



# Office of Talent & Organizational Development

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**PRESENTED BY HR'S OFFICE OF TALENT & ORGANIZATIONAL DEVELOPMENT**



# Who We Are



A strategic development & employee performance improvement organization.



An experienced team of professionals with the knowledge and capabilities to assist clients in achieving goals.



The City of Houston's corporate university.



# Meet Our Team: Administration

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Catina Swift

Assistant Director &  
Chief Learning Officer



Ruth Izaguirre

Administrative Specialist to CLO



# Meet Our Team: Learning Design & Evaluation

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Dawn Janis

Learning Designer



Larry Salazar

Learning Designer



# Meet Our Team: Organizational Development

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Denise Wyche

Organizational Development  
Division Manager



Dr. Gideon Peterson

Organizational Development Analyst



# Meet Our Team: Training



Tim Nolan

Training Division Manager



Desiare Duplechan

Master Trainer



Glory Mims

Training Coordinator



Samantha Barnes

TMS Administrator



Yulanda Glover

Senior Trainer



Dr. Ricardo Obasare

Trainer



Lynn Turner

Senior Account Clerk/  
Receptionist



Maria Martinez

Customer Service  
Representative III





# We're Located

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4501 LEE LAND STREET,  
HOUSTON, TX 77023



# What We Offer...Competency Training



## Technology

- MS Office
- MS Teams
- Computer Skills



## Leadership

- Communication
- High-Performance Teams
- Management Skills



## Employee Development

- Customer Service
- Administrative
- Cultural Competency







# What We Offer...Delivery Options

FACE-TO-FACE

WEB-BASED

VIRTUAL





# What We Offer...

## Transformational Learning Programs

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Administrative  
Development Program



Emerging Leaders



City Accreditation  
Program for  
Supervisors



Leadership Institute  
Program



# What We Offer...Partnership Benefits



## Benefits Include:

- Reduced Tuition
- Fee Waivers
- Course Materials & Resources
- Prior Learning Credits
- Family Benefits







## New Employee Orientation

## New Supervisor Orientation

- Mandatory for all Supervisors.
- Must be complete within 45 days of hire/promotion date.
- Scheduled once per month.
- Program Coordinator: Larry Salazar



# Promotional Fliers

**Upcoming City-wide  
New Supervisor & New Employee  
Orientations**

**ot&od**  
A Division of Human Resources

City-wide New Employee Orientation and New Supervisor Orientation are programs developed by the Human Resources department to provide new employees and supervisors with relevant information in accordance with the City of Houston [Administrative Policy 3-33](#).

**CAPS**  
CITY ACCREDITATION PROGRAM  
FOR SUPERVISORS

APPLICATIONS OPEN  
NOW

City of Houston  
ot&od  
Office of Talent & Organizational Development  
A Division of Human Resources

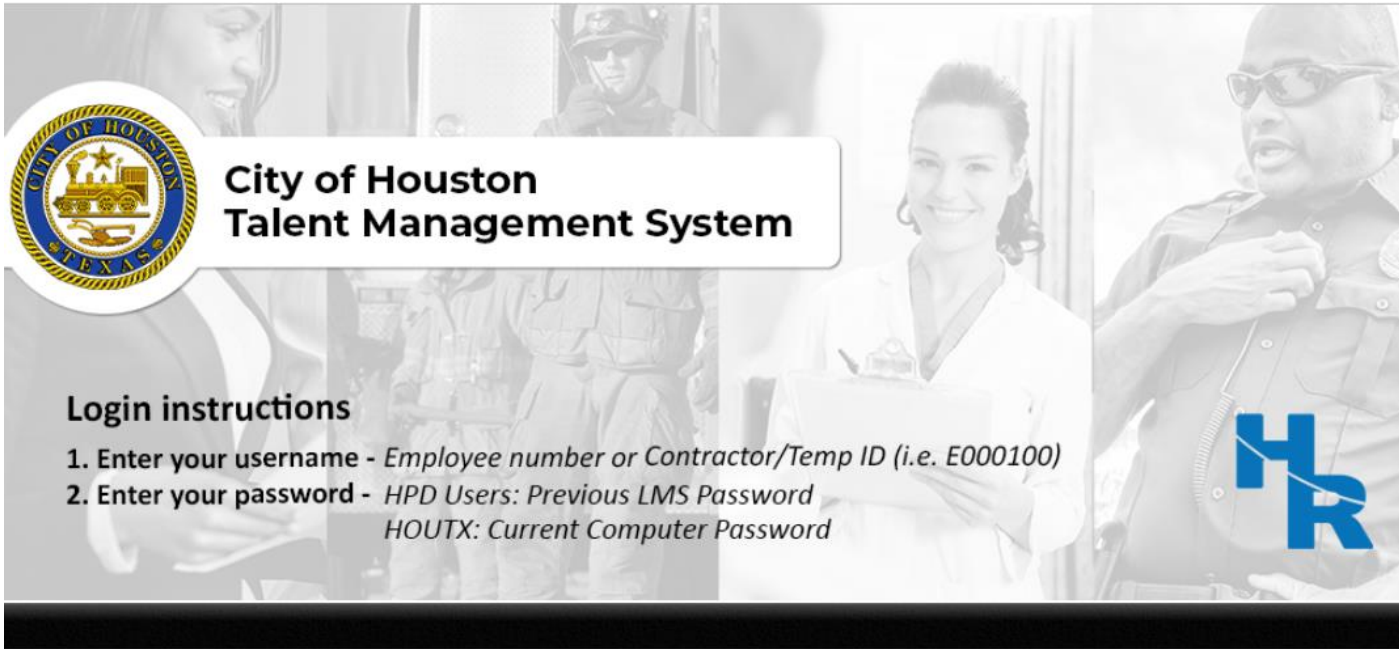
**What is CAPS?**  
CAPS (City Accreditation Program for Supervisors) is our middle management multi-track program consisting of eighteen sessions designed to assist supervisor competencies in managing various circumstances regarding employee workday considerations and performances.

