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Enhancements to user experience coming this fall

Skillssoft's latest product, Skillport 8, is designed with the user in mind. Learning content is presented in a friendly, intuitive and highly visible format. Exempt and Information Technology employees will have the ability to access Skillport 8 from anywhere using any Web-enabled device. You will be able to use improved search functions to make it easier to find the information that you need.

Watch the [Skillport 8 video](#) to view the latest updates in this innovative learning environment: Skillssoft filmed the video in Columbus at the corners of Broad and High streets.

SkillPort 8 Improvements Include

- ✓ Richer learner experience;
- ✓ More intuitive and flexible;
- ✓ Robust catalog and search capabilities;
- ✓ e-Learning, videos, books, live events and more;
- ✓ Mobile ready; and
- ✓ Start content on a tablet and finish it on a PC.



Learner Videos

Explore the following Skillport Learner videos to learn about key features and functionality in Skillport 8.

Getting Acquainted with Skillport 8



What's New Page (2:49)



Navigation Overview (4:21)



Quick Links Overview (2:13)

Finding Content



Browse the Library (3:18)



Search (4:38)



Working with Assets (2:11)

Watch short videos

Learner videos are short two to four-minute tutorials designed to acquaint you with Skillport 8. The videos will teach you, among other things, how to:

- ✓ Discover content;
- ✓ Manage your learning plan;
- ✓ View your transcript; and
- ✓ Manage your profile.

Click [here](#) to access the Skillport 8 Knowledge Base and view learner videos.

Make time for learning

Making time for learning can often be one of the biggest challenges in transitioning from traditional instructor-led training courses to online e-learning courses. The following tips should help you make the time to develop your most important asset – you!

Learning Plan

Prepare a learning plan that has clear training goals and targeted completion dates. These training goals should be developed with your manager and include courses that will enable you to improve your job performance or prepare for future career opportunities.

Schedule

Schedule time for e-learning on your calendar just as you would any instructor-led training course. The benefit of e-learning is that you can complete the training course at your own pace. Learn It Ohio courses may take as little as ten minutes or as long as five hours to complete.

Distractions

The workplace is always busy and full of distractions – telephones, visitors, and the ever-present in-basket, which can make it difficult to focus on learning. To help curb unplanned interruptions:

- ✓ Work with your manager to identify a time when you may be able to participate in training.
- ✓ When you are taking a training session, record a voice mail greeting to reflect the specific period of time and indicate that you will return the

call when the session is complete.

Save Time While Building Skills – Testing Out

Did you know that you do not need to take a course from beginning to end? You may take only those modules that provide new information or unfamiliar content. To determine which lessons to focus on, do the following:

1. The next time you start a new course, instead of going right into the first lesson, click on the "Course Test" link at the top right of the Course Menu page. This will start a test that covers all of the learning objectives contained throughout the course.
2. When you have completed the course test, the course menu page will show you which topics you scored high in. You can then focus on just the topics you need.
3. From the Course Menu, click on the link to the lesson in which you scored low to focus on that course area. Repeat for all lessons you feel you need to review.
4. Take the course test again and pass with the score you need, or higher, to complete the course.

Taking the test before launching the course allows you to focus on only those areas that you need to improve or contain information you did not know. This will reduce the amount of time spent in the course and allow you to more efficiently increase your skills.

Learn, Grow, Lead - Stand Out From the Crowd

Effective Communication: How Do You Rate?

Check the effectiveness of your communication skills by answering the following questions:

- ✓ Do you know exactly what you want employees to understand, think and do in response to your communication?
- ✓ Is your communication a two-way process?
- ✓ Do you know how employees prefer to receive communication, e.g., face-to-face, email?

Utilize *This Month's Featured Resources* to improve your workplace communication strategies.

This Month's Featured Resources

The Voice of Leadership: Effective Leadership Communication Strategies

Course ID: lead_13_a03_bs_enus

The Daily Art of Management: A Hands-on Guide to Effective Leadership and Communication

Book ID: 37896

Effective Interpersonal Communications Simulation

Simulation ID: COMM021A

Power User of the Month: Mirza Baig, Office of the Ohio Public Defender

Mirza Baig has 15 years of information technology experience. Mirza is an Infrastructure Specialist with the Office of the Ohio Public Defender. He has passions for staying current with the rapidly changing world of technology and learning new skills. Mirza earned a master's degree in Information Science and has received more than seven IT industry certifications. Mirza is currently working on the State of Ohio IT Optimization project. When asked the following questions about his experience using Learn It Ohio, he replied as indicated below:

How were you made aware of Learn It Ohio? My colleague Nancy Rector-Kauser told me about the State's learning portal when I first started here.

How has the Training on Demand 365/24/7 worked for your schedule? Wonderfully! The portal allows me to download the course contents and learn at my convenience with or without internet connectivity.

What would you have done if Learn It Ohio were not available? Pay for the training.



How has Learn It Ohio benefited you in your current position? Wonderfully! Our agency uses VMware virtualization technology extensively, and Learn It Ohio's comprehensive coverage on this subject allowed me to refer to the training material whenever I was stuck with a question.

Would you recommend Learn It Ohio to your colleagues? Absolutely! For technology professionals, Learn It Ohio is an indispensable learning tool!

Is it easy to use/navigate? It is very user friendly!

What is the one thing you want everyone to know about Learn It Ohio? It's a great resource for professional and personal development.

Software requirements

Oracle Java Runtime Environment (JRE) is required for Skillsoft content to function normally within your browser. If you are working from a computer within your Microsoft Office environment, it may be helpful to have your local IT helpdesk personnel install the software for you.

Please use the following link to upgrade your JAVA software: http://java.com/en/download/ie_manual.jsp?locale=en

Learn It Ohio is best viewed on the following browsers: Firefox, Chrome and Internet Explorer 10.

Learn It Ohio is brought to you by the Ohio Department of Administrative Services' [Office of Learning and Professional Development](#). Click here to view the [current course catalog](#).

If you have questions about Learn It Ohio, please email at: LearnItOhio@das.ohio.gov or contact 614-995-0154.