



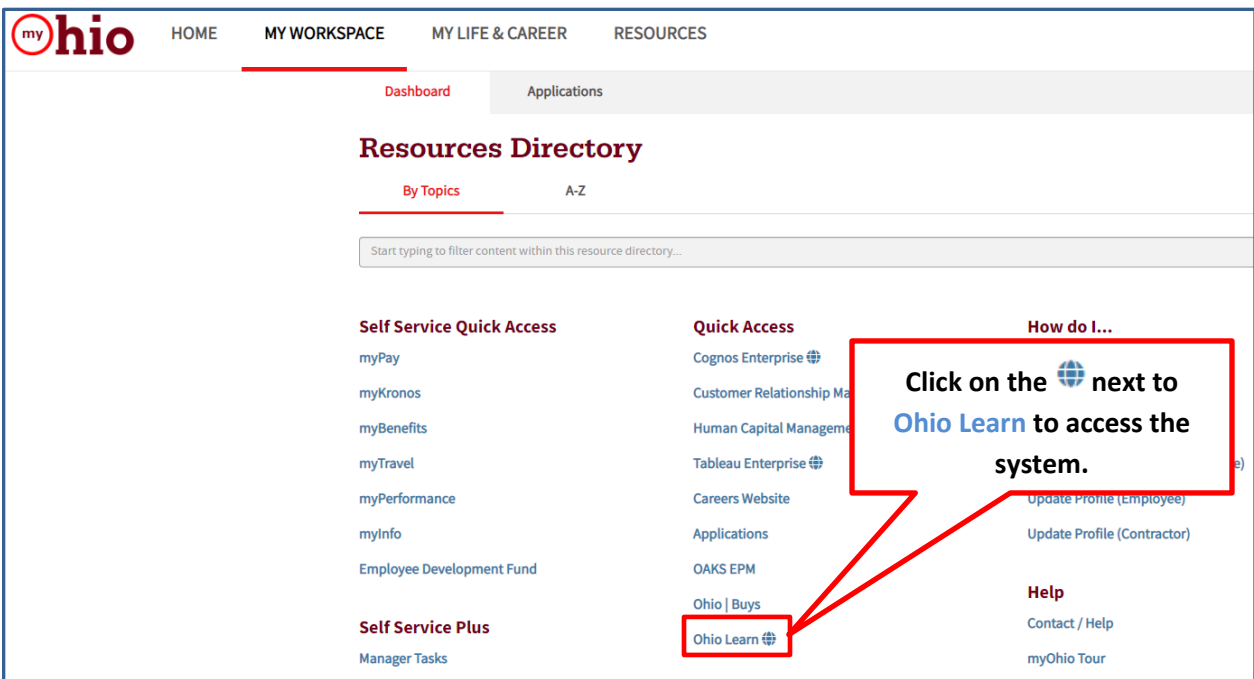
Enrolling/Completing a Learning Plan via Ohio Learn

