



From Organizational & Learning Development

Online Professional Development Resources for Teams

As you continue to transition many of your staff to telework, Organizational & Learning Development would like to share some resources to help guide you.

Due to these unique circumstances, this might be an opportunity to explore professional development training for your staff through CSU Learn and recently unlocked LinkedIn Learning videos.

For a list of curated and vetted trainings, please visit Organizational & Learning Development [CSU Learn webpage](#) and this [matrix](#). We have organized training by core competencies identified by [CalHR](#) and should align with most University roles and responsibilities. Please feel free to explore these suggestions through the framework we designed. As a manager, we recommend you use your judgement in the identification and selection of courses. However, here are some suggested guidelines from Employment and Labor Relations:

1. Review each employee's Position Description
2. Review current performance evaluations
3. Evaluate current individual professional development plans outlined in performance evaluations and/or consider updating
4. Reference any telecommuting agreements before recommending professional development learning through CSU Learn, as essential functions should not be replaced with online professional development, but merely to augment assignments or fill any gaps.

As a best practice, we suggest you copy the course title or course code listed in the matrix and notify your employee of your recommendation and expectations. Organizational & Learning Development will not be automating or tracking any completions for the University.

However, if you would like to see what your employee has completed, please reference the [How-to-Guide for Manager Dashboards](#) in CSU Learn. Doing so will allow you to view each of your direct report's training transcript and identify any trainings your employee has completed.

If you are in need of more guidance and would like one on one consultation related to professional

[Subscribe](#) to our email list.

Administration & Business Affairs SacSends can be
accessed here: <https://www.csus.edu/administration-business-affairs/operations/campus-communications.html>

This official Sacramento State email was sent to .

View this email **online**.



California State University, Sacramento
6000 J Street, Sacramento, CA 95819
Campus Main Phone: (916) 278-6011
www.csus.edu