State of South Dakota
Bureau of Human Resources

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How to Register for Training
SDLearn Highlights
Training Tuesdays
5 Levels Infographic
Upcoming Training Courses
Trouble Accessing?
Supervisor Approval
Administrative Professionals' Day

The Training & Development Digest

February 2023

How to Register for Training Classes

SDLearn is currently available only to employees under the control of the Governor, but that does not mean that employees in other offices cannot still enroll and participate in certain courses. If you do not have access to SDLearn, you can still register for virtual and in-person BHR training courses, webinars, and events by emailing **BHRTraining@state.sd.us.**

A calendar for these classes is now available here.

Featured SDLearn On-Demand Courses

- **Why Collaboration Counts:** Follow these tips to increase team productivity while working remotely. (5 mins)
- **PowerPoint 365 – Beginner:** Learn the basics of PowerPoint 365 and create a presentation! This course will show you the basics of the program interface and navigation options. (4 hours, 19 mins)
- **6 Tips to Achieve Work-Life Balance:** Learn why a healthy work-life balance is important to well-being, and how to move toward a more productive and fulfilling work life and home life. (8 mins)
- **Find Your Focus When Times Are Tough:** Discover seven techniques to help learners stay productive and healthy when they're struggling with outside distractions. (7 mins)
- **Workplace Safety Essentials:** This six-part video series will to show you how to recognize and resolve dangerous levels of fatigue, avoiding the hazards of hurrying, and more (26 mins)

Click here to get started with SDLearn.

Having Trouble Accessing SDLearn? Check Your Email in Employee Space

You must have your work email listed as the primary address in Employee Space to access SDLearn.

1. Log in to your **Employee Space**. Look for Personal Information under your profile and make sure your state email is listed and that "YES" is marked for both Primary and Preferred contact.
2. SDLearn updates overnight. If you have made a change, it will be correct in SDLearn the following day.

Employee Space

Register for Training Tuesdays

From Distracted to Productive: Finding Your Focus in Today's Interrupted World

From emails and texts to office clutter and social media, there are many common "distractors" making it difficult to focus.

In this new program by popular time & technology management speaker Randy Dean, we'll look at each of these key areas of distraction and define strategies for enhancing long-term focus, productivity, and performance.

Randy Dean is both an author and a highly regarded time management, e-mail/information overload, and workplace distraction management expert.

When: February 21, 2023, 10:00 – 11:30 a.m. CT
Cost: $30 per participant

Visit SDLearn to register for this webinar. If you do not have access to SDLearn, send an email to **BHRTraining@state.sd.us** to register.

Click here to learn more or register!

Click to view full size infographic.

Supervisors Must Approve Training Courses

As a reminder, all training courses that have a cost associated with them must be approved by the employee's direct supervisor before the employee is registered in the class.

Click here to view the FAQ for this and other topics.

Upcoming Training Courses

Civil Treatment Workplace for Leaders

- Feb 21, 1:00 – 5:00 p.m. CT, Holiday Inn Express, Sioux Falls
- March 7, 8:00 a.m. – Noon CT, Becker-Hansen Training Room B15, Pierre
- March 14, 8:00 a.m. – Noon CT, Becker-Hansen Training Room B15, Pierre

The Lost Art of Phone & Email Etiquette

- Feb 22, 9:00 a.m. – Noon, CT, via Microsoft Teams

Microsoft Excel Level 200

- Feb 23, 10:00 – 11:00 a.m. CT, via Microsoft Teams

Interview and Selection (Supervisor)

- Feb 28, 10:00 – Noon CT, via Microsoft Teams

WINDMILLS Training

- Feb 28, 10:00 – Noon CT, via Microsoft Teams

Feeding the Four Tendencies

- March 8, 9:00 a.m. – Noon CT, Country Inn & Suites, Sioux Falls

Contact Us:

- **BHRTraining@state.sd.us**
- **605.773.3641**
- **https://bhr.sd.gov/employees/**