- ☐ City-wide Broadcast emails from our office
- ☐ Featuring:
  - ☐ HEAR
  - ☐ Upcoming Classes/Partner Webinars
  - ☐ OT&OD Newsletters





# Talent Management System (TMS)



**City of Houston  
Talent Management System**

**Login instructions**

1. Enter your username - *Employee number or Contractor/Temp ID (i.e. E000100)*
2. Enter your password - *HPD Users: Previous LMS Password  
HOUTX: Current Computer Password*

☐ Remember me

**Sign In**

## Just Looking?

[Browse the Learning Catalog](#)

## Need Password Support?

[HOUTX Users - Reset your Network Password](#)  
[HAS Users - 281-233-1900](#)  
[All Other Users - 832-393-7239](#)

[Houston Airport System - Click Here to Sign In!](#)

☐ Course Registration

☐ HEAR Plans

☐ Talent.houstontx.gov

☐ Login with Employee I.D. & Password



# Welcome Screen

★Talent

109

DAWN JANIS

Browse

Enter Keyword, ID or Description.

Home

Learning

Network

Contributions

Plans

Performance

Reports

Analytics

2021-22 HEAR CYCLE

The 2021-2022 HEAR cycle will start with the plan creation process this summer. Employees must have plans activated in August; Supervisors/Managers' plans must be activated in September.

2021-22 HEAR Cycle Timeline

July

August

Sept

Oct

Nov

Dec

Jan

Create HEAR Plans (Employees)

Activate Employee HEAR Plans

Create HEAR Plans (Supervisors)

Activate Supervisor HEAR Plans

Employee Work Progress Meeting

Supervisor Work Progress Meeting

Employee Work Progress Meeting

Complete Assessments (Employees)



# Browse the Catalog

Browse ▾

Enter Keyword, ID or Description. 🔍

109

Browse Catalog

Browse Knowledge Base

## Browse the Catalog

### Compliance

- [Defensive Driving](#)
- [Employee Procedures](#)
- [Houston Employee Assessment & Review \(HEAR\)](#)
- [National Incident Management System \(NIMS\)](#)
- [Risk Management](#)
- [Workers' Compensation Training](#)

### Departmental Development

- [Department of Neighborhoods](#)
- [Fleet Management](#)
- [Housing & Community Development](#)
- [Houston Airport System](#)
- [Houston Emergency Center](#)
- [Houston Fire Department](#)
- [Houston Health Department](#)
- [Houston Police Department](#)
- [Houston Public Library](#)
- [Houston Public Works](#)
- [Human Resources](#)
- [Parks and Recreation](#)

### HPD - 2021-2022 Training Cycle (Civilian)

### Onboarding

- [Employee Assistance Program \(EAP\)](#)
- [General Onboarding](#)

### HPD - Outside Training Course

### Orientation

- [New Employee Orientation](#)
- [New Supervisor Orientation](#)

Click on the title to see offerings.





