



**DEPARTMENT OF PERSONNEL**  
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**(775) 684-0150**  
**<http://dop.nv.gov>**

**MEMO PERD #26-09**  
**May 21, 2009**

**TO:** Department Directors  
Division Administrators  
Agency Personnel Liaisons  
Agency Personnel Representatives  
Training Representatives

**FROM:** Teresa Thienhaus, Director  
Department of Personnel

A handwritten signature in cursive script, reading "Teresa Thienhaus".

**SUBJECT:** ONLINE TRAINING COURSES AVAILABLE – NEW RELEASE

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The Department of Personnel's Office of Employee Development is proud to announce the availability of a new online course, "*Orientation to State Employment (Online Course)*." This product launch is the **first** of the Department of Personnel's general development classes that are available online.

Students will be awarded 2.0-hours credit on their NEATS transcript upon completion of the class. As with all DOP courses, students will need to complete the course evaluation in NEATS in order to get credit for course completion. There is no test for this course as it is a general information class available for all State of Nevada employees.

### **ONLINE COURSES FOR EMPLOYEES**

The following online classes are currently available for employees to complete from the convenience of a personal computer on the State of Nevada Silvernet network:

- Sexual Harassment Prevention - Revisited (Online)
- Evaluating Employee Performance (Online)
- Progressive Disciplinary Procedures (Online)
- Handling Grievances (Online)
- Alcohol and Drug Testing Procedures (Online)

### **How to Enroll and Complete DOP Online Courses**

1. Direct your browser to the Department of Personnel (DOP) home page (<http://www.dop.nv.gov/>).

2. Click on the link "**Online Training – State Employees Only**" (right side of page) to direct your browser to the DOP e-Learning home page (<http://kaizen.dop-ad.state.nv.us/>).
3. Select the red link titled "**Instructions for Open Enrollment Courses**" located under the Main Menu heading (top-right side of page).
4. Read and follow the instructions carefully.

**NOTE:** If you are unable to complete the course in one session, you can log off and return later.

**Questions or Problems**

If you experience any difficulties or have questions, email **elearn@dop.nv.gov** or call any of the DOP e-Learning system support team members below.

<p><b>Northern Nevada</b> Michelle Simpson <a href="mailto:msimpson@dop.nv.gov">msimpson@dop.nv.gov</a> (775)687-5123 Gary Lyon <a href="mailto:glyon@dop.nv.gov">glyon@dop.nv.gov</a> (775) 687-3162</p>	<p><b>Southern Nevada</b> Naomi Beigel <a href="mailto:nbeigel@dop.nv.gov">nbeigel@dop.nv.gov</a> (702) 486-0988</p>
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Please distribute this memo to all appropriate employees in your Department/Agency.  
Thank you.