



*Growing People ... Building Talent ... Creating Leaders*

since 2002

## The Learning Organisation, powered by SkillsTown

The Learning Organisation has recently partnered with SkillsTown, a Netherlands based professional learning platform. The partnership enables TLO to deliver a collection of short courses in a completely online environment with extensive learning management and reporting functionality built in.

### The Benefits for Companies

According to Kevin Hardy, MD of SkillsTown SA, the biggest barrier for companies looking at investing in a Knowledge Management System (KMS), is the high cost of development of the system, combined with having enough in-house content to justify such an investment. The Learning Organisation's partnership with SkillsTown solves both of these challenges by providing the platform and the content, as well as a Learner Management System for tracking progress, in one easy-to-implement package. SkillsTown's GetSkilled package currently boasts over 150 courses, with more being released practically every week. TLO's brings even more content to the platform with a selection of hard and soft skills courses, with new releases every month.

Aimed at companies looking for an innovative, yet straight-forward way to provide essential skills development and training to their workforce, the SkillsTown platform takes the guesswork out of skills development by giving employees access to crucial business skills training through a single platform, for a low monthly subscription. In-house knowledge can be securely uploaded to the platform where it is accessible to your employees and no one else. There's no limit to the amount of in-house content that can be uploaded. The Learning Organisation is ready to assist companies who may not have the staff or time needed to convert their content into any of the supported formats.

For companies looking to boost their B-BBEE spending on skills development, this partnership makes perfect sense since the monthly subscription to the platform counts as Category F and G spend in terms of the B-BBEE scorecard. Should companies want to further increase their eligible skills spend, TLO's short courses can quickly and easily be converted into accredited training for Category E spend for a low, per-learner fee.

### **Accreditation and Certifications**

*Microsoft, CompTIA, Certiport, Pearson Vue, CertNexus, ICDL, IMM, MICT, MerSeta, BankSeta, ICB (Fasset), W&R, ETDP, Services Seta, LGSeta & Growing...*

## The Benefits of eLearning for Employees and Employers

Not only does eLearning save your company money compared to Face-to-Face training, it does so much more. If you're making a business case for eLearning development, these are the major benefits of eLearning for your employees and company:

- Reduces learning time
- Complements the overall learning experience, whether blended, virtual or classroom learning
- Enhances learner engagement and improves retention
- Provides employees with ongoing access to key resources
- Guarantees a risk-free environment for your employees
- Allows for global collaboration
- Fits your employee's flexible lifestyles – 24/7 accessibility
- Scalable for any number of employees
- Provides your employees, and managers, with timely feedback
- Ensures training consistency and standardization

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## E-learning

Want to learn all about a certain topic in your own time? These interactive e-learning modules are the perfect solution.

[More info](#)

The platform is a digital environment that brings together a curated selection of training material, from short “Essentials” to more comprehensive E-Learning programmes and collaborative WE-Learning modules in a central place. Employees are assigned user licences and can log in with personal or work email accounts on any device. Navigation is simple and intuitive via either a search function that allows keyword searches for relevant courses, or via a menu bar that categorises content according to type.

## Essentials

Micro courses teach the essence of a subject in a matter of minutes. Every essential can contain text, video, link, download, exam and expert pages.

Learning is categorised as:

- Essentials
- E-Learning
- WE-Learning
- Webinars
- Podcasts
- Video Feedback
- Assessments
- Curricula

## Essentials

These are micro courses that teach the essence of a subject in a matter of minutes. Essentials are perfect for filling a spare 5 minutes of time with some bite-sized learning.

## E-Learning

E-Learning modules consist of several chapters, allowing learners to delve deep into a specific subject at their own pace. Modules typically contain videos, exercises, and practical examples to keep learners engaged.

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[More info](#)

## Webinars

Webinars are 30-minute live broadcasts featuring an expert facilitator covering the most important aspects of a particular topic. Webinars can be followed live but are also recorded for learners to watch at their convenience.

## Podcasts

Too little time to follow a course, but still want to learn something new? You can listen to podcasts anytime and anywhere. On the road, at home or at work. The podcasts are here to make your life easier, as you can listen to them anytime.


## WE-Learning

Similar to E-Learning modules and centred around subjects that are better suited collaborative learning. These modules encourage group study and provide an opportunity for team learning.

### WE-learning

Enjoy learning together with your colleagues? These web-based e-learning modules are perfect to follow as a group but also individually.

