Your Degree
http://bjlearn.org/yourdegree.html

The BILD team offers several programs in partnership with leading colleges and universities. While many of these programs meet on BJC campuses, some are online. All are through accredited academic institutions. Most of these programs are offered in a cohort model where you will learn and grow alongside other BJC employees, gaining a unique understanding of BJC’s business through a variety of lenses. BJC pays colleges and universities upfront for your courses to eliminate the need to pay upfront for your tuition out of your pocket. The BILD team works with Finance and HR to coordinate your use of BJC’s tuition reimbursement benefits and works with the universities to time the terms to get the most of your annual benefit.

To view Academic Partnership dates and program details, please visit bjlearn.org/yourdegree.html

For further inquiry, please contact Academic Partnerships at GS-AcadmicPrtnrshps@bjc.org.

Cohorts Offered in 2019:

Central Methodist University
RN-to-BSN

Christian Hospital
EMS Academy

Fontbonne University
Bachelor of Science in Business Administration
Bachelor of Science in Healthcare Management

Goldfarb School of Nursing
Nursing - MSN, DNP, PhD

Saint Louis University
RN to BSN
Bachelor’s Degrees in a variety of disciplines

Southern Illinois University Edwardsville
Bachelors of Liberal Studies in Medical Technology
RN to BSN
Master of Health Informatics
Master of Science in Nursing
Post Master’s Doctor of Nursing Practice

Southern New Hampshire University & College for America
Online Associates, Bachelors, and Masters in many disciplines are available.

University of Missouri St. Louis
RN to BSN

Webster University
RN to BSN
Master of Business Administration
Master of Science in Nursing
Masters in Healthcare Administration
Masters in Management and Leadership

Washington University
Masters in Health Care Operational Excellence
Career Services
Have questions about what type of job is the best fit for you at BJC? The BILD Career Services Center has tools and resources to help you develop a plan so you can reach your career goals. Online tools, individualized support, and workshops are available to help you through each of the three phases of career development:

- **Prepare** – activities and assessments to help you identify your career goals and job interests
- **Plan** – tools and guidance to help you design your career plan
- **Progress** – resources to help you refine your resume and prepare for a job interview

For more information on online tools, workshops, and to schedule a career consultation, please visit links.bjclearn.org/CareerServices or contact Courtney Seeber at 314-362-1144 or Courtney.Seeber@bjc.org.

Getting Started in Career Planning
Come learn about the value of self-discovery in career planning. Gain insight into your priorities, how to use them in a job search, and create SMART goals for next steps in your career development journey.

This class is available both in-person and online.

- [New!](links.bjclearn.org/online-csgsicp)

Developing an Effective Career Plan
What steps do you need to take to move toward your career goals? Effective career planning helps you to prepare for success in your current and future responsibilities and roles and is an important part of the Career Development Process. In this workshop, participants will create an effective and actionable career plan, learn how to begin career development conversations with their manager, and identify skills and opportunities that will help them make progress toward their career goals.

- [www.BJCLearn.org](http://www.BJCLearn.org)

Interviewing for Success
A job interview is your opportunity to provide information about your skills and background that a resume and cover letter cannot. It is an important meeting in which you can demonstrate your interpersonal communication skills as well as gain insight into the position for which you are applying. Having a successful interview requires practice, preparation, and confidence. In this online course, you will learn how to effectively plan and prepare for an interview.

- [www.BJCLearn.org](http://www.BJCLearn.org)

Personal Branding
Personal Branding is a powerful, clear, positive idea that comes to mind when people think of you. It is an important component of your career development because it tells others what you stand for - your values, abilities, experience. In this workshop, participants will learn the definition of “Personal Branding” and why it is important to career development, how to create and use their personal brand, and the importance of professionalism in the workplace.

- [www.BJCLearn.org](http://www.BJCLearn.org)

Resume Building
In this online course, participants will learn about the purpose and value of a resume, the different types of resume formats, how to format a resume in Microsoft Word, and how to create an effective resume that is tailored to the job role for which they are applying.

