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SDLearn Highlights

WINDMILLS Training Program

Training Tuesdays

BHR Training on SDLearn



SDLearn Highlights for January

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

- **Deep Relaxation – Yoga and Meditation:** Discover timeless yoga and meditation techniques to bring you peace of mind. (37 mins)
- **Microsoft Teams in 30 Minutes:** Many businesses are using Microsoft Teams to facilitate communication, collaboration, file sharing, and more. This micro course covers everything you need to know in order to start using Microsoft Teams. (34 mins)
- **Practice Good Instant Message Etiquette:** Employees will learn how to protect their personal brands and their company's reputation when using social media. (3 mins)
- **Achieving Focus and Productivity at Work:** Let go of scattered thinking with this online productivity course. (35 mins)
- **Outlook 365 Beginner:** This course will teach the basics of Microsoft Outlook 365 and help participants gain familiarity with the Outlook environment and basic functionality. Students will learn the basics of email, how to use the Help feature, how to create and send messages, and how to work with attachments, among other things. (1 hr 30 mins)

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

WINDMILLS Training Program: Harness the Power of Inclusion

It's time to adjust our thinking when it comes to interacting with and working alongside people with disabilities. People may consider someone who lives independently or pursues a profession to be brave or 'special' for overcoming a disability. However, most people with disabilities don't want accolades for performing day-to-day tasks. Yes, the disability is there but it's not any different with adjusting to being tall, short, strong, easy-going, blonde, and so on.

The WINDMILLS Training Program is designed to change the attitudinal barriers and create a new perspective on the skills and abilities of individuals. Participants will interact with one another and trainers to learn the knowledge, skills, and tools to create inclusive workplaces where all employees can thrive.

One-hour training sessions are held virtually. **See the calendar on the SDLearn system** to see when they're scheduled. No matter what your role is within state government, you will learn something valuable with this training.

If you do not have access to SDLearn, email BHRTraining@state.sd.us to register.

The Training & Development Digest

January 2023

Training Tuesdays Returns February 21

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

E-mail. Texts. Interruptions. Project Transitions. Office Clutter. Social and Other Media. Smart Phones & Tablets. Even Family and Friends. These common "distractors" sometimes make it almost impossible to get anything done. It sometimes seems like there is always SOMETHING getting in the way of what you really need to do. In this new program by popular time & tech 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 a highly regarded time management, e-mail/information overload, distraction and e-distraction management, smart phone/tablet usage speaker, author, and expert.

When: Feb 21, 2023, from 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, please email BHRTraining@state.sd.us to register.



Register for BHR Training Courses with SDLearn

The Employees section of the BHR website was updated last month, with a number of training courses being removed and ported over to SDLearn. To register for all training courses, webinars, and special events offered by BHR, you will need to **log in to SDLearn** if you currently have access.

Those unable to log into SDLearn will need to email LMSHelp@state.sd.us to register for a class.



How to Get Started with SDLearn

SDLearn is the new learning management system for state employees. Through this site, employees will be able to access all BHR & BIT required trainings, sign up for BHR-led training courses, search a library of online courses, and much more. Getting started is easy!

1. LOG IN

Log in to SDLearn by clicking on the State of South Dakota Single Sign-On button. Type in your email address to continue.

Admin Login

State of South Dakota Single Sign-On

2. SEARCH FOR TRAINING COURSES

Click "Search for Learning Opportunities." This will bring you to Learner Home, where you can search for online training and register by clicking "Launch."



3. SEARCH BHR TRAINING COURSES

Click on View Upcoming Classes on the main page to see upcoming virtual and in-person training courses. Double-click on the course you want to register for.



4. PERSONALIZE YOUR SKILL SET

Click on the "Skills" drop down under Transcript. As you type, skills will populate below for you to select. Click "Continue" once you've finished.



You can also enter skills you want to develop, or block off those you don't want to develop so they don't appear in future searches.



You can go back to this page any time to update your preferences!



5. REMEMBER...

Training courses that have a fee will need to be approved by your direct supervisor.



Upcoming BHR Training Courses

If you do not yet have access to SDLearn and wish to register for a BHR training course, you may do so by sending the course name and time in an email to LMSHelp@state.sd.us.

Here is a list of upcoming courses:

Intro to Microsoft Teams – Get started with Teams! Learn the basics of this all-in-one platform that combines virtual meetings, file storage, and collaboration. (Jan 19, 10:00 – 11:00 a.m. CT.)

Teams Level 200 – Explore teams and channels structure with this new 200 level course. Learn how to join, organize, and collaborate on teams. (Jan 26, 10:00 – 11:00 a.m. CT.)

Time Management – Learn ways to prioritize your time, tips and techniques for keeping your focus to tackle your to-do list, and strategies to help you feel productive and successful at the end of the day. (Feb 7, 9:00 a.m. – Noon CT.)

Customer Service Essentials – A course for both experienced and new employees. Participants will leave the training ready to tackle the next customer encounter with confidence. (Feb 9, 9:00 a.m. – Noon CT.)

Microsoft Excel 100 – An entry-level course. Learn the basics of Excel, including creating an editing a new document, charts, formulas, and more. (Feb 9, 10:00 – 11:00 a.m. CT.)

The Lost Art of Phone & Email Etiquette – Gather tips and tricks to start all your calls and emails on a positive path. You'll also learn about techniques to put derailed interactions back on the right track. (Feb 22, 9:00 a.m. – Noon CT.)

Microsoft Excel 200 – This intermediate-level course assumes the user already has a strong understand of the basic features of Excel, can navigate the application, and has a grasp on the use of functions and custom formulas. (Feb 22, 9:00 a.m. – Noon CT.)

Feeding the Four Tendencies (In-person course) – Not all people respond to expectations the same way. Grow an appreciation for your own tendency and strategies for how to work alongside the others. (March 8, 9:00 a.m. – Noon CT, Sioux Falls Country Inn & Suites)

Advanced Teams Tips & Tricks – Learn advanced tips and tricks beyond simple messaging and meetings with this intermediate course for Microsoft Teams. (March 9, 10:00 – 11:00 a.m. CT.)

Contact Us:

- BHRTraining@state.sd.us
- <https://bhr.sd.gov/employees/>
- 605.773.3461

[BHR.SD.GOV/EMPLOYEES/](https://bhr.sd.gov/employees/)