Enrolling in a Learning Plan via Ohio Learn

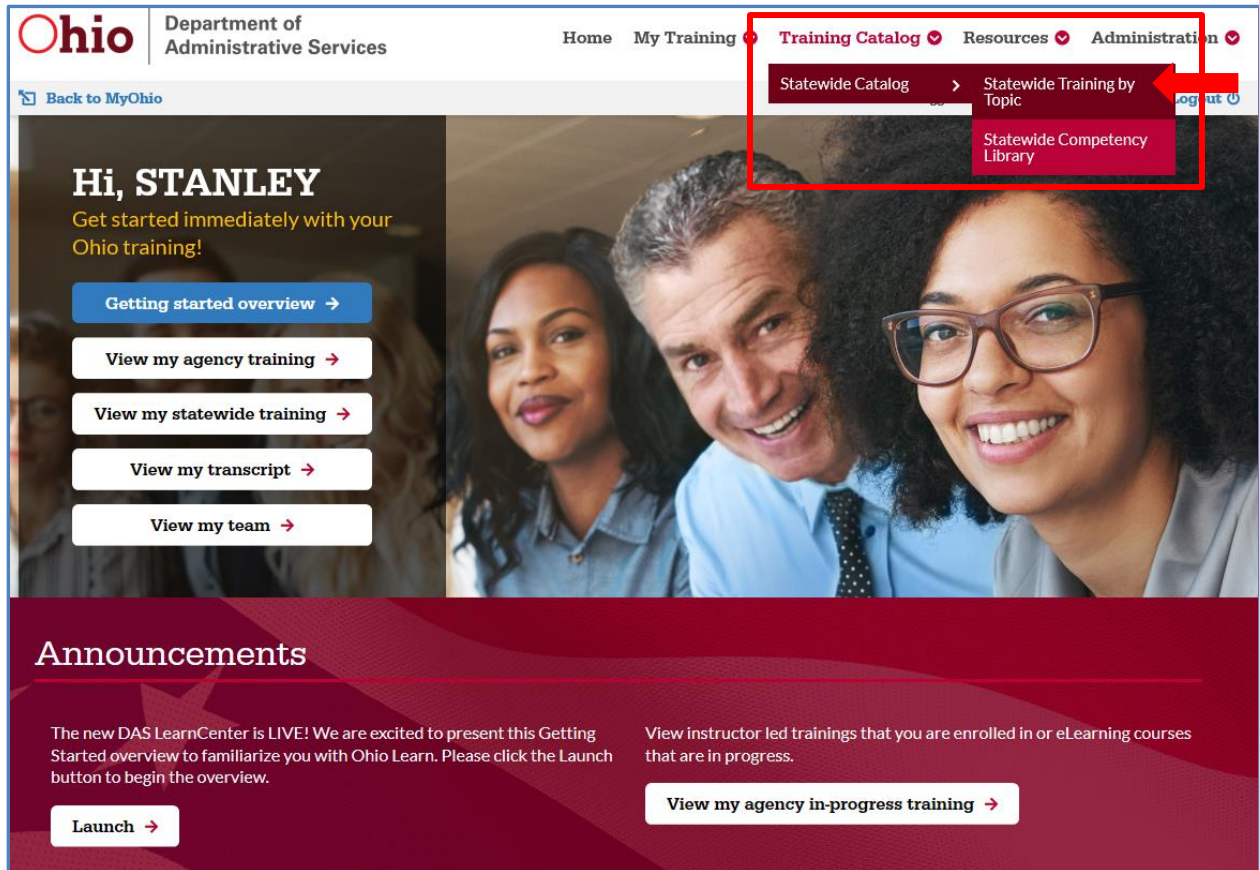
This job aid will help you successfully launch Ohio Learn in order to find, enroll in and complete a Learning Plan.

Launching Ohio Learn

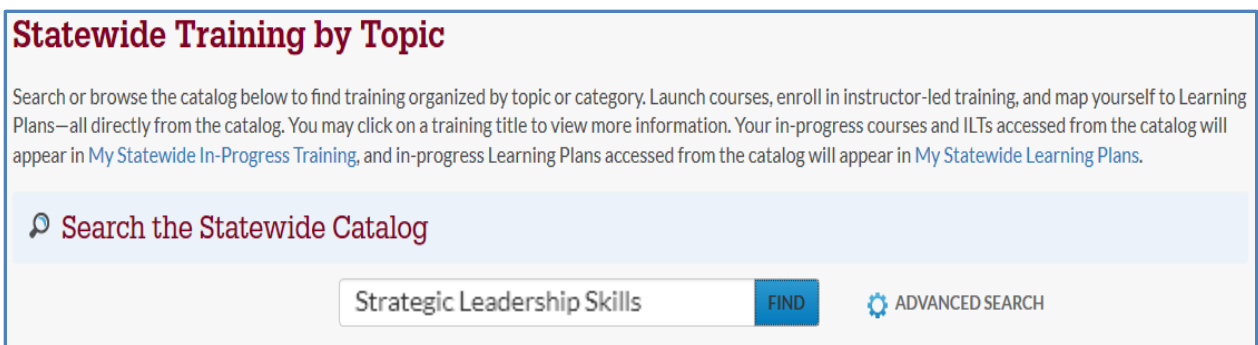
1. Employee Navigates to: *myOhio > My Workspace > Ohio Learn and click on the  next to the words Ohio Learn to access the system.*



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



- Type “**Strategic Leadership Skills**” in the search bar and click Find.