- [www.BJCLearn.org](http://www.BJCLearn.org)
Personal Development

Challenging Communications
This course is designed to help you examine conflict and how to evaluate, prepare for, and conduct challenging conversations. The ability to successfully manage conflict through conversation is crucial to business and personal success. Participants will examine the pros and cons of different conflict styles and conduct a challenging conversation that solves problems and minimizes defensiveness. Participants will complete an action plan to prepare for a future challenging conversation.

This class is available both in-person and online.
links.bjclearn.org/iscc
links.bjclearn.org/iscc-online

Emotional Intelligence
This course is designed to enhance your self-awareness and make emotions work for you to manage yourself and your relationships with others. Understanding and improving the connection between emotions and actions is crucial to business and personal success. Participants are provided with an overview of emotional and social intelligence as well as techniques for improvement. Participants will create an action plan to help reinforce and apply the concepts learned.

links.bjclearn.org/isei

New! Emotional Intelligence Program
This new self-directed program allows you to explore and grow your Emotional Intelligence at your own pace. Take the EQ assessment to determine your level of Emotional Intelligence and gain personal recommendations for your learning path. Or, you can explore online courses, videos, and activities to expand your EQ at your own pace.

links.bjclearn.org/isei-online

Resiliency
Resiliency is the ability to bounce back from difficult circumstances. When we are resilient we can effectively handle stress, change, and adversity. In this course, participants will learn about five core components for resiliency: meaning, self-care, relationships, self-awareness, and optimism. Participants will learn skills and techniques for building and strengthening resiliency.

This class is available both in-person and online.
links.bjclearn.org/isr
links.bjclearn.org/isr-online

BJC Resiliency Champion Training
Resiliency Champions are individuals that desire to work with their department or team to promote a culture of resiliency. In this training, participants will learn how they can build and support resiliency at BJC by building and strengthening their own resiliency, implementing activities in their department, sharing information and best practices, and advocating for practices within their workplace that support resiliency.

Participants must complete the Resiliency class before taking Resiliency Champion Training (both classes can be taken in one day). Manager approval is also required before registration is finalized.

Please visit resiliency.bjclearn.org for more information about the BJC Resiliency Champion program.

This class is available both in-person and online.
links.bjclearn.org/isbrct
links.bjclearn.org/online-isbrct

True Colors:
Keys To Personal Success
True Colors uses the colors of blue, gold, green, and orange to identify communication styles. Participants will determine their own color spectrum and learn to appreciate and understand the communication styles of others. True Colors distills the elaborate concepts of personality theory into a user-friendly, practical tool to foster healthy productive relationships.

links.bjclearn.org/istcktps
Project Management

Project Management Fundamentals
This two day program is for project managers who are responsible for planning, executing, monitoring and controlling scope, schedule, resource, cost and risk of projects. They will learn the best practices, tools and techniques of project management.

There is a $84 department cost associated with this course.

[links.bjclearn.org/pmpmf]

Business Skills

Saba Basic Administrator
This course is intended for the Basic Administrators of BJC's learning management system. Completion of this hands-on workshop is required before administrative access will be granted. Approval by the primary administrator for your hospital or service organization is required for registration.

Topics include: creating classroom training activities, managing class rosters, assigning training to learners and running basic reports.

[links.bjclearn.org/bssba]

Saba HSO Administration
This course is intended for the HSO Administrators of BJC's learning management system. Completion of this hands-on workshop and the Saba Basic Administrator workshop are required before administrative access will be granted. Approval by the primary administrator for your hospital or service organization is required for registration.

Topics include: creating course templates and curricula; building audience types and smart lists; and managing prescriptive rules.

[links.bjclearn.org/bssha]

Skills For Your Success

At BJC, employees can now access a library of curated content to learn at your own pace. Titles range from general courses in business writing and grammar to technical courses in information technology and process improvement. We're creating a number of collections to make your search easy, so be sure to check out Saba and GPS soon.

