



FOR YOU! - YOUR QUICK REFERENCE GUIDE

Welcome to SKILLINGS Education, we are excited to be your new partner in Commercial Property offering individuals and organisations - a wide-array of self-guided courses across the real estate and construction industries.

As a SKILLINGS Education subscriber, you now have exclusive access to our entire library collection which includes 12 library categories - offering over 500 individual and curated courses that you can read and listen to - whilst learning at your own pace.

The course library categories include:

 Property Management	 Commercial Real Estate	 Leadership	 Relocation Management
 Project Management	 Design Management	 Customer Service	 Facilities Management
 Workplace Experience	 Workplace Strategy	 Change Management	 Procurement



"We know you will be excited to understand how to get the best out of your SKILLINGS Education eLearning library collection so here's a quick '**get started**' guide covering what you will see when you log in for the first time."

How to get started?

We have five sections in this guide outlining what you need to know. Log into your SKILLINGS Education eLearning account at <https://skillingseducation.litmos.com/account/login> and let's get started!

Section 1 - How To Navigate Your Learner Dashboards

Section 2 - Search For The Individual/Curated Course You Want

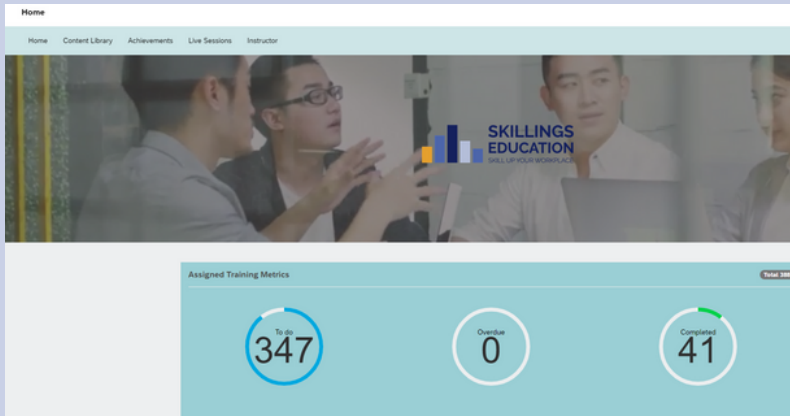
Section 3 - Explore The Learning Paths And Check Out What They Offer

Section 4 - Access Collection (For "eLearning Pass" subscribers)

Section 5 - Get Support When You Need It And Give Feedback On Our Courses

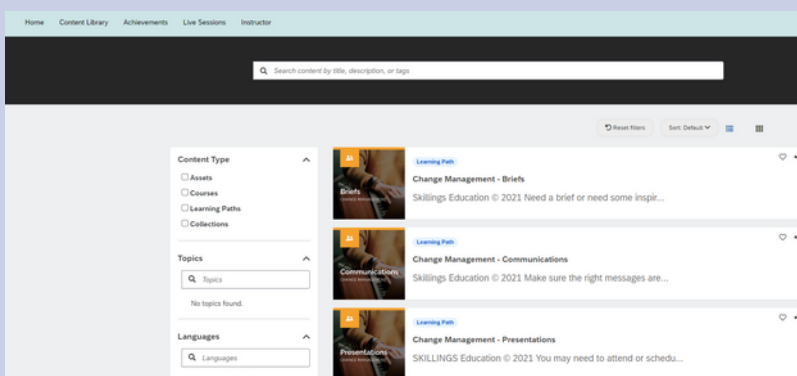
Section 1. How To Navigate Your Learner Dashboards

Illustration below (Home Page):



You will have a couple of main pages where you will probably hang out the most. The SKILLINGS Education Home Page being one of them. The Home Page tells you what courses you have been viewing and how many courses you have completed. Don't expect to see any numbers there when you first log in. But they will quickly start mounting up as you start working through different courses and learning paths.

Illustration below (Dashboard):



The other page you will frequently view is the SKILLINGS Education Content Library Dashboard. The Dashboard is where you can view the courses and library contents in the way best to meet your preference for your learning experience.

