

Getting the Most from Percipio and LinkedIn Learning

Video Transcript

All right. Welcome everybody. We're going to have some people still filing in here,

but we're going to go ahead and get started. My name is Alan Abbott.

I'm a organizational development consultant inside central HR here at

Anschutz, the learning and development department.

As a learning and development professional, I'm very excited to introduce our two

speakers who will guide us through how to get the most out of Percipio and

LinkedIn Learning, two platforms I love and have used for a lot of

my career. So I didn't ask for anybody to give them a testimonial, but I'm going to

throw it out there anyway.

First, we have Dr. Angie Young, senior instructional designer at the CU system office, who joined CU in 2010 as a research assistant right here on the Anschutz campus, then returned to the CU family when she started her role at the system office in 2016.

She holds a doctorate of education from the University of Southern California

with a focus on creating systems that optimize learning and development.

Also with us is Kay Miller Harding, who's a senior instructional designer in the

same office, at the CU system office.

She brings 16 years of experience, and Kay specializes

in scenario-based and interactive learning experiences that engage

and enhance understanding. She enjoys partnering with departments to translate

their expertise into training that is practical, engaging, and memorable,

and she promotes Percipio as a platform for self-guided professional development.

Please join me in welcoming Angie and Kay.

Hey, everybody, and I'm so glad that you could join us today.

Thank you very much, Alan. As Alan just said, I'm Angie Young.

I'm a senior instructional designer at the CU system office.

Can everybody hear me okay? Good. Okay.

So I'm really glad to see such a great turnout.

I mostly will be covering the information on LinkedIn Learning.

My colleague Kay will mostly be covering the content on Percipio, but

we're going to be going back and forth quite a bit.

Before we get started, I wanted to ask two questions, and you can answer by just

putting a number in the air. The first question is

how well you feel you know LinkedIn Learning and Percipio.

So one would be just the bare bones, you don't know much about either

platform. Two would be you know a lot,

but not all of the ins and outs. And three would be

you know all of the details, you could be giving this presentation today.

So one, two, or three.

Lots of twos. Okay, good. Some ones in there, too.

Kind of what I expected. Next question is how often you use both

platforms. So one is

once every six months at the most,

two will be maybe once between every two and six months,

and three would be at the very, very least

once every two months or so, but usually more often than that.

So one for infrequent, two for somewhat frequent, three for very frequent.

Lots of ones, some threes. Okay, thanks.

That just really helps me get a gauge on where you all are at, and it helps me

know how in-depth I should go on all of this information.

But with that, I will turn it over to Kay.

Thank you.

So.

Yeah. Okay. So

go ahead and skip ahead. So just to give you an overview of what we're going to

talk about today,

we're going to describe both platforms, and

I'm going to spend a lot of time talking about some suggestions for getting the

most out of both platforms.

And Angie's going to show us how to find, select,

and curate the right resources for your specific needs.

And a lot of what we're going to say applies to both platforms

because there's so much overlap between the two.

I'll start by telling you what is Percipio.

I'm just curious, how many of you

use Percipio for purposes other than

your standard required training?

You use it for your optional professional development?

That's good.

So obviously, everybody has used Percipio

before for taking the required courses, some of which Angie and I have made.

In addition, we have a variety of courses and videos and books.

Okay.

I don't know.

It's kind of hidden,

so not everybody knows about this, but there are-

There are lots of books

in Percipio.

If you're looking for books on

professional topics, technology topics, health and wellbeing,

before you go to Amazon, check Percipio

and see if you can find them there. If you

don't mind, perhaps I will show you

how to find those

right now, because I'm

not going to discuss the books too much later on.

But everything that I'm going to discuss you can find right here on...

Oh, my goodness. You're right.

Okay, never mind.

Everything that you need to find is on that left-hand

menu bar.

You can

view books and videos offline as well.

I just want to let you know that it

In order to do that, Percipio wants you to download an app onto
your phone that is entirely optional.

