Due to COVID-19, all BILD and Transformation Support classes are affected until further notice. See the FAQ in Saba for more information.

Within this catalog, classes with a green title have online or virtual options available. Classes in gray have been cancelled until further notice.
Your Degree

http://bjclearn.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 bjclearn.org/yourdegree.html
For further inquiry, please contact Academic Partnerships at GS-AcdmicPrtnrshps@bjc.org.

Cohorts Offered in 2021

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

COVID-19 Update

Many college and university classes may be meeting virtually in 2021 instead of on campus or at a BJC facility. Please contact the college or university for the most current information.

Saint Louis Community College
Patient Care Tech Program
Medical Assistant Program
New cohorts through STLCC will be added in 2021.

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

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

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.

links.bjclearn.org/online-csgsicp

Building Your Career at BJC
In this five session virtual series, you will create career goals, tell your unique story, and learn ways to benefit yourself, both now and in the future. Virtual classes meet every other week.

links.bjclearn.org/cs-build

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.

links.bjclearn.org/online-csifs

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 workbook, participants will learn the definition of “Personal Branding” and why it is important to career development, as well as how to create and use their personal brand and the importance of professionalism in the workplace.

links.bjclearn.org/cspb-online

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.

links.bjclearn.org/online-csrb

Career Development Tools
About Me
The About Me tool is a place for you to build your professional story – your strengths, experiences, and professional interests. As your career at BJC develops and changes through time, you can update your About Me page so that it accurately reflects your experiences, skills, and interests. Complete your About Me tool and share it to let others know what you will uniquely contribute to a role. The tool enables you to provide a more complete picture of your experience, expertise, your passion, and what you have offer that any department will value.

links.bjclearn.org/aboutme

My Development Plan
Use the My Development Plan tool to create development goals that help you focus on the next opportunity on your career roadmap. You can use this tool to create and track your personal, professional goals. When completed, your MDP will be your road map for career success at BJC.

links.bjclearn.org/mdp

Career Exploration Map
Learn about different job families, roles, and career paths at BJC using the Career Exploration Map.

links.bjclearn.org/SabaCareerMap
**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 course is currently available online.
links.bjclearn.org/iscc-online

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**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

**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.

This course has been cancelled until further notice.

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**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.

This course has been cancelled until further notice.

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**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 course is currently available online.
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 course is currently available online.
links.bjclearn.org/online-isbrct

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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.

This course has been cancelled until further notice.

Business Skills
Saba Basic Administrator
This virtual 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 virtual 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 available 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 available collections, visit the Skills For Your Success page by logging in to Saba and clicking on Success in Current Role.
Microsoft Office 365

Please visit the Modern Workspace SharePoint site for detailed information about new technology changes happening at BJC in 2021.

During the first half of 2021 BILD will not offer the standard set of Office Suite Classes such as Word, Excel, PowerPoint, and Outlook due to a system-wide initiative to migrate users Network H Drives to OneDrive and Network S Drives to SharePoint Sites.

Our focus at this time is to help BJC workforce members understand how to access their files in this new O365 cloud environment and how to better utilize the new communications and collaboration tools within Office 365.

Virtual Classes
The following virtual classes are available for BJC employees and are delivered via Teams Meetings. The link is available when you enroll in the class.

Microsoft Forms Basics
Need to collect data? This class teaches you how to quickly create forms, surveys, quizzes, and polls using Microsoft Forms within your O365 account. Learn how to access Forms from your O365 account or integrate it within a specific Microsoft Teams feature. Explore the types of questions you can create when building your form, 4 ways to share the form with others - both within BJC and the public - and the options for viewing the collected data and sharing it with others.

Microsoft OneDrive Basics
Want to organize your new file storage library? Learn ways to access and manage your files within the new OneDrive cloud storage environment. This class demonstrates ways to access OneDrive via your Office 365 online account, within the Teams app or File Explorer. Learn how to save, upload, edit and share files within your account and discover how easy it is to retrieve previous file versions when a file is messed up.

Microsoft SharePoint
Online Site Owner
Are you assigned to manage your department’s new SharePoint online site? This virtual class is focused on how a site owners can better organize and manage the content migrated from the S Drive to your new department or team SharePoint site on the cloud. Learn about how manage web parts, document libraries, site pages, permissions, and navigation menus to make it easier for your team members to find their needed folders and files.

Microsoft Teams Introduction
Explore the world of team communication and collaboration using Microsoft Teams. This class demonstrates how to use the main set of Teams features including how to manage Activity Feeds, create and organize your Chats, and create or join a Teams Meeting. Learn about the structure of a Team Site and how to post messages and edit shared files within the channels. Review how to access a recent list of Files as well as what options are available within the Search bar and Setting features.

