



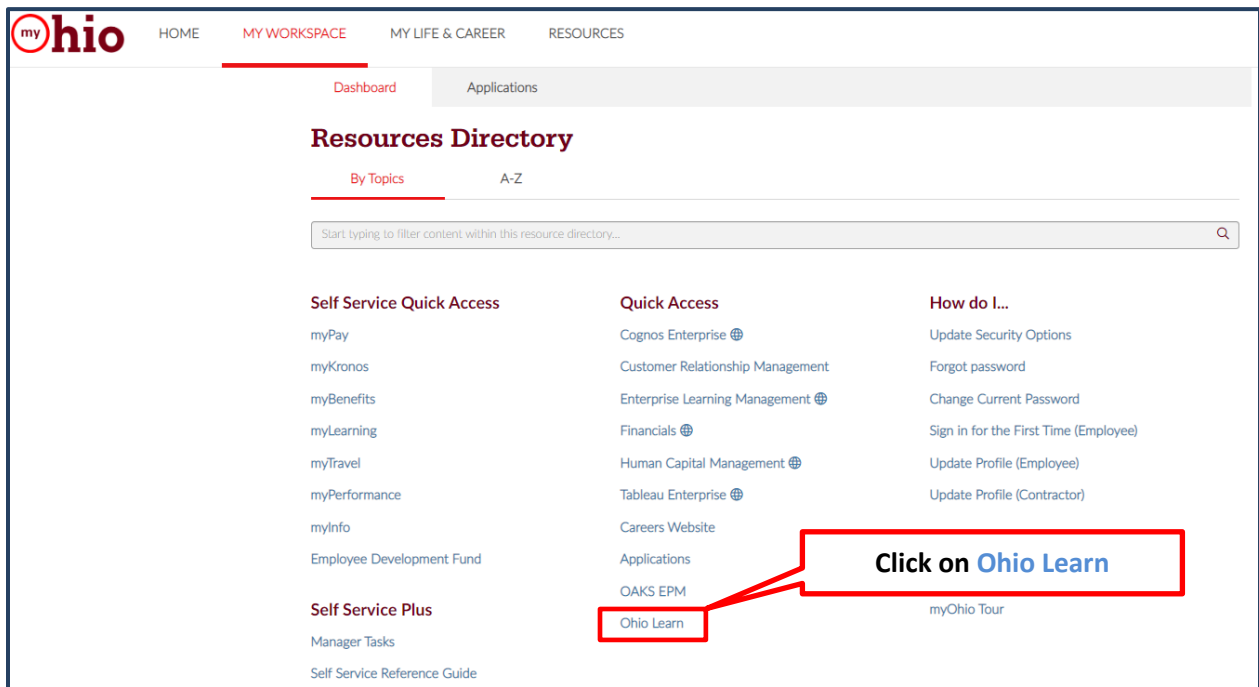
Enrolling/Completing a Learning Plan via Ohio Learn

