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SD Learn Highlights

Have You Logged into SDLearn Yet?

Upcoming Online Classes

CPC Appraisal

SDLearn Highlights for November

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.**

- **Customer Service Communication Skills** – This twelve-part video course is one unit of the "Performance Excellence" series! (1 hr 16 min)
- **Brain Bites: Email Management** – From a frustrating chore to a powerful tool, learn how to make email work for you. (23 min)
- **Excel 365 Beginner** – This introductory course is IAAP-certified and counts for 4.75 recertification points for the CAP certification under Technology and Information Distribution content. Learn how to enter data, use basic excel formulas, manage worksheets, and more. (4 hr 48 min)
- **Recover From Burnout** – Learn to bounce back from burnout by managing what you can control. Discover four small things you can do today to begin recovering from burnout. (7 min)
- **Communication Toolkit: Communicating Across the Organization** – This video lesson is intended to help the organization as a whole optimize its company-wide communications, and is part of the "Communication Toolkit," which instructs employees and employers on how to improve their communication skills. (9 min)

Click here to get started with SDLearn.



Have You Logged Into SDLearn Yet?

If you have not yet logged into the state's new learning management system, SDLearn, we suggest you take a few moments this week and do so. Going forward, this will be the primary way in which you can access BHR training courses. Over time, the BHR training courses will move from the BHR website to SDLearn. Information about SDLearn is available on the BHR website, including an FAQ and How to Log In documents. **Click here to learn more.**



Welcome to SDLearn!

The Training & Development Digest

November 2022

Upcoming Online Classes

Until all BHR training courses are available through SDLearn, new courses will continue to be listed on the BHR website. Here are a few online highlights for the upcoming weeks:

- **Microsoft Excel Level 200** – Nov 17, 2022, from 10:00 – 11:00 a.m. CT
- **The Lost Art of Phone & Email Etiquette** – Nov 17, 2022, from 1:00 – 4:00 p.m. CT
- **Microsoft SharePoint Level 100** – Nov 29, 2022, from 10:00 – 11:00 a.m. CT
- **Time Management: Focusing in an Unfocused World** – Nov 30, 2022, from 9:00 a.m. – Noon, CT
- **Microsoft SharePoint Level 200** – Dec 1, 2022, from 10:00 – 11:00 a.m. CT

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



CPC Appraisal

By the end of the year each employee should receive the final installment of their Continuous Performance Communication Process, the appraisal. As a reminder the appraisal portion rates employees on two factors: Job Knowledge and Interpersonal Behavior.

The appraisal will be submitted via Manager's Space. To complete the process, employees will need to log into Employee Space and acknowledge the appraisal. Instructions on how to acknowledge the appraisal can be found [here](#).

Employees will receive an email notification when an appraisal has been submitted on their behalf.

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