Microsoft Teams Meetings
Want to better understand how to use the tools within the Teams Meeting environment? This class reviews each of the Teams Meeting controls and shows you how they can improve your meeting experience. Learn how to download attendee lists, change video backgrounds, use the Chat feature to poll participants and share files, and optimal ways to share your desktop, windows, videos, and slide decks.
Microsoft Teams Site Management
Need to build a Team Site for your department or project? Learn how to build a private site and make it available to others. Review how to add standard and private channels, post messages to members, store and edit files, and how to add other types of tabs within a channel including a OneNote notebook. Explore how to manage membership permissions, adjust various site settings, and adjust how the site is displayed in your Team site list.

Online Courses
BILD offers BJC employees a library of online course content within Saba that covers a variety of apps within the Microsoft O365 Office Suite, including Word, Excel, PowerPoint, OneNote, and Outlook. There are also topics available for specific online apps within your O365 online account. Because each course is broken down into short video lessons, it’s easy to finish a course at your own pace no matter what the length.

Note: While BJC users are being upgraded to O365, multiple versions are represented in Saba online classes (2013, 2016 and O365). Check which version you currently use to choose the right course for you.

Visit links.bjclearn.org/microsoft for additional Office 365 online courses and content.

Microsoft Access
Access is a database application which stores unlimited amounts of data using a relational multi-table system. It offers easy ways to collect and modify the data using custom built forms and request specific data using custom designed queries and reports. Access is only available in a desktop version.

Microsoft Excel
Excel allows you to organize, format, and calculate data using a spreadsheet system. Organize various projects such as lists, budgets, stats, schedules, surveys, etc. Summarize your data using pivot tables, charts, and graphs. Excel is available within your online O365 account and as a desktop app.

Microsoft OneNote
OneNote allows you to collect information and organize it into an electronic notebook that is searchable. You can store notebooks in OneDrive or a Team Site. OneNote is available within your online O365 account, as a desktop app, and a phone app. The desktop version will be upgraded to Win 10 OneNote.

Microsoft Outlook
Outlook is a personal information manager that offers four main components: Email, Calendar, Contact Lists, and Task Lists. Outlook is available to use within your online O365 account, as a desktop app, and a phone app.

Microsoft PowerPoint
PowerPoint is designed to create electronic presentations that include slides with graphics, text, charts/graphs and even audio and video. It is a popular tool to use within a Microsoft Teams meeting or an in-person conference room connected to a projector. PowerPoint is available to use within your online O365 account and as a desktop app.

Microsoft SharePoint
SharePoint is a file management platform that BJC uses to share documentation with large groups of users. Currently SharePoint Sites can be accessed from on-premise servers or the cloud. SharePoint site owners are responsible for building the site and managing the content that is shared with the audience. NOTE: BJC will be migrating on-premise SharePoint sites to online in the near future.

Microsoft Teams
Teams is a communication and collaboration hub that helps your team stay organized. Teams offers private and group chats, sites for sharing files and communication between team members, Outlook calendar views, virtual meetings and calls, and access to files stored in your OneDrive. Microsoft Teams is available to use within your O365 account, as a desktop app, and a phone app.

Microsoft Word
Word is a word processing software that allows you to create and edit text documents. You can type simple letters, essays, do research, or use your creative skills to build a newsletter or calendar. Start with blank documents or choose from a library of pre-made templates for specific projects. Word is available to use within your O365 account, as a desktop app, and a phone app.

To view available 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.

www.BJCLearn.org
**Building Teams.**

**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.

This course has been cancelled until further notice.

**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.

This course has been cancelled until further notice.
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.

This course has been cancelled until further notice.

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.

This course has been cancelled until further notice.

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.

This course has been cancelled until further notice.

KT Situation Appraisal & Decision Analysis
This 1½ day program covers Kepner-Tregoe’s (KT) rational thinking processes for Situation Appraisal and Decision Analysis, the most commonly use of KT’s fie rational thinking processes. Participants will complete scenarios to assist with mastering the facilitation of these tools.

There is a $385 department cost associated with this course.

This course has been cancelled until further notice.

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 virtual class time, up to two hours of online time, and a requirement to meet with their HR Business Partner before course completion is granted.

links.bjclearn.org/nlsI

www.BJCLearn.org
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
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.

This course has been cancelled until further notice.

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.

This course has been cancelled until further notice.

Crucial Conversations as Leaders
The 3-session virtual course introduces 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

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

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.

This course has been cancelled until further notice.

Just Culture
The blended format includes an online module plus virtual practice and skill building. The 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

Leading at the Speed of Trust
This 2-session virtual FranklinCovey® course is designed to help leaders develop, restore, and extend trust with stakeholders. The instruction, discussion, and tools offered in lass provide leaders with new skills to help them lead in ways that inspire trust. Participants will leave class with an action plan to help them increase their personal credibility and build trusting relationships.

links.bjclearn.org/ellatsot
Leading Remote Teams
The purpose of this 3-hour virtual session is to help leaders create high-performing teams in a remote work environment. Participants will be led to develop a plan to address barriers faced by remote workers, motivate and coach remote workers and build a spirit of teamwork among remote team members.
links.bjclearn.org/ellrt

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.
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

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