NOVEMBER 2019 PolicyStat Learning Center Education Schedule

PolicyStat Learning Center

Education

To register, click the session title or visit the Webinar Schedule in the Learning Center

SUN	MON	TUESDAY	WEDNESDAY	THURSDAY	FRI	SAT
					1	2
3	4	5 Site Admin 101: 3 Pillars of PolicyStat	6	7 Site Admin 201: Policy Management	8	9
10	11	12 Site Admin 301: Reports	13	14	15	16
17	18	19	20 PolicyStat Monthly Feature Review	21	22	23
24	25	26	27	28	29	30

Webinar Title	Description
Site Admin 101: 3 Pillars of Policystat COURSE HANDOUT	Understand the role Site Administrators play in creating and managing the three key "pillars" on which an understanding of PolicyStat is founded: User Roles, Policy Areas, and Approval Workflows. This session discusses the basic concepts of each pillar, and the role Site Administrators play in creating and managing each of them.
Site Admin 201: Policy Management COURSE HANDOUT	This session is directed to users with Site Administrator permissions. Further develop your understanding of the role Site Administrators play in managing policies and the additional capabilities they are provided with their permissions.
Site Admin 301: Reports COURSE HANDOUT	This session is directed to users with Site Administrator permissions. This quick, 10-minute session addresses the reporting capabilities available to Site Administrators within PolicyStat.

Webinar Title	Description
Monthly Feature Review POLICYSTAT NEWSWIRE	Recap and examine the updates that were released to PolicyStat or the Learning Center in the past month. It's also your chance to provide us with feedback: What did you like? What did you not? What else would you like to see?

NOT OFFERED THIS MONTH.

Webinar Title	Description
Introductory PolicyStat Education VIEW RECORDING	This session replicates the Introductory PolicyStat Education session for new clients, although this session uses a generic site. Some material may be more relevant for specific assigned roles than for others.
Comments and Collaboration VIEW RECORDING	PolicyStat brings the ability to collaborate and discuss policies with colleagues internal to the system, seeking to avoid the lengthy email chain. This brief session addresses how to comment on documents pending for approval and how to collaborate with other PolicyStat users who may not be part of the Approval Workflow.
Acknowledgements VIEW RECORDING	Learn how to use and understand the Acknowledgments feature in PolicyStat in under 20 minutes. Assigning and viewing acknowledgments by user and/or policy is limited to users with Area Manager and Site Administrator permissions.
Approver Focused VIEW RECORDING	This 15-minute training is directed primarily towards Approvers who only use the PolicyStat Editor tool to add or delete text. Approvers (or Owners) who make more detailed changes should register for the Editor 101 or Editor 201 sessions.
Working with Word VIEW RECORDING	This session covers how to export existing policies to Microsoft Word for editing and how to import them back into PolicyStat.
Writing Policies Right VIEW RECORDING	Many policy writers are generally unfamiliar with the standards and norms for writing policy or procedural documents. Some content may be pre-determined by regulatory standards, but following general best practices and structure can make policy and procedural documents more effective and easier to read. Rooted in strategies from the Plain Language movement, this 45 minute session will discuss best practices and document structure that can make policy and procedural documents easier to read and more effective for your users.
Editor 101: Basics VIEW RECORDING	Learn the basic functions of the PolicyStat Editor including policy properties, formatting basics, inserting images and attachments, copying and pasting text, and find/replace in about 20 minutes.
Editor 201: Advanced VIEW RECORDING	Build on the basic skills covered in Editor 101 by learning the advanced functions of the PolicyStat Editor such as creating lists, adding tables, and policy formatting options.