

Step 1 of 9:
Start by clicking on the blue button on your main dashboard page.

Start Your Training Now

Guides

- View: How to Take an IT Course
- View: How to Take a General Employee Course
- View: How to Launch and Take an IT Hands-On Lab
- Play: 3 Things to Know

Step 2 of 9:
If you are ready to start now, click "Yes, Start Training Now".

Are you sure?

Starting today, you will have 14 days to complete your course(s). Remember, a typical course only takes 1-3 hours to complete and during this 2-week period, you can take that course any way you like (15 minutes here, 1 hour there, etc.).

Click "Yes" if you would like to proceed.

Yes, Start Training Now No, Start Training Later

Step 3 of 9:
Click the big blue button to access the Course Library.

Your 14-day session is now in progress
Click To Access Course Library

Jul 6 Jul 7 Jul 8 Jul 9 Jul 10 Jul 11 Jul 12
Jul 13 Jul 14 Jul 15 Jul 16 Jul 17 Jul 18 Jul 19

Guides

- View: How to Take an IT Course
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How To Take a SkillSets GENERAL EMPLOYEE (Professional Development) Course

Step 4 of 9:

At the top of the landing page click, "The Library"

SKILLSETS
SILICON VALLEY

The Library

Enable Web Accessibility (What is Web Accessibility?)

Content Language English (All)

My Profile

Quick Links

Learning Transcript

TO BEGIN, READ BELOW (Important!)

On the next page, you will find access to either our [course menus](#) or [HANDS-ON LABS](#). If you are an **IT PROFESSIONAL**, you can select the menu "IT FOCUSED TITLES" or the "HANDS-ON LABS". You will see topics like Microsoft, VMware, Cisco, etc.

If you are **NOT** an IT professional, we recommend you select "END USER TITLES" or "BUSINESS TITLES". You will see topics like Excel, Outlook, Teams, Business topics, etc.

NEXT STEP: Click "[The Library](#)" [at the top of this page](#) to access these menu choices.

SKILLSETS
SILICON VALLEY

The Library

Want HANDS-ON LABS? Select From Below:

IT Infrastructure HANDS-ON LABS (Microsoft, Cisco, Security, CompTIA, Programming/Developer HANDS-ON LABS (jQuery, JavaScript, Android, etc.))

Want Online Courses? Select From Below:

IT FOCUSED COURSES (Microsoft, VMware, Cisco, etc.)

GENERAL EMPLOYEE COURSES (Professional Development)

GENERAL EMPLOYEE COURSES (Productivity & Collaboration)

Step 5 of 9:

From the course menu options, click on "GENERAL EMPLOYEE COURSES (Professional Development)"

BUSINESS TITLES (Professional Development)

Search this category

Categories

BU1: Anger Management in the Workplace

BU149: Achieving Emotional Intelligence

BU7: Working with Difficult People

BU111: Time Management

BU115: Improving Your Personal Productivity

BU15: Skills for Communication Success

Step 6 of 9:

Click the category you want.

Step 7 of 9:

Click on "LAUNCH" for the title you want.

BU111: Time Management

Courses Resources

Aligning Goals and Priorities to Manage Time

Course: 25 Minutes Expertise Level: Everyone

LAUNCH

The Art of Staying Focused

Course: 30 Minutes Expertise Level: Everyone

LAUNCH

Course Pre-Test

This course contains a pre-test. Taking the pre-test allows you to evaluate your knowledge of the content before taking the course. You can only take the pre-test once, before starting the course.

[Take Pre-Test](#) [Start Course](#)

Step 8 of 9
You may choose to take the Pre-Test to have a score measuring your knowledge of the course subject before starting instruction.

Menu Close Menu Panel Course Overview

- Aligning Goals and Priorities to Manage Time (25 Minutes)
- Completion Status
- Table of Contents
- Course Test
- Resources
- About
- General Settings
- Take the Tour
- Help

Step 9 of 9:
After completing the pretest, click on "Table of Contents". This will give you links to each of the topics covered in the course you are taking.

Menu **Table of Contents** Close Menu Panel Course Overview

- Completed Course Overview
- Separating What's Important From What's Not (24 Minutes)
- What Happens When Goals Are out of Sync (3 Minutes)
- Hitting the Bull's Eye: Goal Alignment Worksheets (3 Minutes)
- Clarifying Goals by Asking Questions (3 Minutes)
- Establishing Priorities at Work (3 Minutes)
- How To Use a Priority Matrix (4 Minutes)
- Exercise: Focusing on What's Important (5 Minutes)
- Course Test