Administrative Information Management System (AIMS)

AIMS Learning for All Managers and All Staff

NOTE: Communication will be provided when AIMS Learning materials are available.

How you will learn about AIMS is of ongoing interest. The two all-staff and all-manager audiences are:

- All Staff – there are approximately five tasks that all staff will need know how to do within AIMS, and for most employees these are the only tasks that they will need to learn.
- All Managers – there are a limited number of tasks that all managers will need to learn within the system.

Learning Supports

All learning will be conducted online. The learning will be supported by videos, work standards, quizzes and practice exercises, depending on the depth of understanding required. The following estimates are for the time required to complete each type of learning component:

- Videos   8 minutes
- Work Standards   5 minutes
- Quizzes   2 minutes
- Practice Exercises   15 minutes

Learning for All Managers

Most managers will require approximately 5.5 hours of online learning, which will include about 2 hours on scheduling functionality.

- All Managers will have multiple options to attend a 30 minute Orientation Webex, which will be recorded and available online for multiple viewings.
- There will also be multiple options to attend 30 minute live Webex drop-in sessions to pose questions of subject matter experts.
- The remaining time can be dedicated to attending further drop-ins, if required.

Learning for All Staff

All employees may require up to 2.25 hours of online learning.

- There will be multiple options to attend a 30 minute orientation Webex on the tasks all employees will need to know, which will be recorded and available online for multiple viewings.
- The additional time allows for employees to watch individual videos related to these tasks and read Work Standards on the various processes

Watch for further information regarding the opportunities for this learning, which will be shared through various communication channels, as we move closer to the implementation of AIMS.