Productivity
Did you set a personal goal to improve your productivity this year? BILD offers a variety of online courses that can help you – options that you can take on your own time, at your own pace.

Business Effectiveness
Search in Saba for the keywords Business Effectiveness to find online courses covering telephone etiquette and skills, including the popular Telephone Doctor series. You'll also find topics such as business writing and email skills. See the Microsoft section of the catalog for specific applications.

Time Management
Search in Saba for the keywords Time Management to find online content for managing your priorities and deadlines.

Goal Setting
Search in Saba for the keywords Goal Setting to find content on creating meaningful personal and performance goals. Check out Saba's Help section to find information on how to enter and track your goals in the Saba system. Leaders can learn how to assign goals to individuals or teams.

Service Skills
Search in Saba for the keywords Service Skills to find online options for developing effective customer service and service recovery skills.

To view the online courses, use a Saba Keyword Search: Log in to Saba, click the Search bar at the top of the page, type a keyword or phrase, and press Enter.

To view all the collections available, visit the Skills For Your Success page by logging in to Saba and clicking on Success in Current Role.
Microsoft Office

Office 365 and Teams
From now until June 2020, BJC will be transitioning to Microsoft Teams. Microsoft Teams is a teamwork hub available within Office 365, the cloud-based environment that was first introduced when BJC migrated our email services to Outlook in 2017. Teams is designed to integrate your team’s chats, meetings, calls, and files together in one place, giving BJC users the ability to collaborate, meet, and communicate across our hospitals and organization.

Communicate more effectively: Get your team on the same page with group chat, online meetings, calling, and web conferencing. Teams will replace BJC’s GroupWise group chat, WebEx calling and web conferencing, and Jabber chat applications.

Work better together: Collaborate on files saved within Team sites with built-in Office 365 apps like Word, Excel, PowerPoint, and SharePoint. The Teams environment is just like saving files to your department’s S Drive or SharePoint site except multiple users can edit a file at the same time.

View Information from any device: View your Microsoft Teams information and files from a BJC PC, phone, or tablet when away from the office with a secured internet connection.

Upgrading to Microsoft Teams lays the foundation for improving collaboration and communication across BJC, accelerating our work to become an integrated digital healthcare organization and achieving success on BJC’s 2024 Strategic Direction goals. Watch for more information in BJC TODAY and on BJCnet. You can also visit office365.bjc.org for more information.

Microsoft Office 365 Classes
NOTE: you must have Office 365 installed on your PC to attend Office 365 classes.

Your 0365 Account and OneDrive
This class is an overview of the key components of your Office 365 Account, focusing on how to manage your stored files within OneDrive. Start by learning about your Office 365 Account structure and features including differences between Office Online apps versus Office Desktop software. Explore how to save, organize and share your files within your personal storage library called OneDrive. Discover easy ways to upload files from BJC’s network to your OneDrive. Then practice sharing the files and retrieving shared files from others. Learn the importance of a file’s version history and how to control files that are synced to your PC’s hard drive. Finally, explore how to download and use the OneDrive app on your smartphone.

links.bjclearn.org/moco365yaaod

Teams Communication Tools
This class focuses on communication features, Chat, and Teams Meetings within the Microsoft Teams environment. Start by using the Chat feature (instant messaging) to send private or group messages to BJC employees. Explore how to share your screen or share a file with others within a chat thread. Review how to save important chats and find them later. Learn how easy it is to schedule, start, and join a Teams meeting and how to properly set up the audio. Explore the meeting controls, ways to share information with participants, and how to record a meeting to share with others.

links.bjclearn.org/moco365tcom

Teams Collaboration Tools
This class focuses on the main collaboration tool in Teams - Teams Sites. Learn how to build a site, ways to add team members, owners, and guests and understand how to manage the site’s options. Explore your site’s structure including how to add channels and tabs, how to have conversations within a channel, how to create/upload files to collaborate with team members, and how to view the shared files in a SharePoint window. Last, review best practices you should consider when creating and maintaining a successful site at BJC.

links.bjclearn.org/moco365tcol

New Classes for Office 365 PowerPoint, Word, and Excel will be introduced in Fall 2020.

