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**Check out previous editions of GEMS Connect.**

<http://jpa.gov.bn/gems/EN/downloads.htm>

## Training Program for Release 2A

GEMS will be able to improve the way we do things at work if we know how to use it comprehensively. The upcoming training program for Release 2A is designed to help future HR Users of GEMS gain the right skills and knowledge that is required to operate the system effectively.

The training program will begin on the 12<sup>th</sup> December 2009 and it is therefore important that we know which courses we should be attending, by when and where.

This article will provide us with the following training information:

- how we will know our roles and modules that will be trained in the courses
- the training schedule and venue of the courses

### How to Find Our Training Course

Follow the two simple steps below to find out about the training courses that we are to attend:

#### Step 1 : Know your role(s)

Our superiors or Change Agents would have informed us what are GEMS roles are. If we do not know, we should contact our local **Change Agents or Trainers Network** members to find out what our roles are.

#### Step 2 : Go to the Quick Links to GEMS Releases section.

The webpage of this article provides a Training Time Card section will help us find out when our training will be, where and who will be our trainers.

Go online to get more details of the training courses that we are to attend this December.

**Get the details of the training courses by going to**

**Training Program for Release 2A**

([http://jpa.gov.bn/gems/EN/Quick\\_Links\\_R1-2A/GEMS\\_Training\\_Program\\_R1-2A.htm](http://jpa.gov.bn/gems/EN/Quick_Links_R1-2A/GEMS_Training_Program_R1-2A.htm))



## GEMS Training Preparation Tips

In times of change, it is normal for all of us to experience certain levels of anxiety, stress and even frustration of what is going to happen. The root cause of such feelings are stemmed from the absence of knowing what is going to happen and the lack of preparation before it happens.

This article will provide us with a few good reasons for being well prepared and how we can prepare for the training courses that we will soon be attending.



To gain an understanding of what is going to happen, we can:

- visit ***Upcoming GEMS Activities for R2A (Release 2A)*** to know the approach that will be used and the various activities that we will soon be experiencing.
- read through ***Training Program for Release 2A*** to determine which training courses to attend, by when and where.

### To Be Prepared is Half the Victory

The level of confidence and mental readiness defines how much we will gain from the training provided to us. The more confidence and mental readiness we build in ourselves, the more we will gain from the ***Training Program for Release 2A***. Provided below are some of the benefits gained from being well prepared and mentally ready:

- we know what courses to attend, by when and where
- we are clear at what we are going to learn and why we are learning it
- our ability to understand and motivation to learn increases

By having a confident and mentally ready attitude, half the challenge of learning GEMS is won. The other half is the effort and focus that we put in during the training.

Check out the Training Preparation Hints and Tips by going to **GEMS Training Preparation Tips**.

([http://jpa.gov.bn/gems/EN/Features\\_Bank/GEMS\\_Training\\_Prep\\_Tips\\_R2A.htm](http://jpa.gov.bn/gems/EN/Features_Bank/GEMS_Training_Prep_Tips_R2A.htm))



## Mind Your GEMS

There may be a brief interval between the time we complete our training to the time when GEMS is live in our department and/or ministry. During this time it can be easy for us to forget what we have learned in the training courses.

This article will provide us with a few good tips on how to keep our minds fresh with everything that we have learned in the [GEMS Training Program for Release 2A](#).

### Refresh to Stay Fresh

At the end of every training class, spend 15 minutes of our personal time to refresh what we have learned for the day. Go through the Participant Guides provided in the training and read through the personal notes that was taken during the training.

This quick and easy exercise will help to reinforce our memory with what we have learned for that day.

### Practice Makes Perfect

For HR Users who already has access to GEMS, there is a CBT (Computer Based Training) program available in the GEMS Help Centre link.

The CBT program provides us with a replica of the GEMS environment where we can follow step by step instructions on how to complete a particular transaction in GEMS without having to manipulate actual data.