4. 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

Strategic Leadership Skills **FIND** **ADVANCED SEARCH**

NARROW RESULTS **RELEVANCE**

ITEM TYPES
Learning Plan (1)

CATEGORIES
Professional Development (1)

START DATE

Strategic Leadership Skills
This Learning Plan consists of seven (7) individual learning events. All learning events must be completed to receive completion for the Learning Plan.

TYPE	STATUS	CATEGORY
Learning Plan	Incomplete	Professional Development Training

Add Plan

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

Statewide Training by Topic

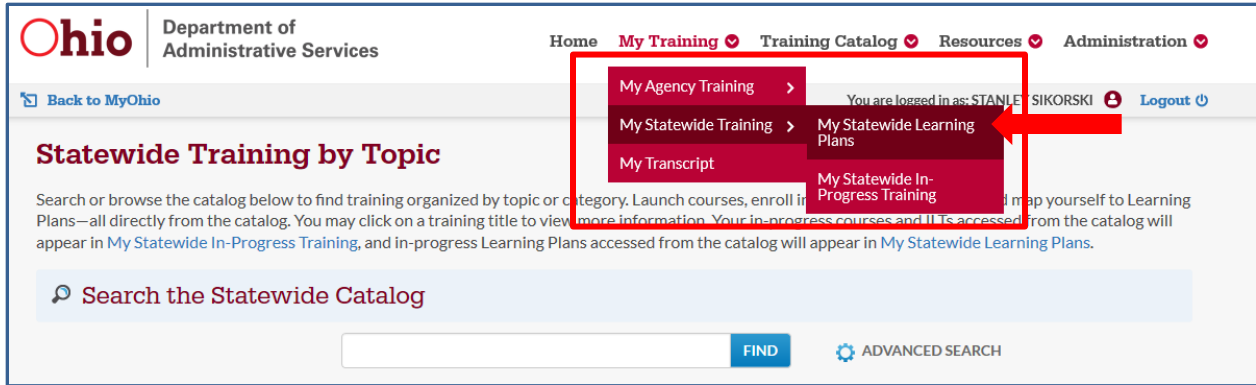
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Search the Statewide Catalog

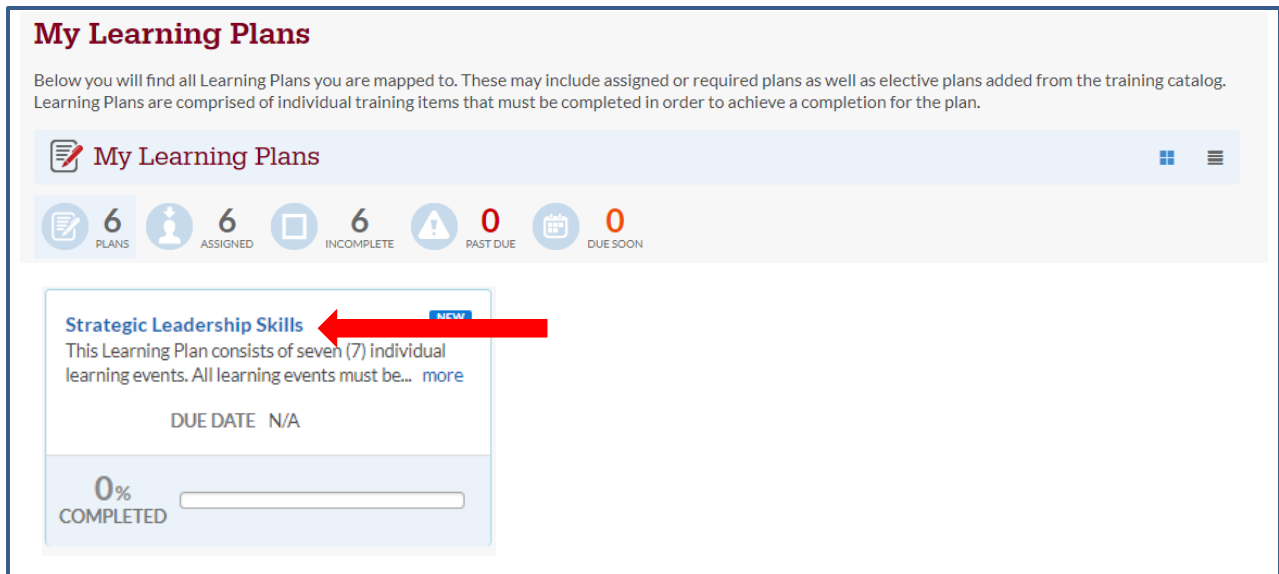
Strategic Leadership Skills **FIND** **ADVANCED SEARCH**

