



## LEARNING MANAGEMENT SYSTEM (LMS) FINDING FREE, ONLINE TRAINING IN THE LMS

This QRG provides instructions for identifying and registering for online courses in the LMS. Did you know that the LMS contains more than 3,000 FREE online courses? These courses are called SkillSoft courses.

1. Log into the LMS.

**NOTE:** For instructions about logging on, refer to the [Log-On Instructions \(TS02-L\)](#) QRG.

2. Locate the Catalog Search portlet on your dashboard and click on the **Browse: Category** link.

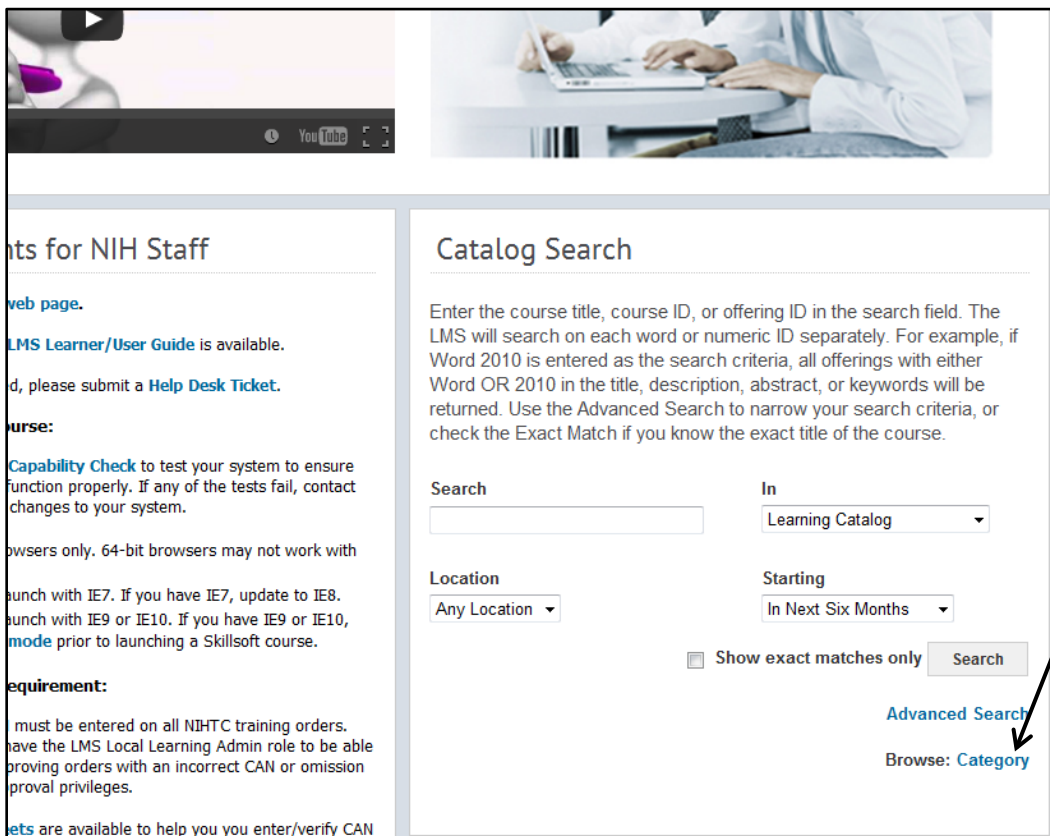


Figure 1 – Browse: Category link

3. Click the **SkillSoft Online** link in the 3 - Online Training section.

**Browse the Catalog**

**01 - NIH Courses**

- CIT Training
- Client Services Division (CSD)
- Clinical Center
- CSR Training
- Extramural Training
- LMS Administrator Training
- Mandatory Training
- NIH Prevention of Sexual Harassment
- NIH Training Center
- OD - Office of the Director
- Office of Human Resources OHR
- Office of Research Services (ORS)
- Other
- Sample Category

**3 - Online Training**

- Books 24x7
- Department of Labor
- Department of Veterans Affairs
- Knowledge Centers
- SkillSoft Online

*SkillSoft Online link* →

Figure 2 – SkillSoft Online link in the 3 – Online Training section

4. The SkillSoft courses are categorized into the area of focus/interest. Use the links for the name of the category to view all of the courses under that topic. Continue to click the link for the name of the category of interest until you view all of the courses for that topic.

