

How will AIMS affect me?

There will be significant changes to the way in which Supply Chain employees work. Work will be primarily online to manage:

- A provincial contract registry
- Create, amend, renew and manage contract deliverables
- Online site receiving, managing putaways, receipt travellers
- Learn how to access, view and approve/reject a requisition
- Through repetition the 'how to' will become engrained
- The bulk of the learning will occur toward the front of the AIMS implementation, but will be ongoing

What kind of training will I require?

The following study modules will be required:

- Contract creation and contract lifecycle management
- Inventory management- site receiving and managing putaways
- Advanced procurement- managing purchasing

Top 3: What's in it for me?

- Provincial consistency
- Consistency of process
- Speaking the same language by using the same tools

Level III: Complex

How do I take my training?

- There will be a virtual instructor-led training session and onsite instructional sessions in central locations
- You will have hands-on access to the AIMS application and will be learning with assistance from both an instructor as well as a subject matter expert from the project team
- Within the system there will also be icons to click on to provide instructions on how to complete next steps in a task

How do I register for my training?

- There are multiple locations across the province being considered for instructor-led training destinations
- Training will be available approximately 5 weeks prior to the implementation of changes
- Employees will be directed to a website that will house the training content to see their required courses
- Some training modules will be prerequisites to others to provide a logical flow of information
- For those taking Instructor-led training, there will be options for dates/times/locations, but the employee will need to coordinate training with their manager