

# NAVIGATING LINKEDIN LEARNING

Quick Tips to get the most from your on-demand learning resource

Leadership & Development  
November 2021

Confidential and  
Internal use only

# BACKGROUND



LinkedIn Learning provides access to high quality on-demand courses, allowing you to develop your knowledge and skills where and when you want.

This guide is designed to help you quickly navigate your way around, sharing tips and best practices to ensure you get the most from your experience.

If you haven't already activated your LinkedIn Learning account then follow this link:  
<https://lnkd.in/d3ZEnF5X>

Happy learning.





# Finding the content you want

Your LinkedIn Learning homepage provides easy ways to get started and discover new content.

## Browse Topics:

Explore courses across a wide range of business, creative and technology skills. Here you will find YBS content.

## Search:

Find courses based on skills, subjects software and more.

## My Learning:

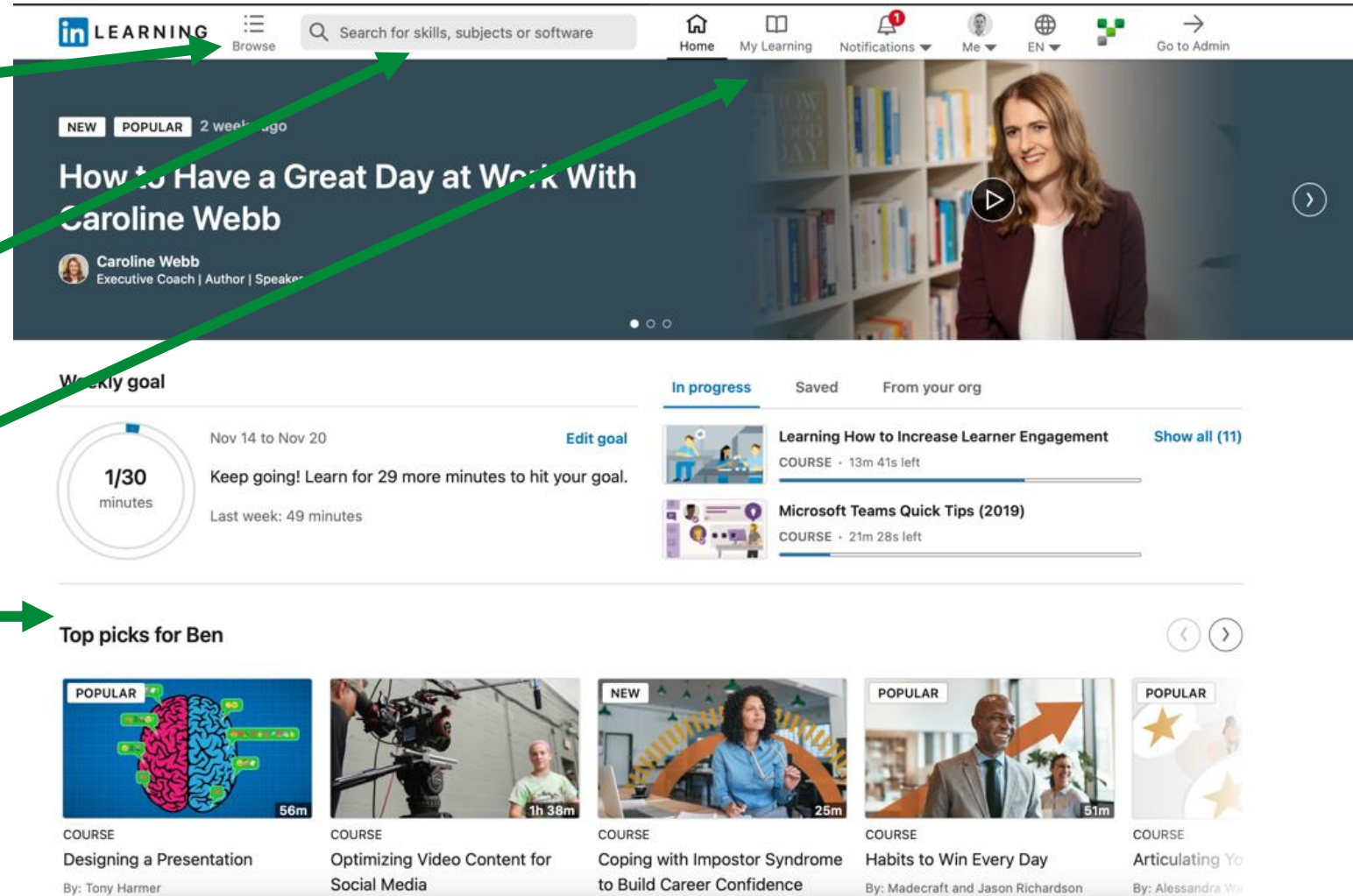
Allows you to see your current, saved and history and where you can update your skills you are interested in.