**SkillSoft  
Online  
category  
name link**

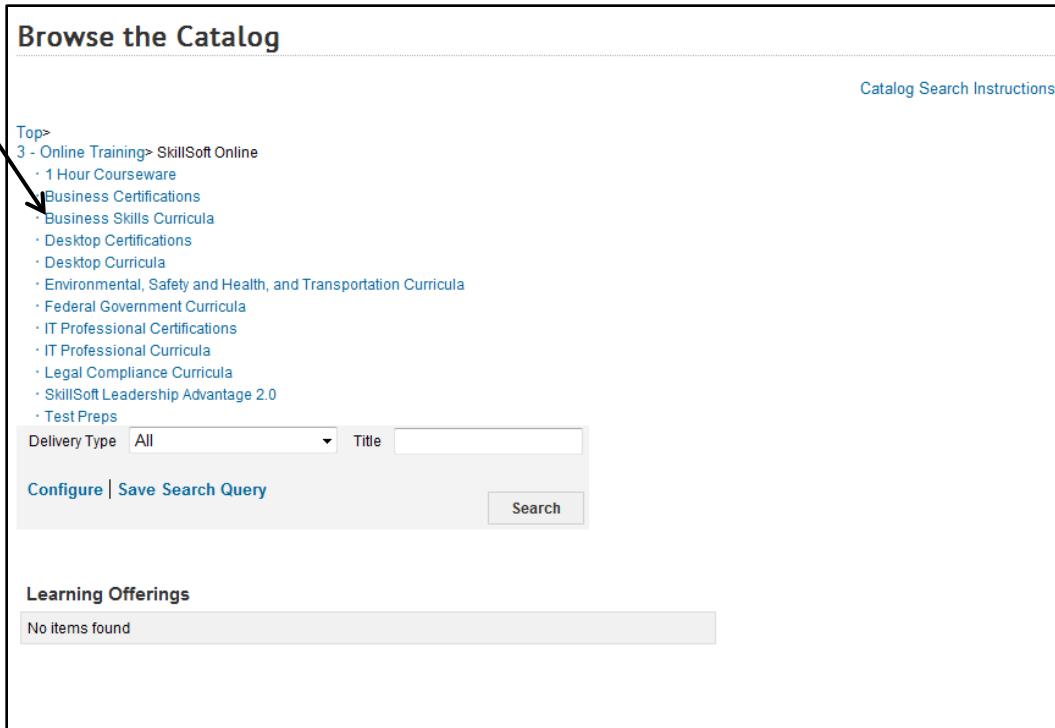


Figure 3 – SkillSoft Online top level category listing

**SkillSoft  
Online  
filtered  
category  
name link**

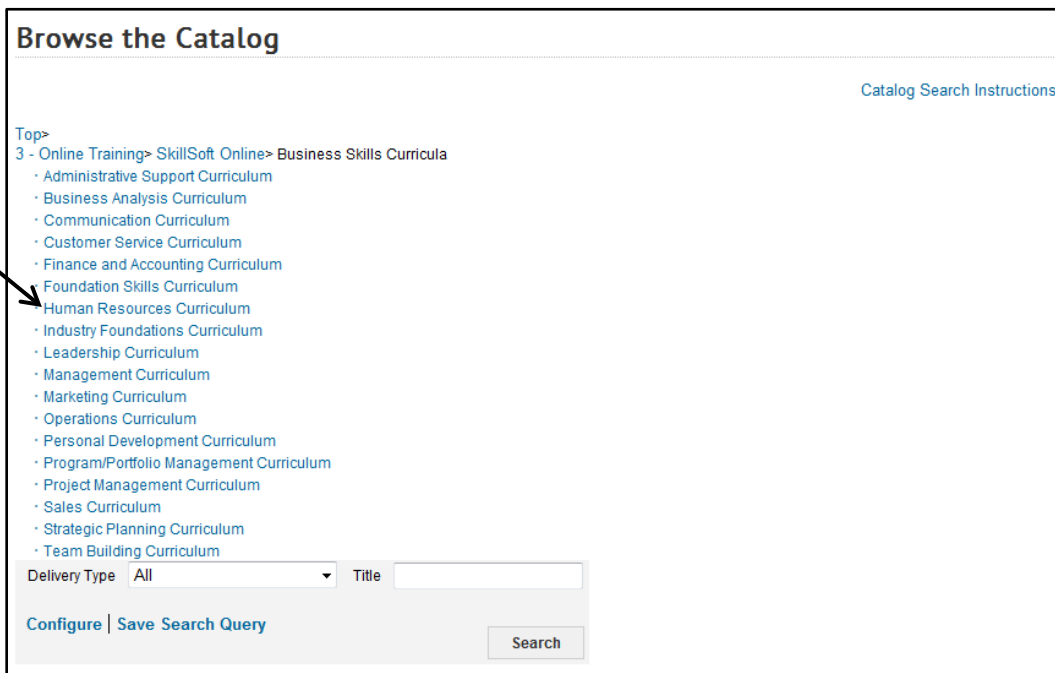


Figure 4 – SkillSoft Online filtered category listing

## Browse the Catalog

[Catalog Search Instructions](#)

[Top](#)>

3 - [Online Training](#)> [SkillSoft Online](#)> [Business Skills Curricula](#)> [Human Resources Curriculum](#)> [Recruiting and Retention Strategies](#)

Delivery Type  Title

[Configure](#) | [Save Search Query](#)

### Learning Offerings

[Print](#) | [Export](#) | [Modify Table](#)

Showing 3 out of 3 results

Title	Version	Delivery Type	Start Date	End Date	Default Credits	Price	Actions
<a href="#">Creating a High-Retention Organizational Culture Simulation</a>	2.2	Online Training				0.00 USD	<a href="#">Actions</a>
<a href="#">Recruiting Talent</a>	2.2	Online Training				0.00 USD	<a href="#">Actions</a>
<a href="#">Retaining Your Talent Pool</a>	2.2	Online Training				0.00 USD	<a href="#">Actions</a>

Figure 5 – SkillSoft Online filtered category listing

5. Click the **Actions** link for a course in the Learning Offerings section.

**Browse the Catalog** [Catalog Search Instructions](#)

[Top](#)>  
