

**IHRDCs Competency and Learning Management System**

Welcome! CMS Online will help you focus on your competency, development and learning. Launch your assessment and view competency status, build and manage targeted development plans to help close competency gaps, and complete assigned training. Access multiple reports to view your status and plan your future development.

**New to CMS Online?**  
Access help topics to support your navigation and completion of assigned activities. [Learn More](#)

**Learning Curriculum**

Another new curriculum group 0 of 11 Completed	CMS Pathways 0 of 16 Completed	Management Pathways Stage 1: Foundation 0 of 3 Completed
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**Mandatory Training**  
45% Completed

HSE Roles	PAST DUE
Corporate Roles	PAST DUE
Operational Roles	Due in 12 business days

**Competency Assessment**

**Production Manager**

Team Lead - All CUs 0 of 10 Completed	Engineering Entry Level - All CUs 0 of 75 Completed	Project & Facilities - All CUs 0 of 10 Completed	Subsurface - All CUs 0 of 10 Completed	Business Development Manager - EPC Contractor 0 of 26 Completed	Business Development Coordinator - All CUs 0 of 40 Completed	HSE Core Competencies 0 of 23 Completed
HSE Manager 0 of 47 Completed	HSE - All CUs 0 of 58 Completed	Production Engineer 0 of 26 Completed	Manager 0 of 3 Completed	Professional 0 of 3 Completed	Senior Professional 0 of 3 Completed	

**Competency Development Plan**

Project Management 0 of 2 Completed	Leadership 0 of 1 Completed	Internal Marketing 0 of 3 Completed	Problem Solving 0 of 3 Completed	Teamwork Pending Approval	Communication Pending Approval	Sales 0 of 1 Completed
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**Elective Training**

Communication Tools for Leaders and Mentors (AAPG)	Planning Tool Performance and Production System Analysis	Subsidiaries	Sequential Strategy	Risk Properties and Mitigation	Habitat Hydrodynamics in Sedimentary Basins	Aspen Management	Subsurface Faces Analysis	Positioning and Mapping of Seals
Army Design	Warning Signs and Labels	Blending Operations	Overview of Petrochemicals	LMS User Chain and Markets	Crude Oil Transportation and Storage	Setting and Product Specifications	Drilling and Well Completions	Other Development
Marketing and Training of Crude Oil	Geologic Cross Sections	Subsurface Mapping	Logistics Planning Consideration	Development of Culture - Meaning, Importance and Principles				

# Version 4.28

CMS Online Overview  
March 2023

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# CMS Online Product Features

Cloud-based



Responsive Design



User-friendly interface



SQA Program Certification



CMS Online 4x is backed by IHRDC's 50+ years of industry experience and comprehensive competency content!

Multi-Language Interface



Reporting Tools



Dual Language Skill Definitions



Powerful Assessment Tools



# CMS Online Enables Learning and Assessment Process

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- Provides a comprehensive assessment process including self-assessment, supervisor and qualified assessor assessments
- Determines competency skill gaps for each employee through assessment process
- Generates reports that provide an overview of the workforce's strengths and areas of vulnerability

- Allows employees to review their competency profile and build competency development plans
- Mentors may support the process by building plans on employees' behalf
- Supervisors can then approve or reject the plans and provide feedback and comments

- Once competency development plans are approved, employees can start the learning process
- When ready, employees can initiate the reassessment process to close skill gaps
- Supervisors can keep track of the employee learning progress throughout

# Dashboard

## The single launch point for CMS Online!

- ✓ Competency Assessment & Gap Analysis
- ✓ Training Resources & Development
- ✓ Curriculum Training Pathways
- ✓ Management and Individual Reports
- ✓ Competency Content of 4,000+ Topics

IHRDC LEARNING

EN 14, Monday

Dashboard

Assess

Plan

Develop

Learning

Reports

PDR Management

Administrator

Content Development

Configurations

Athene Microlearning  
What would you like to learn today?

O&G Gas Business License

Learn More

### IHRDC's Competency and Learning Management System

Welcome! CMS Online will help you focus on your competency, development and learning. Launch your assessment and view competency status, build and manage targeted development plans to help close competency gaps, and complete assigned training. Access multiple reports to view your status and plan your future development.

Click to hide this welcome message

#### Learning Curriculum

another new curriculum group 11/11 Completed

OSM Pathways 14/14 Completed

Management Pathways Stage 1 Foundation 1/1 Completed

32 of 38 Sub-Courses Completed

#### Mandatory Training

45% completion 11 completion goal

HSE Roles PAST DUE

Corporate Roles PAST DUE

Operational Roles 100% IN 30 MINUTES

#### Competency Assessment

Production Manager

Supply Chain - All CUs 11/11 Completed	Engineering Entry Level - All CUs 1/71 Completed	Project & Facilities - All CUs 1/33 Completed	Subsurface - All CUs 1/33 Completed	Business Development Manager - O&G Contractor 1/36 Completed	Business Development Contractors - All CUs 1/40 Completed	HSE Core Competencies 1/33 Completed
HSE Manager 1/47 Completed	HSE - All CUs 1/38 Completed	Production Engineer 1/39 Completed	Manager 1/9 Completed	Professional 1/3 Completed	Senior Professional 1/8 Completed	

#### Competency Development Plan

Project Management 1/2 Completed	Leadership 1/1 Completed	Internal Marketing 1/1 Completed	Problem Solving 1/3 Completed	Teamwork Pending Approval	Communication Pending Approval	Sales 1/1 Completed
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#### Elective Training

Communication Tools for Leaders and Mentors (LAMP)	Planning O&G Performance and Production System Analysis	Sedimentology	Sequence Stratigraphy	Rock Properties and Mechanics	Habitat of Hydrocarbons in Sedimentary Basins	Reservoir Management	Subsurface Facies Analysis	Positioning and Mapping at Sea
Array Design	Warning Signs and Labels	Blending Operations	Overview of Petrochemicals	LNG Value Chain and Markets	Crude Oil Transportation in Sedimentary Basins	Refining and Product Specifications	Drilling and Well Completions	Offshore Development
Marketing and Trading of Crude Oil	Geologic Cross Sections	Subsurface Mapping	Logistics Planning Orientation	Demographic of Authority - Sharing Importance and Principles				

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# Assess - My Assessment

Employee performs a self-assessment against each competency unit within each competency role assigned to their job title. They indicate their level of proficiency and can upload work products as evidence to help support their current level.

## Key Functions:

- Assessment details
- Toggle between competency roles
- Assess one competency unit at a time
- Multi-level skill statements
- Comments & evidence
- Drag and drop capability
- Optimized for tablet and smartphone
- Provide assessment process feedback

The screenshot displays the 'Assess - My Assessment' interface. At the top, there are navigation tabs for 'ASSESS', 'PLAN', and 'DEVELOP'. The user is identified as 'Meitaku Test' (Production Manager) with a primary supervisor of 'Tom Supervisor'. The 'Competency Role' is set to 'IT Manager', and the 'Assessment Status' shows '6 of 6 CUs Assessed'. A 'SUBMIT & PLAN' button is visible.

The main section, 'View Competencies', shows a table of competency units under 'Operations Management'. The units listed are:

- Asset Integrity Management
- Offshore Integrity Systems Management
- Well Integrity Management
- Integrity Management for Operations
- Process Safety Management
- Project Management Orientation

Each unit has a 'Status' indicator (checkmark) and an 'Evid.' icon for uploading evidence.

The bottom section, 'COMMENTS & EVIDENCE (Overall)', shows a detailed view for the 'Communication' competency unit. It includes a description, a list of skills (Awareness, Basic Application), and a table for evidence uploads. The evidence table has columns for 'Description', 'Req.', and 'Attachment'. The 'Attachment' column contains a 'drop here or browse' button.

At the bottom right, there is a 'SUBMIT & PLAN' button and a user profile for 'sanoreenchee'.

# Assess - My Employees' Assessment

Supervisors can assess their employees against their assigned job competency models and CMS Online provides an intuitive set of screens to launch the assessments and complete the process.

## Key Functions:

- Employee and Supervisor Assessment Status
- Launch Employee Assessment from Supervisor landing page
- Toggle between Competency Roles assigned to employee job title
- View any comments and evidence submitted by the employee
- Option to perform a blind employee assessment
- Option to assign assessment to be completed by a Secondary Supervisor

Dashboard > My Employees' Assessment

Assess Phase: My Employees' Assessment

Export to Excel | Export to PDF

Competency Area: Business Personnel

Job Title	Employee Name	Competency Role	Employee	Supervisor	Action
Supply Chain Manager	Ronnie Arnold	Supply Chain Manager	41 of 41	0 of 41	<a href="#">View</a>
IT Manager	Mark Butterworth	Supply Chain Manager	N/A	N/A	Not Assigned
HR Assistant -	Addis Amet	Account Manager - Integrated Service	1 of 37	3 of 37	<a href="#">Continue</a>

Employee Assessment Status: 18 (Not Assigned), 34 (Not Started), 9 (In Progress), 37 (Completed)

Supervisor Assessment Status: 18 (Not Assigned), 34 (Not Started), 5 (In Progress), 41 (Completed)

Filter Options: Click on each segment bar to filter the data grid

Dashboard > My Employees' Assessment > Addis Amet

Assess Phase: My Employees' Assessment

COMPETENCY ROLE: Account Manager - Integrated Service Company

ASSESSMENT STATUS: 3 of 37 CUs Assessed

View Competencies: All | Incomplete | Missing Required Evidence

Business and Operations Support

Sub Library	Competency Unit	SA Status	EA Status	Evid.	Attach.
Business Management	Organizational Awareness	🟡	🟡	📄	📎
	Partnership (Internal)	🟢	🟢	📄	📎
	Department Objectives and KPIs	🟢	🟢	📄	📎
Contracts and Contractors	Tenders and Contracts	🟡	🟡	📄	📎

Commercial

1-Functional Core Competencies

Supply Chain

Sub Library	Competency Unit	SA Status	EA Status	Evid.	Attach.
Procurement	Procurement Process Development	🟢	🟢	📄	📎
	Supply Chain Management	🟢	🟢	📄	📎

HES

Sub Library	Competency Unit	SA Status	EA Status	Evid.	Attach.
Core HSE	Company HSE Policy	🟢	🟢	📄	📎
	Customer HSE Policy	🟢	🟢	📄	📎

Behavioral and Soft Skills

Sub Library	Competency Unit	SA Status	EA Status	Evid.	Attach.
Interpersonal Skills	Communication	🟡	🟡	📄	📎
	Leadership	🟡	🟡	📄	📎

# Assess - Assessor Assessment

A Qualified Assessor can complete an assessment after the supervisor and employee assessments have been completed. They can select specific competencies to assess after reviewing the supervisor and employee assessment results and conduct further assessment where large variances exist

## Key Functions:

- Two types of assessors available:
  - Assessor – Restricted is assigned assessments to complete
  - Assessor - Unrestricted selects from of a list of available employees' assessments to assess. May also assign Assessor – Restricted to complete
- Assessor selects Competency Units (CUs) to assess
- Info button with assessment profile
- CU verification requirement priority
- Assessment scores and gap
- Assessor plans and communicates time, location, assessment method and other details of the assessment

The screenshot displays the 'Assessor Assessment' interface. At the top, there are tabs for 'ASSESS', 'PLAN', and 'DEVELOP'. Below this is a table with columns for 'Employee Name', 'Assessment', 'Select', 'Select CU', 'Plan', 'Assess', and 'PDF'. The table lists several employees, including Thy Tran, Mark Buttenworth, Hafizul Ariff, Doug Test, Tom Test, James Madison, Leslie Carrington, Piers Cooke-Yarborough, Tim Thrash, Michael Frank, Carlos Peralta, and Jillian Blauvelt.