You don't have to do that, but if you want to listen to a book,
an audiobook on your commute, for example, that's the
way you would do that. And

I'll hand it over to Angie to talk about LinkedIn Learning.

All right. So LinkedIn Learning has had a significant
restructuring, so that started about a year and a half ago.

You may remember it used to be called lydia.com.

If you've been with CU for a very long time, you probably remember that.

Once LinkedIn Learning bought lydia.com, they changed it quite a bit, and they've continued to update it since then.

So it used to really just be a library of courses that you would go

to. It is now very personalized and customized to

the user, and I like that a lot because everyone's career journey looks a little

bit different. So it really wants to know your background and your

skills and where you want to go in your career.

So I always advise people that before you even get started with LinkedIn

Learning and Percipio, you want to get clear on your goals.

So what are your professional development goals?

And even if they're a little bit vague, that's okay.

You can use the tools to refine them a little bit, but even if you just

know, "Oh, I want to get promoted, and I don't know what position, but I know I

want to get promoted," that's a good place to start.

Or, "I want to pivot in my career, and I've spent my entire career in

HR. I want to pivot and go more into accounting,"

for instance. But you at least just want to get clear on where you're going.

So I'll go into the resources that are offered. First are skills.

So you follow skills on LinkedIn Learning in the same way that you would

follow people or organizations on social media, and then it kind

of curates a personalized feed for you.

So if you are in accounting, you may want to follow skills such as

ledgers or data entry or forecasting.

I'm not an accountant, so that's a guess. That's my best guess.

And then it will curate where you're at in those skill levels and suggest resources for you.

Courses, you all are probably pretty familiar with the courses.

They're anywhere from about three to 20 hours, and when you finish a course, you get a badge. You can put that badge on your LinkedIn profile if you want to, but you don't necessarily have to.

There are a lot of topic areas, which I'll get into in a minute.

I personally use it for a lot of technology skills.

So I learned the whole Adobe Suite through LinkedIn Learning courses, including Photoshop and Creative Cloud.

In instructional design, we use a software called Articulate

Storyline, and I learned that entire program through LinkedIn Learning.

I learned coding. So that's personally what I use it for.

Also, what I really like about it, has a lot of exercises.

So it's not just somebody standing and talking and you're watching the video.

You actually download files and you practice along, and you get feedback on whether you did it correctly or whether you need some work on it.

There are also videos. So these are more bite-sized learning.

It's really good if you don't have the time to commit to a full course

or if you don't necessarily need all of the information that's covered in a course.

So I remember earlier on in my career, about 15 years

ago, my supervisor at the time asked me if I knew how to make a pivot

table, and I said, "I don't, but I know that I can

learn. So just give me till the end of the day, and I know I can figure it out."

So

I hopped on LinkedIn Learning. I didn't need the full Excel course.

I just needed the video on making a pivot table.

Sure enough, found that video, and 15 minutes later, I was

able to create a pivot table. So that's a good example of the bite-sized learning

that the videos provide.

There's also a weekly tip series. Again, this is very personalized to your career and your goals. It's a weekly email that you get with suggestions for resources that you can take in your own professional development journey.

There's audio podcasts and audio lessons.

Sometimes I'll put those on if I have some more mundane work that I'm doing that

day. Blogs that are written by industry experts.

That's a great way to stay on top of trends in your field and just kind of keep up to date with what's going on.

There are also some opportunities for application.

So one is skill assessments. They have this on Percipio as well.

This is a really good way to gauge what your own skills are, which we don't always know that. But it'll find your strengths and some gaps that you might have and some areas for improvement.

You pretty much just take a quiz that it provides.

It analyzes all of your answers, and then it will give you a personalized report on where you're really strong and where you might need some work. But they have that on communication skills, technology skills, a whole breadth of skills that you may want to learn.

There are also opportunities for real-time practice with feedback.

This is how I learned coding. It'll give you an exercise. You do it right there.

If you make a mistake, it tells you, and it tells you how to correct it.

So it'll say, "Oh, you used a forward slash.

