



Employee Learning Week 2015

Champions of Learning

Here is a look at how ATD chapters and other organizations celebrated Employee Learning Week 2015. You can use these ideas as inspiration to implement your own Employee Learning Week activities this year. They are organized alphabetically by organizations, followed by ATD chapters.



AAA Western & Central New York celebrated Employee Learning Week by posting a video on their intranet site. The video featured Jill Douglas, their VP of HR, highlighting the importance of employee learning and how it helps you to achieve your company goals. A new eLearning was featured each day that focused on a different skill needed to support goals. Associates that complete all of the eLearning's will receive prizes.



Amegy Bank of Texas chose to celebrate its third annual Employee Learning Week by showing employees how to take charge of their own development. An all staff email was sent out every day of the week highlighting a specific set of training classes that are available to any employee who would like to improve themselves. These classes range from American Bankers Association e-learning classes, to classes that are designed especially for particular departments, to personal financial tools that are of interest both to employees and their customers. A poll was also launched during the week, requesting tips from employees on their favorite training sites and activities which they have found helpful. Responses were posted so that employees could learn from one another.



The American University of Beirut Medical Center celebrated Employee Learning Week with the goal of rededicating itself to learning and to build on the fact that learning is the only thing one can never get enough of. They hosted several different activities during the week which included a lunch and learn, the release of a 2016 training calendar, shared 2015 staff development statistics, and created a list of top recommended books along with placing learning quotes on food lunch items at the medical center cafeteria.



Baton Rouge General participated in Employee Learning Week by creating awareness through sending and posting communications on their intranet site. Last year, employees completed a survey that identified important work skills and areas in need of development. This year, based on the results of last year's survey, several tip sheets were developed for the employees. The tip sheets focused on decision making, problem solving, and conflict resolution. Another highlights critical thinking strategies, time management tips, and suggestions for how to stay organized. In addition to providing this information to employees, the Human Resources department also met with the employee advisory council to discuss various employee learning and development opportunities.

Essential Federal Credit Union (FCU) was very focused on employee learning in 2015. Information about ATD Employee Learning Week was shared via emails and the employee intranet page as well. Employee Learning Week continued by providing the organization an opportunity to attend a refresher course in our custom member service session - GET It (Genuine Experience Training). Over 40 employees participated in this training in this particular week. Each day of the week we also shared and reminded employees of other learning opportunities available through the organization, in the community, and on the internet. On Monday, employees were asked to post and share on the employee intranet blog which resources they use for learning. From those that responded, two employees were chosen at random to receive small prizes. They were also encouraged to use the HR intranet site and our learning management system to locate credit union related training. On Tuesday, employees received information about free MOOCs (Massive Open Online Courses) that they may be interested in pursuing. On Thursday, Social Media such as LinkedIn, Twitter, YouTube, and Facebook were highlighted as possible learning tools as well. As an end to the week, employees were asked to share their next learning goal on the intranet blog. Small prizes were also offered in this activity as well. Employee Learning Week 2016 was a great success at Essential FCU.



Georgia Tech's Office of Human Resources' Workplace Learning & Professional Development (WLPD) held numerous events to celebrate Employee Learning Week. They chose to kick off their ELW early on Monday, November 30th... The week kicked off with their Street Team and Buzz, Georgia Tech's official mascot, canvassed the campus to promote the week's events and boost registration. Tuesday and Thursday featured a unique "Food for Thought" session. Partnering with campus nutritionist, the sessions combined previews of popular WLPD courses with healthy cooking demonstrations. Wednesday featured a daylong "Seasoned Employee Experience" where our more experienced employees were invited to reconnect with the mission and vision of Georgia Tech, participate in a special "behind the scenes" tour, and much more. Friday wrapped up with a special "Serving and Learning" opportunity through a partnership with local youth organization "Junior Achievement". Employees volunteered to facilitate a stimulated financial literacy experience for local Atlanta middle school students. Additionally, employees received an email newsletter each day with a fresh "Learning Link" showcasing websites and tips for professional

development opportunities exclusively available to Georgia Tech employees. As a bonus, all participants that attended the week's activities received a cool Employee Learning Week drinking cup. Lastly, they produced two videos in celebration of Employee Learning Week 2015 at Georgia Tech. The first marketing video publicizes the upcoming activities prior to ELW, followed by a second wrap up video highlighting the success of the event. Not only was Employee Learning Week participation strong, the week served to increase awareness of WLPD's classes offered year round.