Overlaid on the table is a 'Competency Role' dialog box for 'IT Manager', showing '3 of 6 CUs'. The dialog lists 'Core Competencies' under 'Operations Management':

- Asset Integrity Management (2, 1.25)
- Offshore Integrity Systems Management (2, 1.6)
- Well Integrity Management (2, 2)

The dialog also includes 'Assessment Details', 'Assessment Method(s)', 'Comments and Evidence', and a 'SUBMIT' button.

# Assess – Internal Verifier

Where an organization uses an internal verifier (IV) to oversee the assessment process, CMS Online provides the ability for the IV to monitor and verify completed assessments, evidence and comments.

The screenshot displays the 'Internal Verifier' dashboard in CMS Online. The top navigation bar includes 'ASSESS', 'PLAN', and 'DEVELOP' tabs. The main content area is titled 'Assess Phase: Internal Verification' and features a 'Select Assessment' button. Below this is a table listing various assessments for different employees, including columns for Employee Name, Competency Role, Assessor Name, IV Status, Assessor Plan, and Action. The table shows assessments for employees like Adds Amet, Brenda Magennis, Carolyn May, and Doug Test, with statuses ranging from 'Pending Rework' to 'Completed'. A detailed view of Brenda Magennis's assessment is shown below, including a 'Competency Role: BUSINESS DEVELOPMENT MANAGER - EPC CONTRACTOR' and a 'Competency Unit' table. The table lists various competency units with their respective scores and progress bars. A legend on the right indicates 'Verified - no rework' (green) and 'Verified - rework required' (red).

Employee Name	Competency Role	Assessor Name	IV Status	Assessor Plan	Action
Adds Amet	IT Manager	Melaku Test	> Pending Rework		Continue
	HR Assistant - entry level	Melaku Test	> Not Started		Start
	Well Engineer - Entry level	Melaku Test	> Not Started		Start
	Account Manager - Integrated Service Comp...		> Not Started		Start
	Professional	Melaku Test	✓ Completed		View
	Senior Professional		> Not Started		Start
Brenda Magennis	Business Development Manager - EPC Contr...	Tom Supervisor	✓ Completed		View
Carolyn May	Professional	Melaku Test	✓ Completed		View
Dem01 Bundle1	Professional		> Pending Rework		Continue
Doug Test	Senior Reservoir Engineer - 2014	Melaku Test	> Pending Rework		Continue
James Madison	Drilling Engineer	Melaku Test	> Not Started		Start

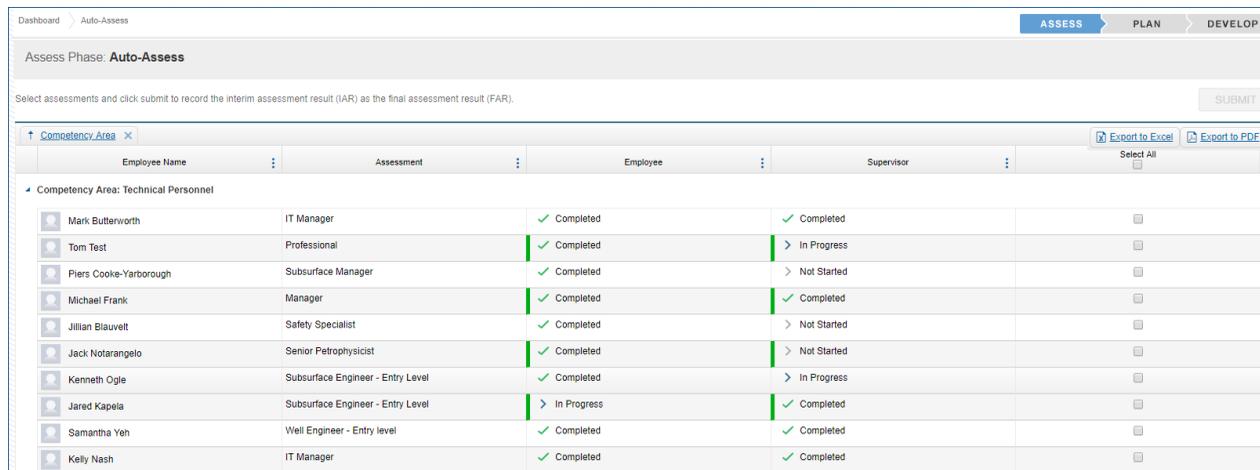
Competency Unit	JLR	EA	SA	IAR	AA	FAR	GAP	Competency Level
Communication	3	2	0	2	0	2	-1	
Asset Development Process	2	1.2	0	1.2	0	1.2	-0.8	
Leadership	3	2	0	2	0	2	-1	
Tenders and Contracts	4	2	0	2	0	2	-2	
Problem Solving	4	2	0	2	0	2	-2	
Decision-Making Tools and Analysis	2	2	0	2	0	2	-	
Organizational Awareness	4	1.28	0	1.28	0	1.28	-2.72	
Strategic Planning	3	2	0	2	0	2	-1	
Partnering (Internal)	3	2	0	2	0	2	-1	
Department Objectives and KPIs	4	2	0	2	0	2	-2	
Visioning and Strategic Direction	3	3	0	3	0	3	-	
Developing Business Opportunities	4	3	0	3	0	3	-1	

## Key Functions

- Select any completed assessment to review
- View assessment results, comments & evidence, and assessment plan where applicable
- After verification is complete, IV indicates whether additional work is required by Assessor
- Assessment selected by IV and their progress display in Assessment Progress report

# Assess – Auto-Assess

In cases where an assessor assessment is not required, an Administrator can select assessments to batch auto-assess. The auto-assess is completed in place of an Assessor Assessment



The screenshot shows a web interface for 'Auto-Assess' with a table of employee assessments. The table has columns for Employee Name, Assessment, Employee, Supervisor, and a 'Select All' checkbox. The 'Assessment' column shows status indicators like 'Completed' (green checkmark) or 'In Progress' (blue arrow). The 'Supervisor' column shows status indicators like 'Completed' (green checkmark) or 'Not Started' (blue arrow).

Employee Name	Assessment	Employee	Supervisor	Select All
Mark Butterworth	IT Manager	✓ Completed	✓ Completed	<input type="checkbox"/>
Tom Test	Professional	✓ Completed	> In Progress	<input type="checkbox"/>
Piers Cooke-Yarborough	Subsurface Manager	✓ Completed	> Not Started	<input type="checkbox"/>
Michael Frank	Manager	✓ Completed	✓ Completed	<input type="checkbox"/>
Jillian Blauvelt	Safety Specialist	✓ Completed	> Not Started	<input type="checkbox"/>
Jack Notarangelo	Senior Petrophysicist	✓ Completed	> Not Started	<input type="checkbox"/>
Kenneth Ogle	Subsurface Engineer - Entry Level	✓ Completed	> In Progress	<input type="checkbox"/>
Jared Kapela	Subsurface Engineer - Entry Level	> In Progress	✓ Completed	<input type="checkbox"/>
Samantha Yeh	Well Engineer - Entry level	✓ Completed	✓ Completed	<input type="checkbox"/>
Kelly Nash	IT Manager	✓ Completed	✓ Completed	<input type="checkbox"/>

## Key Functions

- Ability to choose one or all competency roles (assessments) provides flexibility
- Submitting will record the lower of the Employee and Supervisor assessment scores for each competency unit as the final assessment result (FAR)

# Plan - My Plan

Once the assessment is complete an employee can build their Competency Development Plan based on skill gaps using pre-matched learning events to help close gaps. The employee can then submit the plan and request approval from their supervisor.

Sub Library	Info	Competency Unit	Gap	Competency Level	Select	Status	Actions
Business Acumen	1	Project Management	-1	0-4	<input checked="" type="checkbox"/>	Approved & Locked	View
	1	Economic Analysis	-1	0-4	<input checked="" type="checkbox"/>	Pending Unlock	View
	1	Internal Marketing	-1	0-4	<input checked="" type="checkbox"/>	Approved &	View

## Key Functions:

- Employee selects which CUs to add to Competency Development plan
- For each CU, the employee selects pre-matched training resources to close the gap and states how they will apply the learning back on the job
- Progress status for the selected CU
  - Not Started
  - In Progress
  - Request Approval
  - Approve
  - Reject
  - Locked

Modify	Title	Level	Required	Date	Expires	Attachment
	Learning: Introduction to EPC Project Management (Instruc...	2		05/24/2018		
	Learning: Effective Planning and Execution of Oil and Gas ...	2		05/02/2018		
	<a href="#">Add Additional Comments &amp; Evidence</a>	2				<a href="#">drop here or browse</a>

# Plan – My Mentees' Plan

Mentors are assigned and can build Competency Development plans on behalf of employees.

