

To: HR and Training Directors (excludes higher ed)

HR and Training Directors,

As we seek innovative ways to continue engaging employees in their professional growth and development while they work remotely, the South Carolina Department of Administration is excited to launch eLearning training through LinkedIn Learning. This resource will be available at no cost to agencies, Monday, April 6, 2020.

LinkedIn Learning, which allows agencies to provide access to learning, personalize the training experience and cater to different learning preferences, offers:

- ▶ an online platform with more than 8,000 courses and videos to achieve professional growth.
- ▶ engaging top-quality courses taught by recognized industry experts.
- ▶ courses that can be accessed from a workstation or mobile device, 24/7.
- ▶ courses ranging from micro lessons (short segments for quick tips) to longer lessons (courses that have beginning, intermediate and advanced skill levels).
- ▶ hard and soft skill courses depending on the employee's current role.

Please note that LinkedIn Learning is independent of the LinkedIn personal professional network. **Therefore, state employees should:**

- ▶ **Only use** their work email address to access their LinkedIn Learning account.
- ▶ **Not link** their LinkedIn Learning account to their personal LinkedIn professional page.

We are also sending a similar communication to agency IT directors regarding measures they need to take to ensure your staff can access this platform.

Please see the attached sample communication that you can send to your agency's skilled-knowledge workers to introduce them to LinkedIn Learning and to explain how they can access the platform. Also attached is the Access LinkedIn Learning Quick Reference document you can share with those employees.

In the coming days, we will work with each agency's HR director/training director to identify specific course collections that can be recommended to agency employees depending on their job responsibilities.

If you have any questions or need any assistance, please contact me (803-422-8645) or State Training and Development Director Stephanie Duncan (803-896-5026).

Sincerely,

Karen Wingo