



## December 2013

SGR is so appreciative of your patience over the last several weeks as we transitioned to an upgraded platform. Now that we have worked through the glitches, we are excited for you to begin using the increased functionality that the upgraded platform provides. We also have several updates (see below) on new content, reporting and the first SGR conference. Again, thank you for your business and we wish you and your family a very Merry Christmas!

## What's Ahead in 2014

### You're Invited to Attend SGR's First Conference

SGR is excited to invite you to our first conference, *Creating a Learning Organization*, on January 29-31, 2014 in Grapevine, Texas. The focus will be on leading-edge strategies for employee development.

As you well know, personnel costs are the single biggest expenditure in your overall budget, and the future of your organization depends on how you invest in the development of your employees. SGR is making sure you start the New Year right by hosting the only conference in the nation designed specifically for local government officials who are responsible for organizational development and training. The conference will feature numerous experts with a focus on special topics including: creating a servant leadership culture, building better leaders, generational trends in learning and development, developing your own online content, and so much more.

Click [here](#) to find out more information and to access the registration portal.

### Generating Reports in the LMS

We know that since launching the upgraded LMS, many of you have encountered issues related to running reports on your users' activity. TTN, the LMS platform provider, is developing a completely new reporting feature that will be available in the New Year. While they develop this new feature, they have added some static reports to ensure you are able to access the information you need. SGR encourages everyone to use the following two reports to gather data in your LMS:

- **Assigned Static Report** – Includes all user assignments that have been assigned but not completed
- **Completed Static Report** – Includes all user completions (both assigned and unassigned)

### New Content Is Now Available in the All Training Library!

#### GOC.24 Time Management Through SMART Goals

Course Description: It takes time to make time work for you. If you are truly going to make any difference in how you manage your time, you have to be prepared to make some changes. In rare cases, such changes may need to be radical. However, in most local government contexts, small shifts in time management today can lead to huge benefits over the long haul. Time Management Through SMART Goals can help you make subtle shifts that can lead to those huge benefits. Use this course to learn how to set goals that are: Specific, Measurable, Attainable, Relevant, and Timed.

### SGR Course Labeling in the LMS

You may have recently noticed that all SGR courses now contain a few letters and numbers at the beginning of each course title. This is a new labeling system similar to the Dewey Decimal System that will allow us to more easily organize our different types of training that are available in the library (currently: General Online Courses, Strategic Leadership Webinars, Cities on a Hill Webinars, and Executive Book Briefing). We are in the final stages of fully rolling out this new labeling system. Keep a look out in our next newsletter for a full explanation of the labeling system and how you can use it to your advantage.

### Internet Browsers

Some of the features that make SGR's LMS so flexible to meet your organization's needs require leading edge technology to run "behind the scenes" in your internet browser. Older browser versions are simply not as advanced and cannot always offer the full features of the LMS. This is the same for any online software that your organization uses.

The LMS is best suited for the newest versions of internet browsers (Internet Explorer, Firefox, Chrome, Safari, etc.). To ensure the best results, consult your IT team to make sure your staff has the latest version of internet browser.

### Got Questions Big or Small?

As always, if you have any questions, please feel free to reach out to [Krisa Delacruz](#) with any questions regarding your subscription or conference registration and [Lauren Swaim](#) with technical questions in the LMS. We appreciate your business and welcome any feedback, comments and suggestions!

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## SGR Live Training Offerings

**Live Training Classes** - If you have any questions about our live training classes, would like to bring any of our classes to your city, or if you would like to collaborate with another organization in your region to provide development opportunities to your employees, please contact [Krisa Delacruz](#).

[Click here](#) to view SGR's 2013 Course Catalog.



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