You were supposed to use a backward slash." You correct it, and you keep going.

So I find that to be a really useful way to learn.

There are also credentialing opportunities.

So there are certifications through partnerships.

One example here is Microsoft. LinkedIn Learning and Microsoft have a partnership,

so you can get those official credentials through LinkedIn Learning.

If you wanted to get certified in, say, Microsoft Copilot, you can

just do that through your LinkedIn Learning platform, and there's no additional

fee.

For some organizations, they like to maintain ownership of their

certification. Some examples would be PMI, the Project

Management Institute,

or SHRM, the Society for Human Resource Management.

They don't allow LinkedIn Learning to give those certificates, but they

do have practice exams and preparation.

So you can really prepare for that through LinkedIn Learning and then go to the

organization to actually get certified.

You can also get academic credits, you can get badges that are

specific for your organization, and I'll show you an example in just a

little bit.

And finally, you can get customized career coaching.

So again, when you're getting started and you want to get clearer and define your

career goals and how you're going to use professional development, you may want to use AI-powered coaching.

It'll give you some prompts, or you can put in your own prompt, but you may

say, "I'm in this role. My goal is to pivot my career

and get into this role, or potentially move up and manage my

department." And you just have a conversation.

It'll provide some resources, give you some suggestions on how to

do that. There's also AI role-play, which is very helpful

if you have a stressful conversation coming up.

Let's say you want to negotiate your salary.

You can use AI role-play to prepare for that conversation.

It will even take on the persona of the person that you're talking to.

So you can say, "My supervisor has a very intimidating

demeanor, and I'm really nervous about asking for this

salary increase. Let's role-play this." So it will

take on that persona. You have that conversation, and it's not

typing, you're actually talking, and it's talking back

to you. So it's very helpful. So then you're a

lot more comfortable and confident when you go into that stressful

conversation. If AI is not really your thing and

you'd rather human-to-human interaction, office hours are a

great opportunity. So again, this is free with your LinkedIn Learning membership. You can sign up for office hours with industry experts or with career coaches, and that's when you get an actual human that you can talk

to and ask questions and get advice from.

So most people don't take nearly as much advantage of all of these as they probably could. So I do always like to explain it, and hopefully, you can have some time to find at least one or two of these options that you might want to use leaving here today.

Next, I'll go into the topic areas.

I bucket them into four categories: business skills, and that

includes communication, technology skills, creative skills,

and health and wellness. I'm currently using LinkedIn Learning to learn

Spanish. I really want to improve my Spanish speaking

skills, and I thought, "What the heck, let me just see

if I can do this on LinkedIn Learning before I purchase Duolingo." And

you can, and I can even practice having Spanish conversations.

Oh, some of you are excited about that.

Yeah, I was excited about it, too. I was very excited.

There's 11 languages that you can learn on there.

It's English, Spanish, French, German,

Japanese, Mandarin, and I can't remember the other five.

But it's worth looking into. That's how I'm currently using it.

But there is a really comprehensive catalog of

topics that you can learn.

So let's talk about how we can

make the best use of all of this.

My advice

is to choose a goal

to start with and define it.

So what I'm encouraging people to do is to

create your own, what we call microlearning in the industry, and that's just
to

have a very

small, almost minute topic that you want to approach

and be able to apply skills immediately.

Since there are tons of resources on both platforms,

it'd be very easy to become overwhelmed, never use what you

want to learn, and you can set things aside and forget all about it.

So start small is my recommendation, and to choose something that you can apply

right away. I'm sure you can figure

out where to find your goals, but personal interests, career movement, if you're

interested in a new job. New technologies are coming out all the time.

There may be some trends in your field.

One way that you can

narrow a goal down is to use SMART goals.

I'm sure some of you probably know about this.

SMART goals are specific, measurable, achievable, relevant,

and time-bound. I didn't come up with that. This is all online.

You can find courses on it on Percipio, of course.

We have some examples of SMART goals, such as, "I will write one article about networking for LinkedIn by the end of this week."