## Recommendations/Top Picks:

These populate and update as your interests change, driven by data from the LinkedIn network.

## Skills:

Self-select and edit your skills and interests to discover relevant courses.



# Your learning goal

Need some encouragement to learn?

## Weekly goal

By setting a weekly goal will help you keep an eye on the prize, encouraging you to meet your goal. You can see this on your home page

## Edit your learning goal

LinkedIn learning appreciates we have busy lives so you can set your goal appropriate to your needs.

Press [Edit goal](#) then choose from 15, 30, 60 or 120 minutes then when your happy press [Set goal](#)



### Weekly goal



Nov 14 to Nov 20

[Edit goal](#)

Keep going! Learn for 29 more minutes to hit your goal.

Last week: 49 minutes

### Edit your learning goal

15 mins 30 mins 60 mins 120 mins

Keep it casual

**RECOMMENDED**

Half an hour is all it takes!



[Remove goal](#)

[Set goal](#)



# Browsing for Learning

## Making it easier to find courses to meet your goals and career development plans

### Browse Topics:

Start by pressing



on the navigation bar

### Topics

Search for courses based on Business, Creative or Technology

### Yorkshire Building Society curated content

Learning Paths and Collection created by YBS are found by pressing



Business

Creative

Technology

Yorkshire Building Society

### Business Topics

#### Business Analysis and Strategy

- Data Analysis
- Business Strategy
- Business Intelligence
- Data Visualization
- Business Analysis

Show All

#### Customer Service

- CRM Software
- Customer Service Skills
- Customer Service Management
- Contact Centers
- Service Metrics

Show All

#### Leadership and Management

- Communication
- Business Strategy
- Leadership Skills
- Teams and Collaboration
- Diversity and Inclusion

Show All

#### Business Software and Tools

- Data Analysis
- Spreadsheets
- Personal Productivity Software
- Data Visualization
- CRM Software

Show All

#### Finance and Accounting

- Small Business Finance
- Accounting Software
- Accounting Skills
- Corporate Finance
- Personal Finance

Show All

#### Marketing

- Social Media Marketing
- Small Business Marketing
- Personal Branding
- Content Marketing
- Advertising and Promotion

Show All

#### Career Development

- Career Management
- Personal Branding
- Job Searching

Show All

#### Human Resources

- Diversity and Inclusion
- Talent Management
- HR Strategy
- Learning and Development
- Recruiting

Show All

#### Professional Development

- Communication
- Personal Effectiveness
- Teams and Collaboration
- Diversity and Inclusion
- Decision-Making

Show All

**Top Tip:** Save Share

Use the Save button to save any learning you find for another time – accessed by My Learning in the navigation bar.

The Share button allows you to share any content you have found useful with your colleagues easily.



