

Subject: Send Specific Training Needs to SCEIS by January 28, 2013

Audience: Agency Training Coordinators, Data Owners, AST Leads

The SCEIS Team is pleased to announce a new effort to develop a SCEIS Training strategy and calendar, which we will be undertaking in the coming weeks and months. The initial stage of this effort will involve development of a short-term calendar through June 30, 2013, the end of the 2013 Fiscal Year, and we will also continue on to build a longer-term calendar.

To assist in the development of both the short- and long-term calendars, the SCEIS Team is seeking agency input, as follows:

- We are primarily interested in needs for specific SCEIS Training courses, rather than more general requests for training in certain functional areas.
- We will balance known SCEIS Training needs (SRM 7.0, year-end, etc.) with agency requests carefully, but will not be able to satisfy every request, particularly in the short term.

If your agency has specific training needs, please send them to training@sceis.sc.gov by Monday, January 28, with the following details:

- The agency for which the request is being submitted
- Contact information for the person who SCEIS should contact with any follow-up questions, etc.
- The specific courses that are needed, including Course ID and Title, if possible (PR230 SCEIS Purchasing Process, for example)
- A list of names or head count of employees who need each course requested

If you have any questions about this message, please contact the SCEIS Service Desk at (803) 896-0001 (select option 1 for SCEIS help) or use the email form available at the following link: <http://www.sceis.sc.gov/requests/>.