It's just very

narrow. Another

method you can

use is something called an essential question, such as, "How can I

streamline the emails that I send every day?" Or, "What is one best practice for

working with AI that I'm not using?"

Just a simple question that you want an answer to.

You can use the AI assistant, which is kind of a chatbot

in Percipio, to help you find

resources based on those essential questions.

So you have your goal. Choose your platform, LinkedIn Learning or

Percipio. They're both in the employee

portal. They both offer,

as Angie mentioned earlier, courses, videos,

AI simulations, skill assessments, they're called skill

benchmarks in Percipio, certification preparation, and hands-on

coding practice. Percipio differs in that it

offers the ability to search both platforms

simultaneously. Also has the books that I mentioned.

I don't think LinkedIn Learning has that.

And

Percipio does

update automatically into the HR management

system

every day, which might be a good thing.

If you're trying to demonstrate to your supervisor, for

example, that

you're taking certain courses, that would be an easy way to do it.

But if you are looking for a

new job and you don't want to announce it necessarily,

LinkedIn Learning would be a good way to

learn something and still conceal your activities in there,

because it does have those

privacy settings, so you don't necessarily have to share what you're

doing.

Did you want to say a little bit more about that?

You've already kind of covered everything.

Okay. So finding resources in both of these

platforms. I think LinkedIn Learning also has an AI

assistant and a skill benchmark, which I'm going to show in just a bit.

It also has something called Career Path, which Angie's going to demonstrate in a

little while. But to use an AI assistant,

it's a very simple chatbot

whose job is just to find resources for you based on what you tell

it. It's not quite as robust as ChatGPT.

Keep your expectations accordingly.

I'm just going to

show a little pre-recorded demonstration.

So this is one way you could use those essential questions that I was talking

about. This is one that I typed in for demonstration

purposes. How can I manage projects as a beginner?

And you type that in,

it thinks for a bit,

and then it starts off just like any other AI chatbot.

Gives you a high-level overview of some skills that you might want to keep
in

mind, and then it offers you various resources from

within Percipio, such as an AI simulator, books,

courses, individual videos, and so on.

And then it'll ask you for more information, and you can

type in more if you feel that what it's offered is
not quite enough.

Another method for finding
resources in Percipio, and this is the one that is recommended by
Percipio

Incorporated itself, is to use the
skill benchmarks. And these are
five to 10-minute assessments that gauge where you currently
are with a particular skill.

And based on what you tell it,
or based on the answers that you select, it will give you a
variety of resources in response.

Now, the way I'm going to show you how to find a skill benchmark, you can just go to the Skill benchmark tab on the side of the screen and then look through based on topic. However, I find it a little easier to type the topic into the search bar, and then it'll spit out all of the things that are available on that, and you can select the Skill benchmark checkbox here, and it'll just pull up the ones that are relevant to you. So, it makes it a little easier to find. This is what you'll get. So I'm not going to show you what it looks like to take the skill benchmark. It's just multiple-choice questions, and you answer them, and it's going to be

different for everybody. This is the results page that I

got after taking one on data literacy.

And you'll see that

it starts off with a really quick way to get started with

some three to five-minute videos, and then it lists a

variety of courses. And towards the bottom, it'll give you

what's called an Aspire Journey, which

is a

curated selection of courses that'll take you from a beginner

level to a more advanced level.

I'll hand it over to Angie.

All right, so I did want to quickly show the top developing skills at CU.

So these are the skills that your colleagues are currently

using the most right now. So AI, of course, obviously

very big. It's number one. AI for business is the third most

used skill, and generative AI is the ninth most used skill.

And then the others, pretty understandable, Excel, accounting,

project management, data analysis, decision making, and data

visualization. So I always like to show this.

It's just a good idea to see what your colleagues are learning.

These are the top learning paths for the past year, specifically at CU.

I did want to point out the third one on the list, the CU Anschutz

Management Essentials. This is where I was talking about earlier, where
you

can create a curated learning path for your own employees.

