



## IMPORTANT LMS Updates

### Log Completions Tool

The Log Completions tool now offers the ability to manually set the "true" timestamp of training completions, and can be found in step three of the Log Completions wizard.

## Welcome to Stacey Udoni



Stacey Udoni has joined [SGR](#) as our new Member Services Coordinator and we are so excited!

Many of you already had the opportunity to meet her at our conference, but for those of you that didn't, now you've got a face to go with the name!

Stacey will be managing member related services

## February 2014

SGR is excited to introduce a "new and improved" newsletter format that will feature a number of recurring segments to help ensure you have everything you need to be successful using your LMS. The Online Learning Newsletters are a great training resource with a focus on blended (live and online) learning for LMS administrators.

### *Attention "speed-demon readers":*

Even if you skip everything else in this newsletter, SGR recommends that special attention always be paid to the left section titled "**IMPORTANT LMS Updates**". All necessary LMS news will appear there.

## Maximizing Your Training Investment

*Recommended training for every level of your organization.*

### DuPont's HazCom: In Sync with GHS Safety Training

SGR is excited to announce that we have collaborated with [DuPont](#), one of the world leaders in compliance and safety training, to offer a cost effective third party library for those employees whose jobs involve specific safety training such as Parks and Recreation, Engineering, and other "in the field" employees.

Soon, you will receive a separate announcement explaining the full DuPont library in detail. In this newsletter, we are specifically highlighting the online course **HazCom: In Sync with GHS**.

The chemicals that your employees work with everyday can cause a multitude of physical and health hazards including chemical burns, respiratory problems, and fires and explosions. The Occupational Safety and Health Administration's (OSHA) Hazard Communication standard has recently been enhanced with the Globally Harmonized System of Classification and Labeling of Chemicals (GHS). A full summary of updated safety specifications can be found [here](#).

Whether your organization complies with OSHA or another safety standard, this training can be of great value in helping your employees stay safe while on the job. If your organization can benefit from this training, please [give us a shout](#) and we'll be happy to answer any questions that you may have.

## Staying In the Loop

*Avoiding this section will not cause your LMS to explode, but it will save you time.*

in addition to managing our relationships with local gov associations.

## User Guide

A User Guide is available inside the LMS and can prove an invaluable resource in learning the "nuts and bolts" of the LMS. To access the guide, search for "HELP.01 LMS User Guide" in the All Training library on the front end side of the LMS.

## Got Questions, Big or Small?

Don't hesitate to reach out to [Krisa Delacruz](#) with any questions regarding your LMS subscription and [Lauren Swaim](#) with LMS technical questions.

As always, we appreciate your feedback!



Photo courtesy of [Emerging Local Government Leaders](#)

### SGR's 2014 Creating a Learning Organization Conference

SGR recently hosted its first conference, *Creating a Learning Organization*, specifically geared towards training and development for local governments with over 100 attendees at the Great Wolf Lodge in Grapevine, Texas. We were so excited to see so many of you there!

If you were unable to attend this year, check out the [video](#) and keep an eye out for details of next year's event...we've got all sorts of things up our sleeves!

### Course Labeling in the LMS

All SGR online training now contains a set of letters and numbers at the beginning of each course title. This new labeling system is similar to the Dewey Decimal System and provides additional information about the intended audience, training format, and location within the library.

*For an easy example, we will use: 01.GOC.01*

The first set of numbers (01.\_) correspond to its location in [SGR's 4th Dimension Leadership Pyramid](#) and the intended audience. In this example, the course falls under Human Resources.

The set of letters (.GOC.) indicate the course series and format. In this example, the course belongs to the series General Online Courses.

The second set of numbers (.\_.01) indicate its location in the series. In this example, the course is the first in the training series.

For more information on course coding and a complete Course Code Key, search for "HELP.05 LMS Course Code Key" in the All Training navigation tab located on the front end inside your LMS.

SGR's online course catalog will be updated to reflect this coding structure in March 2014.

## Yours, Mine & Ours

*A place to share training and development best practices.*

### Delivering Training via Live Webinars

The City of Bryan, Texas is taking some very creative steps to further expand the variety of training inside its LMS by utilizing live webinars.

Live webinars are web-based presentations attended by registered

participants that are available at little or no cost. During many live webinars, participants are provided the opportunity to interact with the presenter during designated times - all without ever leaving their office.

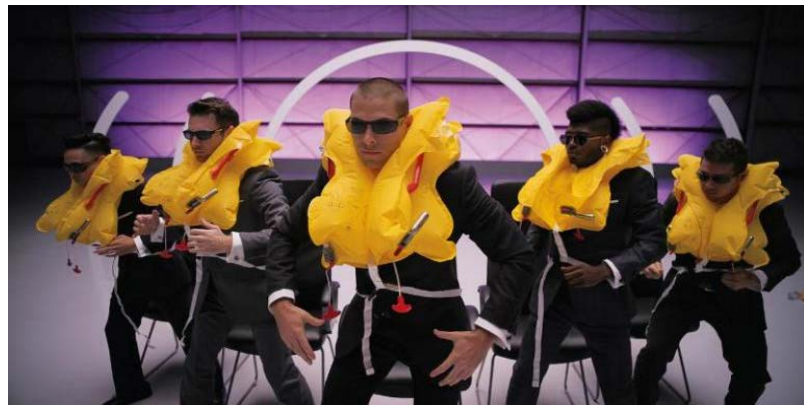
To find a live webinar, SGR suggests contacting the third party content providers and associations that you already use as a training resource to see what webinar training they recommend and/or provide.

To assign a live webinar in your LMS, SGR recommends using a Live Class learning object. For more information on what City of Bryan is up to, you can contact their Human Resources Generalist, [Teresa McGinnis](#).

Do you have a training strategy you'd like to share? [Give SGR a shout](#).

## Fresh Air

*Innovations in Training & Development to help you dream BIG.*



### **Virgin America takes pre-flight safety to the next level**

SGR knows it takes determination to really stretch your training and development budget each year. While very few organizations can really throw caution to the wind on a limit-less budget, Virgin America has done just that. Their pre-flight safety video is something to be in awe of and, if nothing else, brighten your day.

To view International Business Times' article on pre-flight safety trends, (as well as this snazzy safety video) [here](#).

## Optimizing LMS Performance

*Is your browser as old as Methuselah? Put some pep in its step!*

Some of the features that make SGR's LMS so flexible require leading edge technology to run "behind the scenes" on your Internet browser. Older browser versions are simply not as advanced and cannot always offer the full features of the LMS.

For the best possible LMS experience, consult your IT team to ensure that your staff has the latest browser version available.

## SGR Live Training Offerings

*Don't forget that all-important blended learning approach!*

If you have any questions about our live training classes, would like to schedule a live training event, or information on collaborating with other organizations in your region to provide development opportunities, please contact [Krisa Delacruz](#).

Click [here](#) to view SGR's 2014 Live and Online Catalog.

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