



# CIS Learning Center: A Toolkit for Making it Easier

# Today's Presentation

- Getting Started Toolkit
  - Created new landing page — input needed!
  - Updated tools and templates for implementing a smooth roll-out to new and existing users
- Learning Plans
  - Beginning to end — plan development
  - Adding policies or handouts
  - Monitoring progress

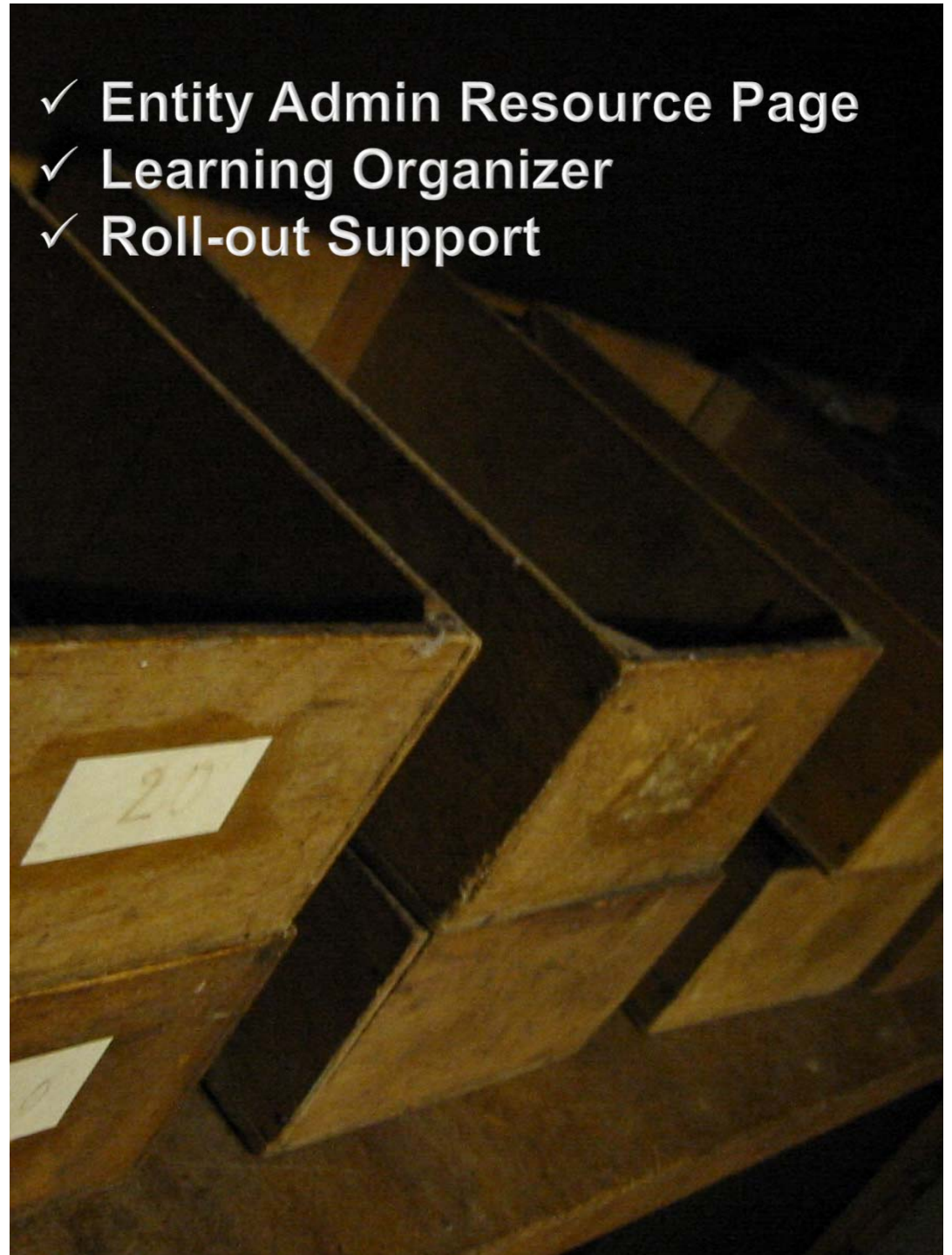


# Let's Get Started!

- ✓ Entity Admin Resource Page
- ✓ Learning Organizer
- ✓ Roll-out Support



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# Entity Admin Resource Page

- New & recently added tools:
  - Online course list
  - CEU-approved courses
  - Entity admin updates
- Spring 2016 updates:
  - New user account email
  - Updated Getting Started Guides
  - FAQs
  - Best Practices
  - System Compatibility Guide



Login

About

Resources



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[learn.cisoregon.org/EntityAdmins.aspx](http://learn.cisoregon.org/EntityAdmins.aspx)

# Learning Organizer

- Based on responses from recent CLC-Admin survey
- New landing page to simplify navigation for learners
- Feedback needed on what to include on the page
- Anticipated rollout with updated tools & templates in Spring 2016





- Replaces the CIS Training Center Launch, Organizer and Learning and Metrics pages in CLC



## System Announcements

## CIS Conference 2016 - Registration Open

Surf's up! Ride the wave to the best in training at CIS' 15th Annual Conference! You'll receive lots of useful information and enjoy excellent networking designed to help you manage the waves of change and oceans of opportunity in risk management and benefits. Learn more at <http://www.cvent.com/d/3fq9sn>.