So this one, I believe, was created by Debbie Lammers.

I'm not 100% sure about that. But it is specifically

for CU Anschutz employees who want to move into a management

role or have plans already to move into a management role.

And so it'll differ a little bit from general management skills for people

outside of CU Anschutz campus.

I'm going to go through a scenario now.

I will show you how this works on LinkedIn Learning in just a minute, but for now,

I'll just give you an overview of how somebody might use this.

I will say Julia is a project manager, and she wants to move up in her career.

So she's going to use LinkedIn Learning to do that.

First, she creates a career path and very clearly defines where she wants to

go. From there, she'll take skill assessments to

determine what she knows already and what gaps she needs to fill in.

After that, she will start her learning journey.

This is where she explains how much time she has to devote to her professional development and what she is most interested in learning.

And then she will take the courses, the videos, all of the resources I showed earlier. As she's going through her learning journey, she'll also want to take advantage of the AI coaching, the AI role play, and possibly obtain some certifications. So let's see what that looks like.

If this works for me.

It's working.

Oh.

Here we go.

So this is a

career path. I set this up earlier, and I put in that I was a senior

project manager. We'll say I want to become a senior

program manager. So that's my goal.

It's suggesting these skills.

I will then have it create my learning plan.

It's reading the information that I've given it already, so it already knows what

my skills are, it knows what my current role is, it knows the general

culture of the organization,

and then it creates this learning path.

If this looks good to me, I can continue.

If it didn't get it quite right, I can put it in again to try another

goal. But we'll say yes, that looks good.

It's now creating my personalized plan.

And it always keeps my goal up top. From here, I

can start on my journey. So if I go into my content,

this is where I can set a weekly goal.

I can say I have 10 minutes a week to devote to professional development,

or I have an hour. Either way, you can set that in there, and then it will keep

you accountable for taking that time.

This is where I set the skills that I'm interested in,

and here's where I do the skill evaluations that we were discussing earlier.

Here I can do the AI coaching.

The prompts it's suggesting are how can I find mentors in my industry?

How can I identify my key strengths?

Find me a course on agile methodologies.

But of course, I can ask it my own question, saying, "I want to move up, but I don't really have a specific goal.

Help me narrow my goal." Whatever you want to ask or put in the prompt there,

and then you just go back and forth.

Here's the AI role play. Again, it's giving you some suggested prompts.

I want to practice pitching an idea to my boss.

You can practice that, or you can just come up with your own idea of what specifically you want to role play that day.

Here's the information for hands-on tech.

So this is where you do the practices and get the real-time feedback.

And finally, certifications. Here are the professional certificates that you can get.

Here is the certification preparation, where you can't actually get the certificate through LinkedIn Learning, but it'll prepare you to get it outside of

LinkedIn Learning.

There are practice exams, continuing education

credits, and finally, the office hours with LinkedIn

Learning instructors.

Sorry, hair's brushing up against the microphone.

Right. I'll take you through a few scenarios of how somebody could

use this. So let's take Sal. Sal wants to get a professional

certification in project management. He's done some before.

He's at a beginner level, and he wants to improve his skills.

So let us see how

we can find certifications.

So in Percipio, like I said, you have this

menu bar on the left-hand side.

You can browse

certifications

and select from that. If you know what you want, you can also

type it in.

Our

friend Sal here, he looks at all the certifications to see if there's

one that would suit his needs. Finds the PMI website,

which is Project Management Institute,

or he finds that they have a certification.

Actually, they have three certifications available in Percipio.

The Certified Associate in Project Management is the one that he selects because

it's for beginners.

So everything that you need for

a certification is in Percipio or LinkedIn Learning.

They have all of the courses, all of the books, they're in there.

You can link out to

the host website or the

website of the company that offers the exam to get an idea of what things

cost, how long it takes, things like that,

so that you can present it later if you want

to

get approval to have your department pay for it.

But as it says, everything here, everything that you need for the exam prep is in Percipio.

So he discusses it with his supervisor and gets the okay to take the exam.

