

# Telecommuting Work Options

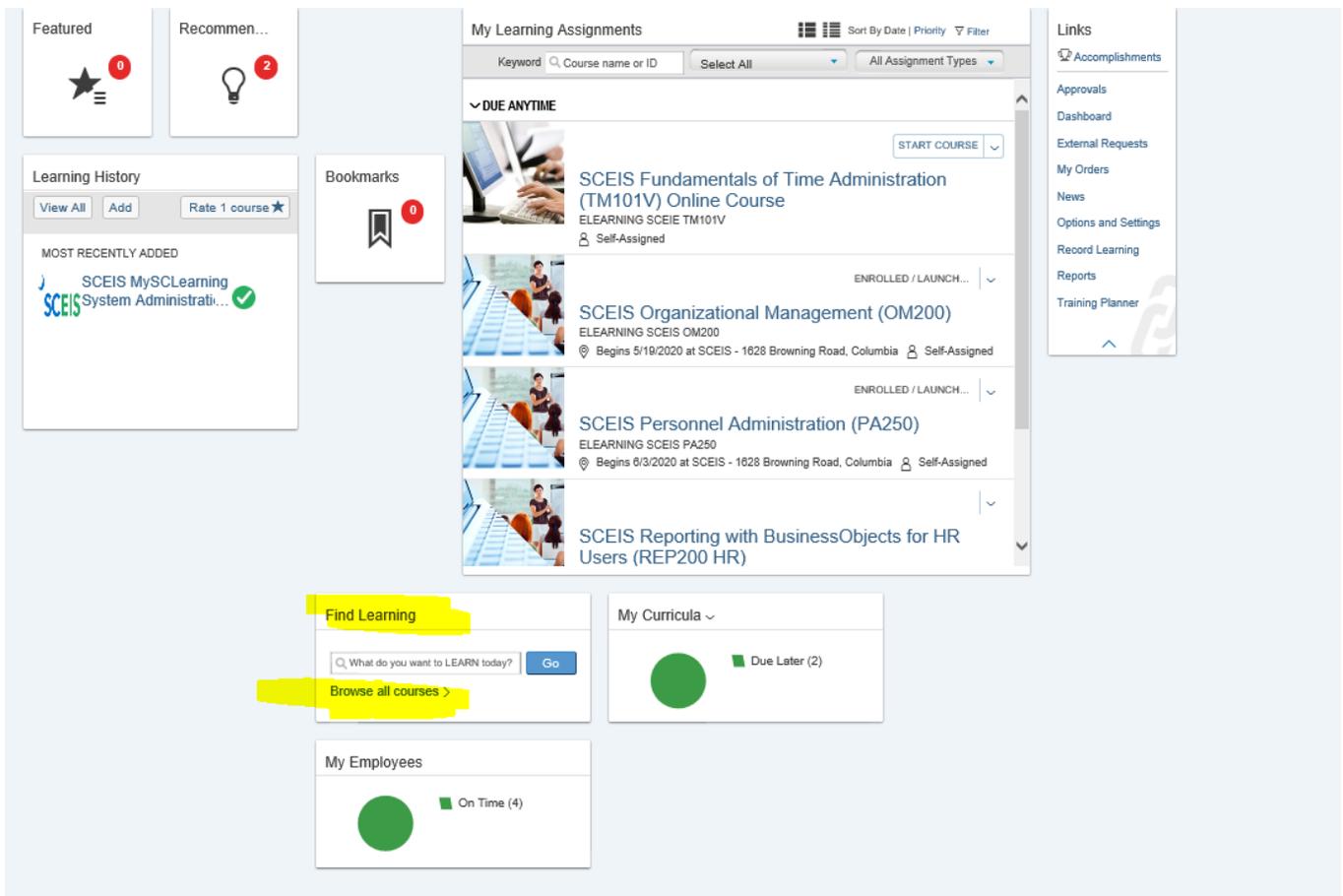
1. **SCEIS Central (Online Courses – Annual Training Early)**

As you know, each fall the Agency completes annual training modules. We will assign the following required annual training requirements now (there is no need for you to assign). Please note that annual SANS training will be completed later this fall.