Acme Oil & Gas

Melaku Test | Favorites | Resources | EN

Dashboard > My Mentees' Plan

ASSESS PLAN DEVELOP

Plan Phase: My Mentees' Plan

Export to PDF | Export to Excel

Drag a column header and drop it here to group by that column

Profile	Job Title	Employee N...	Competency ...	Select CUs	Competency Unit	Status	Action
HR Assistant - ...	Addis Amet	IT Manager	Select	Well Integrity Manage...	Approved	Build	
HR Assistant - ...	Addis Amet	IT Manager	Select	Integrity Management...	Approved	Build	
HR Assistant - ...	Addis Amet	IT Manager	Select	Project Management ...	Approved	Build	
HR Assistant - ...	Addis Amet	IT Manager	Select	Asset Integrity Manag...	Approved	Build	
HR Assistant - ...	Addis Amet	IT Manager	Select	Offshore Integrity Syst...	Approved	Build	
HR Assistant - ...	Addis Amet	Account Manag...		No CU Selected			
HR Assistant - ...	Addis Amet	HR Assistant - ...	Select	No CU Selected			
HR Assistant - ...	Addis Amet	Well Engineer - ...		No CU Selected			
HR Assistant - ...	Addis Amet	Professional	Select	No CU Selected			
HR Assistant - ...	Addis Amet	Senior Professi...		No CU Selected			
Supply Chain M...	Ronnie Arnold	IT Manager		No CU Selected			
Supply Chain M...	Ronnie Arnold	HR Assistant - ...		No CU Selected			
Supply Chain M...	Ronnie Arnold	Well Engineer - ...		No CU Selected			
Supply Chain M...	Ronnie Arnold	Supply Chain M...	Select	Market and Product	In Progress	Build	
Supply Chain M...	Ronnie Arnold	Supply Chain M...	Select	Strategy Development	In Progress	Build	
Supply Chain M...	Ronnie Arnold	Supply Chain M...	Select	Requisitions and Purc...	In Progress	Build	

14 Employee(s) have not started their development Plan  
0 Competency Unit(s) need approval  
29% of employees are ready to start training

Plan Phase Status

14	3	5
>	>	>
Not Started	In Progress	Needs Approval

Filter Options:  
Click on each segment bar or headline to filter the data grid

## Key Functions:

- Mentor selects which CUs to add to Competency Development plan
- Mentor builds the plan and either:
  - Submits on employee's behalf
  - Notifies employee to review and submit
- Supervisor approves, modifies or rejects plan

# Plan – My Employees' Plan

Once the draft plan has been submitted by the employee or mentor, the supervisor can modify, approve or reject Competency Development Plans for each competency unit and provide feedback and recommendations about the plan.

Full Name	CP	Selected CU's	Status	View
<b>Job Title: Drilling Engineer</b>				
Matthevs Ross		No CU Selected	Not Started	
<b>Job Title: Geologist</b>				
Linda Mills	Teamwork		Approved	
Linda Mills		No CU Selected	Not Started	
Linda Mills		No CU Selected	Not Started	
Susan Smith		No CU Selected	Not Started	
<b>Job Title: HR Assistant - entry level</b>				
Thy Tran		No CU Selected	Not Started	
Addis Amet	Teamwork		In Progress	
Addis Amet	Presentation Skills		In Progress	
Addis Amet	Hydraulic Fracturing		In Progress	
Addis Amet		No CU Selected	Not Started	
Thy Tran		No CU Selected	Not Started	
Thy Tran		No CU Selected	Not Started	
Thy Tran		No CU Selected	Not Started	
Thy Tran		No CU Selected	Not Started	
Addis Amet		No CU Selected	Not Started	
Addis Amet	Well Integrity Management		Approved	
Addis Amet	Integrity Management for Operations		Approved	

## Key Functions:

- Employee Competency Development progress status
- Modify the plan as needed
- Approve or Reject Competency Development plan with comments

# Develop – My Development

Once the supervisor approves, the employee can start working on the Competency Development Plan. As he progresses by completing the selected training and applying the learning to the job, he can log comments and evidence to help demonstrate development. Finally, the employee can indicate when he is ready to reassess.

Develop Phase: My Development

Melaku Test  
Production Manager

Train, Apply and Reassess selected Competencies

COMPETENCY ROLE: Manager

Status: 60% 80% 100%

Project Management

J.R. 3 GAP 1

1 TRAINING

Register	Info	Course Title	Course Type	Status	Add
		Introduction to EPC Project Management	Instructor-led Classroom	Complete	
		Effective Planning and Execution of Oil and Gas Projects	Instructor-led Classroom	Complete	

2 APPLICATION

This section is provided as a reference -- As you recall, this is what you planned to do during the build phase.

3 READY TO REASSESS?

By checking this option I confirm that I'm ready to reassess

COMMENTS & EVIDENCE LOG

Modify	Title	Attachment
	Learning: Introduction to EPC Project Management (I...	logo-ihrc.ecp
	Learning: Effective Planning and Execution of Oil and ...	logo-ihrc.ecp
	some evidence	logo-ihrc.ecp

Change Log:

Next CU

## Key Functions:

- Executes learning based on plan
- Indicates completion date
- Comments & Evidence as proof of competency
- Initiates reassessment process when ready

# Develop – My Employees' Development

All through the learning process, supervisors can monitor each employee's learning progress to help keep their employees on track.

Dashboard > My Employees' Development

ASSESS > PLAN > **DEVELOP**

Develop Phase: My Employees' Development

Export to PDF Export to Excel Search...

Job Title	Full Name	CP	Competency Role	Selected CU's	Train	Status	View	Department
Job Title: Drilling Engineer								
	Mathews Ross		Unknown			No Plan		Unknown
Job Title: Geologist								
	Linda Mills	1	HR Assistant - entry level	Teamwork	0 of 1	Not Started		Unknown
	Linda Mills		Well Engineer - Entry level			No Plan		Unknown
	Linda Mills		Geologist			No Plan		Unknown
	Susan Smith		Geologist			No Plan		Legal
Job Title: HR Assistant - entry level								
	Thy Tran -		Subsurface Engineer - Ent...			No Plan		Engineering
	Addis Amet	1	HR Assistant - entry level	Teamwork	0 of 1	In Progress		Operations
	Addis Amet	1	HR Assistant - entry level	Presentation Skills	0 of 1	In Progress		Operations
	Addis Amet	1	HR Assistant - entry level	Hydraulic Fracturing	-	Not Started		Operations
	Addis Amet		Well Engineer - Entry level			No Plan		Operations
	Thy Tran -		HR Assistant - entry level			No Plan		Engineering
	Thy Tran -		HR Assistant - entry level			No Plan		Engineering
	Thy Tran -		Well Engineer - Entry level			No Plan		Engineering
	Addis Amet		Senior Professional			No Plan		Operations
	Addis Amet		IT Manager	Well Integrity Management	0 of 1	Not Started		Operations
	Addis Amet		IT Manager	Integrity Management for ...	1 of 2	In Progress		Operations
	Addis Amet		IT Manager	Project Management Ori...	1 of 1	In Progress		Operations
	Addis Amet		IT Manager	Asset Integrity Management	1 of 1	In Progress		Operations

Develop Phase Status

78 Employee(s) without a Plan

4 CU(s) ready for reassessment

9 Training Item(s) not completed

78 16 13 4

No plan > Not Started In Progress Ready to Reassess

Filter Options:  
Click on each segment bar or headline to filter the data grid

## Key Functions:

- Status for each employee's learning progress
- Competency profile for each employee
- View employee Competency Development plans

# Assess – Employee Reassessment

Once the employee is ready, he initiates reassessment from the Learning cycle and a full reassessment for that competency unit is completed to update the competency profile. During the reassessment he can also select additional competencies to assess.

The screenshot displays the 'My Assessment' interface. At the top, there are tabs for 'ASSESS', 'PLAN', and 'DEVELOP'. The 'ASSESS' tab is active. Below the tabs, there is a header for 'Assess Phase: My Assessment' with a user profile for 'Melaku Test' (Production Manager) and a 'SUBMIT & PLAN' button. The 'COMPETENCY ROLE' is set to 'Manager' and the 'ASSESSMENT STATUS' shows '4 of 8 CUs Assessed'. A 'Select Additional Competencies' button is visible. The main area is titled 'View Competencies' and shows a list of competency units under '1-Functional Core Competencies'. A blue arrow points to the 'Project Management' unit, which has a green bar indicating it is ready for reassessment. Other units include 'Internal Marketing', 'Sales', 'Economic Analysis', 'Teamwork', 'Leadership', 'Communication', and 'Problem Solving'. The bottom section is 'COMMENTS & EVIDENCE (Overall)' with a table showing assessment details.

Modify	Title	Competency Unit	Attached By	Attachment
	Employee Assessment Submitted		System	
	test	Problem Solving	Employee	drop here or <a href="#">browse</a>

## Key Functions:

- Employee initiates reassessment for a specific CU
- Employee has option to select additional CUs to include in reassessment
- Supervisor performs reassessment on CU employee selected
- Assessor performs reassessment
- Green bar indicates CU is ready for reassessment

# Career Path and Career Development

The Career Path provides employee users with a comparison view of their assessment results against requirements for all other job titles within their discipline or from selected job titles outside their discipline. Career Development then enables employees to document career goals

The screenshot displays the 'Career Path' interface for a user named Melaku Test, who is a Production Manager. The interface is divided into two main sections: 'Career Path' and 'Career Development'.  
1. **Career Path:** This section shows 'USER SELECTED JOB TITLES' with a table listing 'Operations Superintendent'. The table includes columns for 'Job Title', 'Competency Status' (represented by a progress bar from 0% to 100%), 'View', and 'Delete'. Below this is a 'JOB LADDER FOR YOUR DISCIPLINE: PRODUCTION ENGINEERING AND OPERATIONS' which lists various job titles: IT Manager, Field Operations Engineer, Production Engineer, Senior Production Engineer, Production Manager (highlighted), and Operations Superintendent.  
2. **Career Development:** An 'Add Development Goal' modal is open, allowing the user to document their goals. It includes fields for 'Title' (with the example 'Long-term goals for Operations Sup'), 'Date', and sections for 'CAREER GOALS' (Short Term goals (1-2 Years) and Mid Term goals (3-5 Years)), 'STRENGTHS AND AREAS TO IMPROVE' (Strengths and Areas to Improve), and 'Areas to Improve'.