That would be optional if he was paying for it out of pocket.

He decides on a schedule and sets up a daily study routine, and I think having a daily routine for studying is pretty important.

When I'm taking a course, I set aside half an hour every morning until I get it completed. One thing that people have mentioned to us is that they don't

often have time to do

the professional development,

and setting aside, even if it's just 15 minutes every morning

before all your meetings start, before you check your emails, can really help

to help you find the time.

So you can use Percipio to kind of coach

yourself. So for example, Gina is a manager

who wants to use LinkedIn Learning and Percipio to learn how to conduct performance

reviews. So she's looking for guidance for herself

in conducting performance reviews for her team.

And then use

What she learns to guide her

team through performance improvement.

So this is really kind of a two-part thing.

She's learning how to guide her own professional development as well as

those of others. So she starts with the SMART goal.

Before the next round of one-to-one meetings with my team, I will learn at

least one new practice for guiding team members.

So she looks for a skill benchmark under Management to see if there are any for her

specific situation. She chooses one that

relates most closely to her needs, and then she

chooses a couple of videos, five to 10 minutes each, and an AI

simulation. AI simulation is pretty important.

Angie mentioned those earlier. Those are just practice environments where

you can

go through a

challenging conversation in a safe

environment where you can mess up and it's not going to hurt you

or anyone else. And so she might practice

conducting performance reviews.

You can establish a tone, so

if you want to practice working with an employee who's a little

resistant or hostile even,

you can change the

attitude that the AI will take when you're

conversing with it. And then it gives you feedback at the end.

So she focuses on one or two skills.

Again, we're keeping it pretty simple, pretty narrow, so we can find time and start applying things right away.

And then the AI simulation allows her to try out the skill before meeting with her

team.

And then the second part of her quest is to learn how to guide other people. And so what she decides to do is that she does not want Percipio to be used as a way to

correct people who have had some negative performance in the past. She wants to use it to drive motivation.

She wants to get people to set goals and work

towards them. So she asks each of her team members to come up with

one essential question, and from that essential question, they can

decide on a learning goal.

So Ron chooses an essential question, "How can I write AI

prompts that will give me better outputs?" And his learning goal would be to take

one course on AI prompt engineering and do all the

practice exercises. So Angie mentioned that in LinkedIn

Learning, and this goes for Percipio as well, there are practice exercises that

come with

all of the--

I don't want to promise it's all, but most of the

courses do come with practice exercises.

And if you do a course, you should try to do

the practice as well. That's really important towards making sure

that you actually get something out of it.

Tara's essential question is, "How can I use Excel to show the

relationship between customer complaint topic and customer service ratings?"

Her learning goal was to take a course about Excel and produce a spreadsheet with

different kinds of charts displaying the topics and for feedback.

The actual content of the spreadsheets isn't that important.

The important thing is that she's taking the course and then

playing around with it. She's practicing in the spreadsheets

the things that she's learning.

Another thing you can do is set up a study group.

So if you find people who

have similar interests to yours, you can.

Now, we'll just use the example of Sal. He was in the first example.

He's our project manager. He meets two other people on campus who are also

interested in preparing for the CAPM.

So once they get their approval to do

the certification,

which isn't necessary in all cases, but in this case, we decided

it is. If you look up in the upper

right-hand

corner of each course, video, book, et cetera,

there is this vertical ellipsis, and if you click that, you can choose to

start a study group.

You give it a name, give it a description, you invite people to join,
and then you can decide on accountability measures and study
schedules and meeting schedules and so on.

And we've done that in our team, and it's a good way to
learn as a group.

And then Angie's going to talk to us about overcoming obstacles.

All right, so this is the last topic that we're going to cover today.

Kay and I talk about LinkedIn Learning and Percipio quite a bit on the
campuses. We go to the different fairs, the open enrollment fairs,
the fall kickoff, welcoming the new students and employees.

So we go and are out on the campuses quite a bit, talking to folks
about LinkedIn Learning and Percipio.