Visit links.bjclearn.org/microsoft for all Office 2013 and Office 365 online courses.
Microsoft Office 2013 Classes

Excel 2013 Foundation: Basic Skills
This course introduces users to the basics of collecting and organizing data in a spreadsheet environment using Excel 2013. Learn ways to enter and edit data properly and summarize the data using basic formulas. Explore Excel features that organize the spreadsheet structure, format text and numbers, and adjust the row and column displays. Review options for navigating and viewing bigger spreadsheets, how to adjust the page layout settings, and how to create a header and footer when printing the spreadsheet.

links.bjclearn.org/mocefbs

Excel 2013 Focus: Calculating Data
This course focuses on a few of the great functions found within the Function Library. Learn how to perform Logical tests on data using If statements and nested If statements. Build formulas that calculate time and conditional formulas such as Sumif to perform calculations based on specific criteria. Reference formulas such as Vlookup and Match to retrieve data based on criteria. Review how to use Auditing tools to help correct and map functions. Explore functions that edit text within a cell and how to use names instead of cell references when building formulas.

links.bjclearn.org/mocefcfd

Excel 2013 Focus: Editing and Formatting Data
This course focuses on features that help save time when entering, editing and formatting data in a variety of ways. Explore how to use Data Validation and forms to control what type of data is entered and where it is entered. Learn how to apply special formats to your data such as table formats, styles, themes and conditional formatting. Review ways to separate or remove data using features such as Text to Columns or Remove Duplicates.

links.bjclearn.org/mocefeafd

Excel 2013 Focus: Organizing Data
This course focuses on features that help organize data so it’s easier to find the right data quickly. Learn ways to Sort existing data or Filter to view specific data based on criteria. Explore how easy it is to summarize data using the Subtotal feature and how to use Grouping and Outlining to adjust what data is displayed. Review ways to clean up your data using Text to Columns and Remove Duplicates, and how to tag cells with a sticky note.

links.bjclearn.org/mocefod

Excel 2013 Focus: Summarizing Data
This course focuses on how to summarize a large set of data using Excel’s Pivot Table feature. Learn how Pivot Tables can save you time by providing an interactive way to summarize your data. Explore how to insert a Pivot Table in your workbook and then use the many Pivot Table Tools to control, adjust, and refresh the data. Review how to add a Pivot Chart and a slicer to filter your data interactively. Build a dashboard summary that includes PivotTables, PivotCharts and Slicers to filter specific information.

links.bjclearn.org/mocefsd

OneNote 2013 Foundation: Basic Skills
This course introduces users to the basics of collecting and organizing notes into an electronic notebook that can be shared with other users using OneNote 2013. Learn how the basic notebook is structure, how to control it’s size and format and ways to organize information using tags, tables and styles. Explore how to insert or link files, pictures, audio, video, screens and stamps and connect with other Microsoft applications such as Outlook. Review how to search for information, print information, and make a notebook available to others.

links.bjclearn.org/moconfbs

Outlook 2013 Foundation: Basic Skills
This course introduces users to the basics of managing an e-mail, calendar, and task list environment using Outlook 2013. Learn about the four basic components: Mail, Calendar, People and Tasks and how to navigate them. Explore ways to create messages, appointments, meetings, contacts, and tasks, how to build folders, categorize, and tag items to better organize and find them later. Review ways to share calendars, manage address books, and how to build an effective TO DO list.

links.bjclearn.org/mocofbs
Team Development
http://bjclearn.org/team.html
Programs listed in the Your Development section are also available for teams. Contact your HRBP for more information.