## My Widgets



Transcript



Catalog

Instructor  
TrainingManage  
Password

## My Required Learning

## Workplace Security Awareness

Not Attempted

Due Date: 4/27/2016  
Duration: 30 minutes

## Risk Management: Workplace Safety, Security, and Privacy

Not Attempted

Due Date: 4/27/2016  
Duration: 1 hour

## Risk Management: Organizational Risk and Safety and Health Legislation

Not Attempted

Due Date: 4/27/2016  
Duration: 1 hour 30 minutes

## RBH Webinar

Not Attempted

Duration: 1 hour

## Safety Committee Training

Not Attempted

Due Date: 4/27/2016

## My Elective Learning

## A Manager's Guide to Diversity, Inclusion, and Accommodation

In Progress

Duration: 30 minutes

## Administrative Professionals: Maximizing Your Relationship with Your Boss

In Progress

Duration: 1 hour

## FEMA Introduction to Incident Command System, ICS-100

In Progress

Duration: 3 hours

## CIS Webinar: Governing 101

In Progress

## My Learning Plans

## Safety Committee Training

Not Attempted

Due Date: 4/27/2016

## Calendar

Training events for this month.

## December 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## CIS Webinars

## Upcoming Webinars

1/28/2016 The Employer's Guide to Employment Resolutions for 2016

## Recorded Webinars

12/17/2015 Aligning Work Measurements with Goals and Objectives

11/13/2015 The Benefits of Your EAP: It's Not Just About Counseling

10/22/2015 Establishing and Developing Team Performance



# My Widgets

- Hyperlinks to most frequently accessed areas
- Easier to find password manager
- Room to add additional widgets as need arises



Transcript



Catalog



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Training



Manage  
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# My Learning


- Hyperlinks provide quick access to course or learning plan
- All sections show progress
- Due date included for assigned items

 **My Required Learning**

<b>Workplace Security Awareness</b> Due Date: 4/27/2016 Duration: 30 minutes	Not Attempted	▲
<b>Risk Management: Workplace Safety, Security, and Privacy</b> Due Date: 4/27/2016 Duration: 1 hour	Not Attempted	
<b>Risk Management: Organizational Risk and Safety and Health Legislation</b> Due Date: 4/27/2016 Duration: 1 hour 30 minutes	Not Attempted	
<b>RBH Webinar</b> Duration: 1 hour	Not Attempted	
<b>Safety Committee Training</b> Due Date: 4/27/2016	Not Attempted	▼

 **My Elective Learning**

<b>A Manager's Guide to Diversity, Inclusion, and Accommodation</b> Duration: 30 minutes	In Progress	▲
<b>Administrative Professionals: Maximizing Your Relationship with Your Boss</b> Duration: 1 hour	In Progress	
<b>FEMA Introduction to Incident Command System, ICS-100</b> Duration: 3 hours	In Progress	
<b>CIS Webinar: Governing 101</b>	In Progress	


 **My Learning Plans**

<b>Safety Committee Training</b> Due Date: 4/27/2016	Not Attempted
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# More Tools





- Calendar highlights events the learner has registered for
- All upcoming and recorded CIS webinars are easily accessible
- Additional tools include Notes and Shortcuts


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Training events for this month.

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 **CIS Webinars**

**Upcoming Webinars**

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**Recorded Webinars**

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10/22/2015 [Establishing and Developing Team Performance](#)



# Roll-out Assistance

- To facilitate a smooth roll-out, the following items will be provided:
  - User notification email
  - Updated Getting Started Guides
  - Online tutorial for new learners



# Feedback

- First Impressions?
- Are there additional elements you would like added?
- Are there any elements that are a concern?



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# Learning Plans

Plan

Build

Assign

Monitor



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# Plan & Build

- Generic Learning Plans
  - Start point for new plans
  - Based on sample learning management plans
  - Customizable
- Entity Specific Policies
  - Add to any learning plan
  - Link to intranet



# Assign

- Assign required learning to staff
  - Advantage of using groups
  - Completion term options
    - Using a Learning Plan Template
  - Staff notifications



# Monitor

- Customizable reports to monitor progress
  - Standard reports
  - Custom reports
  - Advanced reports



# On-Line Learning Bonus

- Bonus Program **due to end April 15, 2016**
  - Requirements:
    - ☐ Develop annual learning plan
    - ☐ Majority of staff have taken at least one online class from CIS Learning Center
- Learning management plan should include HR training
  - Contain a specific goal that majority of staff will have taken at least one on-line class from CIS Learning Center (CLC) catalogue of recommended courses



# Questions?

- CIS exists exclusively to support its members
- CIS Learning Center designed to provide members with access to free online and instructor-led training opportunities
- Additional questions or feedback can be emailed to [learn@cisoregon.org](mailto:learn@cisoregon.org) or call 503-763-3800 ext. 8







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