behaviors on the job.

THE OFFICE OF TRAINING AND ORGANIZATIONAL DEVELOPMENT SUPPORTS THE SUPERVISOR AND THE LEARNER THROUGHOUT THE PROCESS BY:

1. Answering technical and content-specific questions from the learner, supervisor / administrator as needed. Call us at 973-972-9391.
2. Reviewing submitted SLP materials to verify completion of the course requirements.
3. Maintaining records of completion and sending an electronic Certificate of Completion to the employee learner with a copy to the supervisor.

OTHER SLP INSTRUCTIONS: *Please note that each Self-Learning Packet may have specific instructions based on the requirements of the course. Please review the information provided for that program.*