# Yorkshire Building Society content

## Learning Paths and Collections to help you grow

### Tags and Top Skills

Pressing on any of these tags will give you quick access to associated content

### Learning Paths

A Learning Path is a curated collection of courses that guide you through a topic in a particular order. These can include quizzes, self assessments and reflection activities. You will be able to see the time the path will take. Press [Show All](#) to see all Learning Paths available

### Collections

Collections are a number of learning items that have been brought together under a Topic. These can be done in any particular order and not all have to be completed. Press [Show All](#) to see all Learning Paths available

Business

Creative

Technology

Yorkshire Building Society

YBS Leadership Expectations leadership Behaviours Team Change Results Self

Inclusion Change Leadership integration test API Testing

Leadership SQL Windows 10 Presentation Skills Time Management Presentations Scrum

Databases Problem Solving Coaching Communication DevOps

Learning Paths from Yorkshire Building Society [Show All](#)

Business Outreach - Mandatory Learning 2h 23m

Growth mindset 1h 48m

Presentation skills and communication 11h

Collections from Yorkshire Building Society [Show All](#)

Leadership Expectation (Team) - Collaboration 12 items

We Make it Happen 13 items

Leadership Expectation (Results) - Problem-solving 10 items

Leadership Expectation - Coaching 10 items



# Learning Paths & Learning Collections

Both help you to succeed

**Growth mindset**  
Kim Spears at Yorkshire Building Society · Updated 1 month ago  
All about a growth mindset

Learning path details  
1h 48m of content  
8 Items of learning content  
[Start Learning Path](#)

8 ITEMS · 1h 48m

**VIDEO**  
**The power of mindset**  
LinkedIn Learning · Oct 2020 · From the course: How to Work Smarter, Not Harder: Sav...  
Yes, what you believe can impact your success or failure. In business, your mindset is the most important element of all. Unfortunately, people spend less time focused on how to develop a productive mindset and more time worrying about what they can't control. In this video, explore the difference between a fixed vs. growth mindset and learn how to shift your energy towards creating a productive mindset, one that makes the best use of your resources, your time, your energy, and your efforts.  
105,432 learners

**VIDEO**  
**Positive mindset, positive goals**  
LinkedIn Learning · Nov 2020 · From the course: Unlocking Your Potential  
Telling yourself that you can do something affects the way you act. In this video, learn how to adopt a positive mindset to help you achieve your goals.  
16,396 learners

**VIDEO**  
**Adopting a growth mindset**

**We Make it Happen**  
Jaki Howard at Yorkshire Building Society · Updated 2 months ago  
Learning to help you to make it happen at YBS

**COURSE**  
**Making Big Goals Achievable**  
By: Dave Crenshaw

**COURSE**  
**How Getting Curious Helps You Achieve Everything**  
By: Pete Mockaitis | How to Be Awesom...

**COURSE**  
**Setting Team and Employee Goals Using SMART...**  
By: Mike Figliuolo

**COURSE**  
**Holding Yourself Accountable**  
By: Dorie Clark

**COURSE**  
**The Five Conversations That Deliver Accountability and Performance**  
By: Pete Mockaitis | How to Be Awesom...

**COURSE**  
**Teamwork Foundations**  
By: Chris Croft

**COURSE**  
**Being an Effective Team Member**  
By: Daisy Lovelace

**COURSE**  
**Rewarding Employee Performance**  
By: Dan Phin

## Learning Path

Choosing a Learning Path provides a number of courses in a set order for you to complete.

**Top Tip:** The total learning time is shown, alongside the individual elements time. If you leave the course it will pick up from where you left off on your return.

## Learning Collection

Choosing a collection provides a number of different courses that you can choose to take.

