

OCTOBER 2008

e-LEARNING NEWS

POD e-Learning Certificates

Professional & Organizational Development (POD) offers five e-Learning certificates. Comprised solely of SkillSoft e-Learning (online) courses, these certificates are designed to strengthen your skills in a particular area and bring focus to your professional development.

The following e-Learning certificates are available through POD:

- [Administrative Support](#)
- [Customer Service](#)
- [Enhanced Productivity](#)
- [High Performance Teams](#)
- [Project Management](#)

Each certificate includes 20 SkillSoft courses and four simulations. Click on the certificate name (above) to view the curriculum guide for that certificate. To earn an e-Learning certificate, you must be enrolled in the POD Certificate Program. Complete the form [Enroll in the Certificate Program](#) to get started.

email reminders

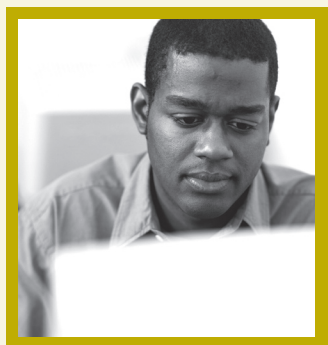
Who needs sticky Post-it® notes—more wasted paper!—when you can use reminder emails via **MY PLAN**? **MY PLAN** contains details about your SkillSoft learning events, and you can schedule email reminders when adding courses to your **MY PLAN**:

1. From the course description page, click on **ADD TO MY PLAN**.
2. Select the custom folder or the main **MY PLAN** folder link.
3. From the **ADD TO MY PLAN** page, enter a goal and select a **fixed due date** for the folder.
4. Select the appropriate email reminder option.
5. Select the **SUBMIT** button.

The new course should now be listed under **MY PLAN** with selected email reminders in place.

CURRICULUM SPOTLIGHT

HANDLING ORGANIZATIONAL CHANGE



Do you sometimes feel like you are surrounded by change? How can you adapt to the organizational changes happening around you? The *Handling Organizational Change* curriculum series will help you adapt and make the most of change. Click on the course title or code for detailed information on each course.

- [Views on Organizational Change \[pd 03 a01 bs enus\]](#)
 - [Preparing for Change \[pd 03 a02 bs enus\]](#)
 - [Communication During Organizational Change \[pd 03 a03 bs enus\]](#)
 - [Handling Organizational Change Simulation \[PD003A\]](#)
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Did You Know?

If you're without internet access (such as on a plane or a cabin in the woods), you can download a SkillSoft course and take it while not connected to the internet. Click on **Download Instructions** in your shortcut menu to learn more.



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