UPSKILL YOUR WORK FORCE WITH ADOBE CAPTIVATE PRIME

Align your organizational goals with your learning goals using 'Skills' in Adobe Captivate Prime

ABSTRACT

Use 'Skills' to align learning content with your company's business goals. Assign Skills, Levels and Credits to Learning Objects so that all learning activity leads to the achievement of Skills.

Ashwini Jaisim

Are Skills important to organizational goals?	**How to align learning with Skills?**
Associate Skills and Social Learning!	**Develop New Skills!**
Close Skills Gaps!	**How to use Skills to increase performance?**

Learn all this and more with Skills in Adobe Captivate Prime

Contents

What are Skills and How to Align Them with Organizational Goals?

To achieve a skill is to hone an ability or develop expertise in a domain. It is in the interest of organizational success to ensure that employees are skilled in their areas of specialization, towards the achievement of organizational goals. The achievement of skills is the expected outcome of learning. It therefore follows that the achievement of skills leads to better performance, which then translates to increased revenue and therefore profitability. This, in a nutshell, is the process through which an organization achieves its business goals as well as a return on investment (ROI) in training.

Use Case:

A packing company packs fitness equipment. Their employees are skilled in two ways: product-wise (vertical – specific to one product) and packing-wise (horizontal – across products). To boost revenue, the company decides to increase the number of skills an employee possesses so that every employee is more productive and generates more revenue. There are two ways of doing this: 1. Increase skills horizontally, which means an employee learns more ways of packing multiple kinds of fitness equipment; and 2. Increase skills per product, which means an increase in the ability to pack one product multiple ways or with multiple packaging materials. Both are desirable skills, that would render an employee better equipped to achieve more goals, increase productivity, and therefore lead to an increased revenue for the company.

Thus, an employee skilled in packing treadmills will now learn how to pack a treadmill using woodchips in addition to packing methods he already knows. On a horizontal level, he will be trained in packing/unpacking exercycles, elliptical machines and cross-trainers. When Employee A has achieved all these skills, he will be a more productive employee, one that generates more revenue, and therefore in line with organizational goals.

In the above example, the decision makers identify skills required to achieve organizational goals. Once these have been determined, L&D translates them into training programs and begins upskilling employees.

Skills and Adobe Captivate Prime

The fundamental purpose of Skills in the Adobe Captivate Prime LMS is to align learning with business goals. Once L&D has identified the Skills required to achieve set business goals, they are

translated into training, in the form of Learning Objects (LOs). Every LO is aligned to one or multiple Skills. To achieve a Skill that is assigned to you, you must achieve the required number of credits by completing Learning Objects associated with the Skill.

Working towards a Skill in Adobe Captivate Prime is modelled after the Western university system. The Admin creates Skills and every time a Course is created it is aligned to a Skill. Every Skill has Levels and Credits. You can assign a maximum of three Levels to one Skill. The learning path is that of enrolling learners to various Learning Objects which then lead to a certain number of credits and the achievement of various Levels of a Skill. Credits may be calibrated in such a way that enrollment in certain Learning Objects is compulsory to achieve a requisite number of credits.

Create a Skill in Adobe Captivate Prime

Create a Skill in Adobe Captivate Prime to:

- Ensure training initiatives are aligned to business goals
- Close skill gaps
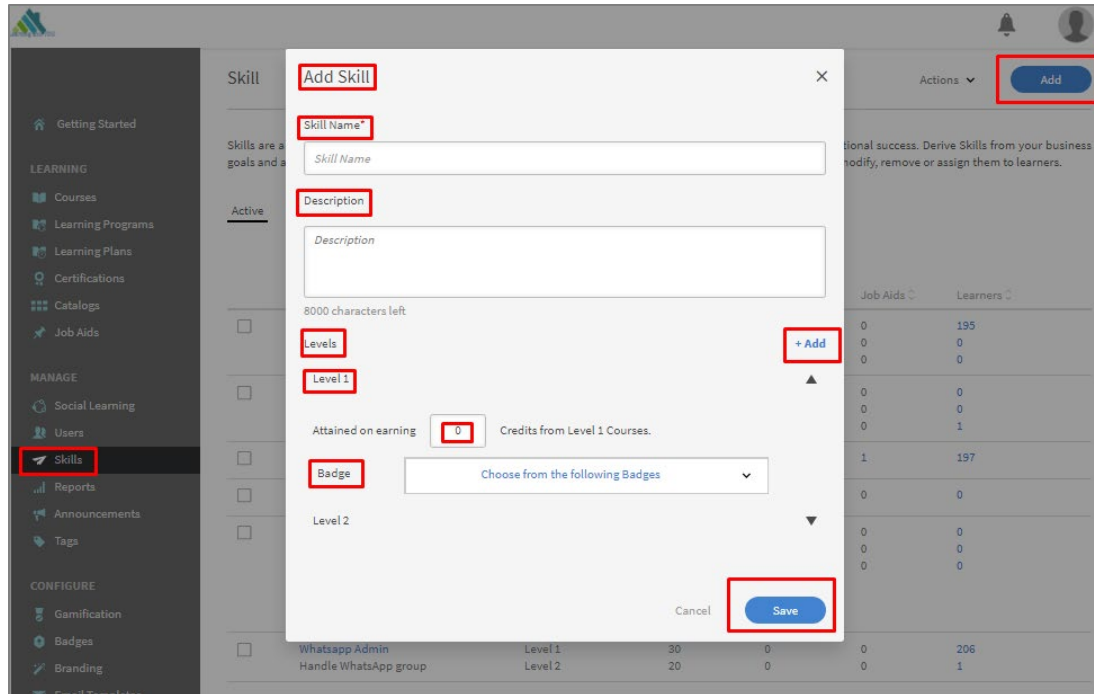- Develop new abilities

