

DISSOLUTION TRAINING

Information for the organizational lead

As the organizational lead, you should be the person designated by the Company to oversee the facilitation and implementation of the dissolution training for individuals in your organization.

Registering your organization as the lead:

- Submit your contact and organization information to CoAcS by email to: dissolution.training@coacs.com
- Your organization will be entered onto the database and you will be recorded as the administrator
- You will then be sent your welcome pack via email

Once you have been registered as the organizational lead, you need to take the following steps:

1. Set up the departments within your organization
2. Register your intended managers as learners and assign them a department
3. Register yourself as a manager with the same designated department as the learner you wish to assess, in order to review the results of your intended managers' assessments and issue them with their certificates

Authorizing the registration of managers

- The learner will need to inform you of their intention to become a manager
- A manager should be someone who has successfully completed the course materials and has dissolution experience
- You must ensure that the manager is appropriate for the manager role before deciding whether or not to authorize the application
- You will need to register the manager onto the system and issue them with a username and password (or the system can be set to do this automatically)
- You can then either approve the application, or deny and approve the application at a later stage

Using the database:

- As the organizational lead you will be able to view how many learners and managers are registered onto the program within your organization
- It is your responsibility to ensure that the managers seeking approval for registration have been certificated before authorizing their registration