Enrolling in a Learning Plan via Ohio Learn

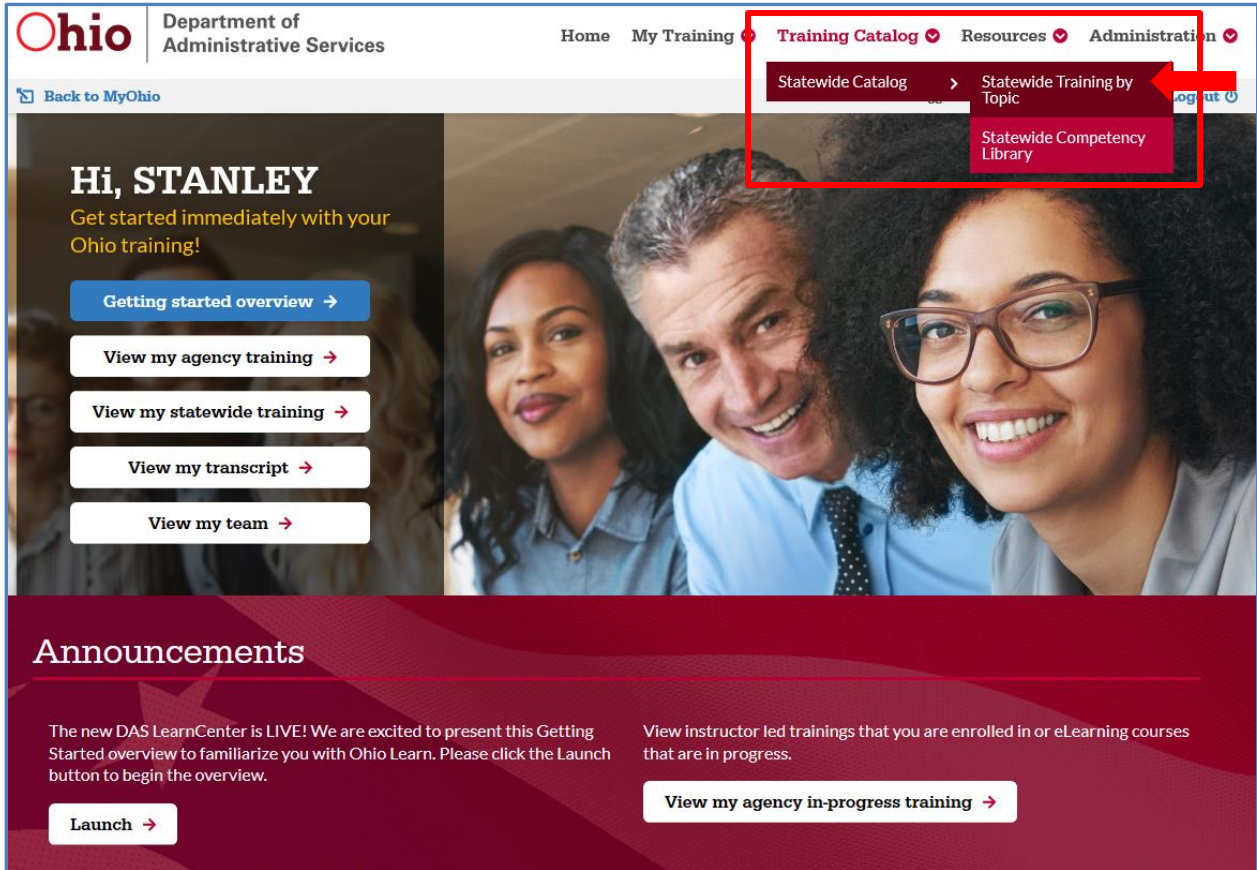
This job aid will help you successfully launch Ohio Learn in order to find, enroll in and complete a Learning Plan.

Launching Ohio Learn

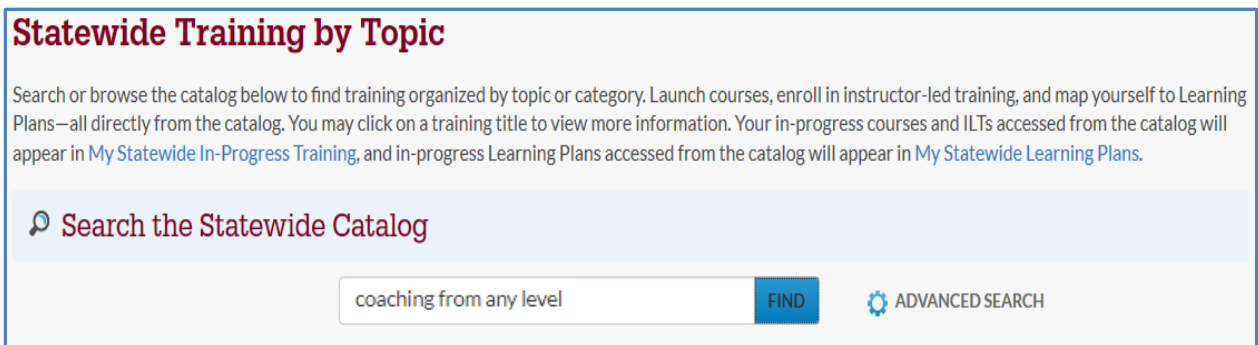
1. Employee Navigates to: [myOhio](#) > [My Workspace](#) > [Ohio Learn](#).



2. On the **Ohio Learn** main page, click on **Training Catalog**, hover over **Statewide Catalog** and then click on **Statewide Training by Topic**.



