



## Office of Talent Management, Learning and Professional Development Course Auditing Process

The Office of Talent Management, Learning and Professional Development values the support and contributions of the TDC Steering Committee and Agency TDC Liaisons and wants to provide opportunities for the TDC agency representatives to observe Lead Ohio and DAS Catalog courses.

### **Purpose:**

To allow the TDC Steering Committee members and agency TDC liaisons to observe Lead Ohio and DAS Catalog courses for the purpose of gaining insight and exploration of the courses in an effort to promote the courses within their respective agencies.

### **Scope:**

Auditing is limited to the TDC Steering Committee members and Agency TDC Liaisons who are actively supporting TDC and its program initiatives. One TDC representative per agency may observe courses for the purpose of sharing and/or promoting Lead Ohio and DAS Catalog courses within a 12 month period. For the Lead Ohio courses, the auditor/observer will be limited to a maximum of four courses. The TDC representative will only be allowed to observe, and without the benefit of earning any course credits. Also, the TDC representative must be in an exempt level position.

### **General Procedures:**

The following are the general procedures the auditor/observer must follow:

1. A written request must be submitted to the general LPD email: [das.hrd.training.staff@das.ohio.gov](mailto:das.hrd.training.staff@das.ohio.gov).
2. The requesting auditor/observer must obtain approval from their immediate supervisor or agency HR Administrator.
3. There must be available space in the classroom.
4. The auditor/observer will receive confirmation of the scheduled course to observe.
5. The auditor/observer may observe the entire or part of the course. A printed copy of the learner guide and any handouts used during the course will be provided during the class.
6. The auditor/observer is considered a passive learner and does not participate in class activities or complete pre-work assigned to the class (not required to enroll via statewide LMS).
7. The auditor/observer may ask questions of the facilitator/trainer at the end of the course or outside of class.

Please direct any inquiries about TDC or the Course Auditing Process to:

***Department of Administrative Services (DAS)  
Human Resources Division (HRD)  
Office of Talent Management, Learning and Professional Development  
30 East Broad Street, 27th Floor  
Columbus, Ohio 43215  
(614) 387-6183***

The Learning and Professional Development webpage can be accessed at the link below:  
<http://das.ohio.gov/Divisions/HumanResources/LearningandProfessionalDevelopment.aspx>