Illustration below (Achievements):

Achievements

External Learning

Q Search for an achievement

PCG - PART 2 - THE PLANNING PHASE ★ Rate me! Achieved on 09/30/2022

APPROVAL OF PMP AND HSE PLANS ★ Rate me! Achieved on 09/29/2022

ACQUIRE RESOURCES - Securing Team Members and Other Resources ★ Rate me! Achieved on 09/29/2022

PROJECT MANAGEMENT METHODOLOGIES AND THE PMO ★ Rate me! Achieved on 09/29/2022

PLANNING YOUR RESOURCES ★ Rate me! Achieved on 09/29/2022

Facilities Management - Programs ★ Rate me! [Learning Path](#) Achieved on 09/29/2022

CLEAN UP CAMPAIGNS - Tips for a Fast and Efficient Programme ★ Rate me! Achieved on 09/29/2022

MONTH 02 - Your Workplace Change Project ★ Rate me! Achieved on 09/23/2022

CONSIDERATIONS OF ANY CHANGE PROJECT - What to know ★ Rate me! Achieved on 09/23/2022

COMMUNICATION TOOLS - Learn the common tools used in a workplace project. ★ Rate me! Achieved on 09/22/2022

Create a report

Leaderboard

Leaderboard For All Users

Get a headstart to becoming a leader by starting a course now!

View All

Leaderboards and points are updated each hour

Badges

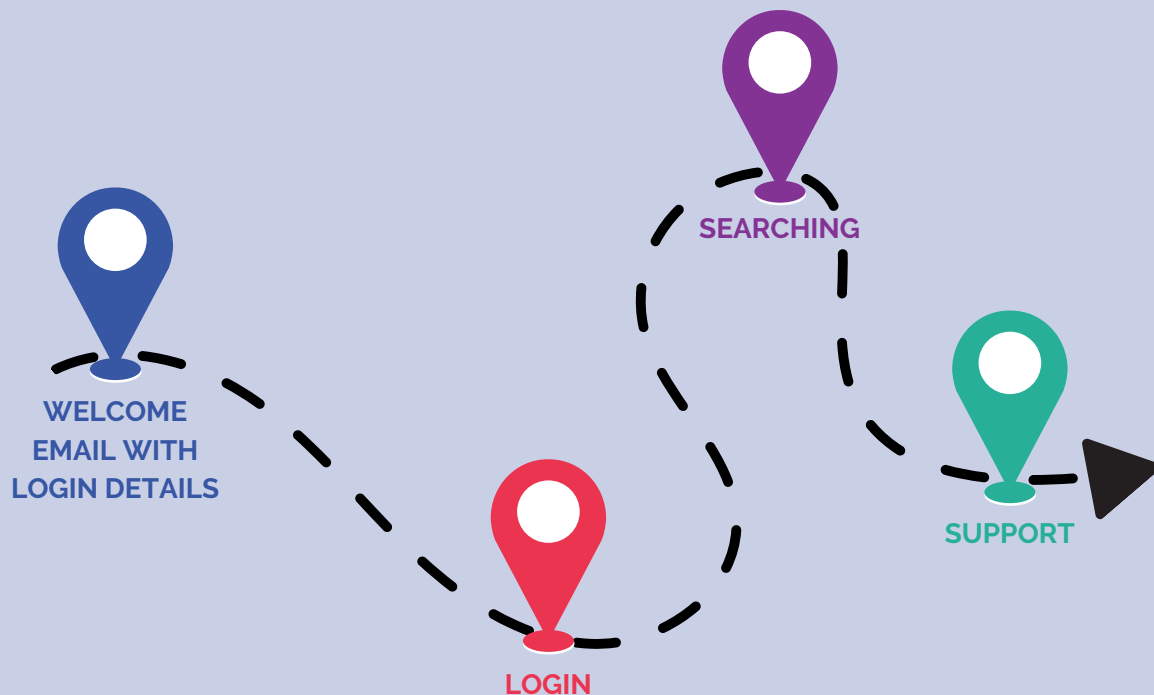
You have not earned any badges yet

Points

You have not earned any points yet

Check out what you have achieved since starting your library subscription. You can even rate the course so we can understand where it can be improved and any comments you can give will help us improve each learner experience!

