Continual Learning
OLC Course Recommendations

Assesses and recognizes own strengths and weaknesses; pursues self-development.

OLC Component Titles

Achieving Success with the Help of a Mentor

COURSE TSA-MGMT-ACHSUCMENTOR-0001

Description: Perhaps you want to ask an expert in your field or organization to mentor you. Maybe a manager has offered to guide you up the organization ladder. Or perhaps you're participating in an organizationwide mentoring program. Whatever the case, you'll want to make the most of having a mentor in your corner. In "Achieving Success with the Help of a Mentor," you'll learn how a mentor can help you guide your own career. You'll explore how to build a relationship with your mentor, from setting initial expectations to using effective communication skills. You'll discover what mentors expect of you and how to fulfill those expectations with a positive attitude, positive work habits, and ethical behavior. Finally, you'll learn how to manage your relationship with your mentor to a successful conclusion. **Duration=3.5**

Continuous Learning for Tomorrow's Managers

COURSE TSA-MGMT-CONTLEARNMGR-0001

Description: "The future belongs to those...to whom it is a pleasure to live, to create, to whet their intelligence on that of the others." Sir Henri Deterding could have been talking about the enlightened manager for the 21st century. Tomorrow's successful manager understands the forces in the business world that are changing the way people work, the way work is accomplished, and the way managers lead. How can you lure the talent you need and keep the talent you have? How can you build that talent into an organization that is always looking ahead, always learning and growing? Continuous Learning for Tomorrow's Managers examines important insights concerning trends in demographics of the work force and how those changes will affect your bottom line. Learn adaptive strategies for attracting and retaining your future workers. And most important, discover how to turn your company into a learning organization--a powerful, change-ready work force that "whets their intelligence on that of the others. **Duration=4.5**

Finding Your Life Balance

COURSE TSA-PD-FINDLIFEBAL-0001

Description: You fill your life with many activities and it is difficult to get the balance between those activities right. But getting the balance right gives a tremendous payback. You feel fulfilled. You are in harmony with yourself and your world. Which is good for you, and also impacts positively on your family, friends, and co-workers. The first step towards a possible adjustment of your life balance is to assess your life as it is now. This course will enable you to assess your present life, both at home and at work, and the relationship between the two. Is it balanced? How and why is it out of balance? You will learn what the obstacles to achieving a balanced life are, and how to apply a basic strategy to overcome these obstacles. Finally, you will learn about the role of the individual in relation to the organization he works in, and how this impacts on his life. Are you working for an organizational culture which fits you? Are you in balance with your job? Do you have the right kinds of working relationships? Only through properly understanding where you are, in relation to where you want to be, can you begin to construct a map that will take you to your objective of a balanced, fulfilled life. **Duration=4.5**

Get Your Career on the Fast Track

COURSE TSA-PD-CAREERFASTTRK-0001

Description: Everyone has seen those TV shows from the '50s. The fathers went to work, worked hard, and got ahead. These people were your role models, your guides to succeeding in business. But if that's not happening, you ask yourself, "Why not?" The world is different now. Instead of job security, you need to focus on career security. In this course, you will learn more about today's new business environment. You will learn about yourself and how to work with your strengths and weaknesses to improve your position in this new world. You will get a chance to identify your options within the new environment and will learn how to make a plan to get your career on the fast track to success. **Duration=2.5**

Implementing and Evaluating Self-directed Learning

COURSE TSA-KNOW-SELFDIRLEARN-0001

Description: Self-directed learning is the foundation for the Knowledge Age. Well-conceived implementation of self-directed learning is crucial for the success of learning organizations in the 21st century. In this course, you'll look at three major implementation schemes: distributed implementation, implementation through a learning center, and implementation through an intranet. Learn how to set up the systems, evaluate them, and position them for success. Learn how to use SDL as a supplement or replacement for instructor-led training. And learn new roles and skills trainers will need in the 21st century corporation. **Duration=3.0**

