The Foundation of our Program

Welcome to the spring edition of “The Scoop” from the Office of Financial Training and Documentation! In this issue, we are focusing on our volunteer presenters, the foundation of our program.

Did you know that the presenters of our workshops are your colleagues at the university? They are your “peers but experts” in their respective areas of knowledge. These individuals volunteer their time to share their knowledge with you in a comfortable and open workshop environment. Their commitment enables Financial Training to provide a valuable service and outreach to the university community.

As you know, an expert may not always know the answer to every question, but they will use all available resources to find the best answer. Over the years, our presenters have demonstrated this type of “expert” commitment. When university policies and procedures change, they go above and beyond by providing Financial Training with updates and edits for the training materials. This ongoing commitment by our presenters enables Financial Training to provide you with a current and applicable training experience.

While our program always welcomes new volunteer trainers, several of the current trainers have been with us since the program’s inception 24 years ago! Our presenters enjoy teaching and find personal satisfaction in helping others gain job skills and knowledge. They bring diverse backgrounds to the workshops by drawing on their departmental experiences, prior job experiences, and career achievements. This diversity gives each of the trainers their own unique training styles. If you are interested in learning more about our volunteer presenters, click here to read their bios.

To sharpen their training skills, each new volunteer completes Financial Training’s “Train-the-Trainer” program as described in the article below. In addition to those who lead instructor-led courses, there are volunteers who facilitate the hands-on GL and Purchasing Experience sessions, detailed in the below article “Practice Makes Perfect.”
Train-the-Trainer Program

Are you often the “go to person” in your department? Do you enjoy being the one who helps others learn their job tasks and responsibilities? We are interested in you! Financial Training provides the opportunity for interested individuals to gain experience as a trainer and to share their expertise as a presenter in our instructor-led workshops.

Prior to presenting a workshop, new trainers complete Financial Training’s “Train-the-Trainer” program. The program consists of practice sessions observed by two or three current volunteer trainers. These sessions provide the opportunity for the new trainer to gain tips on how to deal with different audiences as well as how to employ various trainer techniques in a classroom setting. Constructive feedback and suggestions from the observers help the new trainer sharpen their presentation skills before “going live” in a regular workshop. To explore the opportunity of becoming a volunteer trainer or for questions about the Train-the-Trainer program, please contact Char Jessie. She can be reached at 292-3357 or via email at jessie.1@osu.edu.

Practice Makes Perfect- Sense!
How can you learn your new job using the Financials system for entering Deposits, GL Journals, Budget Transfers, or Purchase Orders? Once a participant has completed the course work in Carmen, they have an opportunity to practice in the training database when they register for a Purchasing Experience or GL Experience session. These sessions are led by an experienced facilitator who can provide coaching to get you started and to get you through the steps of each process. For example, during the Purchasing Experience session, you can create requisitions and purchase orders for eStores orders, blanket orders and capitalized assets. The “Experience” sessions are designed so that you are able to:

- View the Financials system pages
- Complete entry fields
- Use the look up feature
- Identify the fields with default values
- Become familiar with the navigational features
- Practice, practice, practice

What Participants are Saying about the Presenters

“Great job explaining the material...even took the time to answer questions and elaborate!”

“Was clear and made the material fun!”

“Instructors really understood the material and did a good job explaining reports”