The achievement of Skills, as stated before, leads to an increase in productivity and therefore the achievement of organizational goals. Skills → Productivity → Organizational Goals.

A Skill is further broken down into Levels. Levels are made up of Credits. Credits are distributed across LOs that when completed in combination, result in the achievement of the Level.

For example, an organizational goal is for employees to be trained in data protection to meet Legal requirements. The Skill could be called "Legal", perhaps it could require just 1 Level made up of 100 credits achieved by completing one course called "Data Protection".

Course "Data Protection" → 100 Credits → Level 1 → Achieve Skill "Legal".

Log in as Admin and 'Add' a Skill and name it. Then decide how many Levels it has. You can have a maximum of three Levels. Depending on how many Learning Objects and Levels there are you then configure the number of credits required to achieve the Skill.
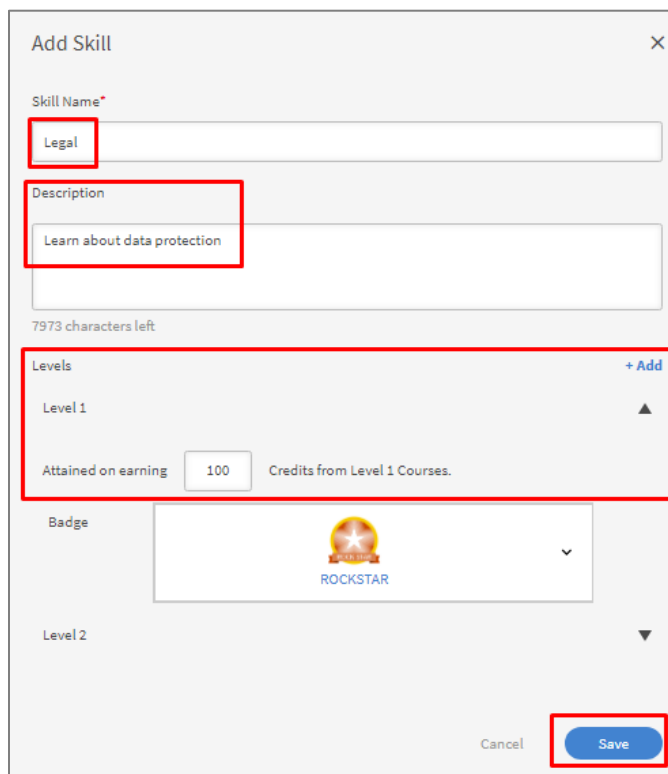
Only an Author can create courses. You must sign in as an Author to assign a Skill to an LO. Learn how to do that here as part of creating a Course. A Course can be assigned different Skills, with different Levels and with differing number of credits.

For example, to achieve Level 1 of Skill Z, a learner must achieve 100 credits. There are 4 LOs:

i.   Course A – 25 credits
ii.   Course B – 25 credits
iii.   Certification C – 25 credits
iv.   Learning Program D – 75 credits

In the above example, a learner cannot achieve the 100 credits without Learning Program D, even if he enrolls in all the other LOs. By careful calibration of your LOs, enable the learner to choose what they want to enroll in, while also controlling what they must enroll in. This applies to courses in which learners can self-enroll. In cases where learners must be enrolled by their managers or the Admin, the above is not necessary. The Manager/Admin decides exactly what LOs the learner must enroll in.

Note: Certificates and Learning Programs do not have credits of their own. They comprise Courses which have credits that learners achieve through completion.

