SELF-DEVELOPMENT Access HERO via liteblue or Blue **Hover over My Learning Browse for Training Search for Training** OR Home Home My Learning Support My Learning Support My Active Training My Active Training Browse for Training Browse for Training Search for Training Search for Training Events Calendar **Events Calendar** Select Training from dropdown Select Skillsoft Library Everything Skillsoft Library **Business Skills** Everything Certification People Collections Training Compliance IT Skills Productivity & **Collaboration Tools** Skillsoft Aspire

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HERO | Self-Development

GENERAL

What is Self-Development?

Self-Development is voluntary, off-the-clock training which an employee chooses to take in order to attain self-determined goals or personal objectives. Self-Development is not to be directly related to the employee's current job or definite future assignment and is separate from any mandatory or assigned training.

What are the benefits of Self-Development?

Self-Development provides all USPS[®] employees the opportunity to learn something new, grow personally, enhance current skillsets, or prepare for professional certifications for free.

Who can access self-development courses?

All employees can access this no-cost benefit through the Learning Portal in HERO.

What type of self-development courses can be accessed?

There are over 3,000 self-development courses in HERO, which include categories such as leadership, project management, legal compliance, information technology skills, mobile devices and computer skills, finance and accounting, professional effectiveness, and human resources.

How do I navigate to HERO self-development courses?

<u>Click here</u> for step-by-step instructions on how to navigate to HERO self-development courses.

When and where can I complete self-development courses?

Most employees can access self-development courses anytime off-the-clock by logging into HERO through LiteBlue on their personal device or computer. Those who have the ability to view and/or impact another employee's training records (elevated access) can access self-development courses in HERO through Blue outside of their regular work hours and with advance approval. Management should support and provide the necessary postal equipment to the extent possible for those employees with elevated access who opt to complete self-development courses.