## Key Functions:

- Employee can view results of current assessments and how they compare to the requirements for other jobs
- Employee can upload related attachment
- Administrator sets a hierarchy of all job titles in a job area to establish the job ladder for a discipline
- Employee can compare current results to the requirements for any other job title in the organization

# Career Path

Career Path

Melaku Test  
Production Manager

USER SELECTED JOB TITLES Add Job Title

Export to PDF

Drag a column header and drop it here to group by that column

Job Title	Competency Status	View	Delete
IT Manager			
Production Engineer			
Fire Marshal Role			
Technical Job Title			
New & Updated CUs			

Professional

Facilities and Process Engineer - Entry Level

HR Assistant - entry level

JOB LADDER FOR YOUR DISCIPLINE: **PRODUCT**

Operations Superintendent

➤ Employee can select any job title to view a detailed comparison of current assessment results vs. requirements for the selected job

Target Job Title: Technical Job Title

Assessment Results - Composite View

Melaku Test  
Production Manager

TARGET JOB TITLE: TECHNICAL JOB TITLE

REPORT: 05-SEP-2019

The report below displays your current assessment results compared to the target job title you selected.

Expand All

Export to Excel Export to PDF

Competency Role

Competency Role	Info	Competency Unit	JLR	FAR	GAP	Competency Level
Competency Role: HR Assistant - entry level						
HR Assistant - entry level		Teamwork	1	2	-1	
HR Assistant - entry level		Leadership	1	1	-1	
HR Assistant - entry level		Communication	2	1.8	-1.2	
HR Assistant - entry level		Problem Solving	3	1	-2	
HR Assistant - entry level		Well Completion Design and Equipment	3	-	-	
HR Assistant - entry level		Perforating	1	-	-	

Close

➤ Click to see all statements, with current tick marks, in a competency unit

# Learning Curriculum

Provides the ability to create customized curricula in CMS Online. Bundles of learning events are created and assigned to jobs or individuals and can include all types of learning: e-Learning, webinars, workshops, mentoring and on-job assignments.

**Learning Curriculum**

- O&M Pathways: 9 of 10 Completed
- another new curriculum group: 2 of 10 Completed
- Management Pathways Stage I: Foundation: 5 of 5 Completed

**Athena Microlearning**

What would you like to learn today?

Oil & Gas Business, Upstream Technology, Operations & Maintenance

SEARCH

**Mandatory Training**

**Management Pathways Stage I: Foundation**

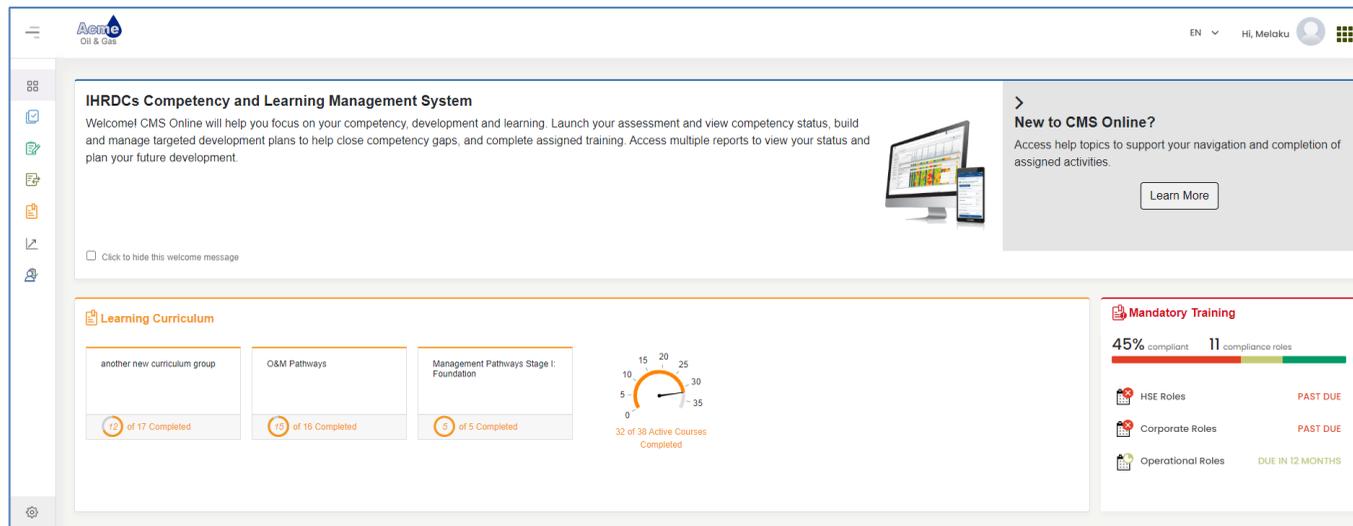
- Business Communicators**
  - WORKSHOP: Advanced Price Risk Management (16 HS)
  - Effective Communication (3 HS)
  - Presentation Basics (3 HS)
- Creativity and Innovation**
  - Basic Electricity Review (2 HS)
  - Creativity in Teams and Organizations (4 HS)

## Key Functions:

- Delivers a pre-defined learning curriculum to the end user
- Displays the curriculum in sequential learning blocks
- Allows the end user to open each block independently to see the list of courses / activities
- Provides a link to the learning resource for each course

# Employee Mandatory Training – Dashboard

The Dashboard provides the overall mandatory training status by mandatory training category. The employee can click on any box for more details.



## Key Functions

- Displays Mandatory Training overall status
- Displays Mandatory Training category status
- User can click to view and launch mandatory training assignments

# Employee Mandatory Training Course Screen

Provides individual mandatory training status by role and the ability to track, launch, and view status of mandatory training and compliance learning assigned to the user. Additional information includes due date, date completed, duration and type of learning.

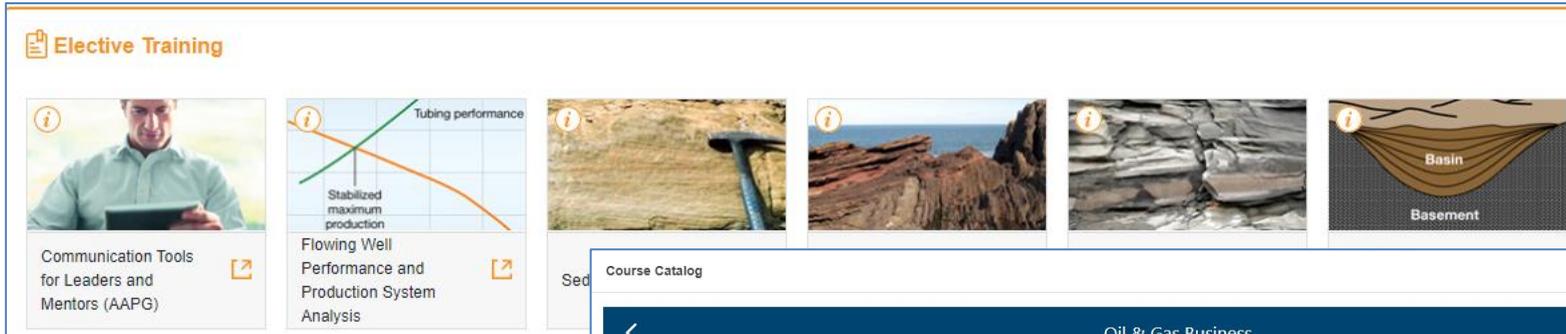
## Key Functions

- Track mandatory training role status
- Display individual training event progress and status
- Launch mandatory training assignments
- Upload course completion evidence

The screenshot displays a web application interface for managing mandatory training. At the top, there is a dropdown menu for 'Corporate Roles' and a 'FILTER OPTIONS' button. A 'PAST DUE' notification is visible in the top right corner. Below the header, a message states 'is the edit getting saved'. The main content area is divided into two columns. The left column, titled 'Corporate Code and Ethics new', lists four training items: 'SELF-STUDY Corporate Code of Conduct' (1+Y), 'E-LEARNING Corporate Portfolio Management' (PD), 'E-LEARNING Corporate Social Responsibility' (PD), and 'SELF-STUDY Corporate Social Responsibility (CSR) Policy' (1+Y). The right column, titled 'Presentation', lists five training items: 'INSTRUCTOR-LED CLASSROOM Advanced Negotiation, Communication and Presentation Skills' (PD), 'ON-JOB TRAINING Group Presentations' (3M), 'E-LEARNING Presentation Basics' (PD), 'ON-JOB TRAINING Presentations' (PD), and 'E-LEARNING Purposeful Presentations' (PD). A filter dropdown menu is open, showing options for 'Past Due', '3 Months', '12 Months', and '1+ Year'. A 'DUE' notification is also visible in the top right corner of the filter menu.

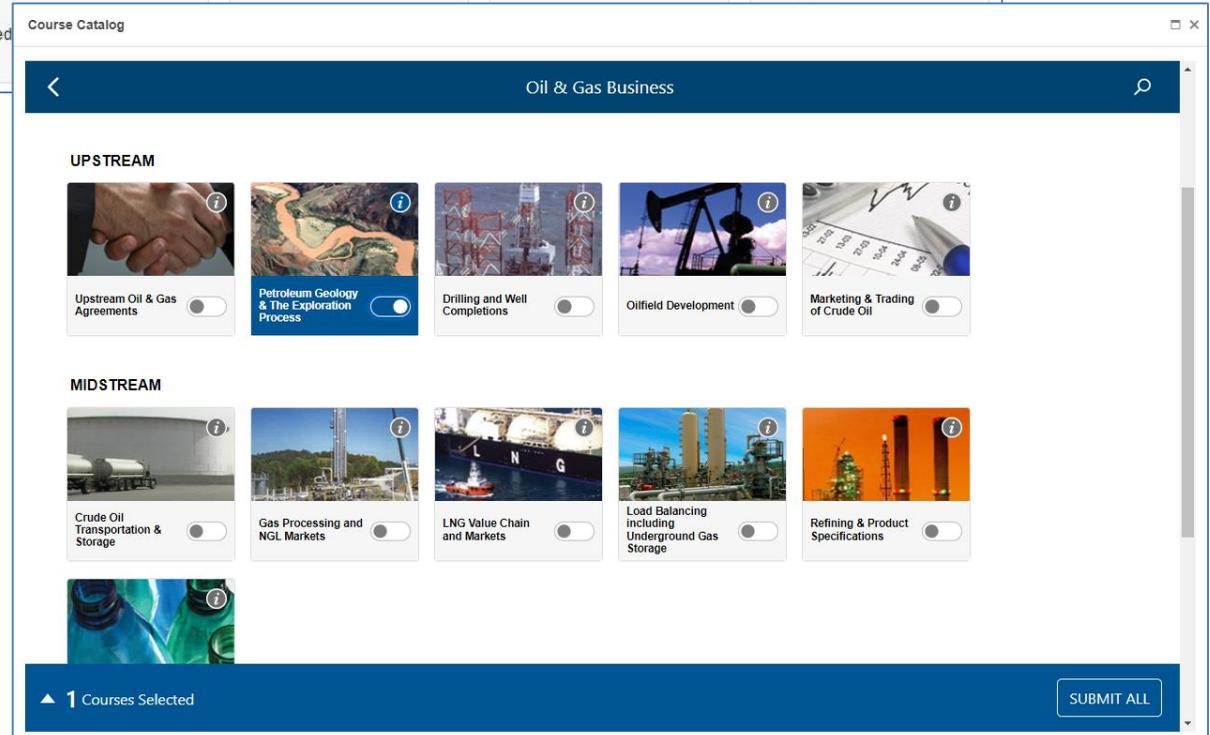
# Elective Training

Users can view and launch all approved elective training and access the Dynamic Course Catalog to browse and search e-Learning



## Key Functions

- Browse and search the dynamic course catalog
- Depending upon client configuration, launch or request approval for a course
- View and launch approved elective training



# Document Repository

Clients can upload documents, such as policies and procedures governing the competency process, or employee communications. These documents are available for all users to download.