George Mason University's Training and Organizational Development team celebrated Employee Learning Week by holding a contest for Mason employees. Faculty and staff were invited to explore Lynda.com since Mason recently started providing the online learning tool for free. Participants logged onto Lynda.com and choose a training video to watch that was directly related to their current position. Once the videos were completed, they were instructed to answer three questions via email that would enter them into a contest to win some prizes. The contest was also posted on the ...an email was sent out to faculty and staff through Mason's University News and their training program list.



Golden Plains Credit Union celebrated Employee Learning Week by sending out a knowledge Learning Quiz daily email. Those that participated and correctly answered the questions were entered into a drawing for an educational prize. In addition to the Learning quiz, the email also contained Learning Style profiles, to help employees understand their own and others' learning styles, and a three-minute inspirational Simple Truths video link was included.

Infosys Bpo participated in Employee Learning Week by hosting a trainer workshop that contained an action learning project. In addition, a shorter, phone based version was launched as well. This allowed Infosys to create a learning infrastructure across four countries and 7 centers.



Goodwill Industries of Southeastern Wisconsin participated in their 3rd Annual Employee Learning Week December 7-14, 2015. The Learning and Development team scheduled several high profile events during the week to focus attention on employee development at all levels. Over 500 employees participated in the interactive online Wheel of Learning game on the ELW website and met with L & D members to spin the live Wheel of Learning during onsite visits at various Goodwill locations. With each spin of the wheel, employees answered questions about learning opportunities at Goodwill and were entered into a drawing to win prizes. In addition, the 3rd Annual Learning and Development Conference was attended by over 130 employees, and the 2nd Annual Learning Leader Award was presented at the Faculty Appreciation Breakfast. Hosting this week-long celebration resulted in deeper employee engagement, increased use of GU learning offerings, cross-collaboration among organizational learning partners, as well as a key ingredient for all Goodwill employees: fun!

Intermedix conducted a quick poll of their HR team for Employee Learning Week to measure their receptivity and willingness to participate. They reached out to their Intermedix Learning Community for nominations for their own Learning Champions (employees who in the last year received education and training, which they applied on the job and benefited either their team or their career). These nominations and stories were compiled and prepared by their marketing team for publication during ELW. The extended HR team was then surveyed about the top three learning resources that are currently available to employees. The top three were: MOOC's, Micro-Learning, and MS Office Learning and links... Coordinated with IT and Security teams to enable access to the resources through networks across the globe...Also worked with the recognition program team and vendor to design and create a Learning and Development badge – first achievement recognition badge.



James G. Davis Construction Corp. has been participating in Employee Learning Week since 2007. Collaborating with their internal Marketing & Communications team, they were able to develop a social media campaign around ELW, where classes and instructors were featured throughout the week. This year, they offered a full slate of 8 classes throughout the week. The goal was to offer education opportunities everyday of ELW and surpassed their goal by offering multiple classes on most days. The class topics ranged from Effective Meeting Management to Building Industry Responsibility to Personal Financial Management. Two educational jobsite tours of projects currently under construction were also incorporated in their ELW efforts. In conjunction with ELW, it was Double DLC Week, where they offer double DAVIS Learning Credits for participating in classes.



Medtronic participated in Employee Learning Week for their second year! They hosted an employee focus group session which gave employees an opportunity to voice their concerns. Employees also took the initiative to help others learn and they were acknowledged at the Monthly Operations Review meeting with Senior Leaders and then with campus-wide email and spot award points. In addition to the campus-wide emails that were sent out, special hashtags were created for Social Media use to aid in getting the word out.

The **Office of Talent Development and Performance Management of Human Resources for the City of Detroit** participated in Employee Learning Week with numerous activities for its 9,000 employees. They kicked off the week with an Education Fair on Monday, December 7. Colleges and universities were on-site with tables' setup to provide employees with information on school programs and offerings. Employees were able to leave business cards for a drawing just for attending the fair. There were daily quotes and software tips sent to all employees via work email. Daily one-hour workshops were offered at various times throughout the day at multiple locations for the whole week. There were 20+ workshop topics including a session on Holiday Shopping Safety by the local police department and a session on Holiday Fire Safety by the local fire department. Employees who could not attend workshops had another opportunity to participate in Employee Learning Week with an incentive. We used a passport idea which required employees to obtain a mock passport card that was emailed to employees. The passport had a box for each day of the week and employees had to make note of the tip or the quote

each day for the whole week. Employees were asked to turn in completed passports by the following Monday, December 14th to be entered into a drawing for gift cards and gas cards.