**Top Tip:** Hovering your mouse over the course will provide further insight of the content



# Being mobile with your learning

LinkedIn Learning is available on iOS and Android devices allowing you to learn anytime and anywhere

## LinkedIn Learning Mobile app

Download the app and log in following the instructions. Using the same log in details the app is synced with any work you do on a desktop so you can:

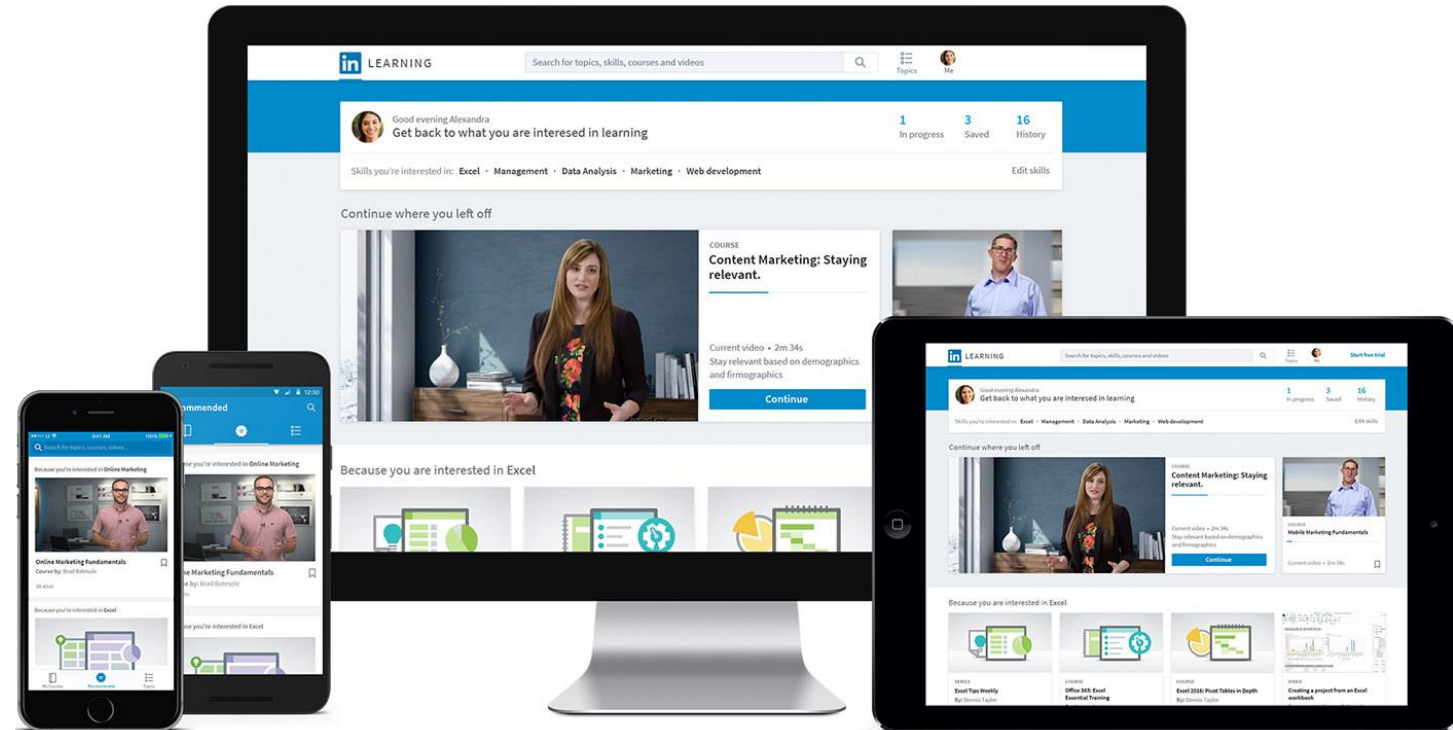
- Start learning on one device then finish on another
- Explore courses and videos at your leisure and save them for later viewing
- Listen to podcasts on a walk or commute

## Downloading a course on Android or iOS

- Go to the course page
- Locate Download Course
- You will be advised how many files will be downloaded and asked if you want to continue.
- By agreeing and once downloaded the course will be available to watch offline, saving you data.
- Access via My Learning

## YBS Learning Topics

These can be found by pressing Topics  
Select Yorkshire Building Society  
Learning Paths and Collections will be available for you to browse



**Top Tip:** If you are using the app on a mobile device sign in using your personal user details rather than your YBS details to gain access to all content



