

For: FSA Employees

AgLearn and SkillSoft Library

Approved by: Deputy Administrator, Management



1 AgLearn and SkillSoft Library Licenses

A Purpose

This notice provides information on AgLearn and SkillSoft Library licenses.

B Background

A skilled workforce is critical to the success of FSA’s mission and goals. An essential part of FSA’s strategic plan is to build upon a performance culture that is results oriented and employee motivating. FSA’s human capital strategies promote continual learning, knowledge transfer, and professional development to enhance the capabilities of FSA’s workforce.

Last year, FSA previewed a new training methodology that can help FSA employees develop the skills and competencies necessary to enhance performance and grow within FSA. Now, because of the efforts of USDA Agencies, the USDA AgLearn Learning Management System is up and running. By the end of this FY, USDA has indicated that they will release the newest version of AgLearn, with a new interface, and in essence, a more mature system.

C Announcement

FSA is pleased to announce the immediate availability of the SkillSoft Library of online training courses through AgLearn for all its employees. All permanent and part-time FSA employees are encouraged to take advantage of online training to the fullest extent possible, as they are available 24 hours a day, 7 days a week and can be accessed from home, on travel, and from an employee’s desktop PC. Courses that are taken during duty hours should be either FSA required or related to the employee’s official duties and have the first-level supervisor’s approval.

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| Disposal Date May 1, 2006 | Distribution All FSA Employees; State Offices relay to County Offices |
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1 AgLearn and SkillSoft Library Licenses (Continued)

D Description of Library

The SkillSoft Library currently includes Business/Professional and IT-related courses that address the core competencies employees need to meet current and future occupational demands and their individual development plans. The IT Library includes courses in Software Development, Internet and Network Technologies, Operating Systems and Server Technologies, Enterprise Database Systems, Web Design, etc. The Business/Professional Library includes courses in Communications, Problem Solving, Team Building, Strategic Thinking, Financial Management, Customer Service, Project Management, Managing Human Resources, Management and Leadership, and many other courses that apply to all employees from the front line to the management ranks.

E Accessing AgLearn Web Site

To access the AgLearn web site, the employee will need to use their eAuthentication ID and password. AgLearn's web site is <http://www.aglearn.usda.gov/>. The SkillSoft licenses are in effect now and courses should be available through the Catalog selections assigned to the employee's profile.

F AgLearn Help Desk Contact

If an employee is having trouble with a course, contact the AgLearn Help Desk by either of the following:

- e-mail at AgLearnHelp@genphysics.com
- telephone at 1-866-633-9394.