

ECDD TRAINING ACADEMY**SKIES Business Services Training**

Course Description:	This course provides hands-on SKIES navigation and information documentation training pertinent to Business Services staff activities. As a result of training, staff will be able to locate appropriate employer tabs and screens in SKIES, record hires, access data using the SKIES Binocular search, enter core and intensive services for employers and employer contact information. Staff will be effective in utilizing SKIES to track and document their employers' needs.
Duration:	TBD
Audience:	WorkSource employees and partner staff
Objectives:	Upon completion of this training participants will be able to: <ul style="list-style-type: none">• Navigate employer screens and correctly document information.• Correctly record hire information into SKIES from both the employer and job seeker records.• Record employer contacts in SKIES.• Customize and analyze employer data to develop or enhance service delivery strategies.
Authorization:	Administrators and supervisors manage employee registration, travel arrangements, and work schedules.
Prerequisites:	Staff SKIES User training
Refreshments/Meals:	On your own
Special Needs:	Notify us at ESD GP ECDD Training Academy if you need an accommodation.
Registration:	E-Train
Class Size:	Class capacity is 15 participants. Computer lab must allow each participant a PC
Schedule:	ECDD Training Calendar Additional classes may be scheduled upon request.