### Working from home without access to the departmental network?

### Have no fear, eLearning@ESDC is here!

A variety of elearning options are available to help you harness the power of technology and work from home with ease.

> **NEW** learning recommendations every week!





Are you working from home? Don't have access to the departmental network?

If so...have no fear because eLearning@ESDC is here to connect learners - like you - with meaningful and relevant learning options!

As Canadians, we fulfill our civil duties by staying home unless absolutely necessary. As employees in non-critical positions, we fulfill our duties by staying off the network, unless required, to ensure that employees in critical positions have the resources they need to continue serving Canadians.

Working off of the departmental network and - for many of us - working outside of our usual work environment can pose major challenges. To help ESDC employees work efficiently and effectively in a virtual environment, this week's edition of eLearning@ESDC focuses on the Enabling Competencies of Knowledge of Technology and Communication with an angle on working virtually.

Are you ready to up your work-from-home game? If so, have a look at this week's learning recommendations and be sure to have a discussion with your manager before registering.

# DID YOU KNOW?

## YOU have a part to play in ensuring that critical operations experience minimal delays!

Current departmental network bandwidth restrictions mean that some training videos are now blocked when accessing Saba through the network. To make sure that you can fully participate in Saba training, we suggest that you access Saba from outside of the network. Specifically, anyone wishing to complete online training for Saba Course Administrators and Logistic Coordinators must do so from outside the ESDC network.

# **THIS WEEK'S TOP 5**

#### **Check out this week's top 5 Enabling Competencies eLearning recommendations:**

- 1. Virtual Team Charter Guidelines (Job Aid)
- 2. COVID-19: Working Virtually
- 3. Virtual Team Toolkit

- 4. <u>Canada's Digital Future: Lessons from the Field and How Canada's Public Service Will</u> Keep Up (ID: 00069276)
- 5. Transformation Bites: Easy is the key (ID: 00081398)

# LOOKING FOR **MORE LEARNING?**

Working as a part of or leading a virtual team can be challenging. Be equipped to conquer this challenge by using the following tools and resources:

- 1. Guide employees on working on a virtual team
- 2. <u>Help managers manage remote employees</u>
- 3. Innovate on Demand: Virtual Leadership (Podcast)

### **GUESS WHAT?**



#### **Mandatory Training completion by ESDC** employees is better than ever!

Our April 5th data reveals that ESDC has experienced a spike of 11% in ESDC Mandatory Training completion rates over a span of just three weeks! Way to be proactive, ESDC employees.

Remember, Saba can be accessed from outside of the departmental network. You can join the wave of proactivity and complete your Mandatory Training curriculum in Saba (https://esdc.sabacloud.com) today!

### **Virtual Preparation for the Test of Oral Proficiency classes are now available!**

The spring and summer classes for the Preparation for the Test of Oral Proficiency in the Second Official Language (English and French, Levels B and C) are now posted in Saba. Have a discussion with your manager and register for the class of your choice by searching "Preparation for Oral Proficiency Test in the Second Language" in Saba. Some classes start as early as April 22.

#### **On a Personal Note...**

The College@ESDC is committed to providing you with meaningful learning options to support you during this period of change and uncertainty. Learning is a powerful tool that can rescue us from our current reality - if only for a short time - by connecting us virtually, triggering inspiration and reflection, and helping us to maintain and build the skills we need to keep serving Canadians.



We hope you enjoy this week's learning recommendations and read next week's edition. And remember, have no fear - eLearning@ESDC is here!



If you have any questions, the best way to reach the College@ESDC is to send an email to the College GD Mailbox at NC-COLLEGE-GD@servicecanada.gc.ca.