Section 2. Search For The Individual/Curated Course You Want

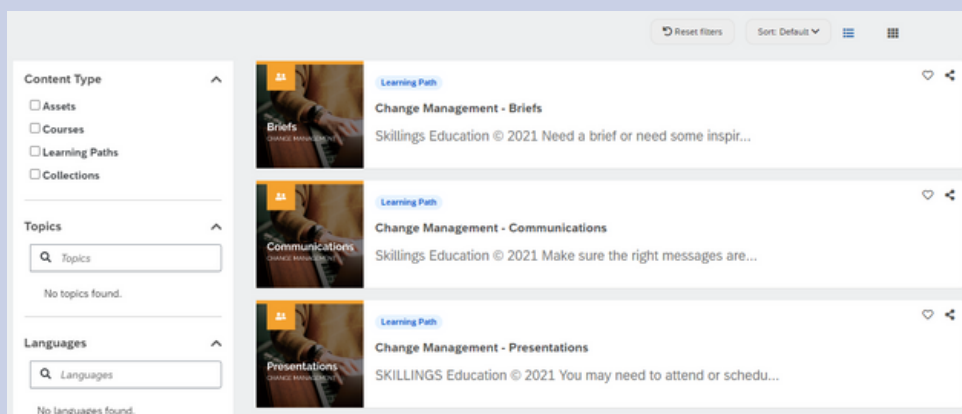


Navigating your way around

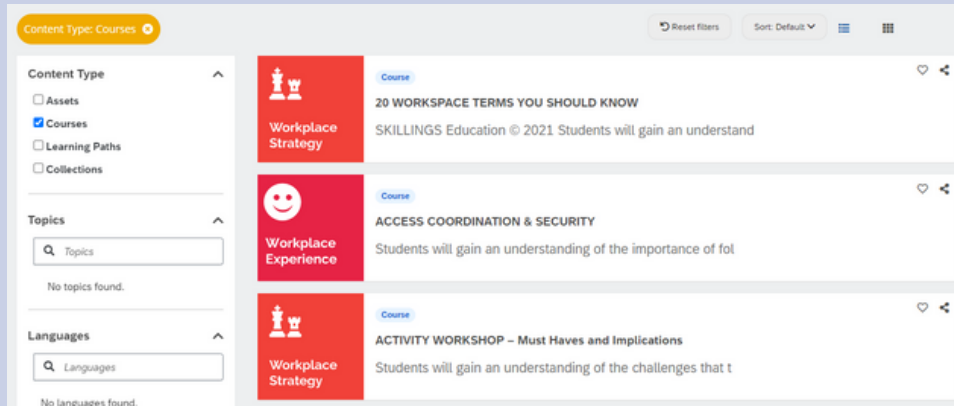
- Once you are in your dashboard, click on **Content Library**.
- You can choose to view the courses and learning paths as either a list or in grid view by clicking the icon located at the top right side of the screen.


Searching for your courses

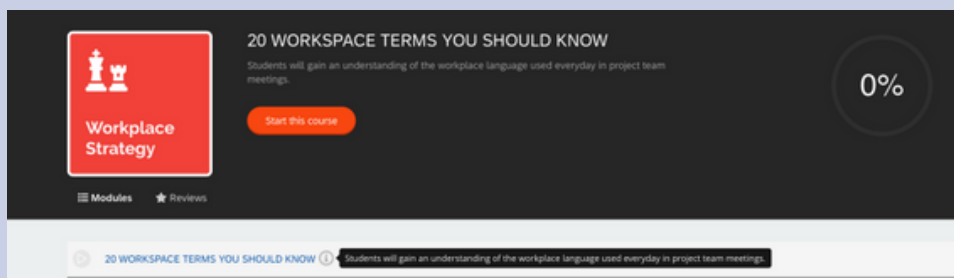
- Leave all the boxes under **Content Type** unchecked and type a key word in the search bar and all related courses and learning pathways will appear.



