



WHAT'S IN YOUR TOOLBOX?

DO YOU HAVE THE RIGHT SKILLS
TO ADVANCE YOUR CAREER?

FABULOUS FEATURE

Online Job Aids

Job aids are performance support tools that complement learning and assist in the use of knowledge and skills in the workplace. Job aids vary significantly in format and content, depending on their purpose. Generally speaking, job aids can be informational, procedural, coaching guides, or decision-making assistances. They are particularly useful for activities or procedures that aren't easy or practical to memorize, and for refreshing knowledge previously learned but infrequently used. Job aids are course "takeaways" that can be used as they are or edited and customized to meet specific learner or customer needs.

Now is the time to come and see what tools are available to reinvent yourself...

Today's careers are more demanding than ever. What is cutting edge today may well be obsolete tomorrow. Professional development and job skills training have become a normal part of most people's careers. But, how do you find the time to perform the duties and obligations associated with your job when you are trying to stay on top of your skills with ongoing training and

other professional development activities?

There is a solution. Organizations are discovering the advantages of e-Learning to meet these demands. e-Learning, although still a relatively new service for career-minded employees, has already demonstrated its value in promoting solid performance gains and career enhancements.

Featured Course: Being Prepared For Change

When the organization you work for changes, and demands that you change along with it, wariness and uncertainty are natural. Change signals the end of the tried, trusted, and familiar. But change is also a new beginning—a springboard into a new and potentially exciting personal future. "Being Prepared for Change" focuses on the mental attitudes and behaviors you need to develop in order to take advantage of

the opportunities for personal growth that can accompany organizational change. You gain insights into how to learn, and when to learn. You acquire the skills and strategies you need to manage your own change effectively. The course also shows you how to focus on the future in ways that will encourage successful personal outcomes from the change process.

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Tips For Getting the Most From Your e-Learning Experience

- **Schedule your e-Learning** just as you would if you intended to go to a class.
- To avoid interruptions at your desk, post a “**Student In Training**” note at your office door or work cubicle.
- Take the **Pre-Test** to pinpoint subject areas to focus on, and skip material you already know
- Take the **Post-Test** to ensure you’ve learned what you need.



Just Some of the Benefits of e-Learning

- **Increased Adaptability to Change** - One of the best ways to develop and become more adaptable is to learn. Learning and change are virtually synonymous. Therefore, if you are learning, you are more open to change.
- **Competitive Advantage** - Maintaining an organization filled with people who are learning creates a competitive advantage.
- **More Interesting Work** - Learning can contribute to the continuous flow of new ideas and make workdays interesting. It can also lead to self-fulfillment and personal growth.
- **Understanding of Personal Values** - Knowing oneself and one’s own personal values is critical to becoming a versatile, effective, self-managed learner.

Where To Get Help

SkillSoft Technical Support

Submit an online problem report

Support@SkillSoft.com

Or call Toll Free at
1-866-754-5435

To Enroll In e-Learning

<http://www.clemson.edu/elearning>