Practicing the work processes for our roles will keep our minds sharp on how to perform a particular transaction when we are required to do so after GEMS is live.

### Talking GEMS

We have a network of knowledgeable GEMS users around us that are available to help us understand GEMS better. Be proactive and engage our local Change Agents and Trainers with a GEMS related question or discussion whenever possible.

This social engagement will help us to be mindful about GEMS and strengthen our relationship with our local Change Agents and Trainers.

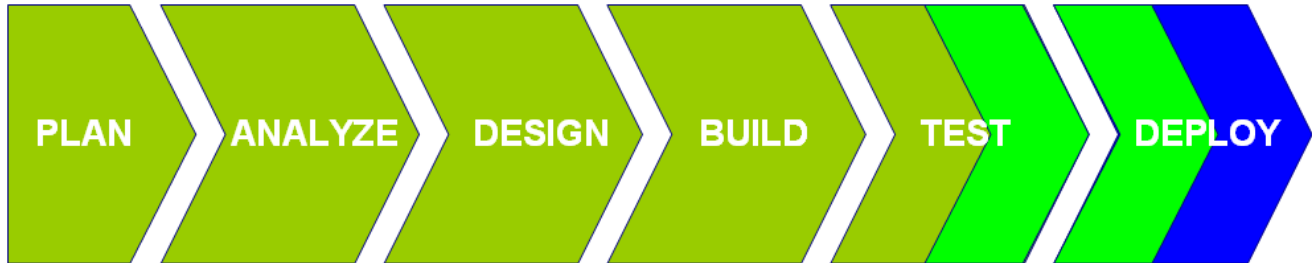
Additionally, we could also email our questions to [gems@psd.gov.bn](mailto:gems@psd.gov.bn). All GEMS related questions will be posted on GEMS Connect, the project's monthly eNewsletter and the FAQ section of the GEMS Information Website.

**Check out more tips on how to be well prepared before attending the training courses at [Mind Your GEMS](#)**  
([http://jpa.gov.bn/gems/EN/Features\\_Bank/GEMS\\_R2\\_Mind\\_Your\\_GEMS\\_R2A.htm](http://jpa.gov.bn/gems/EN/Features_Bank/GEMS_R2_Mind_Your_GEMS_R2A.htm))



## Where is GEMS Now?

### Project Progress for Release 2



The month of December marks the end of the **TEST** and the beginning of the **DEPLOY** phase for the GEMS team. In this phase, plans on how to deploy GEMS modules for Release 2A will be revisited and tuned to the utmost precision for PMO (including Energy Division) and its five PMO departments. A complete deployment plan will address how GEMS will be deployed, by when and where and the resources that will be used to drive these deploying activities.

In the aspect of Change Management, members from the Train The Trainers Network are currently developing the skills and knowledge that is required of them. Once the trainers have completed their courses, they will be ready to conduct workshops in the [Training Program for Release 2A](#).

Find out what the GEMS Team has been doing in the past by going to [Project Progress](http://jpa.gov.bn/gems/EN/progress.htm) (<http://jpa.gov.bn/gems/EN/progress.htm>)

## GEMS Latest FAQs

### What updates should I look out for in the GEMS Information Website?

There are three main sections to look out for whenever you visit the GEMS Information Website:

1. The GEMS articles featured for the month which is always introduced on the [homepage](#).
2. The [GEMS Release Information](#) section which contains
  - a. [Release Site](#) information telling you what departments are involved in the next release
  - b. [Quick Links to GEMS Releases](#) that will equip us with the necessary information to prepare for the arrival of GEMS
3. The [Project Progress](#) page which provides an insight on how the GEMS Team is progressing in project.

**Do you have any questions about GEMS? Do you have any suggestions about the GEMS?**

Email them to [gems@psd.gov.bn](mailto:gems@psd.gov.bn). Your questions will be answered, published in the next edition of GEMS Connect and made available in the website.