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

Strategic Leadership Skills

7 ITEMS 0% COMPLETED 0 ITEMS PAST DUE 0 ATTACHMENTS

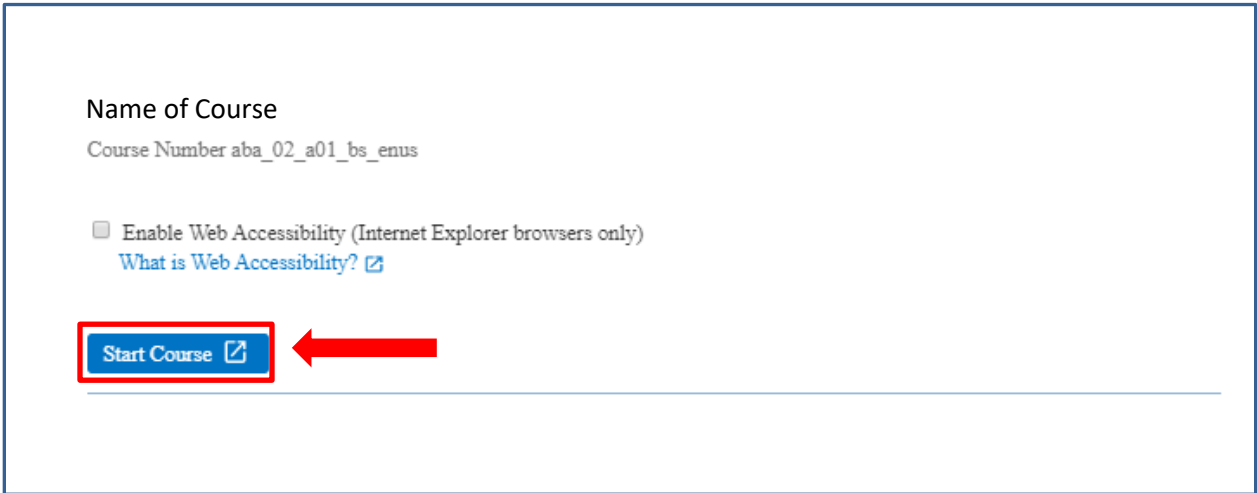
SEQUENCE NUMBER FILTERS (#)