[More info](#)



**new**

HEALTH AND WELL-BEING

#### Working together on health and safety

This course is designed to be followed as a group. In this course you will learn all about working safely as a team and how you can ensure optimal working conditions. Using...

+ 4 hours



CORPORATE CULTURE

#### Working together on integrity

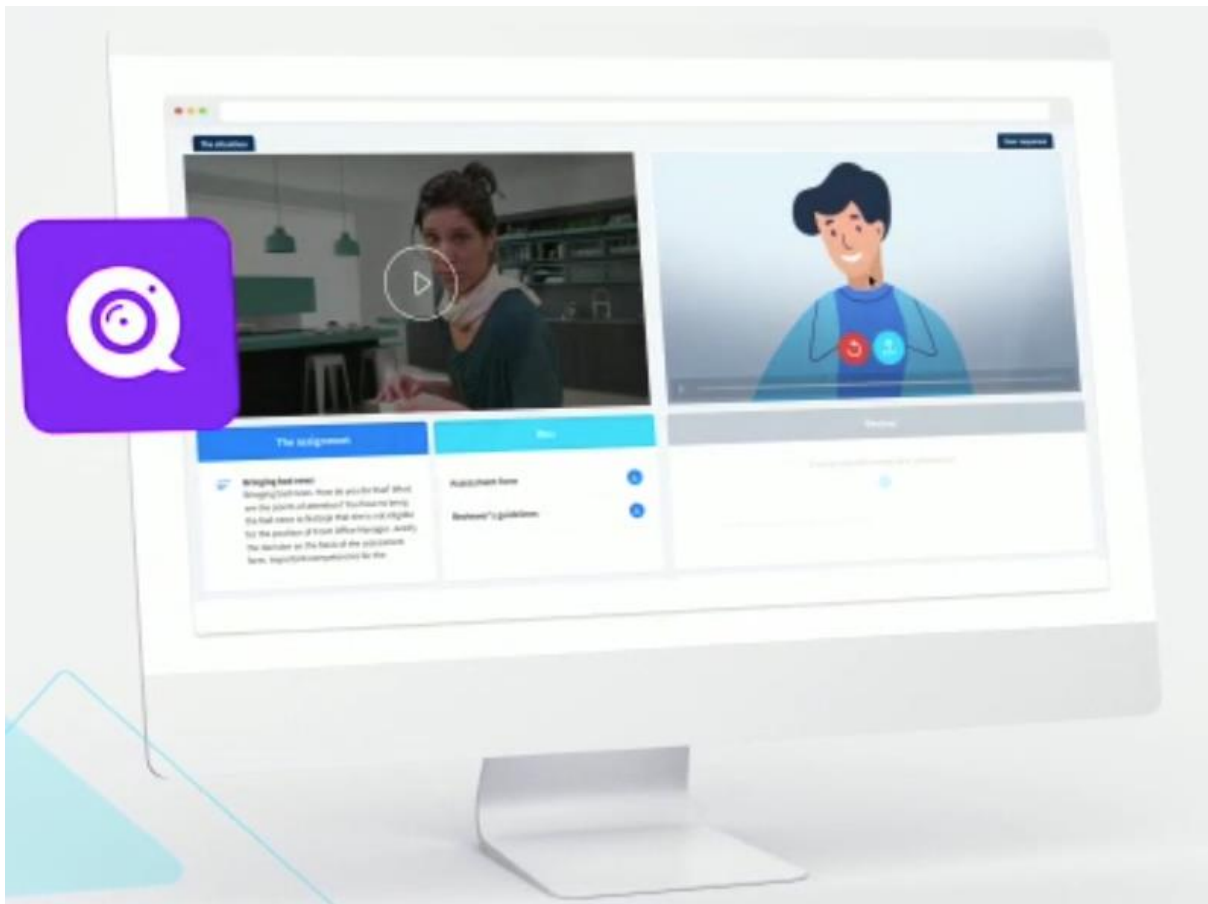
This course is designed to be followed as a group. Together with the other members of your group, you will learn about the topic of integrity and discuss it further as a team. We d...

+ 3 hours

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## Video Feedback



Video feedback allows learners to practice their communication skills in a variety of environments by watching a situation and then uploading their recorded reaction to a situation for assessment by a reviewer.

## Assessments

Want to know what skills you already have? These scans will give you a useful insight into your own competences. By answering various questions, you can discover where your talents lie. This will make it easier to work on your own personal development.



— SCAN

### Managerial Effectiveness

This course will help you to become a more effective manager or leader.