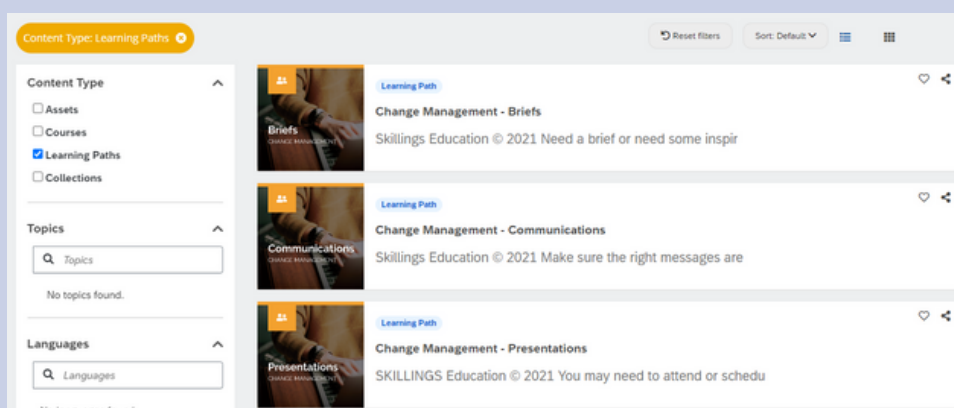
- Tick the **Courses** box only and type in a key word and this time the search results will bring up all related individual courses with the key word or course tag in its title.



You can see if this is the course you are after by hovering over the  located next to each course name. You will see the course description and learn more (see below). To select the course, simply CLICK! Once you have selected your course, you are ready to navigate through.



- Tick the **Learning Paths** box only and once you type in the key word and search, the results will bring up all Learning Pathways that have related courses to your key word that are intended to be complimentary to each other or suggest a possible learning pathway.



Once you click on a **Learning Path** you will see a list of courses that are assigned to that Learning Path category.

This way of navigating provides a complete list of Learning Paths across all course categories whether it be an individual communication course you are after or all course categories containing communication courses. Learning Paths are indexed in alphabetical order, so you just need to scroll down to find the Learning Path you are after.

Each Learning Path has a number of courses for the learner to complete in any order - at their own pace. Learning Paths can be modified for Organizations so that the order of courses must be completed, but this is not a default position for individual members.

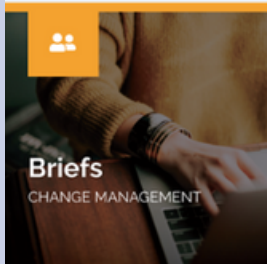
Reach out to us, if this is an option you would like to consider if you are considering getting more licenses. There are 12 Learning Paths that you or your team are able to access. Let's get familiar with the terminology used across all of our categories.

"Our content is created by industry experts with real world experience to give you the best tips and training which would be traditionally be learned on the job."

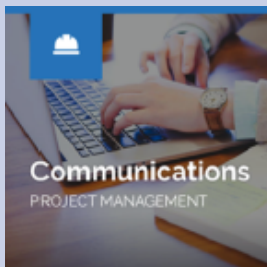


Section 3. Explore The Learning Paths And Check Out What They Offer

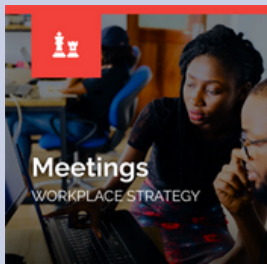
You will find below a list of example learning pathways that may be found in each of the Course Libraries and a description of what each Learning Path offers:



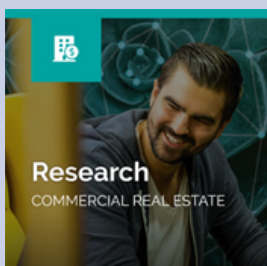
Briefs may include project proposals, summaries, breakdowns or scope of work document.



