LMP JOINT STAFFING TRAINING
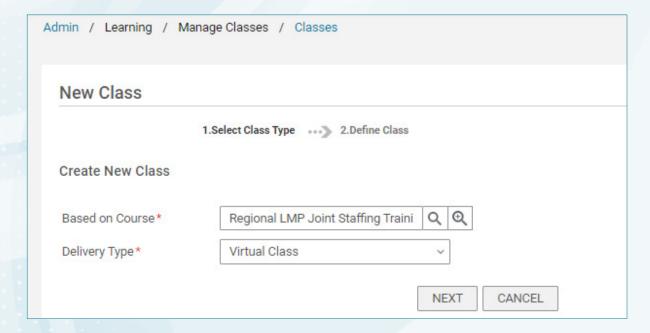## FOR COALITION LABOR AND KP MANAGEMENT

HOW TO CREATE REGIONAL CLASSES IN KP LEARN

Follow the instructions below to create regional classes in KP Learn for LMP Joint Staffing Training for Coalition Labor and KP Management.

1 For virtual or in-person classes, use course **ID: LMP:JST_REGIONAL**

2 Select the correct **Delivery Type:**

» For virtual delivery, select **"Virtual Classes"** (**do not use web-based training** or any other classes)

» For in-person classes, select **"Instructor-Led Training"**

» For details on creating a virtual class in KP Learn, review this 10-minute tutorial video or use the following job aid

Admin / Learning / Manage Classes / Classes

New Class

1.Select Class Type ...➤ 2.Define Class

Create New Class

Based on Course*	Regional LMP Joint Staffing Traini 🔍 🔍
Delivery Type*	Virtual Class ⌄

NEXT   CANCEL

3 Add required information: In the **"Class Description"** field use the following template language to direct learners to the correct class contacts. You may also add/customize other relevant information specific to your region.

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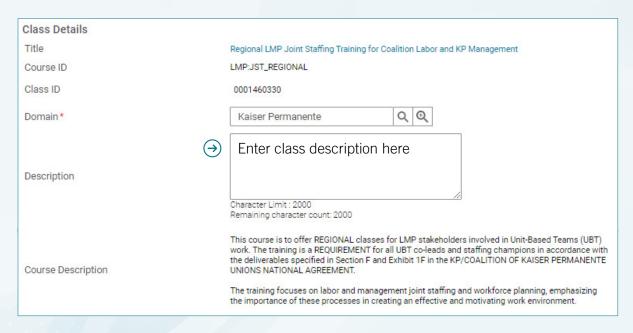
The CLASS CONTACTS for information and access to this session are [Add Email 1] and [Add Email 2]. Participants will learn about the components of a staffing plan, the roles of key players, and the steps involved in successful workforce planning. The session concludes with actionable steps for participants to implement their learnings.

Class Details

Title	Regional LMP Joint Staffing Training for Coalition Labor and KP Management
Course ID	LMP:JST_REGIONAL
Class ID	0001460330
Domain *	Kaiser Permanente
Description	Enter class description here
	Character Limit : 2000
	Remaining character count: 2000
Course Description	This course is to offer REGIONAL classes for LMP stakeholders involved in Unit-Based Teams (UBT) work. The training is a REQUIREMENT for all UBT co-leads and staffing champions in accordance with the deliverables specified in Section F and Exhibit 1F in the KP/COALITION OF KAISER PERMANENTE UNIONS NATIONAL AGREEMENT.
	The training focuses on labor and management joint staffing and workforce planning, emphasizing the importance of these processes in creating an effective and motivating work environment.

4 Additional contact information: For Joint Staffing Training Dashboard records and customer service Help Desk assistance you:

» **must include Class Contact** in the corresponding field under the "Registration Information" section. Learners do not see this information, but the Help Desk does. We recommend the contact person be the owner of the virtual meeting link.

» may assign the class to instructors. Use this job aid for assistance to add instructors as resources for the class.

Virtual Class Contact	

FOR ASSISTANCE ON KP LEARN CLASS CREATION

KP Learn administrators should consult the KP Learn Admin Role Job Aids or reach out to the Enterprise Learning Framework (ELF) Discussion Groups.*

FOR ADDITIONAL KP LEARN INFORMATION

Visit the **ELF site** for KP Learn Administrators.*

*Users must be connected to the KP network to access the ELF SharePoint site.

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