And what we hear all the time is, "I know that they're very beneficial. I want to use them. I know it would be helpful for me, but I forget that they exist. And even if I do remember, then I don't have the time to do it. My days are completely booked end to end, and I can't fit in the time for this professional development."

Which is very, very valid, and I know I have trouble finding the time as well.

So very understandable. So I give these three suggestions.

The first is to meet with your supervisor and talk to your supervisor about your professional development goals and how you plan to use these platforms to meet those goals. And I think there are really two benefits to this. The first benefit is that it'll likely hold you more accountable to taking that time for professional development, especially if

they ask you and they follow up of, "Oh, I know you wanted to learn more about

data analytics. Have you been doing that?"

The other benefit is that they might be able to tell you where

the direction the department is going, and then you can kind of

focus where you're learning. So they may say, "Oh, I really

want our team to get better at AI and writing good AI prompts because we're going

to have to incorporate AI into our workflow quite a bit

more. So if you can learn that and then teach your coworkers about best

practices in AI, that would be really helpful." So that gives you an

idea of, oh, this will really help me if I learn this

particular skill.

The next thing that I suggest is to include performance development in

your performance management goals.

When you write your annual goals for the year, you may want to say, "I want to

obtain this certificate," or, "I want to complete these two

courses in LinkedIn Learning, and I want to complete these two courses in

Percipio." And actually get it in writing, and then you'll be much more

likely to follow through on that plan.

And finally, create a plan. So identify the days and time that you can

devote to professional development and actually put that on your calendar

and really save that time. Don't let anything schedule above it or,

"Oh, I'm really worried about this meeting, this deadline, so I'll push it off."

Then you will just keep pushing it off. So really take that time.

Consider it a meeting to yourself for that day.

Or you might want to talk to your department about everyone in the department doing

that. So I know at CU System and Employee Services,

we have what we call Focus Fridays, and it's the second Friday of each month.

All afternoon, employees are supposed to just work on professional

development. So if you don't have something like that in place already, you may

want to talk to your supervisor about implementing a program like

that. Or you can just do it on your own and say, "I'm going to take this time to

work on my professional development." And then create a timeline and say, "Okay,

I want to finish this course by this date.

I want to finish this certificate by this date," and really plan that out.

If you don't have a plan, it's going to keep

in the back of your head as, "Oh, I should probably do this." It'll get pushed to

the back burner. So create a plan, and you'll be much more likely to actually

devote time to do professional development.

Well,

to conclude,

Percipio and LinkedIn Learning both offer a wide variety

of resources. If you specify your goal and you get clear

about what you want to do

and start applying things right away, you'll have a lot of success using them.

If it's hard to find things based on just

a generic search, try a skill assessment or AI assistant to help you

narrow down options if needed, and do set aside time for yourself

to do this.

And if you have any questions or you want any

guidance on using either of these platforms, you can email us.

We'd be happy to help you.

Or if you have technical issues, you can also reach out to

systemtraining@cu.edu, and

we'd love to help you if you have any questions.

And you're also free to ask questions now. We're ready for Q&A.

Yeah.

Both. Yeah.

So she asked

about...

So can you say that again?

Mm-hmm.

Yeah.

So she asked about setting a weekly goal to keep accountability.

You can in Percipio. There is a way to

set a

timer for yourself. There is a calendar that you can use

for

reminders and things like that.

But I typically set it in my own

Outlook calendar because it's right there in front of me.

The problem with doing it in Percipio,

in my mind, is that it's something that you have to go to, and if it's

not in front of you, you won't get those reminders.

So

I

keep myself accountable with those daily

study times. So I have something set aside every morning.

If I'm not currently working on a professional development

project, I don't use that time,

but if I have a course or a certification that I'm working towards, I

make sure that I devote

half an hour every morning to

completing it. So

it's-

Can I say something?

What was that?

That's your-

Yeah, go ahead.

Yeah.

Yeah. So you may remember I showed the weekly goal.

I didn't really go into it, so glad you asked that question.