Improving Your Image

COURSE TSA-PD-IMPROVEIMAGE-0001

Description: Lee Iacocca. Madeleine Albright. Colin Powell. Are these people who suffer from an image problem? Hardly. Do you think they were born projecting the strong, self-assured images they do? Probably not. Like other powerful leaders in business, government, and the military, they likely received training in how to project, how to impress, how to lead. A confident, positive self image is no less crucial to putting your career on the fast track. This course, -Improving Your Image,- will teach you how to develop such an image. First, you will be given tips for determining the corporate image you currently have and the one you want to project. Next, you'll learn the subtleties of body language and how to use them. Some ways of making an impression are better than others; you'll learn the ways that are best. Finally, you'll learn the all-important tools that promote powerful communication, self-marketing, and leadership. **Duration=3.0**

Knowledge as Capital

COURSE TSA-KNOW-CAPITAL-0001

Description: Times are changing. No longer is a company valued on just its physical assets and income streams. A quick look at many Internet focused organizations points to a basic fact: There is a new kind of asset being valued in our economy. That asset is knowledge, the intellectual capital of the organization. The high potential return of leveraging the knowledge capital of an organization has led to company valuations that far exceed what used to be accepted as standard. This new capital is walking around your company, is hidden in file drawers, and surfaces in conversations with clients and suppliers. Understanding where the knowledge is in your company is one of the first steps in leveraging it for profitability and growth. In this course, you'll explore the three kinds of knowledge capital in every organization: human, structural, and relationship. You'll learn about each kind of capital, how to measure it, and how to start managing it to help your company. **Duration=3.0**

Knowledge as Strategy: Performance Improvement

COURSE TSA-KNOW-PERFIMPROV-0001

Description: In the 21st century--the Knowledge Age--corporations will see workers as intellectual capital. Workers themselves, rather than just information, will become the resources that allow organizations to respond quickly and effectively to rapid change. Learning is at the core of these demands--whether it's learning a new skill, knowing how to manage existing and new knowledge, or creating organizational structures that support continuous learning. This course introduces learners to a new focus on performance improvement based on knowledge as the competitive advantage. **Duration=3.0**

Leadership and the Knowledge Worker

COURSE TSA-LEAD-KNOWWRKER-0001

Description: What are your company's most valuable assets? For many of today's companies, it's the knowledge and experience of their workers. Does your company know how to best use this intellectual capital? Is your company a nurturing environment for knowledge workers? In this course, you'll learn about intellectual capital, how to lead your company from the front line to retain and increase its intellectual capital, and how to make the most of knowledge workers. **Duration=2.5**

Leadership without Authority

COURSE TSA-COMM-LEADWOAUTH-0001

Description: Lily Tomlin said, -I always wondered why somebody doesn't do something about that. Then I realized I was somebody.- Tomlin could have been speaking on behalf of many employees in the corporate world who, despite having little authority, take it upon themselves to become leaders nonetheless. Becoming a leader, and getting results, without authority is especially important in today's corporate culture, where middle management and the concept of seniority are being replaced by a flat organization structure and intense competition. Such an environment makes the need for leadership skills especially crucial. In this course, you'll learn how to circumvent your lack of authority to get results through effective leadership. **Duration=3.0**

Leading the Workforce Generations

COURSE TSA-LEAD-LEADWRKGEN-0001

Description: The twenty-first century marks a new development in the workplace. Technology has changed the way we do business. We are faster, busier, and more knowledgeable. Not only do we have vast technological resources available to us; we are also the first to have personnel resources. The workforce today has seen and experienced the world change in different ways. It would not be uncommon for one worker to have fifty years of experience with another never having a memory of life without a computer. Today, there are four generations interacting in the workforce: the Silent Generation, Baby Boomers, Generation X, and Generation Next. These four generations each have their own ideas about company commitment, rewards, flexibility, and change. The generational differences can cause major discrepancies in behavior and perspective from one worker to the next. Individuals may have different values, practice different work habits, or seek different goals. A manager must understand these differences and use appropriate strategies to develop their employees and coax the best from them. The simulation is based on the SkillSoft series Leading the Workforce Generations and contains links to the following SkillSoft courses: LEAD0231, LEAD0232, LEAD0233, LEAD0234, LEAD0235, and LEAD0236. **Duration=0.5**

