



Adding a New Training Program

Training Programs are a new functionality that allows you to create a training program made up of multiple types of training content such as virtual learning, online courses, in-person courses, task checklists, documents to be reviewed, resources, websites, and social learning. The schedule of learning is controlled by the training program's agenda, which functions like an academic syllabus.

For example, you can create a month-long Leadership program. The agenda can be weekly with different learning activities for each week over a month. Learning activities can be internal or external learning events. Online courses, in-person and virtual sessions can be part of the program. The programs also support videos, and activities outside of JTMS, such as reading a book.

Training Programs can be assigned to individuals by Training Records Managers for a particular training program, such as Stepping Up to Leadership, Mentoring, or an on-the-job training program. Training Programs can also be self-assigned from the catalog or recommended to others by their peers. After the start of a program, the individual can see the completion percentage bar as they progress to complete required activities in the program.

If any of the Training Records Managers or program offices responsible for managing training are interested in using the new Training Programs functionality, contact lmsadmin@atf.gov.