3 - Online Training> SkillSoft Online> Business Skills Curricula> Human Resources Curriculum> Recruiting and Retention Strategies

Delivery Type: All | Title:

[Configure](#) | [Save Search Query](#)

**Learning Offerings** [Print](#) | [Export](#) | [Modify Table](#)

Showing 3 out of 3 results

Title	Version	Delivery Type	Start Date	End Date	Default Credits	Price	Actions
<a href="#">Creating a High-Retention Organizational Culture Simulation</a>	2.2	Online Training				0.00 USD	<a href="#">Actions</a>
<a href="#">Recruiting Talent</a>	2.2	Online Training				0.00 USD	<a href="#">Actions</a>
<a href="#">Retaining Your Talent Pool</a>	2.2	Online Training				0.00 USD	<a href="#">Actions</a>

**Actions link**

Figure 6 – SkillSoft Online filtered category listing

6. Click the **Register** link on the Actions activity menu.

The screenshot shows a web interface titled "Browse the Catalog". At the top right, there is a link for "Catalog Search Instructions". Below this, a breadcrumb trail reads: "3 - Online Training > SkillSoft Online > Business Skills Curricula > Human Resources Curriculum > Recruiting and Retention Strategies". A search filter section includes a "Delivery Type" dropdown set to "All" and a "Title" search box. Below the search box are links for "Configure" and "Save Search Query", and a "Search" button.