# Keep track of your courses

We know you will have a thirst to learn, keep control of all your courses

## My Learning

Click My Learning to see all your courses. This will allow you to see your course status:

- **In Progress** – waiting to start or part way through
- **Saved** – you have saved these for later
- **My Collections** – If you have collated a number of courses under a Title
- **From Your Organisation** – Assignments and recommendations from others in YBS
- **Learning History** – all courses accessed
- **Skills** – current skills your interested in

From this page you can:

- Add further skills you are interested in
- Share courses with colleagues
- Add completed courses to your LinkedIn profile

## Celebrate Your Success

Once you have completed a course you can add certificate of completion. These can be accessed on completion of courses or from **Learning History**.

You can also choose to add your successful completion to your LinkedIn profile from **Learning History**



The screenshot shows the LinkedIn Learning interface. At the top, there's a navigation bar with 'in LEARNING', a search bar, and icons for Home, My Learning, Notifications, Me, and EN. Below this, the 'My Learning' section is active, with a green box highlighting the navigation tabs: 'In Progress (11)', 'Saved (10)', 'My Collections', 'From Your Organization (5)', 'Learning History (5)', and 'Skills (9)'. Underneath, there's a section for 'Assignments & Recommendations from Yorkshire Building Society'. Three collections are listed: 'Climate change and sustainability' (5 items), 'Instructional design' (14 items), and 'Presentation skills' (8 items). Each collection is recommended by Christina Copperthwaite at Yorkshire Building Society and has a 'Save' button.

# LINKEDIN LEARNING FAQs FOR COLLEAGUES



How do I access LinkedIn Learning?

You'll be able to access LinkedIn Learning through Single Sign On (SSO).

**Can I still access LinkedIn Learning if I don't have a LinkedIn profile?** Yes! When activating your license you can select 'don't connect to my account' which means anyone who doesn't have a LinkedIn.com profile, can still create a LinkedIn Learning (LinkedIn Learning) account.

**How do I link my personal LinkedIn profile?** Link **during activation** and you will be asked to provide log in details and agree to proceed these will be linked. **After activation** go to 'Me' then 'Settings' and scroll to 'link account' following instructions.

**How do I access LinkedIn Learning if I don't have a personal LinkedIn Profile?** You can access LinkedIn Learning directly by following this link <https://linkedin.com/learning>. We'd also recommend you bookmark it so you have easy access.

**Do I need to link my own LinkedIn profile to my YBS account?**

Not if you don't want to, however there are many benefits of linking your account as your profile will keep a record of the learning you've completed. This can be really useful for CPD purposes and also a great thing to reference in your discussions around personal growth and development.

# LINKEDIN LEARNING FAQs FOR COLLEAGUES



## Will I get time booked out to access LinkedIn Learning?

We really want to give you flexibility when it comes to deciding when you want to learn as we recognise that everyone will be different based on their personal preferences. LinkedIn learning is designed to give you access to learning wherever you are, whatever you're doing so it's the perfect way to give you the opportunity to learn at a time that suits you so you can really take control of your own development.

## Will I need to use my own device to access LinkedIn Learning?

That is entirely up to you. LinkedIn Learning is designed to be accessed on the go so you can still access the learning from your own device even when you're not at work!

## I work in a Branch, will I still be able to access it?

Yes, however it might be best to wait until you've got your new kit to get the full experience. You can still access it on your own device in the meantime if you'd like to.

## Does LinkedIn Learning replace Learn?

No, but all the digital learning related to our Leadership Expectations will be found on LinkedIn Learning.

## Who can I contact if I have a question about LinkedIn Learning?

You can email us at [leadership\\_development@ybs.co.uk](mailto:leadership_development@ybs.co.uk)



**KICKSTART  
YOUR LEARNING  
WITH THIS LINK**

**[HTTPS://LNKD.IN/  
D3ZENF5X](https://lnkd.in/d3zenf5x)**