Process Improvement
Lean Six Sigma Black Belt Certification Program
The objective of this course is to develop a comprehensive set of performance improvement skills that will allow you to function effectively as a Lean Six Sigma Black Belt. You will learn the DMAIC methodology, practice techniques for both quantitative and non-quantitative analysis, and gain the team leadership skills necessary to achieve bottom-line results.

The course is based upon a blended learning program which combines student paced eLearning with virtual and face-to-face instructor coaching. Certification is provided through an industry recognized third party.

The program is approximately 21 weeks but candidates have a total of 18 months to achieve certification.

Please contact Transformation Support (in Outlook) or email gs-transformsupport@bjc.org for more information and costs associated with this course.

Lean Facilitator
In this 4½ day program, participants will learn and apply core Lean tools, including Value Stream Mapping, 5S, Visual Management, Standard Work, Just in Time, Push/Pull, and Error Proofing. Participants will also learn how to plan and run Kaizen or Rapid Improvement Events. Participants must receive manager approval and complete the following:

- Sponsored project (area for improvement)
- FSL (Facilitation Skills for Leaders)
- ACT (Accelerating Change & Transitions™)
- Project Initiate & Plan

There is a $100 department cost associated with this course.

Project Initiate and Plan for Lean and Six Sigma
This one-day workshop will prepare students for the Lean Facilitator class. It will focus on working with participant projects to better define their scope, problem statement, customer requirements, metrics, project team, project timeline, and project assessment. Participants should come with a project in mind, as they will apply the learning by drafting fundamental elements of a project charter in this class.

There is a $36 department cost associated with this course.

Project Initiate and Plan for Lean and Six Sigma
This one-day workshop will prepare students for the Lean Facilitator class. It will focus on working with participant projects to better define their scope, problem statement, customer requirements, metrics, project team, project timeline, and project assessment. Participants should come with a project in mind, as they will apply the learning by drafting fundamental elements of a project charter in this class.

There is a $36 department cost associated with this course.
Emerging Leaders
Emerging Leaders are employees not yet in an official leadership role who demonstrate the capacity to become one. In today’s collaborative healthcare environment, work is completed in teams, and leadership is based more on influence than authority. Emerging Leader courses are available to all employees; some courses require your manager’s approval.

ACT - Accelerating Change & Transitions
This 2½ day course will give BJC Leaders an understanding of the Accelerating Change & Transitions (ACT) model and its application of the seven change elements (Leading the Way, Creating a Shared Urgency, Focusing the Vision, Building Coalitions & Commitment, Charting a Transition Roadmap, Aligning Systems & Structures, and Sustaining Momentum). Tollgating for acceptance is also covered.

There is a $33 department cost associated with this course.

Cause Mapping
Cause Mapping is a root cause analysis method that improves the way people analyze, document, communicate, and solve problems. In this three-day class, participants will learn the basic concepts and definitions of Root Cause Analysis incident investigation, as well as the steps to the Cause Mapping process. Class time includes several exercises for hands-on application of the Cause Mapping process, as well as an overview of how Just Culture supports Root Cause Analysis incident investigation. Tips for facilitating and leading group problem solving will also be covered.

There is a $300 department cost associated with this course.

FSL - Facilitation Skills for Leaders
This two-day course is intended for individuals who are responsible for facilitating teams and meetings. Participants will learn how to facilitate in order to more effectively achieve desired outcomes. Topics include Team Dynamics, Essential Facilitation, Advocacy & Inquiry, Brainstorming, Evaluating, Deciding, Disruptive Behavior Interventions, and Planning Effective Meetings.

There is a $25 department cost associated with this course.

New Leaders
Welcome to Leadership! The BJC Institute for Learning and Development offers programs for employees new to their Leadership roles. Count on BILD to help you begin your leadership journey successfully.

StartingLine
StartingLine is strongly recommended for new people managers or those who are new to BJC. The program is designed to help new managers understand their role and the right things to do to build trusting and productive relationships with team members. New leaders can expect an overview of important HR policies, skill building, practice using key communication tools, and an introduction to many of the tools and resources available to foster their success.