## Write Access - Advanced Users

### Documentation

The Document Repository is the area in CMS Online where you can access procedure-related as well as other useful documents. Depending on the access privileges assigned to your role in the system, you may be able to view all documents across the organization and upload new ones.

Modify	Title	Category
	Test case	Form
	Matrix	Best Practices
	Scope Document	Documentation

[New](#)

**1 Document**

Upload from your computer  Enter Link / URL

drag and drop your document here or [browse](#)

**2 Properties**

Title\*

Description

Category\*

Document number

Date Uploaded 06/12/2017

Uploaded By Thy Tran

\* Mandatory fields [Cancel](#) [Save](#)

## Read Access - All Other Users

### Documentation

The Document Repository is the area in CMS Online where you can access procedure-related as well as other useful documents. Depending on the access privileges assigned to your role in the system, you may be able to view all documents across the organization and upload new ones.

Title	Category
CMS Online Reports	Documentation
Test case	Form
Matrix	Best Practices
Scope Document	Documentation

CMS Online Reports - April 2015.docx 4.26 MB [View](#)

Title **CMS Online Reports**

Description This document list all available reports on CMS Online

Category Documentation

Document number 2

Date Uploaded 06/12/2017

Uploaded By Thy Tran

# Employee Reports

ASSESSMENT RESULTS FOR:  
**Johnny Bundle**  
 Mechanical Technician

COMPETENCY ROLE  
 Mechanical Technician

REPORT: 01/19/2018

The report below shows your final assessment results (FAR).

CERTIFICATE PRINT

**Core Competencies**

4 Maintenance Inspection

Sub Library	Info	Competency Unit	JLR	FAR	Competency Level
Reliability Engineering		Equipment and Machine Reliability	2	1	

**Assessment Results** – The results of an employee assessment after each stage of the process. It consists of Employee, Supervisor, and Assessor scores in comparison to the JLR and GAP

**Assessment History** – A history of all employee assessments along with completion dates and competency status

ASSESSMENT HISTORY REPORT  
**Tom User**  
 HR Assistant - entry level

Drag a column header and drop it here to group by that column

Job Title	Assessment	Assessment Completion Date	Competency Status	Certificate
HR Assistant ...	HR Assistant ...	12/13/2017		
HR Assistant ...	Well Engineer ...	10/12/2017		
HR Assistant ...	Prof...			

**Competency Development History** – A history of the initial FAR and the changes after training and reassessment

Competency Development History

Melaku Test  
 Production Manager

Export to Excel Search...

Drag a column header and drop it here to group by that column

Competency Role	Info	Competency Unit	JLR	Initial FAR	Reassessed FAR	Change	Added to Plan	Reassessed	Duration
Reservoir Engineer		Economic Analysis	2	1	1.4	0.4	28-Mar-2016	31-May-2016	64.08 day(s)
Reservoir Engineer		Drilling, Completion and Workover	2	1	0.57	-0.43	28-Mar-2016	31-May-2016	64.13 day(s)
Reservoir Engineer		Fluid Flow in Porous Media	2	1	1	0	24-Jun-2016	23-Aug-2016	60 day(s)
Reservoir Engineer		Communication	2	1	1	0	28-Mar-2016	23-Aug-2016	147.88 day(s)
Reservoir Engineer		Drilling, Completion and Workover	2	0.57	0.42	-0.15	03-Jun-2016	23-Aug-2016	80.88 day(s)
Reservoir Engineer		Production Engineering	2	1	1	0	30-Mar-2016	23-Aug-2016	145.79 day(s)
Reservoir Engineer		Environmental Regulations and Proce...	2	1	1	0	31-Mar-2016	23-Aug-2016	144.96 day(s)
IT Manager		Asset Integrity Management	4	1	2	1	09-Nov-2016	09-Nov-2016	0 day(s)
IT Manager		Asset Integrity Management	4	1	2	1	09-Nov-2016	09-Nov-2016	0 day(s)
IT Manager		Asset Integrity Management	4	1	2.17	1.17	09-Nov-2016	09-Nov-2016	0 day(s)
IT Manager		Offshore Integrity Systems Management	4	1	2	1	10-Nov-2016	10-Nov-2016	0 day(s)
IT Manager		Asset Integrity Management	4	1	2	1	10-Nov-2016	10-Nov-2016	0 day(s)
Professional		Communication	2	0.6	1.6	1	17-Nov-2017	13-Dec-2017	26.13 day(s)
Senior Professional		Communication	3	1	1.8	0.8	12-Jan-2018	13-Jun-2018	152.13 day(s)
Senior Professional		Teamwork	3	0.5	2	1.5	12-Jan-2018	13-Jun-2018	152.13 day(s)
Senior Professional		Sales	3	0.29	2	1.71	12-Jan-2018	13-Jun-2018	152.13 day(s)

# Employee Reports

Competency Model for: **Geologist**

Report Date 04-04-2017

[Export to Excel](#)

[Expand All](#)

Core Competencies

Geology

Sub Library	Competency Unit	JLR	Competency Level				
			0	1	2	3	4
Geological Concepts	Fundamentals of Petroleum Geology	1	█				
Geology Core Skills	Geologic Operations	1	█				
	Management of Geological Data and Projects	1	█				

**Competency Model** – Supports employees, SMEs and client management by listing the Competency Units and associated skill statements for a job title

**Job Description** – Allows an employee, SMEs and client management to view job functions and responsibilities for a job title



JOB DESCRIPTION  
**Mechanical Malachy**  
Mechanical Technician 1

Identification

Job Title:

Supervisor Job Title:

Location:

Department:

Summary of Duties and Responsibilities

Primary Duties and Responsibilities

Training Resources

Report Date 04/13/2017

Demo Supervisor  
CMS Online 4 Sales Rep..



[Competency Training](#)

[Training History \(3\)](#)

[Export to Excel](#)

Drag a column header and drop it here to group by that column

Register	Library	Sub-Library	Competency Unit	Level	Info	Course Title	Co
	CMS Online 4	CMS Online 4 Features	Fundamentals of C...	2		CMS Online 4.3 Sales Training O...	e-Le
	CMS Online 4	CMS Online 4 Features	Fundamentals of C...	2		How does SPE use CMS Online?	e-Le
	CMS Online 4	CMS Online 4 Features	Fundamentals of C...	2		How does SEG use CMS Online?	e-Le

**Training Resources** – Displays all training resources available for a given competency role

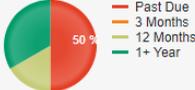
# Employee Reports

Mandatory Training

 **Melaku Test**  
Production Manager

Report Date: 12-Mar-2019

OVERALL STATUS: 50%



MANDATORY ROLE COMPLIANCE STATUS

[Expand All](#)

[Export to Excel](#)

Role Group	Role	Role Status	Role Due Date
Corporate Roles		DUE IN 12 MONTHS	

**Mandatory Training** - Provides employees with a report to check their mandatory training status and launch training

Assigned Training

 **Melaku Test**  
Production Manager

[Export to Excel](#) [Export to PDF](#)

Status: Incomplete

Info	Course Title	Completed On	Time Spent	Status	Duration	Score	Assignment Type	Course Type	Completion Evidence	Register
	Purposeful Presentations		00:39:13	Incomplete	3 h		Elective	e-Learning		
	Crude Oil Transportation and Storage		00:00:02	Incomplete	2 h		Elective	e-Learning		

Status: Not Attempted

Info	Course Title	Completed On	Time Spent	Status	Duration	Score	Assignment Type	Course Type	Completion Evidence	Register
	Effective Organization Development			Not Attempted	40 h		Elective	Instructor-led Clas...		
	Maintenance and Reliability			Not Attempted	40 h		Complency Develop...	Instructor-led Clas...		
	Plant Production and Safety			Not Attempted	2 h		ICM,Mandatory			

MANDATORY TRAINING

Drag a column header:

Launch : Info

**Assigned Training** – Displays all assigned training, with status and completion details for each course

Training History

 **Melaku Test**  
Production Manager

[Export to Excel](#) [Export to PDF](#)

Course Types

Info	Course Title	Completed On	Time Spent	Duration	Score	Course Type
Course Type: Conference						
	A Knowledge Based System For Log Quality Control - test...	01-May-2017		2 h		Conference
Course Type: e-Learning						
	3-D and 4-D Seismic	10-Jul-2019	00:00:00:00	3 h		e-Learning
	Advanced Electrical Safety	10-Jul-2019	00:00:01	0.75 h		e-Learning
	Effective Negotiations	13-May-2019	15:00:00	4 h	97	e-Learning
	Writing Effectively	09-Apr-2019		3 h	95	e-Learning
	Learning simulation test	22-Oct-2018	01:30:05	0 h		e-Learning
	Learning simulation test	22-Oct-2018	01:30:05	0 h		e-Learning
	Risk Analysis	19-Jul-2018	8:00:00	4 h	100	e-Learning
	Risk Governance	19-Jul-2018	52:00:00	4 h	100	e-Learning
	Leaders and Work-Life Balance	19-Jul-2018	25:13:00	4 h	0	e-Learning

