

Practical Approach
OD Tip of the Month
SDLearn

Year-End Appraisal
Ignite Leadership Development

Practical Approach

In the coming weeks, people across the world will celebrate a number of holidays. In my home, we celebrate Christmas. While there are many wonderful things about Christmas, it can also bring with it a little extra stress because family dynamics can be...interesting. So here is a little advice for you to consider for yourself and your team.

- Take some extra time away from work, well before your day of celebration. Use it to shop with a little less stress, prepare the house or car depending on if you're staying home or traveling, or just get some additional rest – you are likely to need it.
- Watch out for your team members and peers. The holidays can be a sad and lonely time for some. You could make a difference to them, whether with a listening ear, a thoughtful note, or an invitation to spend time with you and your family. Having “extras” at our home growing up was common and created a lot of great memories for our guests and family.
- Send your direct reports a card. Consider the holiday they celebrate, not just the one you do. If they don't celebrate a holiday, just use a blank card. Address it to them and their family and mail it to their homes.
- Think about your leaders. Remember how great it feels when you get a note of thanks or appreciation – they get the same feeling.

Have a fantastic December. Be safe and enjoy the extra time with your friends and family.

–Commissioner Darin Seeley

Have you Checked Out SDLearn Yet?

SDLearn, our new learning management system, has officially launched. As a manager, you can now browse both on-demand and BHR training courses. Online, virtual, and in-person courses are all available.

With SDLearn, you have the ability to assign training to members of your team, track their progress, and review outcomes. Your direct reports can also sign up for training independently as they have in the past. Any training that costs money will need to be approved by you through the LMS.

SDLearn content is available to all employees under the control of the governor.

[Click here to get started with SDLearn today.](#)



The Leadership Ledger

December 2022

Year-End Appraisal Reminder

Year-End Appraisals are due at the end of December, along with your second CPC check-in. Check-ins must be completed before you conduct and submit an appraisal for your employees.

The **CPC Appraisal Prep Tool** and other documents are available on the **BHR website** if you need a refresher before performing your second check-in or your year-end appraisal.

Ignite Leadership Development

Ignite Leadership Development is a new program designed to nurture and enhance leaders throughout state government. There are five different courses for all levels of leadership.

- Any-Level Leader
- Aspiring Leader
- First-Time Supervisors
- Mid-Level Managers & Experienced Supervisors
- Senior Leaders & High-level Teams



Each of these levels has its own course page, learning path page, and recommended book list. The course page lists the curated courses for that particular level through a mixture of instructor-led courses and electives, compliance training, SDLearn Leadership Electives, and Immersive Development.

Watch for the official roll out of Ignite coming soon!

Organizational Development Tip of the Month: Making Employees Feel Appreciated

Many companies and organizations run some form of employee recognition program. Sometimes these initiatives can fall flat, wasting resources and failing to accomplish their goal. Sometimes they become another box checked by managers or seen as opportunities by a favored few. At their worse, they can incite eye rolls from employees.

A 2020 article from *Harvard Business Review* titled *The Little Things That Make Employees Feel Appreciated* details how it is important to make sure employees feel appreciated. Taking the time to show real recognition will ensure more employees feel appreciated, while also closing the distance that is sometimes felt between management and employees.

[Click here to read the complete article.](#)

Supervisory Summary

The Supervisory Summary is designed to give you a sneak peek of topics in the upcoming Benefits and Well-Being Bulletin and the Training & Development Digest.

Benefits

Rethink Your Drink Challenge

Your body weight is made up of 50–70% water, making hydration important to every part of your body. By staying hydrated and replacing sugary drinks with water, you can help feel your best and avoid health issues like Type 2 diabetes, heart disease, kidney issues and more.

Registration for this challenge opens December 21 and ends January 11. During this challenge, you will track your water intake for 21 of 28 days with the goal of drinking six or more glasses for 14 days. Doing so will not only ensure better well-being but earn you 50 points as well. The challenge begins January 4 and ends January 31.

Click here to view the challenge poster or here to log into the **benefIT Well-being Portal**.

Contacting the Benefits Program

Have a question about your health or flexible benefits plans? There are two ways to contact a benefits specialist for answers. Email **benefitswebsite@state.sd.us**, or call 605.773.3148. When you call this number, your call will be answered by the Bureau of Human Resources shared services team. If your question requires a more detailed explanation, you will be transferred to a benefits specialist.

Additional Topics:

- Getting to Know Blue365
- Discovery myStrength
- DOT Employees Volunteer for Feeding South Dakota
- Lunch and Learn Survey
- Lunch and Learn: The Dental Plans with Delta Dental
- EAP Well-Being Webinar: Suicide Awareness
- Invitational Challenge Recap (Infographic)

Training & Development

BHR Training Courses Moving to SDLearn after Jan 1, 2022

BHR training courses will no longer be available on the BHR website or the Master Training Calendar after the end of this year. Beginning January 1, 2023, all in-person and virtual training courses offered through BHR will be available exclusively through SDLearn.

Information about SDLearn is available on the BHR website, including How to Log In and FAQ documents. **Click here to learn more.**

Additional Topics:

- SDLearn Highlights
- How Sharing Your Troubles Can Increase Your Productivity
- Microsoft Classes for January