The program includes 1.5 days of classroom time plus up to two hours of online time and a requirement to meet with their HR Business Partner before course completion is granted.

BJC Leadership Certificate 2.0
This 10-week program is designed especially for those who are new people managers or new to BJC. Program participants meet every other week to grow in their leadership mindset, improve their BJC leadership competencies, and discover and develop leadership practices that they can use to build engaged teams. The program covers leadership topics and provides practical information related to communication, team engagement and development, performance management, and leading through change. StartingLine is a prerequisite.
Existing Leaders
How can BILD help you? By providing you with a toolbox filled with ways to lead change, to manage performance, and to build and motivate your team. These classes will build upon your existing knowledge and give you better insight into becoming an even better leader for your team.

5 Languages of Appreciation at Work
A BJC Strategic Imperative is to retain and attract a highly engaged workforce that delivers on our mission. Today’s tight labor market makes this imperative more challenging than ever. All team members want to be valued, listened to, and appreciated. But, not all team members feel appreciation in the same way.

The 5 Languages of Appreciation at Work course helps you embrace and enhance a culture of appreciation and individualize approaches to demonstrating your appreciation of team members.

This course provides:
- An overview of the importance of appreciation
- Tools to help you “speak their language” of appreciation in a way that is meaningful
- Techniques to address barriers or obstacles that can get in the way of effective appreciation.

You’ll be able to measure the impact of these efforts through the next Employee Engagement Survey.

[links.bjclearn.org/el5loaaw](http://links.bjclearn.org/el5loaaw)

Compensation Conversations
This 3 hour course is designed to help managers confidently address questions and issues related to compensation with answers rooted in facts. A model for answering compensation-related questions while working to maintain high employee engagement is provided.

[links.bjclearn.org/elcc](http://links.bjclearn.org/elcc)

Crucial Conversations as Leaders
Throughout 1.5 days you’ll learn and practice techniques for staying focused and in dialog when in high stakes conversations with opposing opinions and strong emotions. Skill building with powerful communication models and mindsets will help you get results and improve relationships. The end result is better decisions and outcomes in less time.

[links.bjclearn.org/elccal](http://links.bjclearn.org/elccal)

Everyday Bias for the Health Professions
We all have unconscious biases that may prevent us from making equitable, inclusive decisions. Our background and experience create the lenses through which we see, interpret, and judge the world. Our natural tendency is to see the world as we are, not as it is. Participants will learn 6 ways to mitigate unconscious bias and questions to ask themselves to check their own decision-making.

[links.bjclearn.org/elebfthp](http://links.bjclearn.org/elebfthp)

Goal Deployment Seminar
BJC has implemented a management process designed to execute strategy in a disciplined and rigorous way that promotes focus, alignment and accountability. It originated from “Hoshin Kanri” which is the combination of both long-range “hoshin planning” and its daily counterpart, known as “nijiro kanri” or daily management.

Each year our leaders develop a goal deployment process (GDP) package that consists of:
- 3-5 year Breakthrough Objectives
- Annual Objectives
- Top Level Improvement Priorities (which may cascade to a second level)
- “Black dot” owners
- Targets to Improve dashboard
- Key Performance Indicator dashboard

This half-day Goal Deployment Seminar is intended to provide the training associated with this methodology as well as examples of real GDP packages throughout BJC. It is a required session for any members across BJC that will be participating in a “refresh” session who have not received the training in the past (training was included in the original two-day launch sessions when a leader started the GDP program but is not included in one-day Annual Refresh sessions).

There is a $24 department cost associated with this course.

[links.bjclearn.org/elgds](http://links.bjclearn.org/elgds)

Just Culture
The 3.5-hour class introduces participants to the concept that accountability for a high reliability organization rests with everyone. Just Culture covers a five-skill model that places a focus on risk, system design, and the fair management of behavioral choices. A Just Culture requires an environment that seeks to learn from mistakes in order to make improvements. Just Culture is strongly recommended for all leaders.