With LinkedIn Learning, you put in your goal, let's say it's 30 minutes

per week. So anytime you go into LinkedIn Learning, it'll tell you your progress.

It'll say, "Oh, you've done 10 minutes this week, so you're a third of the way to

your goal." If you want to, you can also set up notifications, and

it will email you saying, "Okay, it's Thursday, and you're only at

20 minutes. Remember, you still have 20 more minutes to meet that weekly goal." So

that's how it works on LinkedIn Learning.

You're welcome.

Yes.

Mm-hmm. Oh, thank you. Very helpful.

Thank you. I was waiting for the mic.

I'm just curious to know, do the systems talk to each other or is there a

place where all your learning comes together?

Great question. So actually with Percipio, you can

search both platforms. So if you are interested in learning

negotiation, you can just go into Percipio, type in

negotiation, and it will pull up the resources on that topic in both

Percipio and LinkedIn Learning. LinkedIn Learning does not have that

feature. It will just stay specific to that platform.

But on Percipio, you can search both just through one search.

Is that...

Yeah.

So

Percipio updates automatically to the human resources management

system. So if you take a course

Or I think even if you read a book or something like that, it does show

up in your human resources record.

You can have LinkedIn Learning feed in as well, but

that's going to depend on the privacy settings that you have.

So if you allow LinkedIn Learning to talk to human

resources, it will update as well.

So

you do have more control over what

they see from LinkedIn Learning, but it can feed into

that system.

You're welcome.

If you-- Oh, I don't like that.

If you find a course that you want to take and you don't do the whole

plan, you just want one course, how do you add that

to your profile to do at a later time or--

Because I know there's the mandatory ones in Percipio for new hires and then the

annual trainings, and sometimes they're added for you.

So I'm just curious when you're adding something you want to do, is it in the

same area as the mandatory trainings?

No. So let me see if I can get into

Percipio at this point.

If I can even find the cursor.

Well, I'll just explain. So when you take one of

these voluntary courses, there's a little--

Thank you.

Oh, great. Thank you. Is it showing? There. Oh, wonderful.

Okay.

So

let's just pick a course, any course.

So these are the required ones here set aside by campus.

I'm just going to pick

something.

Here we go.

So you can

share it, you can

save for later,

you can add it to a playlist, schedule learning time, or start

a study group.

But this is how you'll save it, and then when you

want to view it later, you'll go to your library,

and...

It doesn't look like she has any-- Oh, my learning, there it is.

Okay. So this

is where, if you go to My Learning, this is where you will see

all that you have saved

here. So I'll close that down.

But yeah, your

required stuff will show up at the top

here.

The things that you're required to take will show up here, and then My Learning,

along with Assignments. So these are the things that are required is under

Assignments, and then the things that you save will show up

here.

Yeah, it works very similar for LinkedIn Learning.

We have one.

Is there a policy for using learning or Percipio for

developing skills related to your role at the

institution?

I would encourage you to talk to your supervisor about that.

I think it varies by department and by campus.

I know our supervisor, obviously, we're in employee learning and development, so

it's a very growth-oriented, learning-focused

department. So when I said, "Hey, I really want to learn Spanish,

even though I probably won't use that that much in my role," she was fine with

that, but I can't speak to every supervisor.

So I think that's more of a case-by-case basis.

As far as I know, there's not a university-wide policy or even a CU Anschutz policy.

You're welcome.

On the Spanish topic, can you remind us how to get there?

In Spanish, right? I'm not that good yet. Any language in general.

Sure. Let's see if I can pull this up again.

It really is going to depend

on what kind of resources you want.

But let's go home. And

I will put in here, "I want to learn Spanish."

There we go. Spanish for absolute beginners.

You can add to your content, you can recommend, save it for

later, but this is where it pulls up all of the

courses and resources for you. And once you get in there, you can

download the exercise files.

But that's really how you look for any topic that you're interested in.

So same process for any topic that you want to learn.

Thank you.

Thank you all so much. If you have any other questions, feel free to reach out.