**Training History** – Displays all completed training, including training not assigned in CMS Online

# Management Reports

Competency Management Data  
Report Date: 21-Sep-2024

View Options

Export to PDF Export to Excel Search

Drag a column header and drop it here to group by that column

Employee Name	Job Area	Job Title	Dept.	Location	Competency Role	Super.	Assess.	Competency Level
Mark Buttenvort	Technical Personnel	IT Manager	Unknown	Total EAP	Production Engineering and Operations	Melaku Te.	Melaku Test	<div style="width: 100%;"><div style="width: 100%;"></div></div>
Jessica Daniels	Technical Personnel	IT Manager	Unknown	Unknown	Production Engineering and Operations	Melaku Te.	Melaku Test	<div style="width: 100%;"><div style="width: 100%;"></div></div>
Linda Mills	Technical Personnel	HR Assistant - entry level	Unknown	Unknown	Engineering - Entry Level	Melaku Te.	Melaku Test	<div style="width: 100%;"><div style="width: 100%;"></div></div>
Samantha Yeh	Technical Personnel	Well Engineer - Entry level	Unknown	Unknown	Engineering - Entry Level	Melaku Te.	Melaku Test	<div style="width: 100%;"><div style="width: 100%;"></div></div>
Serdar Dogulu	Technical Personnel	IT Manager	Unknown	Unknown	Production Engineering and Operations	Melaku Te.	Melaku Test	<div style="width: 100%;"><div style="width: 100%;"></div></div>
Sofian Khan	Technical Personnel	IT Manager	Unknown	Unknown	Production Engineering and Operations	Melaku Te.	Melaku Test	<div style="width: 100%;"><div style="width: 100%;"></div></div>
James Madison	Technical Personnel	Drilling Engineer	Unknown	Unknown	Well Engineering 1	Doty Mad.	Melaku Test	<div style="width: 100%;"><div style="width: 100%;"></div></div>
Melaku User1	Technical Personnel	IT Manager	Unknown	Unknown	Production Engineering and Operations	Melaku Te.	Melaku Test	<div style="width: 100%;"><div style="width: 100%;"></div></div>
Melaku Test	Technical Personnel	IT Manager	Human Re.	France	Production Engineering and Operations	Tom Super.	Melaku Test	<div style="width: 100%;"><div style="width: 100%;"></div></div>
Addis Amet	Technical Personnel	HR Assistant - entry level	Unknown	France	Engineering - Entry Level	Melaku Te.	Melaku Test	<div style="width: 100%;"><div style="width: 100%;"></div></div>
FAR Employee	Technical Personnel	Well Engineer - Entry level	Unknown	Unknown	Engineering - Entry Level	FAR Super.	Melaku Test	<div style="width: 100%;"><div style="width: 100%;"></div></div>
Emp aaEmp	Technical Personnel	HR Assistant - entry level	Human Re.	France	Engineering - Entry Level	Heidi Sch.	Melaku Test	<div style="width: 100%;"><div style="width: 100%;"></div></div>
EASA Only	Technical Personnel							
Demol Bandler	Technical Personnel							
auto verify	Technical Personnel							
Ebadi Ghannaj	Technical Personnel							
Chah Test	Technical Personnel							
Employee test	Technical Personnel							
Brenda Mageni	Business Personnel							
Ronnie Arnold	Business Personnel							

**Competency Management Data** - Shows the results of the competency assessment across a job title to highlight the strengths and the weaknesses of employees with that job title

3 Employees selected  
Show 9 more Employees

### TRAINING MATRIX

307 Courses selected

	CMS Online 4 Sales Representative	Jack Doherranob	Tim Thrash	Financial Analyst Sr	Robert Waters	Personnel Count	Status
<b>Classroom &amp; Workshop Training</b>							
<b>Donohue Training Unlimited</b>							
Accounting & Financial Management in the Oil & Gas Industry						1	33%
Effective Communication & Interpersonal Skills						1	33%
<b>E-Learning (e-L)</b>							
<b>CMS Online 4.3 Self Learning</b>							
CMS Online 4.3 Sales Training Overview						2	67%
How does SEG use CMS Online?						2	67%
How does SPE use CMS Online?						2	67%
<b>IHRDC Business Essentials</b>							
Accounting Concepts and Financial							

**Gap Training Matrix** - Shows the recommended training across job areas, to assist with planning of training needs for a job area.

154 Employees selected  
Show 1 more Employee

### CURRICULUM TRAINING MATRIX

281 Courses selected

	Accountant	Ahmed Hassan	Actuary	Jason Furman	Julie Zhang	Marcie Brady	Melaku Test	Xiao Li	CMS Online 4 Sales Representative	Adei Mohamed	Andrew Burr	Brad Donohue
<b>CMS Online 4.3 Sales Training</b>												
<b>CMS Online 4.3 Level 1</b>												
CMS Online 4.3 Sales Training Overview												
How does SEG use CMS Online?												
How does SPE use CMS Online?												
<b>Corporate Roles</b>												
<b>Corporate Code and Ethics</b>												
Ethics, Employee Rights and Discipline												
Respectful Workplace Training												

**Curriculum Training Matrix** - Shows the training "progress" for each course across compliance roles, in order to assist with determining training status for a group of employees.

# Management Reports

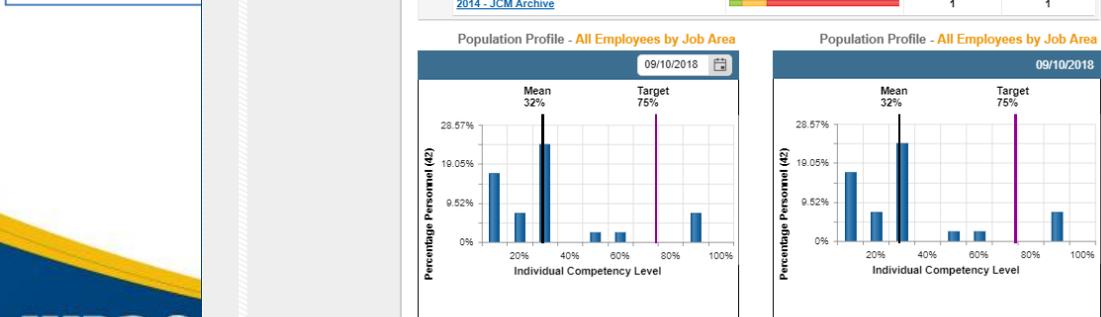
**Competency Assessment Progress**  
Report Date 04/07/2017

View Options: [icon]

Drag a column header and drop it here to group by that column [icon] [Export to Excel](#)

Job Area	Job Family	Job Title	Employee Name	Supervisor Name	Employee Progress	Supervisor Progress	Assessor Progress
Technical	Geology a...	Geophys...	John Smith	Demo Superv...	Completed	Not Started	Not Started
Business	Finance	Financial ...	Robert Waters	John Smith	Completed	Completed	Completed
Business	Finance	Financial ...	Anne Cornell	John Smith	Not Started	Completed	Completed
Business	Finance	Actuary ...	Julie Zhang	John Smith	Not Started	Completed	Completed
Technical	Engineeri...	Cost Estim...	Wei Chan	Curtis Stone	Not Started	Not Started	Not Started
Technical	Engineeri...	Projects E...	Sean O'Brien	Curtis Stone	Not Started	Completed	Completed
Technical	Engineeri...	Commerci...	Sonia Vargas	Curtis Stone	Not Started	Not Started	Not Started
Technical	Engineeri...	Planning	Maria Cruz	Curtis Stone	Not Started	Not Started	Not Started

**Assessment Progress:** Displays in one view, the assessment progress of all three roles (Employee, Supervisor, and Assessor)



# Management Reports

Assigned Training - Company Wide  
Report Date 03-Jun-2019

View Options [Export to Excel](#)

Employee Name

Employee Name	Info	Course Title	Completed On	Time Spent	Status	Duration	Score	Assignment Type	Course Type	Supervisor Name	Comple...
Employee Name: A'postrophe Us'r											
A'postrophe Us'r		Plant Production and Safety			Not Attempted	2 h		JCM-Mandatory			
A'postrophe Us'r		Plant Protection Equipment and Inte...			Not Attempted	2 h		JCM-Mandatory			
A'postrophe Us'r		Effective Communication			Not Attempted	3 h		JCM-Curriculum	e-Learning		
A'postrophe Us'r		Presentation Basics			Not Attempted	3 h		JCM-Curriculum	e-Learning		
A'postrophe Us'r		Advanced Price Risk Management			Not Attempted	16 h		JCM-Curriculum	Workshop		
Employee Name: Addis Amet											
Addis Amet		Algebra			Not Attempted	2 h		Elective		Melaku Test	
Addis Amet		Aliphatic Chemistry			Not Attempted	0.75 h		Elective		Melaku Test	
Addis Amet		Well Integrity - Life of Well			Not Attempted	60 h		Coordinacy Development - Instructor-led Classr...		Melaku Test	
Addis Amet		Maintenance Integrated Planning									
Addis Amet		Advanced Electrical Safety									
Addis Amet		Chemical Health Hazards									
Addis Amet		Plant Production and Safety									
Addis Amet		Plant Protection Equipment and Inte...									
Addis Amet		Back Safety									

**Assigned Training – Company-Wide:**  
View all assigned training for multiple users

Dashboard > Management Reports > Learning Needs

Learning Needs  
Report Date 31-Aug-2020

Search... [Export to Excel](#)

Drag a column header and drop it here to group by that column

Info	Course Title	Course Type	User Count
	Petroleum Geoscience- Heriot-Watt...	Workshop	10
	Reservoir Geology	Workshop	1
	Siliciclastic Reservoirs of the Middle...	Workshop	1
	Project Risk Management	e-Learning	2
	Crude Oil Transportation and Storage	e-Learning	3
	International Oil Trading and Price ...	Workshop	1
	Workplace Ergonomics		14
	Plant Production and Safety		33
	Plant Protection Equipment and Int...		33
	Back Safety	e-Learning	14
	Synthetic Seismogram Modeling	e-Learning	14
	Safe Forklift Operation	On-Job Training	14
	Electrostatic Discharge Precautions	e-Learning	14
	Basic Safety Auditing Techniques	Instructor-led Classroom	14
	Confined Space Entry		14
	Driving Safety		13
	Fall Protection	e-Learning	12
	Fall Protection		3
	Lockout/Tagout		7
	Writing Effectively	e-Learning	10
	Ginhal Marketing	e-Learning	9