# Browse the Catalog

Delivery Type  Title

[Configure](#) | [Save Search Query](#)

## Learning Offerings

[Print](#) | [Export](#)

Title	Delivery Type	Language	Offering ID	Course ID	Session	Start Date	Location	P
New Supervisor Orientation (NSO)	Instructor-Led	English	00221102	COH-OTOD-0098	Monday - 8:30 am to 3:30 pm	01/10/2022	Teams Meeting (Online)	0.00 USD
New Supervisor Orientation (NSO)	Instructor-Led	English	00221107	COH-OTOD-0098	Monday - 8:30 am to 3:30 pm	02/07/2022	Teams Meeting (Online)	0.00 USD
New Supervisor Orientation (NSO)	Instructor-Led	English	00221110	COH-OTOD-0098	Monday - 8:30 am to 3:30 pm	03/07/2022	Teams Meeting (Online)	0.00 USD
New Supervisor Orientation (NSO)	Instructor-Led	English	00221111	COH-OTOD-0098	Monday - 8:30 am to 3:30 pm	04/04/2022	Teams Meeting (Online)	0.00 USD

**Actions**

[Launch](#)

[Actions](#)



# Learning Tab: Current Learning

Talent

Browse

Enter Keyword, ID or Descriptio

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LARRY SALAZAR

Home

Learning

Current Learning

Completed Learning

Certifications

Continuing Education Plans

Recommendations

Orders

Learning Requests

Checklists

Network

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Analytics

Current Learning

All | Courses | Certifications & Curricula | Mandatory

☒ Group courses by certifications and curricula

Sort By Due Date

Name	Status	Actions
<div></div> <div><div>Excel 2016 Basic</div><div>(00206083,Version:2020)</div><div>Course ID: COH-OTOD-0009</div><div>Duration: 05:00 hours</div></div>	<div>Confirmed</div> <div>Registration Date: 04/15/2020</div>	<div>Launch</div>
<div>View Learning Assignments</div>		
<div></div> <div><div>SMART Goals</div><div>(00206107,Version:2020)</div><div>Course ID: COH-OTOD-0032</div><div>Duration: 01:30 hours</div></div>	<div>Confirmed</div> <div>Registration Date: 04/15/2020</div>	<div>Launch</div>
<div>View Learning Assignments</div>		
<div></div> <div><div>Tier I Essential Personnel</div><div>Assigned By: LARRY SALAZAR (Assigned On: 04/06/2019)</div></div>	<div><div></div><div>Certification Course-0% Completed</div></div>	<div>Register</div>
<div>View Modules</div>		





# Learning Tab: Completed Learning

Talent

Browse

Enter Keyword, ID or Description

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LARRY SALAZAR

Home

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## Completed Learning

All | Courses | Certifications & Curricula

Name

From02/20/2020To05/20/2020

Search

Completed Learning

Print | Export | Modify Table

Name	Status	Assigned By	Marked Complete By	Actions
COVID-19 Basic Information 101 This course covers... Registration Date: 03/27/2020	Successful On: 03/27/2020 Score: 80			<div>View Details</div>
Creating SMART Goals The purpose of thi... Registration Date: 04/28/2020	Successful On: 04/28/2020			<div>View Details</div>
New Employee Orientation (NEO) ATTENTION: You wil... Registration Date: 02/28/2020 Required	Successful On: 02/28/2020		IM SYSTEMS PROGRAM MANAGER	<div>View Details</div>
Teams Learn how to use M... Registration Date: 05/05/2020	Successful On: 05/05/2020 Score: 100			<div>View Details</div>



## Completed Learning



### COVID-19 Basic Information 101

This course covers...

Registration Date: 03/27/2020

Successful

On: 03/27/2020

Score: 80

View Details

Delete

View Learning

Assignments

Print Certificate

Print Certificate to PDF



### Creating SMART Goals

The purpose of thi...

Registration Date: 04/28/2020

Successful

On: 04/28/2020

## Completed Learning

Certifications

Continuing Education Plans

Recommendations

Orders

Learning Requests

Checklists

Network

Contributions

Plans

Performance

Reports

Analytics

## Name



### COVID-19 Basic Information 101

This course covers...

Registration Date: 03/27/2020

Successful

On: 03/27/2020

Score: 80

View Details



### Creating SMART Goals

The purpose of thi...

Registration Date: 04/28/2020

Successful

On: 04/28/2020

View Details



### New Employee Orientation (NEO)

ATTENTION: You wil...

Registration Date: 02/28/2020

Required

Successful

On: 02/28/2020

IM SYSTEMS PROGRAM MANAGER

View Details



### Teams

Learn how to use M...

Registration Date: 05/05/2020

Successful

On: 05/05/2020

Score: 100

View Details

# Learning Tab: Completed Learning – Print Certificate



Talent

Browse

Enter Keyword, ID or Description

85

LARRY SALAZAR

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My View

Plans List

☒ View Current Plans

☐ View Closed Plans

View By All

Employee

Print | Export | Modify Table

Plan Name	Start Date	End Date	Status	Actions
2019-20 Employee HEAR Plan	07/01/2019	06/30/2020	Activated	Delete

HEAR Plan