My Learning Plans > Strategic Leadership Skills

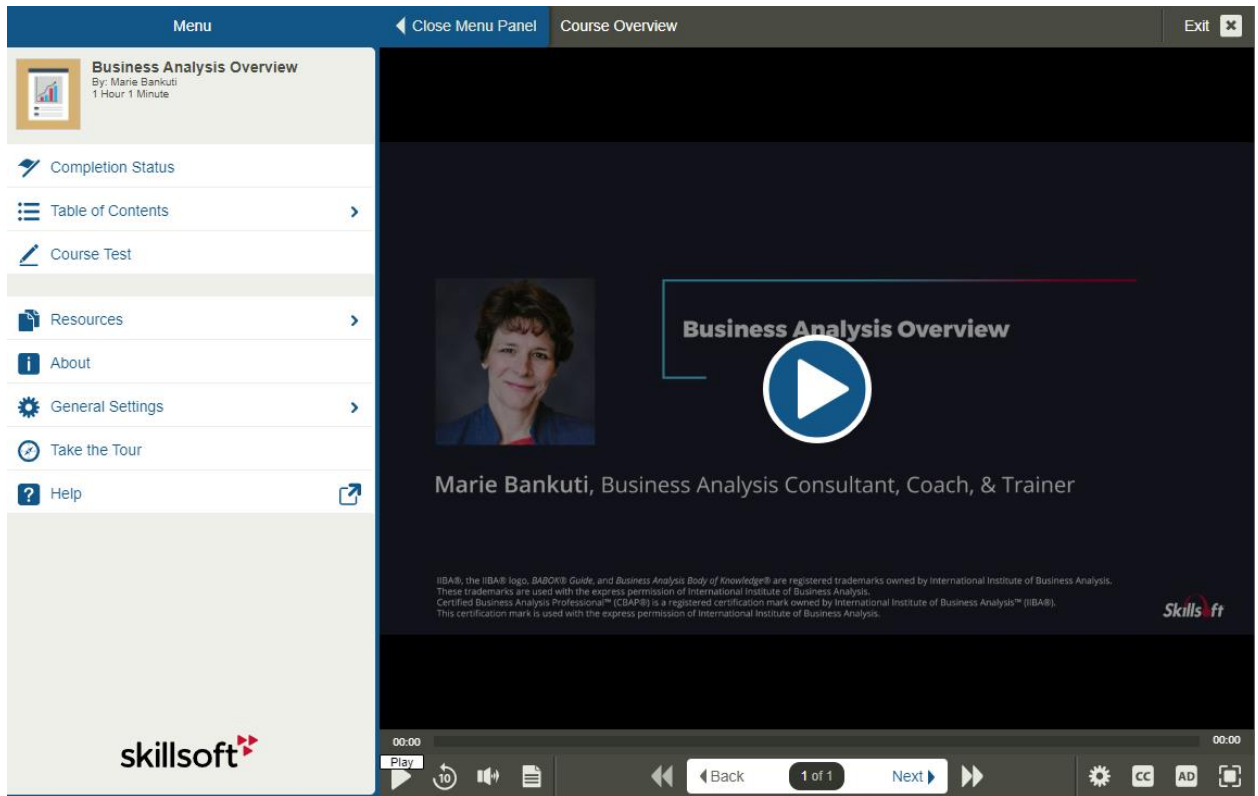
1	Leading Change: Act Your Way to New Thinking When you want to change a culture, act your way to new thinking; don't think your way to new action. On the submarine Santa Fe, when problems were attributed to "they," a saying was born: "There's no 'they' on Santa Fe." Inside the Santa Fe "they" became "we." more	DUE DATE N/A	STATUS Not Attempted	OPTIONAL No	TYPE Course	Launch Course
2	Mission, Values, and Strategy: If You're Not Aligned, It's Not G It is only when your team is fully aligned that you get maximum results. J clearly define where the organization is going. more	DUE DATE N/A	STATUS		TYPE Course	Launch Course
3	Moving in the Same Direction To achieve success, teams need to move forward. That means everyone needs to be moving in the same direction, not focusing on individual priorities. more	DUE DATE N/A	STATUS Not Attempted	OPTIONAL No	TYPE Course	Launch Course
4	Setting and Managing Priorities within the Organization: Deciphering Priorities As a manager, you need to be able to determine the difference between what has to be done and what has to be done first. By establishing clear priorities, you provide your team with the focus it needs to take the most effective action and achieve its goals more quickly. If the... more					Launch Course

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

9. On the next Web page, Click the **Start Course** button once again to open the course.



10. The course will open in a separate window.



11. 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.

12. Completion credit will be given in Ohio Learn once the course is launched.