

September 2017 PolicyStat Learning Center Education Schedule



Education

To register, click the session title or visit <http://learn.policystat.com/lceducation/>

SUN	MON	TUESDAY	WEDNESDAY	THURSDAY	FRI	SAT
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3	4	5 Introductory PolicyStat Education	6	7	8	9
10	11	12 Approver Focused	13 Writing Policies Right	14	15	16
17	18	19 Working with Word	20	21 Editor 101: Basics Editor 201: Advanced	22	23
24	25	26	27 PolicyStat Monthly Feature Review	28	29	30

Webinar Title	Description
Introductory PolicyStat Education COURSE HANDOUT	This 60 minute session replicates the Introductory PolicyStat Education session for new clients, though this session uses a generic site. Some material may be more relevant for specific assigned roles than for others.
Writing Policies Right COURSE HANDOUT	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 60 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.
Monthly Feature Review POLICYSTAT NEWSWIRE	This 30-minute session is a chance to overview new features we have launched this month and a preview for next 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?

Webinar Title	Description
Editor 101: Basics COURSE HANDOUT	This 30-minute session addresses basic functions of the PolicyStat Editor including policy properties, formatting basics, inserting images and attachments, copying and pasting text, and find/replace.
Editor 201: Advanced COURSE HANDOUT	This 30-minute session addresses advanced functions of the PolicyStat Editor including lists, tables, hyperlinks, and advanced formatting options.
Approver Focused COURSE HANDOUT	This 30-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 COURSE HANDOUT	This 30-minute session addresses how to export existing policies to Microsoft Word for editing and how to import them back into PolicyStat.

NOT OFFERED THIS MONTH

Webinar Title	Description
Comments and Collaboration	<p>PolicyStat brings the ability to collaborate and discuss policies with colleagues internal to the system, seeking to avoid the lengthy email chain.</p> <p>This 30 minute 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.</p>
Acknowledgements	<p>This 30-minute session addresses how to use and understand the Acknowledgments feature in PolicyStat. Assigning and viewing acknowledgments by user and/or policy is limited to users with Policy Area Manager and Site Administrator permissions.</p>
Site Admin 101: 3 Pillars of PolicyStat	<p>This 60 minute session is directed to users with Site Administrator permissions. The topics addressed are the three key "pillars" from which a general understanding of PolicyStat is founded: User Roles, Policy Areas, and Approval Workflows.</p> <p>This session discusses the basic concepts of each pillar, and the role Site Administrators play in creating and managing each of them.</p>
Site Admin 201: Policy Management	<p>This 30-minute session is directed to users with Site Administrator permissions.</p> <p>This session addresses the role Site Administrators play in managing policies and the additional capabilities they are provided with their permissions.</p>
Site Admin 301: Reports	<p>This 30-minute session is directed to users with Site Administrator permissions.</p> <p>This session addresses the advanced reporting capabilities available to Site Administrators.</p>