3. Type “coaching from any level” in the search bar and click Find.



- When the search results display, click **Add Plan** next to the Learning Plan you wish to enroll in.

Statewide Training by Topic

Search or browse the catalog below to find training organized by topic or category. Launch courses, enroll in instructor-led training, and map yourself to Learning Plans—all directly from the catalog. You may click on a training title to view more information. Your in-progress courses and ILTs accessed from the catalog will appear in My Statewide In-Progress Training, and in-progress Learning Plans accessed from the catalog will appear in My Statewide Learning Plans.

Search the Statewide Catalog

coaching from any level **FIND** **ADVANCED SEARCH**

NARROW RESULTS **RELEVANCE**

- ITEM TYPES
 - Learning Plan (1)
- CATEGORIES
 - Professional Development (1)
- START DATE

Coaching from Any Level

This Learning Plan consists of nine (9) individual learning events. Each learning event must be launched and completed to receive completion for this Learning Plan

TYPE Learning Plan STATUS Incomplete

CATEGORY Professional Development Training

Add Plan

- You will receive confirmation that you have successfully added the Learning Plan to your Ohio Learn Statewide Training.

Statewide Training by Topic

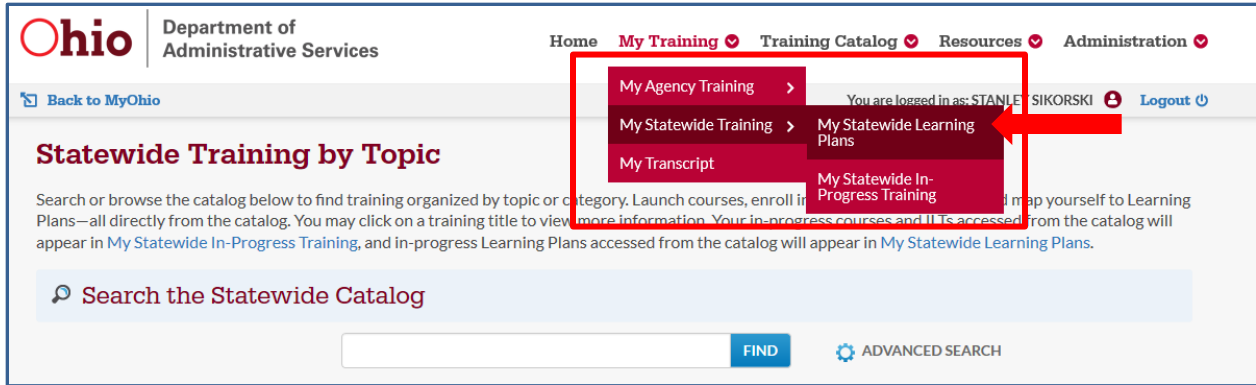
Search or browse the catalog below to find training organized by topic or category. Launch courses, enroll in instructor-led training, and map yourself to Learning Plans—all directly from the catalog. You may click on a training title to view more information. Your in-progress courses and ILTs accessed from the catalog will appear in My Statewide In-Progress Training, and in-progress Learning Plans accessed from the catalog will appear in My Statewide Learning Plans.