HR will assign the following:

- Anti-Harassment
- Information Privacy Basics
- Payment Card Industry
- Introduction to Data Classification for State Employees
- SCEIS Central Resources for All Users
- FEMA Active Shooter Training

There are a few additional online SCEIS Central courses that may be relevant and helpful for your team. Please browse all courses



The screenshot displays the SCEIS Learning Management System interface. Key components include:

- My Learning Assignments:** A central panel listing courses under the heading "DUE ANYTIME".
  - SCEIS Fundamentals of Time Administration (TM101V) Online Course:** ELEARNING SCEIE TM101V, Self-Assigned.
  - SCEIS Organizational Management (OM200):** ELEARNING SCEIS OM200, Begins 5/19/2020 at SCEIS - 1628 Browning Road, Columbia, Self-Assigned.
  - SCEIS Personnel Administration (PA250):** ELEARNING SCEIS PA250, Begins 6/3/2020 at SCEIS - 1628 Browning Road, Columbia, Self-Assigned.
  - SCEIS Reporting with BusinessObjects for HR Users (REP200 HR):**
- Navigation and Search:** A "Find Learning" section with a search bar containing "What do you want to LEARN today?" and a "Go" button. A "Browse all courses >" link is highlighted in yellow.
- Summary Widgets:**
  - My Curricula:** Shows a green circle and "Due Later (2)".
  - My Employees:** Shows a green circle and "On Time (4)".
- Left Sidebar:** Includes "Featured", "Recommen...", "Learning History" (with "View All", "Add", and "Rate 1 course" options), and "Bookmarks".
- Right Sidebar:** A "Links" menu with items like "Accomplishments", "Approvals", "Dashboard", "External Requests", "My Orders", "News", "Options and Settings", "Record Learning", "Reports", and "Training Planner".

1 HOUR(S) CREDIT    1 HOUR(S) CONTACT

Assign to Me >

You may also:  
Start Course > Assign to Others > Recommend >

## 2. **Free Online Learning Courses**

You can assign (by email or by using Google Classroom) many free online training courses. Please note that an employee may have to create a free account to access the courses.

*All Employees:*

<https://www.coursera.org/learn/professional-emails-english> (Writing Professional Emails)

<https://alison.com/course/touch-typing-training-revised> (Typing)

<https://alison.com/course/microsoft-excel-essentials> (Excel)

<https://alison.com/course/word-2016-features-and-functionality> (Word)

<https://alison.com/course/create-powerful-presentations-with-powerpoint> (PowerPoint)

<http://www.openlearningworld.com/innerpages/Know%20your%20customers.htm> (Know Your Customers)

*For Supervisors:*

<https://www.coursera.org/learn/people-management> (Managing People At Work)

<http://www.openlearningworld.com/innerpages/Conflict%20Management.htm> (Conflict Management)

<http://www.openlearningworld.com/innerpages/Become%20A%20Great%20Interviewer.htm> (Becoming a Great Interviewer)

The initial list above can be used to help get you started with assigning online for your employees. Please note that the following sites have numerous free courses for presentation skills, communication techniques, managing, etc., that may be beneficial for your employees that you can assign as you see as appropriate. There are an abundance of options. Remember that if you chose to have a Google Classroom, you can assign a link to one of these courses to your team or to an individual for completion.

<https://alison.com/>

<http://www.openlearningworld.com/>

<https://edu.gcfglobal.org/en/topics/>

<https://edu.gcfglobal.org/en/subjects/office/> (This website has multiple Microsoft courses. Please note that most of LLR's computers have version 2016 or 2019).

<https://www.edx.org/learn/business-administration> (Create a free account then choose "Audit Course" for free course options)

[https://freetrainingpower.com/shop/?min\\_price=0&max\\_price=0](https://freetrainingpower.com/shop/?min_price=0&max_price=0) (Geared more for OSHA/Safety but some management courses)

## 3. **LLR External Website**

Assign employees the task(s) of reviewing text, documents, contact information and/or make changes to relevant sections of the Agency's website, including OSHA and State Fire's additional websites.

## 4. **LLR's Intranet**

Assign employees the task(s) of reviewing text, documents, information, and/or make changes to relevant sections of the intranet (*How To Guides, Board Calendars, etc.*)

Assign employees to review all LLR policies. These can be assigned individually or by section (i.e., Employee Pay and Benefits) using Google Classroom.

Assign FTE employees to review EPMS training documents and videos. For managers, this would be how to create a planning stage and complete a performance review. For employees, this would be how to go online and electronically review and sign a planning stage or performance review.

5. **Documentation Tasks Beneficial for All Divisions/Offices**

Create and/or revise Desk Manuals.

Create and/or revise documented processes and checklists for daily, weekly, and monthly tasks.

Create onboarding or training manuals for new employees.

Read and review Division onboarding checklists.

Read and annotate relevant statutes and regulations.

Prepare outstanding Board meeting minutes (*POL OBS specific*).