



Participant Name:

Position:

Department:

Manager:

This e-Learning Contract represents an agreement between you (participant) and your manager as to how you will use the SkillSoft e-learning courses to improve your workplace competency. Ensure a copy is retained by both parties and used as a reference point throughout the 12 months of this contract.

Curriculum / Courses to be accessed and completed

Discuss and agree with your manager which subject areas you will need to complete and pass at a 70% competency level. Curriculum availability is dependent on the Training Needs Analysis completed by the manager as part of this learning process.

Curriculum / Courses	Priority 1-3	Completed By

Your Learning Schedule

For you to benefit from this e-learning, there must be a commitment from both yourself and your manager. Discuss and **agree** on a learning schedule in regard to when you can learn and how much time weekly / monthly is expected for you to meet your set learning goals.

- To ensure privacy while learning please use the banner tape provided, switch your phone to voicemail, and avoid casual interruptions by asking people to respect your learning time
- Utilize your e-mail calendar to schedule a regular learning 'appointment,' set up a reminder and if you can't make it, reschedule another time
- Remember you can access the e-learning at a time convenient to you and from home if appropriate
- It is recommended that students complete one hour of learning at a time to maximize retention

My e-Learning day/s of the week will be:

Time:

Your Learning Goals

By developing a learning schedule and setting goals you will be closer to meeting your commitment to this program. Discuss and agree on your learning goals and expected outcomes with you manager to ensure the learning is relevant, timely, and workplace oriented.

Learning Objective (what is the aim of this learning)	Expected Outcomes (how will you display the new skills acquired)

Signed: _____

(Participant)

Date: / /

(Manager)

Please Note:

- You will be notified by email once you have been registered as a user, this will take up to one week.
- Your access to e-learning will be monitored by your Manager.
- This document will be taken into consideration during your performance appraisal and career development discussions.

Conditions of Use:

- Login details to this solution must remain confidential and only be used by the agreed participant.