+ 60 min



— SCAN

### Leadership

The Leadership Style Scan is a questionnaire based on various models of Leadership Styles (Quinn, Torbert, Jay Hall en Kotter), whereby the framework of Quinn's...

++ 60 min

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## Curricula

Curricula allow a selection of content to be grouped together as a logical unit to simplify access for employees. Want to put all of your company's onboarding documentation and presentation together? Create a curriculum that puts it all together, with metrics and analytics to measure employee engagement with the content.

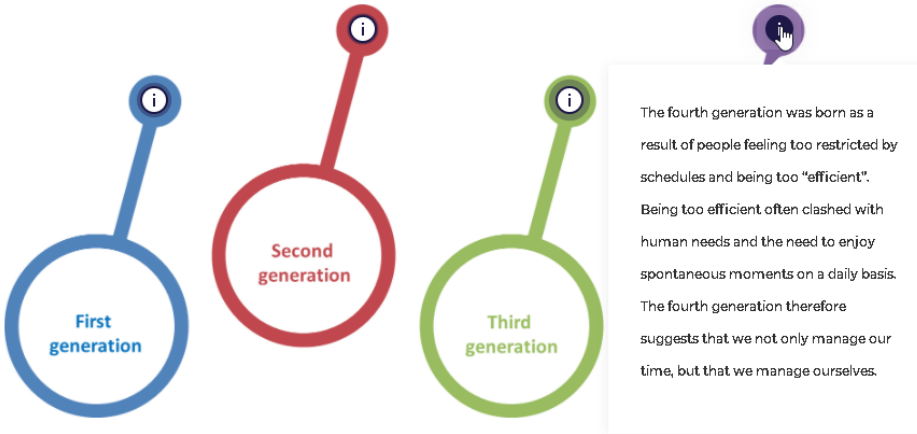
## Driving Learner Engagement

At the Learning Organisation we believe that learner engagement and interactive learning are key to a successful training programme. The days of poring over a textbook or manual are gone. The modern learner wants to be engaged and be able to interact with their learning content in novel ways.

☰ **Covey's Generations of Time Management** E

Stephen R Covey is of the opinion that effective time management revolves around a single phrase: **organise and execute around priorities**. He identified four generations of time management as:

*Click on the "i" icons in the diagram below to learn more about each point.*



The diagram illustrates Covey's Generations of Time Management. It features three large circles representing the first three generations: a blue circle for the 'First generation', a red circle for the 'Second generation', and a green circle for the 'Third generation'. Each circle has a smaller circle of the same color above it containing an information icon (i). A tooltip is shown over the 'Third generation' icon, containing the following text:

The fourth generation was born as a result of people feeling too restricted by schedules and being too "efficient". Being too efficient often clashed with human needs and the need to enjoy spontaneous moments on a daily basis. The fourth generation therefore suggests that we not only manage our time, but that we manage ourselves.

There are two factors that determine the priority of an activity namely urgent and important.

*Image heatmap displaying additional information when moused-over*

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Our content is therefore designed to maximize learner engagement with written content that is supported and augmented with audio, video, images, and links to additional information. Interactivity is further enhanced through use of quizzes, fill-in-the-blank exercises, drag-and-drop exercises, multiple choice questions and text ranking exercises, to name a few.

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### Activity 3: Fill in the blank spaces

The  remains government's single most important campaign to achieve the necessary transformation of the hearts and minds of public servants and to put the citizen at the centre of planning and operations. The Batho Pele initiative aims to enhance the quality and accessibility of  services by improving efficiency and  to the  services.

- government
- public
- private

*Fill-in-the-blank exercise*

Our training material is further designed with the SETA accreditation process in mind in that exercises are developed to cover the Specific Outcomes and Assessment Criteria of the relevant Unit Standard's formative assessment. This serves two purposes. Firstly, it simplifies PoE building for learners as the SkillsTown LMS allows the tracking of progress and logs learner performance on exercises. Secondly, learners can be prevented from progressing with the course until they have mastered the content and successfully completed the end of module exercises. Gone are the days of learners skimming through content and being unprepared for the final assessment.

#### Want to know more?

Contact The Learning Organisation (TLO) now to arrange a virtual presentation or requesting more information by emailing your request to [learning@tlo.co.za](mailto:learning@tlo.co.za) and one of our sales specialists will be delighted to assist with your learning journey.

Yours in Learning

The TLO Skills Development Maximisers

[Click here](#) to go to our website.

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