1 - 40 of 135 items

**Learning Needs:** Rolled-up view of unique learning events assigned to users

# Management Reports

Mandatory Training Report  
Report Date: 19-Mar-2020

View Options: [v]

Search: [ ] Export to Excel

Employee Name	Compliance	No. Roles	No. Compliant Roles	No. Expired Roles	Percentage Compliant	Email	Supervisor Name	Supervisor Email
John Smith	100%	1	1	0	100.00 %	jsmith@acme.com_mask		
James Madison	100%	1	1	0	100.00 %	jmadison@acme.com	Dolly Madison	dmadison@acme.com
Compliance: Non-Compliant								
Test User	0.00%	12	0	12	0.00 %	tom.test@hrdc.com	sa first	safirst@hrdc.com
Matthew Ross	0.00%	1	0	1	0.00 %	mross@hrdc.com_mask	Melaku Test	demais@yahoo.com

**Mandatory Training:** View Mandatory Training status and drill down to see detail on individual users' required learning

**Competency Models:** View and export job descriptions and the competency units and job level required for all competency roles

Competency Models  
Report Date: 11/21/2018

View Options: [v]

Export to PDF Export to Excel

Drag a column header and drop it here to group by that column

Job Area	Job Family	Job Title	Competency Role	Model	Job Description
Technical Personnel	Competency Bundles	Hire Marshal Hole			
Technical Personnel	Competency Bundles	HSE Core Competencies			
Technical Personnel	Competency Bundles	Manager Role			

Competency Model for: Account Manager - Drilling Contractor

Expand All

Sub Library	Competency Unit	JLR	Competency Level
<b>Business and Operations Support</b>			
Business Management	Organizational Awareness	4	[Progress Bar]
	Partnering (Internal)	3	[Progress Bar]
	Department Objectives and KPIs	3	[Progress Bar]
Contracts and Contractors	Tenders and Contracts	4	[Progress Bar]
<b>Commercial</b>			
General	Decision-Making Tools and Analysis	2	[Progress Bar]
	Asset Development Process	2	[Progress Bar]
New Business Development	Risk Management - New Opportunities	3	[Progress Bar]
	Government Relations	2	[Progress Bar]
New Business Development - Product and Service Providers	Developing Business Opportunities	4	[Progress Bar]
	Commercial Negotiations	3	[Progress Bar]
	Customer Understanding	4	[Progress Bar]

User Progress Data  
Report Date: 04/07/2017

View Options: [v]

Activities Over Time

Accounts	Assess	Plan	Learn	Reassess
93 Accounts Created	39 JCMs Selected or Assigned	13 CUs Added to Development Plans	5 Training Events Completed	5 Reassessments Completed
1 Accounts Made Inactive	15 Assessments Started	1 Development Plans Submitted	1 CUs Ready for Reassessment	3 Gaps Closed
	1 Assessments Completed	1 Development Plans Approved		

Status as of a Specific Date

Export to Excel

	From: 04/07/2016		To: 04/07/2017		Change
	Number	%	Number	%	
<b>User Accounts</b>	349		348		-1
Active	348	100%	346	99%	-2
Inactive	1	0%	2	1%	1
<b>Assess Phase</b>	616		605		11
No JCM Assigned / Selected	85	14%	85	14%	0
Assessment Not Started	113	18%	104	17%	-9
Assessment In Progress	414	67%	409	66%	-5
Assessment Completed	4	1%	7	1%	3
<b>Plan Phase</b>	32		34		2

**User Progress Data:** Overview of the user adoption and system activities for use statistics and reporting

# Employee Snapshot

Supervisors, Viewers and Administrators may see multiple reports about a single employee – all in one place

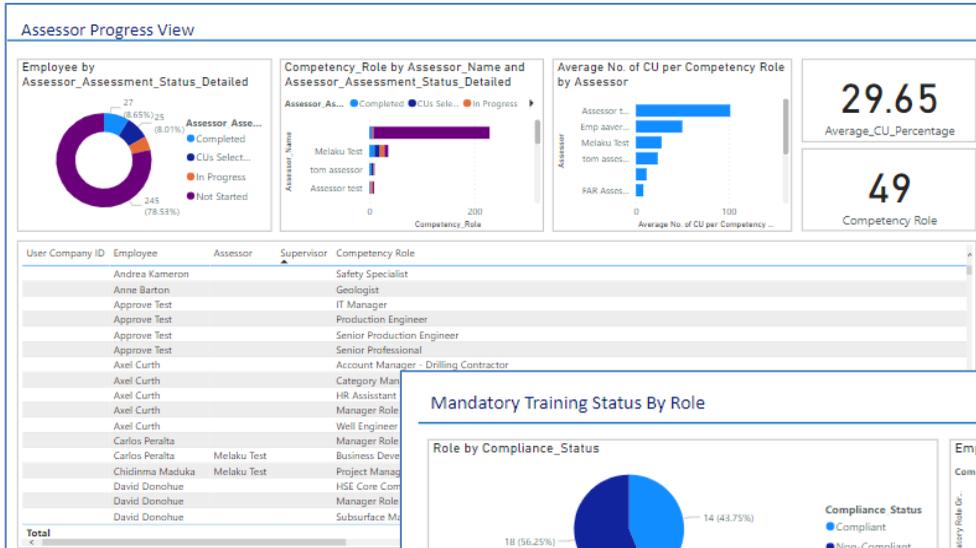
Competency R...	Info	Competency Unit	JLR	Initial FAR	Reassessed FAR	Change	Added to Plan	Reassessed	Duration
Project Manag...	1	Department Objectives a...	4	3.2	4	0.8	16-Sep-2015	16-Sep-2015	0 day(s)
Production Eng...	1	Production System Desig...	2	1	2	1	23-Sep-2015	23-Sep-2015	0 day(s)
Manager	1	Project Management	3	2	1	-1	08-May-2018	23-Aug-2018	107.08 day(s)
Production Eng...	1	Oilfield Chemicals	2	1.33	1.83	0.5	10-Dec-2018	10-Dec-2018	0 day(s)
Production Eng...	1	Oilfield Chemicals	2	1.83	1.5	-0.33	10-Dec-2018	10-Dec-2018	0 day(s)

## Key Features include:

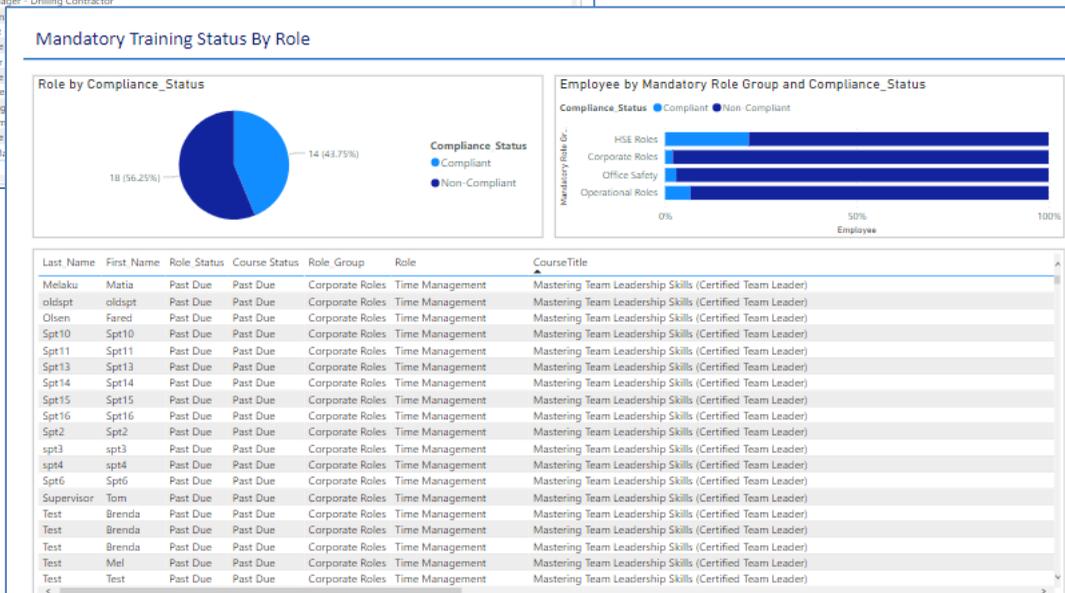
- Each report displays on a separate tab
- View assessment and development reports for a single employee:
  - Competency Profile
  - Competency Development
  - Assessment History
  - Career Path
  - Evidence
  - Assigned Training
  - Training History
  - Mandatory Training

# Advanced Reporting – Power BI Integration

CMS Online integrated the Power BI reporting platform into CMS Online workflows and provides flexibility to deliver reports. This integration provides our consulting and support staff with the ability to deliver client-focused reports and provides our clients with reporting that supplements the main application.