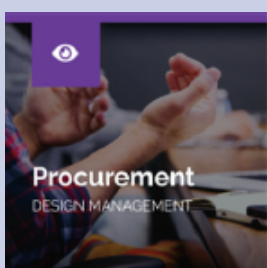
Make sure the right **communications** are sent, received, and understood by the right people.



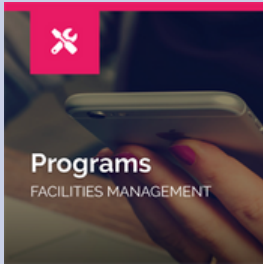
Learn what participants and stakeholders need to be in **meetings** - and what they will discuss to achieve project delivery and expected results.



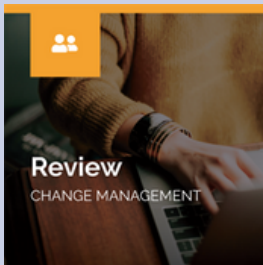
Learn about the varied processes and stages required to complete a systematic investigation into materials and what sources may be **researched** to establish facts and mitigate against potential risks.



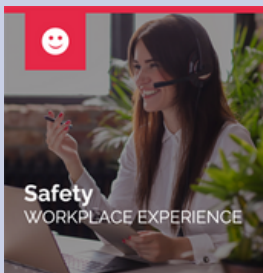
Learn more about the processes used for making sure your project **procurement** is successful.



Understand the collection of **programs** and individual tasks that are required to achieve positive outcomes in your project delivery.



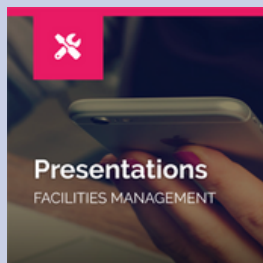
Learn about the **review** process at any particular point in time in your project and how decisions are made allowing actions to be taken.



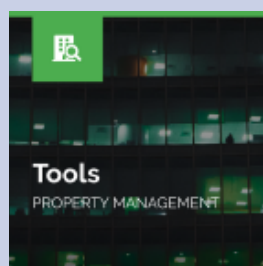
Safety plays a key role in keeping a project on schedule and on budget whilst Risk Management focuses on identifying and assessing the risks to the project. Both safety and risk are covered here.



Learn about how selecting the right **team** will impact or influence decisions in your project.



You may need to attend or schedule and make **presentations** to help your stakeholders understand your projects.

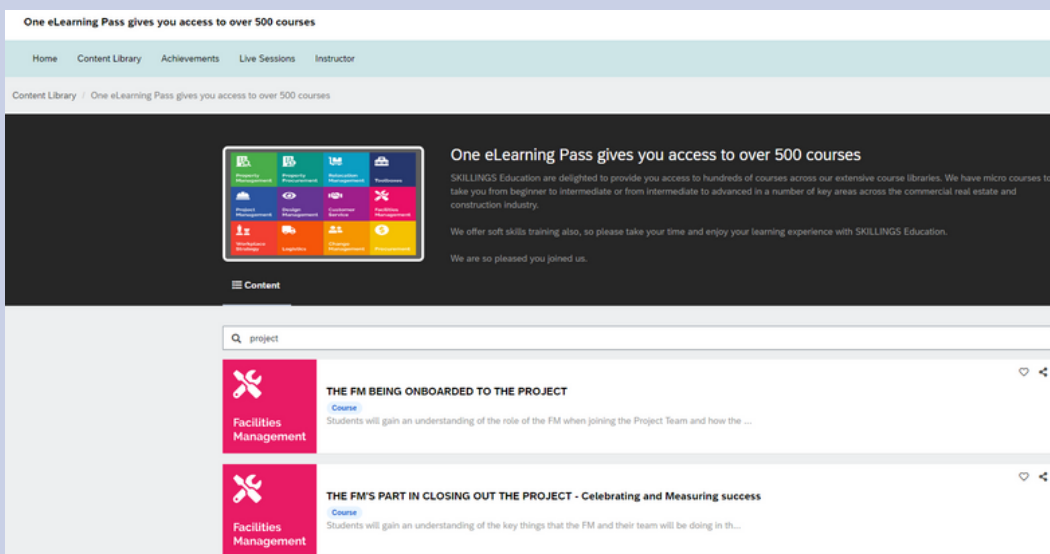
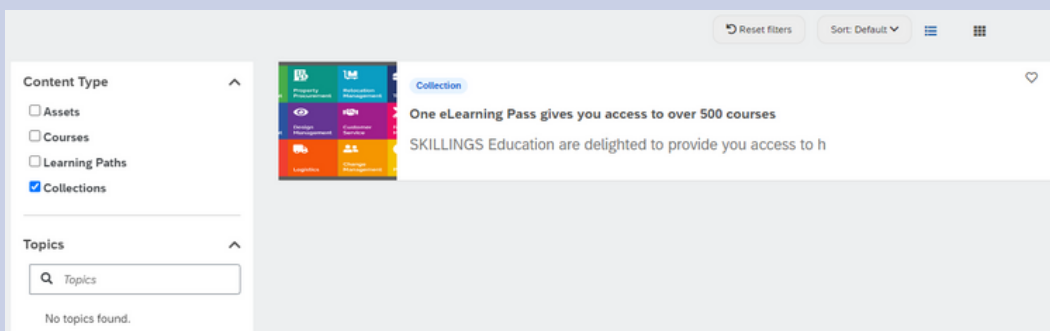


