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STATE OF NEVADA

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MEMO PERD #66/08
November 21, 2008

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

FROM: Shelley Blotter, Interim Director
Department of Personnel

SUBJECT: ONLINE TRAINING COURSES AVAILABLE – NEW RELEASE

The Department of Personnel's Office of Employee Development is proud to announce the availability of a new online course, "Handling Grievances (Online Course)." This product launch is the **third** of five online mandatory supervisory classes that will be introduced this year.

This course meets State training requirements for employees appointed to a supervisory or managerial position and provides an overview of the step-by-step process to handling employee grievances, as specified in NAC 284.498. (For more information please see http://www.leg.state.nv.us/NAC/NAC-284.html#NAC284Sec498).

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. Employees achieving a 70% or higher grade will receive credit for completing the course on their NEATS training transcript.

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)

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.

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Naomi Beigel
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Please distribute this memo to all appropriate employees in your Department/Agency.
Thank you.