Search the Statewide Catalog

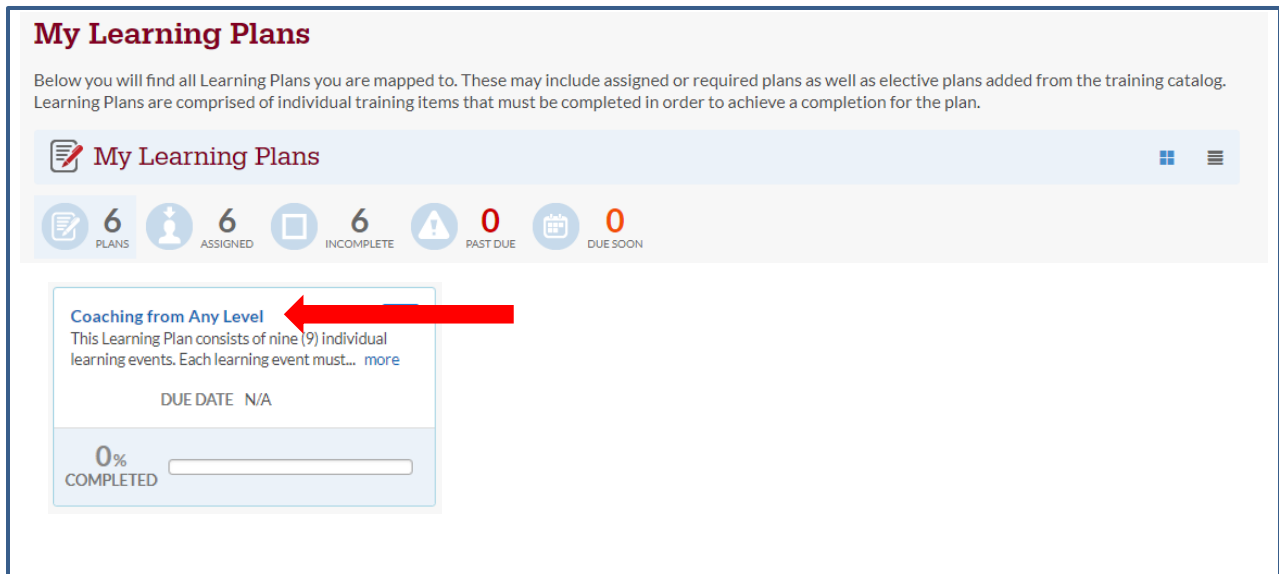
coaching from any level **FIND** **ADVANCED SEARCH**

You have successfully added yourself to the Remote Communications Resources, Learning Plan. There may be a delay before you see updated completion information. **X**

- Go back to the menu at the top of the page and select **My Training**, hover over **My Statewide Training** and then click on **My Statewide Learning Plans**.



- The Learning Plan(s) that you selected on the previous screen will display. Click the title of the Learning Plan to access the courses within.



8. To launch a Course within this Learning Plan, click the **Launch Course** button next to the courses.

My Statewide Learning Plans

Below you will find all statewide Learning Plans you are mapped to. These may include assigned or required plans as well as elective plans added from the training catalog. Learning Plans are comprised of individual training items that must be completed in order to achieve a completion for the plan.

My Learning Plans ← BACK

Coaching from Any Level

9 ITEMS 0% COMPLETED 0 ITEMS PAST DUE 0 ATTACHMENTS

SEQUENCE NUMBER FILTERS (#)

My Learning Plans > Coaching from Any Level

1	Beginning Your Coaching Engagement The coaching relationship is different from many other working relationships you may have encountered in your career. A coach has a special position that isn't as prescriptive as a manager or as instructive as mentor; a coach is focused on guiding the individual being coached... more	DUE DATE N/A	STATUS Not Attempted	OPTIONAL No	Launch Course
2	Coaching and Mentoring are the Key to Leadership Development Dan Labbad explains the difference between coaching and mentoring, and their potential.	DUE DATE N/A	STATUS		Launch Course
3	Coaching Techniques that Drive Change. Coaching by definition is action-centered. This is the main thing that differentiates it from counseling. At this point in the coaching engagement, the coach and coachee will have agreed on and co-created the Strategic Action Plan, which defines the goals and activities that the coachee will... more	DUE DATE N/A	STATUS Not Attempted	OPTIONAL No	Launch Course
4	Leading by Example: The Commander's Duty Leadership comes with the heavy responsibility to lead by example, and as this story about a Navy commander shows, not acting as a role model can have damaging consequences.				Launch Course

Click "Launch Course" to Launch the Web based courses.

9. On the next page, Click the **Launch** button once again to be taken to the course.

Beginning Your Coaching Engagement

The coaching relationship is different from many other working relationships you may have encountered in your career. A coach has a special position that isn't as prescriptive as a manager or as instructive as a mentor; a coach is focused on guiding the individual being coached through their own process of discovery and growth. There are five phases of coaching, and this course will cover the first three: enrollment, discovery, and developing the action plan. In these stages, the coaching relationship and its goals are created, setting the stage for the remainder of the coaching engagement.

Course: 35 minutes



Click Launch to begin the course.

 **Launch**

10. Once you complete all courses within the Learning Plan, the Learning Plan will be placed on your transcript and all courses can be re-launched and reviewed from there.
11. Completion credit will be given in Ohio Learn once the course is launched.