

## Guide to Skillsoft Module

If your role requires you to complete the Skillsoft module “**Preventing Harassment and Violence in the Canadian Workplace**”, you will not require an account to access the module, only the link below.

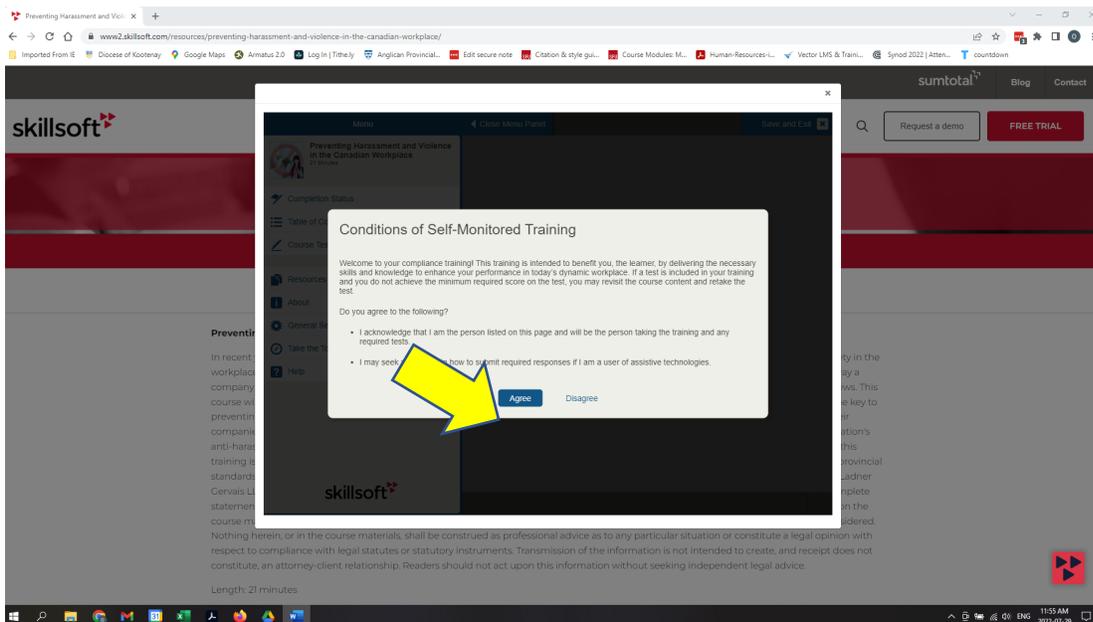
The training module is a 21 minute video that includes a test question between sections and a short quiz at the end.

**PLEASE NOTE: You must complete the training in a single session in order to track your progress, it will not be saved once you exit the program.**

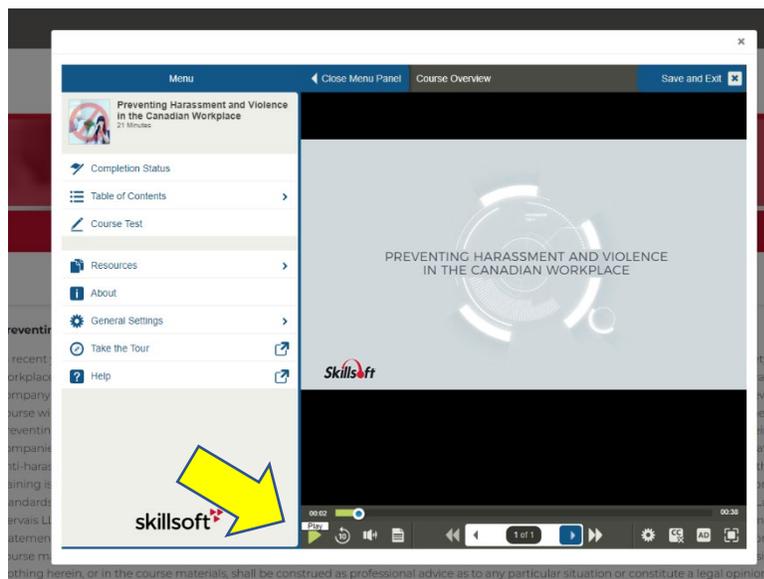
**Step 1.** Use the link below to enter the training site:

<https://www2.skillsoft.com/resources/preventing-harassment-and-violence-in-the-canadian-workplace/>