Received a proclamation proclaiming December 7-11, 2015, as Employee Learning Week. The Department of Social Services held a Community Resources Day and collaborated with JOBSplus! and Salvation Army. They hosted an Information/Planning Session at the CNYATD ELW with guest speaker, Michelle Jones.



Rice University observed Employee Learning Week by hosting lunch-and-learn sessions, as well as an employee learning fair. The lunch-and-learn sessions covered a variety of topics, including “Monkeying Around with MailChimp,” “How to Backup, Store and Share Files,” “Holding Really Hard Conversations,” and “Decision Bias.” The employee learning fair featured representatives from across campus, who provided attendees with information about the wide range of formal, informal, personal and professional learning opportunities available across campus.

Simon Roofing launched Simon University during Employee Learning Week, which held its first classes during their quarterly Leadership meeting November 11th and 12th. The primary goal was to progress the movement of their organization from a “training culture”, to a true “learning culture”. Their Education and Training department utilized a variety of activities to support this transition. A contest was held to create and name a Simon University mascot; the winner received a \$50 VISA gift card.

The Field Training Office at the U.S. Census Bureau celebrated Employee Learning Week by conducting a scavenger hunt. Employees were asked to identify and submit website URLs that were helpful to them and would help others learn more about each competency in the ATD Competency Model. As a result, employees created awareness about the TD profession. Those who participated were awarded 100 points for each URL submitted. Anyone who signed up, received a badge. Employees who submitted 5 and 10 URLs, were also awarded additional badges. This gave employees to expand their knowledge about the profession as well as share knowledge with others while receiving up to three badges to display in his/her workspace.

For Employee Learning Week, **The University of Alabama** featured learning initiatives throughout fall. A “Developing the Leader Within You Series” rolled out in September, our Spark Online Learning website and LMS upgrade to Skillport 8.0 occurred in October, and November featured a UA Staff Career Resource Fair. Promotions before the week, and daily emails to all employees December 7-11 featured “ELW” offerings hosted by HR Learning and Development. These included an Online Scavenger Hunt for learning resources, new self-development courses, a “Technology Test Kitchen”, an Emotional Intelligence assessment, and various articles, quotes and resources focusing on our Employee Learning Week theme

– *Never Stop Learning*. Additionally, employees were invited to nominate teams or individuals they felt deserved to be recognized as a Champion of Learning. The week ended with an opportunity for learners to help build a speaker's bureau by completing a Share Your Talent survey. A follow up survey to all employees solicited feedback on the week's events as well as their learning and development needs.

The University of Texas at San Antonio (UTSA) Office of Training and Development started the celebrations on December 4, 2015 with the receipt of a Mayoral Proclamation from City of San Antonio Mayor Ivy Taylor. Councilman Ron Nirenberg presented UTSA President Ricardo Romo with the proclamation declaring the week of December 7 - 11, 2015 to be National Employee Learning Week in San Antonio, Texas. The UTSA Training & Development team, including Subject Matter Experts from around campus, provided trainings during the week on a variety of topics including customer service, communications/marketing, travel card process, purchasing, safety, performance evaluations, computer skills and more. The week culminated in a 'Wonders of Learning' reception in recognition of 115 Subject Matter Experts across campus who each year provide over 1,100 classroom sessions with 15,416 employees participating (faculty, staff, student employees) and thirty-five (35) online classes to 35,000 learners.



trueU hosted two events during Employee Learning Week. On December 8th, they held trueU Transformation Day. This event took place in Phoenix at the Skysong Conference Center for two of their organizations, Govig & Associates and Goodman's Interior Structures. The event was a half day workshop focused on Decision Making and the instructor was Sam Thompson. On December 10th, another trueU Transformation Day was held...in Indiana at the Marriott Downtown, for 13 organizations...This event was a full day conference with three different tracks focused on: Burnout, Gratitude, Emotional Intelligence and Purposeful Living. Also, there was a mobile app used for the day to keep attendees on track and solicit feedback. They were able to determine that 82 percent of their existing members participated in these events and 18 percent of those members were signed up with trueU.