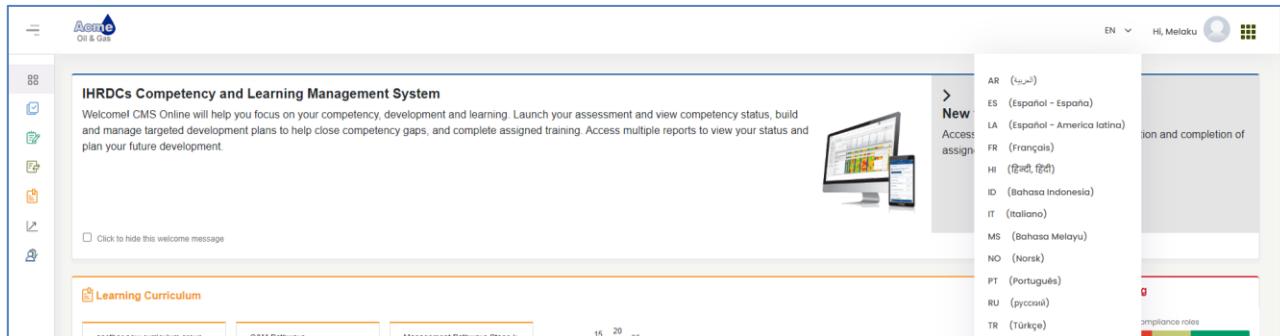
**Assessor Progress View**— Provides clear status on Assessor Assessment completion, to support decision-making and resource-allocation during the assessment process



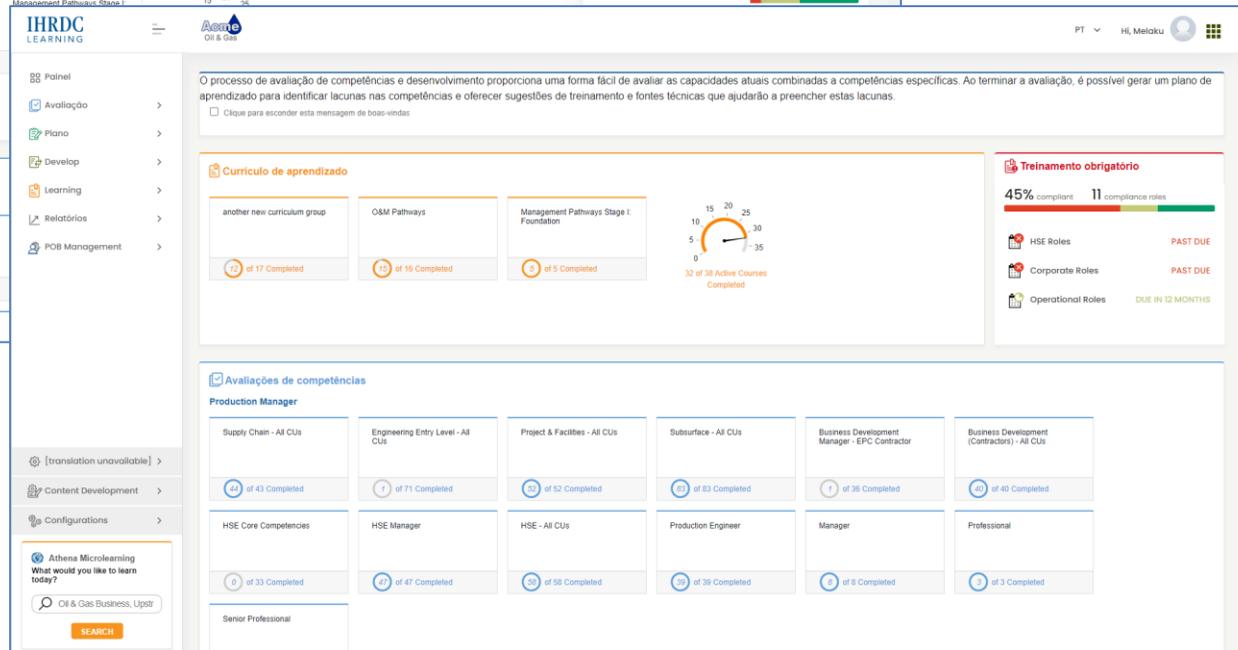
**Mandatory Training Status by Role**— Provides an overview of compliance status for the entire organization

# Multi-Language Interface –Dashboard

CMS Online has multi-language interface built into the application and we have translated it into 16 different languages.



- User selects preferred language from dropdown
- Main labels and help text display in preferred language



# Email Notifications

CMS Online provides three types of email notifications: trigger-based alerts based on system events, batch-processed emails, and customized emails that Administrators can create and send.

The screenshot displays the 'Trigger Email Alerts' management interface. The main table lists various email alerts, including 'Assessment has been unlocked', 'An Administrator logged into your CMS Online account', and 'New User Email'. An 'Edit Email Alert' dialog box is open, showing the configuration for the 'Assessment has been unlocked' alert. The dialog includes fields for Alert Name, Alert Type, Active status, To, CC, Subject, and Body. The Body field contains a template with variables like \$\_type\$, \$CompetencyRole\$, and Employee Name. The dialog also features a list of 'EMAIL PLACE HOLDERS' and 'BODY PLACE HOLDERS' that can be dragged into the email fields.

Alert Name	Trigger Name	Subject	Edit	Delete
Assessment has been unlocked	Assessment_Unlocked	Assessment has been unlocked		
An Administrator logged into your CMS Online account	Administrator_Logins	An Administrator logged into your CMS Online account		
New User Email	New_User_Added	Welcome to CMS Online		
User Inactive	User_Inactive	User Inactive		
Assessment Plan Submitted	Assessor_Plan_Submit	Assessment Plan Submitted		
Testing new trigger email	Competency_Development_Plan_Submit	test		
test formatting	New_User_Added			

**Edit Email Alert**

Alert Name:

Alert Type:

Active:

To:

CC:

Subject:

Body:

**EMAIL PLACE HOLDERS**

- Employee Email
- Supervisor Email
- Mentor Email
- Assessor Email
- Authorized User Email

**BODY PLACE HOLDERS**

- Employee Name
- Supervisor Name
- Mentor Name
- Assessor Name
- Competency Unit Title
- Course Title
- Elective Training Expiration
- Course List
- Employee List
- Client Instance
- Internal Verifier
- Internal Verifier Email
- Competency Role Name

## Key Functions:

- Emails are automatically sent to specific users when triggering events occur
- Emails may be inactivated when necessary
- Mandatory Training-related emails are batch-processed to send notifications on daily, weekly or monthly basis
- Administrators can add, remove or edit notification emails from the default list

# Training Request & Approval

We embedded a training request and approval process in the system, so that learners or a sponsor can complete a training request that can be routed for approvals. Approvals are saved in CMS. This is a configurable item – so it needs to be turned on for your instance.

**1) Select Training Activity**

Info	Course Title	Course Type	U...
●	Petroleum Geoscience- Heriot-Watt University Program	Workshop	10
●	Reservoir Geology	Workshop	1
●	Siliciclastic Reservoirs of the Middle East (AAPG)	Workshop	1
●	Project Risk Management	e-Learning	2
●	Crude Oil Transportation and Storage	e-Learning	3
●	International Oil Trading and Price Risk Management	Workshop	1
●	Workplace Ergonomics		11
●	Plant Production and Safety		12
●	Plant Protection Equipment and Integrated Systems		12
●	Back Safety	e-Learning	6
●	Safe Forklift Operation	On-Job Training	6
●	Basic Safety Auditing Techniques	Instructor-led Classroom	5
●	Writing Effectively	e-Learning	7
●	Global Marketing	e-Learning	8
●	Risk Analysis	e-Learning	8
●	Corporate Social Responsibility	e-Learning	8
●	Sustainable Management: Leadership Ethics	e-Learning	9
●	Applications of Petroleum Geochemistry	e-Learning	9
●	Types of Compressors - Centrifugal and Axial		9
●	Job Safety Analysis	Instructor-led Classroom	8
●	Mastering Team Leadership Skills (Certified Team Leader)	Instructor-led Classroom	7

**2) Select Employee**

Basic Safety Auditing Techniques

Employee Name: Test User | Assignment Type: Mandatory Training | Status: Not Attempted | Team: Team 1

**Training Request Form**

1. Selected Course Information

2. Training Event Details

3. Learning Objectives for Training Request

4. Cost and Budget

5. Justification

6. Approvals

Requester: Mehdi Test | 18-Nov-2020

Supervisor Approval: Tom Supervisor (Superv) |

Approval notes: This form needs to be approved by additional people with the positions like Discipline Advisor, Department Manager, HR Manager, General Manager. Please select approvers from the list.

Additional Approvers

Professional	Name	Date
Unknown	Hafizul Arif	
HR Assistant - entry level	Ehan Achan	
	Adde Amet	15-Oct-2020

Final Approver

Production Manager: Tim Dever |

## Key Features include:

- Submit an individual or group request
- Requestor selects approvers from list
- Approval process via auto-emails
- Status-tracking in grid

The screenshot displays the IHRDC Learning CMS Online dashboard. At the top left, the IHRDC Learning logo is visible. The main navigation menu on the left includes Dashboard, Assess, Plan, Develop, Learning, Reports, and PCE Management. The central content area is titled "IHRDCs Competency and Learning Management System" and includes a welcome message and a "New to CMS Online?" section with a "Learn More" button. Below this, there are several key performance indicators and modules:

- Learning Curriculum:** Shows progress for "another new curriculum group" (17/17 Completed), "O&M Pathways" (16/16 Completed), and "Management Pathways Stage 1: Foundation" (1/1 Completed). A gauge indicates "17 of 30 Active Courses Completed".
- Mandatory Training:** Shows 45% completion (11 of 24 courses). It lists "HSE Roles" (PAST DUE), "Corporate Roles" (PAST DUE), and "Operational Roles" (DUE IN 12 MONTHS).
- Competency Assessment:** A grid of assessment cards for roles such as Supply Chain - All OUs, Engineering Entry Level - All OUs, Project & Facilities - All OUs, Subsurface - All OUs, Business Development Manager - EPC Contractor, Business Development (Contractors) - All OUs, HSE Core Competencies, HSE Manager, HSE - All OUs, Production Engineer, Manager, Professional, and Senior Professional.
- Competency Development Plan:** A grid of development plan cards for Project Management, Leadership, Internal Marketing, Problem Solving, Teamwork, Communication, and Sales.
- Elective Training:** A grid of training modules including "Conversation Tools for Leaders and Mentors (AAFD)", "Safety Performance", "Flowing Well Performance and Production System Analysis", "Sedimentology", "Sequence Stratigraphy", "Rock Properties and Reservoir", "Habitat of Hydrocarbons in Sedimentary Basins", "Reservoir Management", "Subsurface Facies Analysis", "Positioning and Mapping in Sea", "Array Design", "HEALTH & SAFETY: RISK MANAGEMENT", "Warning Signs and Labels", "Blending Operations", "Overview of Petrochemicals", "LHO Value Chain and Markets", "Crude Oil Transportation and Storage", "Refining and Product Specifications", "Drilling and Well Completions", "Offshore Development", "Marketing and Trading of Crude Oil", "Designing Cross-Sections", "Subsurface Mapping", "Specials Planning Orientation", and "Concepts of Authority - Meaning, Importance and Principles".

At the bottom of the dashboard, there is a footer with copyright information: "© 2022 International Human Resources Development Corporation", "Terms and Conditions", and "powered by CMS Online IHRDC".

# Version 4.28

CMS Online  
March 2023