Organizational Culture and Leadership

COURSE TSA-LEAD-ORGCULTLEAD-0001

Description: What is organizational culture? How would you describe your company's culture? How is leadership related to culture? In this course, you'll explore the concepts related to organizational culture, and learn how the different cultures relate to leadership. You'll learn about the dynamics of cultural change and how you, as a leader, can influence the direction of your organization's culture. The course ends with strategies for leading in a learning culture. **Duration=2.5**

Professional Assertiveness

COURSE TSA-COMM-PROFASSERT-0001

Description: Do you sometimes wonder if your professional style is too passive-hesitant and weak? Or do you find yourself acting too aggressively toward your co-workers or subordinates--too critical and overbearing? Do you wonder if there is another professional style that might be better for you? If you answered yes to any of these questions, it's a good time to learn to be an assertive business professional. This course will guide you as you move into a proactive, responsible, professional style. You'll learn methods to help you identify an appropriate assertive style and strategies to prepare you use that style. You'll also learn how to implement the assertive style in your work environment. With the assistance of this course, you'll no longer worry about being -too passive- or -too aggressive. **Duration=3.0**

Self-empowerment: Managing from Within

COURSE TSA-PD-SELFEMPOWR-0001

Description: Have you ever thought that you could be the best boss you've ever had? By developing attitudes and skills that empower you, you can manage from within and become your own best boss. Self-empowerment is the process of taking responsibility for your attitudes, behaviors, and actions at work to maximize your effectiveness. As an empowered employee, you will be driven by ownership, initiative, and performance. This course focuses on attitudes and behaviors that promote self-empowerment. It provides strategies for empowering yourself through self-coaching, approaches for developing an entrepreneurial mind-set, and an opportunity to apply a model for self-empowerment to enhance your performance. Applying these approaches will help you become a self-empowered contributor in your organization. **Duration=2.5**

The Enabling Leader

COURSE TSA-LEAD-ENABLEAD-0001

Description: In this course, you'll learn how to enable your employees by providing more choices and fostering competence. You'll understand why offering visible support to your people makes them able to "make the call" when necessary. This course will also assist you in discovering common aspirations, improving your interpersonal skills, communicating your passion, and making your vision tangible. You will understand the importance of developing shared goals and integrative solutions while building relationships based on trust. Finally, you'll discover how you, as a leader, can foster critical-thinking skills in your employees. You'll discover how to get people to challenge their assumptions, and you'll learn methods you and your employees can use to imagine and explore alternatives. **Duration=5.0**

The Potential of Self-directed Learning

COURSE TSA-KNOW-POTENTSELFDIR-0001

Description: How often have you heard these buzz words of the '90s: self-directed learning; continuous learning; the learning organization; the knowledge worker? If you wonder what these terms really mean, why they are so important, and how you rate as a worker for the 21st century, this course is for you. Find out what you can do to take control of your own skill and career development. Learn to identify resources, build relationships, assess your organization's support for self-directed learning and manage and assist other self-directed learners and self-directed teams. What you've learned in school is not enough. It's time to take control of your own learning. **Duration=2.5**

The Power of the Learning Organization

COURSE TSA-KNOW-PWROFLEARN-0001

Description: In the new Knowledge Age, the only successful organizations will be those that know how to gather, support, and manage knowledge. If you're a manager or trainer who wants to improve performance, you need support from the corporate culture. Take this course to discover what factors make up a learning organization, how to assess whether your organization has them, how to train leaders to support them, and how to create them if they're missing. **Duration=3.0**