Wake Forest University participated in their first ever Employee Learning Week. Their ELW initiative was titled Professional Development Emphasis Week. This included partnership with many groups on campus to inform faculty and staff about the vast array of professional development offerings through their Professional Development Center, as well as to energize their community around learning. The planning committee organized classroom and online learning opportunities to fit five themed days. The themes were as follows, Mindful Monday, Tech Tuesday, Work Tools Wednesday, Thriving Thursday, and Fun Friday .



The **Workplace Learning & Performance Group** celebrated Employee Learning Week with a themed email marketing campaign in support of ELW. The campaign was sent to a list of roughly 1,000 contacts in their CRM system. In addition to sending out an email, they conducted a complimentary workshop for the San Diego community. The workshop was sponsored by the San Diego Regional Chamber of Commerce.

ATD Chapters



Buffalo Niagara Chapter hosted a Nourishing Your Network event through The World Café. Their facilitator guided participants through the event and provided them with team questions revolving around they learn, resources that can be shared, and best practices on how to showcase a return on investment in learning.



Central New York Chapter celebrate Employee Learning Week by devoting their homepage to different ELW ideas and activities. Emails were sent highlighting several ELW events ranging from an informational/planning session, to group discussions, and press releases that were submitted to local media. Also, they acknowledged 71 Central New York organizations and individuals for celebrating ELW by listing their efforts on intranet site. Obtained proclamations from 16 counties and cities in CNY declaring December 7-11, Employee Learning Week.



The **Houston Chapter** highlighted Employee Learning Week by receiving a proclamation from the City of Houston Mayor, Annise Parker. They also promoted ELW activities via their website and social media pages. The Communications/Marketing team sent emails with a copy of the proclamation along with ELW logos and information about their campaign “learning for selfies”.



Lake Superior Chapter celebrated Employee Learning Week with the launch of their new Facebook page. Membership was encouraged to learn something new and then post about it. Ideas that were posted were eligible for a prize drawing.



For Employee Learning Week the **Los Angeles Chapter** displayed a campaign on their home page and sent emails notifying members about ELW. The email provided ways members and non-members can participate.



Metro DC Chapter hosted a Learning Challenge and informative panel discussion. The Learning Challenge gave members a chance to complete professional development opportunities and earn learning bucks that be redeemed for prizes.



The list ranged from books, to websites, videos, and social media resources.

Mississippi Valley Chapter participated in Employee Learning Week by sending out a campaign highlighting ways to celebrate. Also, each day they shared their favorite things to add to your learning toolkit.



New Orleans Chapter highlighted Employee Learning Week on our homepage. We sent emails out to all chapter members highlighting this event and encouraged members to participate for their own professional development, and to share with colleagues and staff. On our homepage we identified free webinars that were taking place specifically during ELW. The webinar topics were in the area of Talent Management and Leadership as this is an area our chapter members are most interested in. We also targeted webinars specific to the industry of our members at large, i.e., Banking, Marketing. In the spirit of fostering a learning culture and driving self-directed learning we also shared new MOOC courses, and Ted Talk discussion that members and participants could chime in on individually or in a group setting in the workplace.

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Northern New Jersey Chapter promoted Employee Learning Week to members and non-members on their website, in emails, at chapter meetings, and via social media. They also held a series of webinars to celebrate ELW.



Southern Connecticut Chapter celebrated Employee Learning Week with a hot topic round table discussion. There were five tables setup and each table discussed a different topic. The topics were as follows: The Neuroscience of a Resilient Mindset, Learning Beyond the LMS: Tracking Informal Learning, How Can You Succeed, if You Don't Know Who You Are? Learning Agility: One of the most important factors in great leadership, and Personality Assessments: From Individual Insights to Team Impact.

Southern Connecticut Chapter celebrated Employee Learning Week with a hot topic round table discussion. There were five tables setup and each table discussed a different topic. The topics



Southeastern Chapter of Virginia emailed members in honor of Employee Learning Week on Monday, December 7th. Another blast was then sent out later that week concluding the week and asking members to participate in a survey to get feedback on the events for the week. Topics for the week consisted of Professional Development Organization, Benefits of SEVA Membership, Executive Share Group, Consultants Directory, and Volunteerism – Board Member Participation.

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St. Louis Chapter celebrated Employee Learning Week during their annual holiday luncheon. They shared their membership best practices and learning ideas to kick off the week. In addition to hosting a few spotlight presentations throughout the week.



Tulsa Chapter held a meeting during Employee Learning Week, where they held their first “Trainer Throw Down”. Industry leading organizations and chapter members were recognized for their contributions.