COMING SOON

Learn about some of the key industry standards, **tools** and artefacts that will be essential to your next project. In your Content Library this is the area called 'Assets'.

Section 4. Access Collection (For "eLearning Pass" subscribers)

Collections are located under **Content Type** where you will find all of our Learning Paths and their courses in one place. Learners cannot search for individual courses whilst in this view, but can search on key words to help them find the Learning Paths to find the course they want.



Collections are currently available for "eLearning Pass" subscribers only.

Section 5. Get Support When You Need It And Give Feedback On Our Courses



"How to get support and provide feedback?"

"How to get a course added that isn't available yet"

Getting support when you need it could never be easier.

Cant find what you want? We can assure you of our best endeavours to provide metadata tags that describes a keyword or phrase in the course and assigning those tags to each of the course assets in our course libraries, but perhaps the word you use to search is not the word we thought of, so please ask if we have a course available on the topic you are interested in!

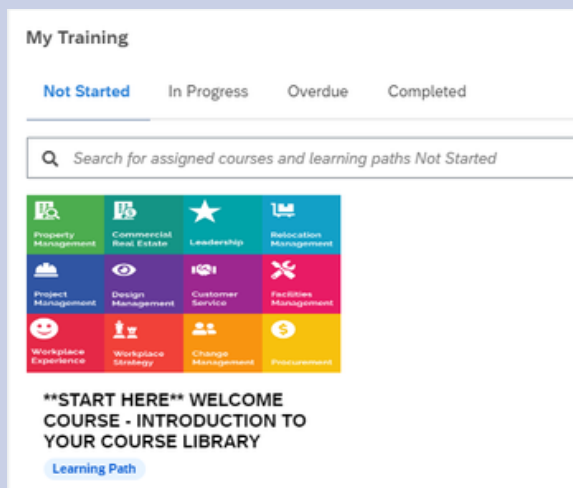
Want to give feedback? There are opportunities through all areas of your course journey to provide feedback on the course, whether it be for relevance to your project needs or whether you think you would like to see an improvement or perhaps more information on that particular topic.

Is there a course you would love to see? We create new course material everyweek, so if there is a course you or a colleague would like to see, let us know, we may be able to fit it into our schedule for development this month!



"Finally, here's the first course you should take when you get online!"

WELCOME COURSE - INTRODUCTION TO YOUR COURSE LIBRARY



This interactive course helps you navigate the learning platform and helps you become oriented on how to get started.

See You On Our Courses Soon!

The SKILLINGS Education Team

Contact Us



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<https://www.skillingseducation.com.au/>



**SKILLINGS
EDUCATION**
SKILL UP YOUR WORKPLACE