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## Learning Center Survey Results

Questions?

Thank you to everyone who participated in last fall's CIS Learning Center survey. Here's a short [summary of the survey results](#).

If you have any other thoughts, comments or questions about the Learning Center features — what's working or what you'd like to see improved/changed — please contact Mary Meyer at [mmeyer@cisoregon.org](mailto:mmeyer@cisoregon.org).

Always feel free to call Mary or Brenda with questions, suggestions or feedback at 503-763-3800, ext. 8 or email [learn@cisoregon.org](mailto:learn@cisoregon.org).

### “Users By Group” — List Change

One request resulting from the survey was to reduce the long list of CIS members. To shorten the list, we've created five categories: Cities, City Associated Members, Counties, County Associated Members, and Other. You can find these new categories by going to the User Manager and selecting the Users By Group

Just expand the appropriate category for your entity, expand the list by clicking on the arrow, select your entity and then click the GO button. Let us know how this works for you!

#### HELPFUL HINTS

- When creating a new user, or modifying a user's group, be sure to only expand the category (e.g., Cities) for your entity, and then select your group and sub-group (if appropriate).
- In user edit or creation mode, be sure to scroll to the bottom of the Group screen and set their Default Group to your entity's name.

### CLC Courses at the CIS Annual Conference

Join us in Salem on Wednesday, Feb. 28, for two CIS Learning Center pre-conference sessions.

#### ***What's the manager's role in employee development? (1:30-3:00 p.m.)***

How do you see your role in assessing the training needs of your employees? How do you determine the best ways to meet those needs? Is training the best option? Do your employees know your expectations before they attend each training or workshop? How do you know that the training your employees attend is being applied back in the workplace? For your organization to ensure that you're getting the best return on investment of your training dollars,

it's critical for each manager and supervisor to play an active role — before, during and after the training. LGMC credit (1.5 – HR Core Area)

### ***CIS Learning Center Updates (3:15 – 4:30 p.m.)***

What's new in the Learning Center? Join us to hear about the admin survey results on the Learning Center features, shorter courses available, and new design options for the CLC home page and online catalog. We also welcome recommendations you have on the Request for Proposal (RFP) process for the learning management system.

Register for the full conference, or just for Wednesday's pre-conference sessions at a discounted rate of \$25.

[Click here](#) for more information or to register.

## **NEW Safety & HRCI Courses**

Good news! We're replacing all the older Java-dependent safety topics with new courses. This change will greatly improve the quality of the course and reduce the number of course completion glitches. Please note that some of the retired courses did not have a replacement course. Also, many of the new courses are shorter, six to 30-minutes. It will take a couple of months to get the courses re-approved by OESAC for CEUs.

In addition, a few of the HRCI approved courses also were retired and replaced. Here's the [list](#). We'll replace all the retired/replaced courses you may have in your Learning Plans. Avoid assigning courses that start with "Basics:" or "Safety:" that are marked as Retired.

We plan to remove the retired courses from the catalog **by March 30**. So please **notify your employees** to complete their safety training prior to that date. More details will follow in the coming weeks.

The [spreadsheet](#) includes a:

- Complete list of Safety courses through our vendor, Global Collaboration Partners
- The replacement courses (all available in the catalog)
- The list of 25 new short safety courses
- The list of retired courses with HRCI credit and their replacements

## **Did you know?**

### **NEW USER ACCOUNTS**

When you set up a **New User Account** for an employee, you do not need to enter a temporary password and don't click the "Generate New Password" button. Just enter their full email address as their username and click the Next/Update button in the lower right corner. Once their account is setup and saved, they'll receive an email confirmation with a link to set their own password.

If you need to **reset an employee's password**, go to their User Profile and click the Login tab. Type the new password into the password and confirm fields, then click Update in the bottom right corner. (**Important:** Do not click "Generate New Password" or check the box for "Must change password at next login" to make this solution work.)

#### NEW "SHORT" COURSES

There are 43 **new "short" courses** in the Learning Center Catalog. Here's the [list of new courses](#) available. You'll notice in the course type that some are listed as "impact" and others are "challenge." The challenge courses are similar to a practical case scenario, while the impact courses have an industry expert sharing information or a workplace role play. Try them out!

Also new to the catalog is a [Hearing Conservation](#) video (17 min). This video is available to us for one year.

Fifteen of the recently updated online courses have been approved for LGMC, DPSST and OSACA credits. Click [here](#) for the list. For a complete list of all CEU approved courses, go to the Resources page on the [Learning Center's website](#).

### Bloodborne Pathogens Course Update

We recently discovered our **Bloodborne Pathogens** course was set with a catalog category allowing access for all members. Technically, Bloodborne Pathogens is a safety topic. Safety courses are exclusive to members with CIS' Workers' Compensation coverage.

Currently, there are 200+ employees assigned to these courses, from multiple entities. Please **notify your employees** to complete this online course as soon as possible. As of March 30, these courses will be moved to the Safety category and will only be available to those with CIS Workers' Comp coverage. Those who do not have this coverage with CIS should be able to obtain the training through their WC provider.

### Upcoming CIS Trainings

- [CIS Annual Conference](#) – Feb. 28 – March 1, 2018 (Salem)
- [Family Leave & ADA](#) — April 17 (John Day), 18 (Burns), 19 (Vale)
- [Harassment, Equal Opportunity & Other Laws That Matter to You](#) - Feb. 13 (Baker City), 14 (La Grande)
- [Hiring Right to Avoid Managing Tough](#) — March 15 (La Grande)
- **Spring/Fall Supervisor Training:** This spring, CIS will launch "HR Roundtables" across the state. The roundtables will bring members of CIS' Hire-to-Retire (H2R) and Pre-Loss teams together with CIS members in regional locations for constructive conversations that focus on the HR issues and needs

of member organizations. The regional Spring Supervisor Training will not take place this year, although individual member training requests can still be scheduled. Look for more information about the HR Roundtables in the next couple of months.

## Upcoming LOC Trainings

Below is a list of LOC's upcoming trainings. Visit LOC's website at [www.orcities.org/training](http://www.orcities.org/training), for more information:

- Grant Writing Basics
- Land Use Planning in Oregon
- The Ethical Municipal Official – Understanding Your Basic Obligations and Responsibilities
- Municipal Operations in Oregon – Understanding the Fundamentals
- Customer Service on the Front Line
- Advanced Grant Writing
- Oregon Public Contracting – Understanding the Basics

## Oregon's Expanded "Move Over" Law for 2018

The Oregon Legislature made an amendment to Oregon's current Move Over law which went into effect on Jan. 1, 2018. Here's a short [YouTube video](#) that explains the new law. Please share this with your supervisors and employees.

## OR-OSHA Update

- [Oregon OSHA Adopted Rule Changes](#) — Increase in Minimum and Maximum Penalties for Alleged Violations, effective Jan. 1, 2018
- [Education and Training](#) — Classroom workshops, online courses, handouts
- [Continuing Education Credits \(CEC\)](#)