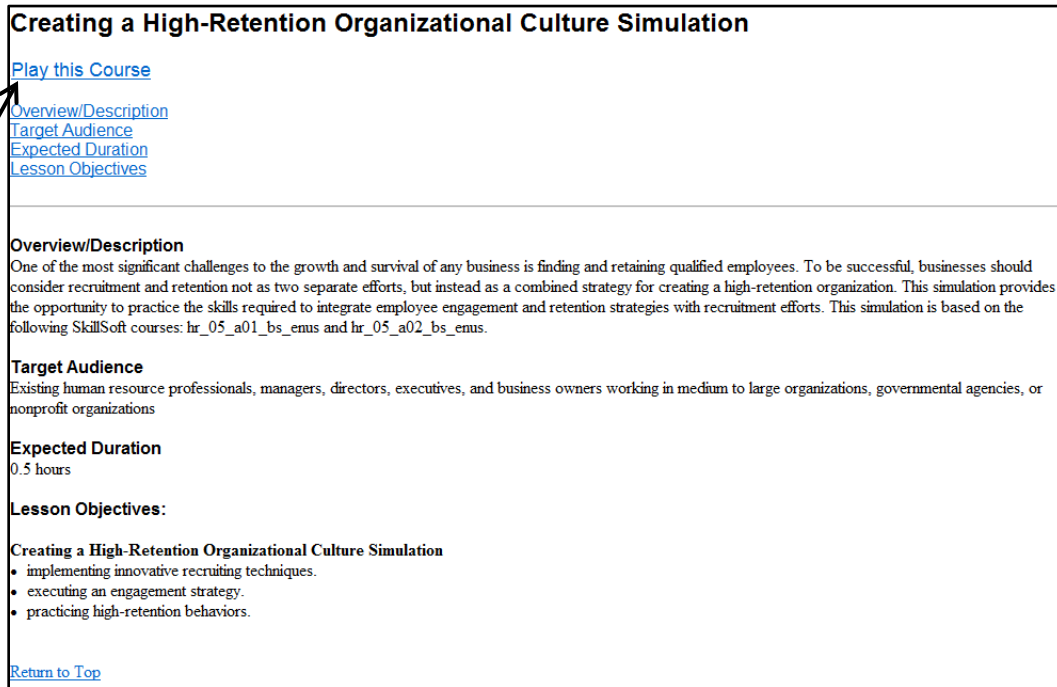
The main content area is titled "Learning Offerings" and includes links for "Print", "Export", and "Modify Table". It displays "Showing 3 out of 3 results". A table lists the offerings with columns for Title, Version, Delivery Type, Start Date, End Date, Default Credits, Price, and Actions. An "Actions" menu is open over the "Actions" column of the first row, showing "Register" and "Add to Plan" options. An arrow points from the text "Register link" to the "Register" option in the menu.

Title	Version	Delivery Type	Start Date	End Date	Default Credits	Price	Actions
<a href="#">Creating a High-Retention Organizational Culture Simulation</a>	2.2	Online Training				0.00 USD	Actions
<a href="#">Recruiting Talent</a>	2.2	Online Training				0.00 USD	Actions
<a href="#">Retaining Your Talent Pool</a>	2.2	Online Training				0.00 USD	Actions

Figure 7 – Register link on the Actions activity menu

7. Click the **Play this Course** link in the new window to view the SkillSoft content.

**Play this Course link**



**Creating a High-Retention Organizational Culture Simulation**

[Play this Course](#)

[Overview/Description](#)

[Target Audience](#)

[Expected Duration](#)

[Lesson Objectives](#)

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**Overview/Description**  
One of the most significant challenges to the growth and survival of any business is finding and retaining qualified employees. To be successful, businesses should consider recruitment and retention not as two separate efforts, but instead as a combined strategy for creating a high-retention organization. This simulation provides the opportunity to practice the skills required to integrate employee engagement and retention strategies with recruitment efforts. This simulation is based on the following SkillSoft courses: hr\_05\_a01\_bs\_enus and hr\_05\_a02\_bs\_enus.

**Target Audience**  
Existing human resource professionals, managers, directors, executives, and business owners working in medium to large organizations, governmental agencies, or nonprofit organizations

**Expected Duration**  
0.5 hours

**Lesson Objectives:**

**Creating a High-Retention Organizational Culture Simulation**

- implementing innovative recruiting techniques.
- executing an engagement strategy.
- practicing high-retention behaviors.

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Figure 8 – Play this Course link on a sample SkillSoft course screen

If you experience trouble with this process, please refer to the [LMS Support Page](#).