SD Learn Highlights	Upcoming Online Classes
Have You Logged into SDLearn Yet?	CPC Appraisal

SDLearn Highlights for December

Each month, the Training & Development Digest will feature courses available on SDLearn, the state's new learning management system. **As a reminder, currently SDLearn is available to only to employees under the control of the Governor.**

- **Conflict Resolution –** The cost of workplace conflict is significant, with an estimated $359 billion in lost productivity, and an average of 42% of every manager's time is spent dealing with various conflicts. This Conflict Resolution series will give your team the tools to resolve their issues before they become issues, and they'll have fun doing it. (23 mins)

- **Word 365 Beginner –** This course is designed to introduce students to the basic functionality and user interface of Microsoft Word 365. In this course, students will learn the basics of saving and opening documents and review the interface. Students will practice text navigation, selection, entry, and various other text formatting and editing commands and features. (4 hr 1 min)

- **How Do You Balance Work and Life? –** How do we balance work and life in a way that we all feel successful in our roles? This course offers some helpful tips to help you navigate this dilemma! (4 min)

- **Office Safety –** MARCOM's Micro-Learning curriculum on Office Safety shows employees what hazards exist in office environments, and how important it is to use good safety practices as they go about their work. (16 mins)

- **Why Collaboration Counts –** With this course you will learn what true collaboration is and how to establish a collaborative culture. You will also see why companies should encourage collaboration for innovation and problem-solving. (7 min)

Click here to get started with SDLearn.

SDLearn Learning Management System

How Sharing Troubles Can Increase Productivity

A recent article from *Fast Company* titled, *Why Sharing Your Troubles with Coworkers can Increase Productivity* speaks about the importance of psychological safety and compassion in the workplace. The article cites research that suggests that opening up with coworkers and being a bit vulnerable may not only be good for your emotional health but also for team performance. Teams that are able to open up to one another without fear and that can rely on each other have been found to have superior performance to those that do not.

There is also a wealth of research suggesting that employees that have at least one good friend at work, are much likelier to be engaged than those that do not. Humans are social by nature, and we have a strong desire to belong. Teams that are emphasizing team cohesion and belonging are not only engaging their team members but also simultaneously collecting sizable performance gains. The key to creating this type of work environment is to first start with psychological safety and building teams that feel safe enough to be vulnerable and to lean into their coworkers for support.

Click here to review the full article.

Microsoft Classes for 2022

Until all BHR training courses are available through SDLearn, new courses will continue to be listed on the BHR website. After January 1, 2023, you will only be able to register for these courses on SDLearn.

- **Getting Started with Teams 100:** January 19 from 10:00–11:00 a.m. CT
- **Increase collaboration with Microsoft Teams 200:** January 26 from 10:00–11:00 a.m. CT
- **Excel 100:** February 9 at 10:00–11:00 a.m. CT
- **Excel 200 Advanced Functions and Charts:** February 23 at 10:00–11:00 a.m. CT
- **Teams Advanced Tips & Tricks:** March 9 from 10:00–11:00 a.m. CT
- **Mastering Teams Meetings:** March 23 from 10:00–11:00 a.m. CT
- **SharePoint 100:** April 6 from 10:00–11:00 a.m. CT
- **SharePoint 200:** April 20 from 10:00–11:00 a.m. CT
- **Excel 100:** May 4 from 2:00–3:00 p.m. CT
- **Excel 200 Advanced Functions and Charts:** May 18 from 2:00–3:00 p.m. CT

A list of all upcoming classes is available on the **Master Calender**.

BHR Training Courses Moving to SDLearn after Jan 1

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.**

PLEASE NOTE: BHR will be meeting with all agencies not currently utilizing SDLearn to determine their plans for continued access to BHR Training courses and special events.

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