



SkillSoft Resources

Performance Planning Ideas for Supervisors

Create a strategic learning advantage for your staff with SkillSoft

SkillSoft Resources for Online Learning at the University of Colorado

The university values continuous learning and professional development for all of our faculty and staff. Assuring we have a work force with the right mix of skills and knowledge to support our needs will contribute to our continued success. With this in mind, CU administration has partnered with **SkillSoft**, a leading provider of online learning, to offer all faculty and staff free and unlimited access to online courses and an online library, **Books24x7**, with over 20,000 professional and technical development books available.

How to Incorporate SkillSoft Online Learning Resources into Performance Plans

During your performance planning discussions, inform your classified staff about the comprehensive SkillSoft resources available to them. Effective, cost efficient and convenient, there are thousands of courses and books to explore as part of annual performance planning discussions.

You can:

- identify courses appropriate for their professional development
- document the selections you've made together
- discuss a timeline for completion
- develop a plan for setting aside time to learn

Other ideas for creating a continuous learning environment using SkillSoft and Book24x7:

- Start an office staff book club, set a goal to read a professional book every two months to discuss and share at office meetings
- Use SkillSoft resources as a means for coaching and mentoring classified staff in areas that will enrich their development and value to the university

Self-Guided Learning

Resources available in areas such as:

- **Business Skills Curricula:** Administrative Support; Business Analysis; Communication; Customer Service; Finance and Accounting; Human Resources; Project Management; Leadership; and Team Building.
- **Desktop and Office Applications:** Adobe; MS Office; and desktop technology
- **IT Professional Curricula:** Internet and Networks; Oracle; Security; Operating Systems and Server Technologies; and Web Design

KnowledgeCenters

Provide targeted comprehensive content, including recommended courses, books, and industry articles/links that helps build and update skills quickly and efficiently in:

- Java
- Oracle
- Business Exploration Series
- Management

Books24x7®

An online professional library offering unlimited access to thousands of complete and unabridged books, articles, and videos. Access Books24x7 from your computer or mobile device. Learning can take place anywhere, anytime, or any place.

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