[links.bjclearn.org/eljc](http://links.bjclearn.org/eljc)
Leading at the Speed of Trust
This one-day FranklinCovey® course is designed to help leaders develop, restore, and extend trust with stakeholders. The instruction, discussion, and tools offered in class provide leaders with new skills to help them lead in ways that inspire trust. Participants will leave the class with an action plan to help them increase their personal credibility and build trusting relationships.

Pre-work: Two weeks in advance participants will be asked to complete a 360 Trust Quotient (TQ) assessment. Information about the TQ assessment will be emailed to each participant. Participants will invite their peers, co-workers and managers to complete the assessment which is accessed through a FranklinCovey® website. All instructions for completing the assessment are housed within the website. It is a requirement to bring the completed assessment form in order to attend the class.

links.bjclearn.org/ellatsot

Love ‘Em or Lose ‘Em
A BJC strategic imperative is to retain and attract a highly engaged workforce that delivers on our mission. Today’s tight labor market makes this imperative more challenging than ever.

Love ‘Em or Lose ‘Em is a 4.5-hour class offering practical, quick, and effective ways to make sure your team members don’t feel the need to look elsewhere for a great place to work. As turnover decreases, engagement increases, building an upward spiral of enabled, energized, and engaged team members. The program provides knowledge, tools, and action planning to ensure you apply the concepts learned. Completion of the program requires post-class implementation of a survey to team members and participation in one follow up conference call.

links.bjclearn.org/elleole

Proactive Employee Relations
BJC believes that face-to-face conversations between the employee and the people manager are the best way to manage care and service to our patients and customers. In this program, you will learn about key attributes of leaders and understand the connection between proactive leadership skills and employee engagement. Methods to enhance our employees’ trust in our leadership, especially during challenging times, will also be covered.

links.bjclearn.org/elpers

Organizational Development
If you are a manager, director or VP and want to take your unit or department to the next level, consider accessing our Organizational Development (OD) consultants.

We can partner with you to explore the opportunities and challenges you face in achieving that next level. Then, we can offer suggestions, guidance, and other support to you.

Our consultation services range from brainstorming for non-complex issues, to a more involved solution that you implement, to a robust solution for complex issues that we (and your HR business partner) can support longer term.

Our OD consultants are an extension of your HR department. To get started, please contact your HRBP to access your HSO’s OD consultant.

www.BJCLearn.org
BJC is big. We come from all walks of life, with different interests, goals and development needs. Our job in the BJC Institute for Learning and Development (BILD) is to provide learning and development opportunities for all BJC employees. We want you to learn and grow your career here.

We make that happen in several ways. We’re changing the face of Saba, making it easier to find what you need when you need it. There’s a new version of Guiding People to Success (GPS) that’s more user-friendly. There are new career maps on our Career Services Center page. Learn on the go and at your own pace with 60+ online personal and professional development courses.

We have tools that help you plan your next career move. The My Development Plan tool walks you through the process of setting short- and long-term goals for your success. Use it to think through next steps in your path to success. Since your skills and experiences may not be fully represented by your job description, we’ve provided you the About Me tool to help you tell your personal story. Access both tools on the Career Services Center page in Saba.

BILD offers something for everyone. Come and explore the opportunities, chart your path, share your success with others. Learn and grown with us.

Russell Hoffmann, PhD
Vice President of Learning and Development

Contact Information

To view and register for classes, please visit:
http://www.bjclearn.org

To log in to Saba, use the shortcut icon on your desktop or use the login button located at the top right of bjclearn.org. Once you log in, you can view available classes by using the Search bar in the top right corner.

For additional information, contact our Learning Coordinator at lois.currie@bjc.org or call 314-362-0983.

HOW TO ENROLL IN CLASSES

To view up to date class information, use the link below each class in this catalog to log in to Saba. From there you can view available class dates, times, and locations.

To see all BILD classes available in Saba, please visit: links.bjclearn.org/classes