The Admin can generate [reports](#) to understand progress made and skills achieved. Data can be further interpreted to ensure the alignment of skills, and skills achievement, with business goals. [Visit the Adobe Helpx page on how to set up](#) [Skills, assign Skills to Learners and modify Skills](#).

Once these Learning Objects (LOs) and levels have been achieved, the learner is deemed upskilled, and is now equipped to perform at a more productive level than before.
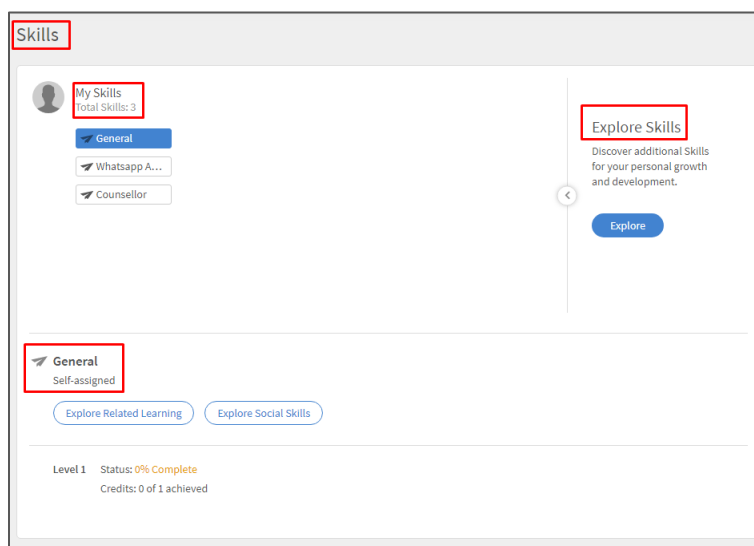
Skills and the Learner

A learner is enrolled in an LO usually by the Admin or, in some cases, they can enroll themselves. Once assigned, learners can view the LOs they must achieve on the Learner Dashboard.
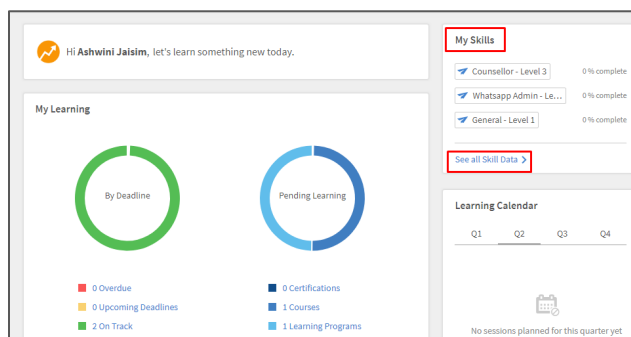
'My Skills': click on the 'See all Skills Data' link or the Skills icon in the panel on the left. 'My Skills' is a list of all the Skills assigned to you. Select any Skill to see details in the section below. Details include: name of the Skill,

whether it is 'Assigned by Admin' or 'Self-assigned,' and a button called 'Explore Related Learning'. Click on this to go to the 'Catalog' where you can browse a variety of learning options. The last section shows the Skill Levels and the percentage completed so far. You can also see how many credits you have achieved and through how many courses.

Additionally, if enabled by the Admin, you will see a section called 'Explore Skills'. A useful feature for companies that encourage employees to explore growth opportunities. Use the drop-down menu to select a peer profile/designation and see what Skills peers and leaders are pursuing. This is helpful for learners who want to grow in their areas or explore new ones.

Skills and Social Learning

Social Learning in Adobe Captivate Prime takes place on discussion boards where learners post various forms of content. Discussion boards are linked to Skills. Learners are encouraged to collaborate using these discussion forums on skills/topics relevant to the organization.

This dashboard shows you the popular Skills –higher number of posts, number of associated discussion boards, and number of engaged users. It also shows you SMEs (subject matter experts) associated with various Skills.

Although Social Learning discussion boards are linked to Skills, points gained here do not translate to credits/ Skills Levels.

Summary

Organizational goals are translated into Skills in the Adobe Captivate Prime LMS. Learning content is segregated and aligned with the Skills. Learners are then required to achieve these Skills through the completion of the associated Learning Objects. Learners are encouraged to use the informal Social Learning component to supplement their formal training.

Through Reports and the LMS' Skill tracking capability, Admins and Managers can keep track of the progress made towards the achievement of Skills. Every Manager has a Dashboard in which there is a Skill Tracker. Click here to find out more. Using this tool, Managers not only know where their team's strengths lie and what areas need their focus, but they can also now forecast completion dates.