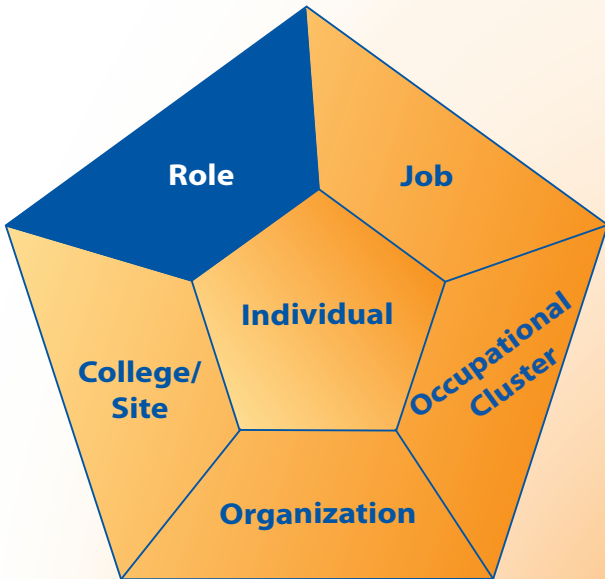


Name: _____

Campus Organizational Process Analyst Team Learning Plan



The Organizational Process Analyst Team has identified the necessary competencies that all employees should possess who desire to become a Campus Organizational Process Analyst (COPAT).

This document lists the courses that address the competencies and is a tool to plan and track progress towards developing the desired role level competencies. Employees are encouraged to work with their supervisor to identify the best time to complete the training.

Registration for the courses can be completed online at www.maricopa.edu/hrms. Course descriptions, course schedules and a transcript of courses completed are also available at this site.

Please send questions to employee.development@domail.maricopa.edu or call 480.731.8209.

Year One		
Core Courses	Hours	Date
Introduction to Microsoft Word**	4	
Introduction to Microsoft Visio**	4	
Business Process Analyst Training *	12	
Group Facilitation Skills	8	
Total Hours	28	

Year Two		
Core Courses	Hours	Date
Are you Change Ready? +	2.5	
Communicating Non-defensively	4	
Communication Skills Boot Camp +	2.5	
Managing Performance: Conducting Effective Performance Conversations	4	
Six Thinking Hats	6.5	
Total Hours	19.5	

* Required

** Required or test out

+ Included in MCCC Development Plan

