

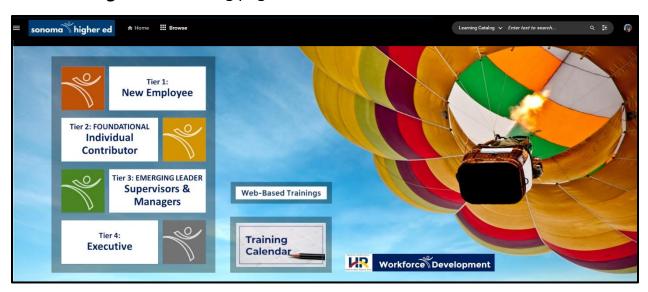
# **Workforce** Development

The Human Resources Workforce Development Unit is committed to offering employees a wide and rich selection of staff training and professional development opportunities. Workforce Development also manages the County's learning management system, *sonoma higher ed*.

The look and functionality of **sonoma higher ed** corresponds to the Four-Tier System to make searching and registering for training easier than ever.

The FOUR-TIER SYSTEM is structured to guide employees in their training participation and advancement goals within the County. Training courses are placed within the respective Tiers, so employees can easily select appropriate topics and measure their progress.

## sonoma higher ed landing page



#### What Tier are you?

Look for these logos to help you recognize classes in each Tier category:









## **INSTRUCTIONS**

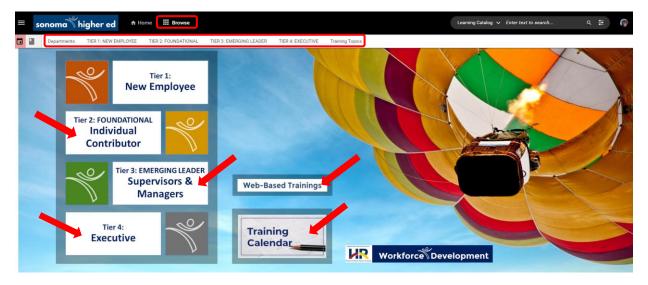
## STEP 1: Log into sonoma higher ed using the appropriate link

**County Network**: <u>sonomacounty.sabacloud.com</u>

**Human Services**: sonomacounty-hsd.sabacloud.com **Water Agency:** sonomacounty-water.sabacloud.com

## STEP 2: Search for training

- > Use the **BROWSE** menu to search trainings by <u>Tier</u>, <u>Topic</u>, or <u>Department</u>.
- > Click dashboard **TILES** to search trainings by <u>Tier</u>, <u>Calendar</u> or to view all <u>eLearning</u>.



STEP 3: Choose a course, view the classes, and ENROLL (live) or LAUNCH (web-based)