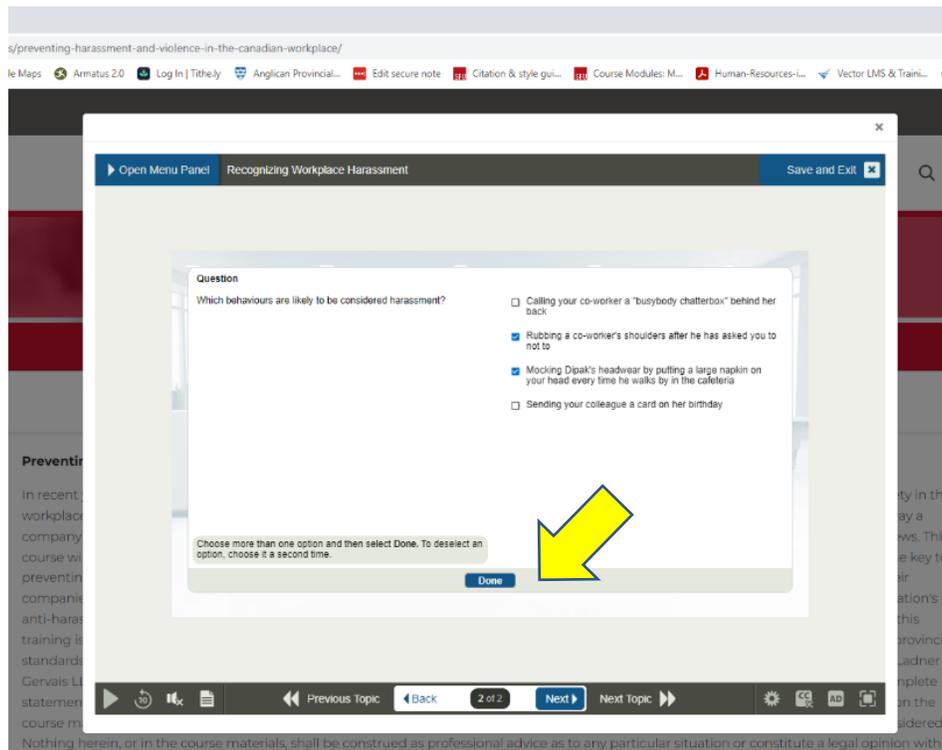
**Step 2.** If a “conditions of self-monitored training” screen appears, click the Agree button



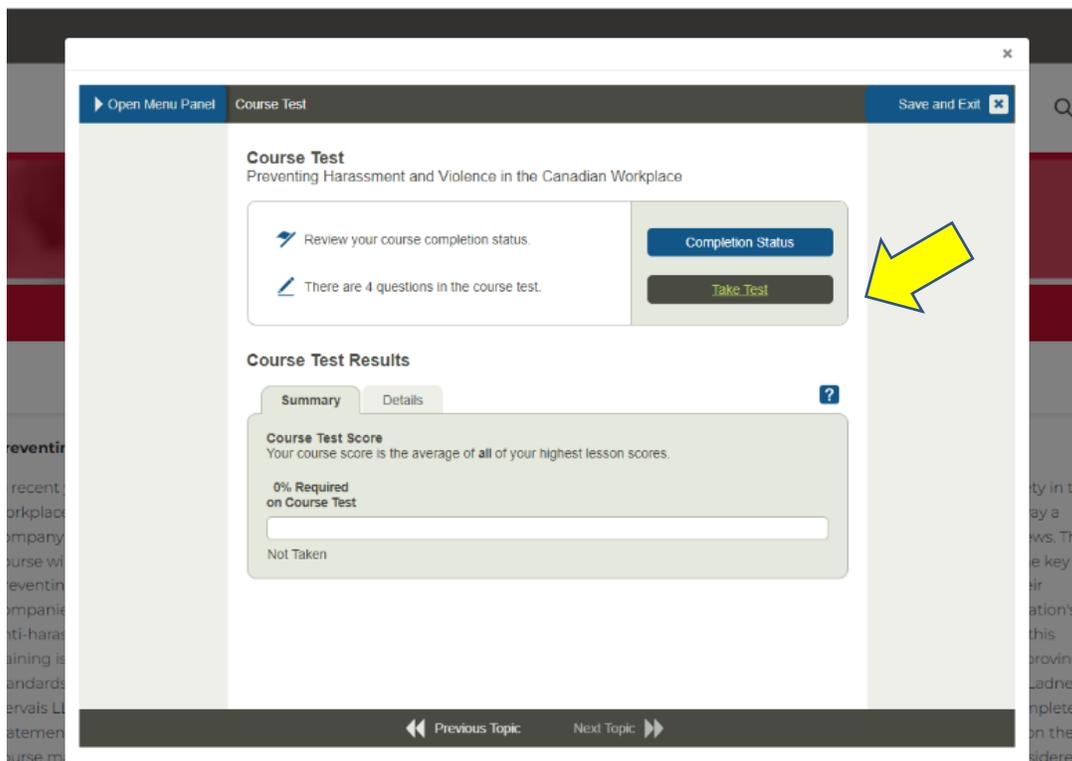
**Step 3.** Click the Play icon located at the bottom of the screen (left side) to begin the module



**Step 4.** At the end of each section, there is a test question. Once you have answered the multiple-choice question, click Done. Click “Next Topic” to continue.



**Step 5.** At the end of the videos, a Course Test page will appear. Click “Take Test”.



**Step 6.** Once you have completed the final test, **you will need to save a copy of your completion record** by clicking the Printer icon. A PDF will appear and you can click the Print button on the PDF. Use the pull down menu to select the “save as a PDF” option (an alternate option is to take a computer screen shot and save it to a Word Document). Please send your completion record to the synod office and/or your parish administrator if they are tracking your safe church training for you.

