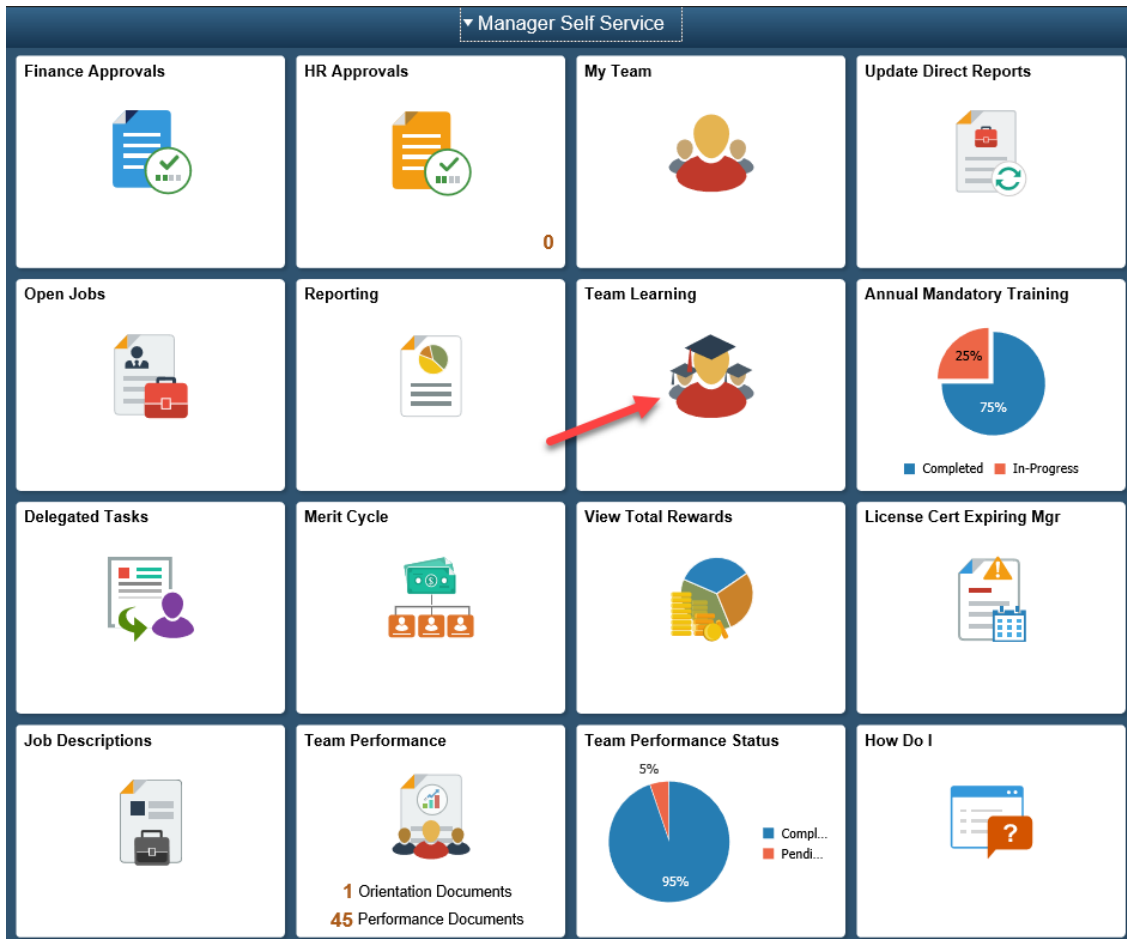


View Team Learning

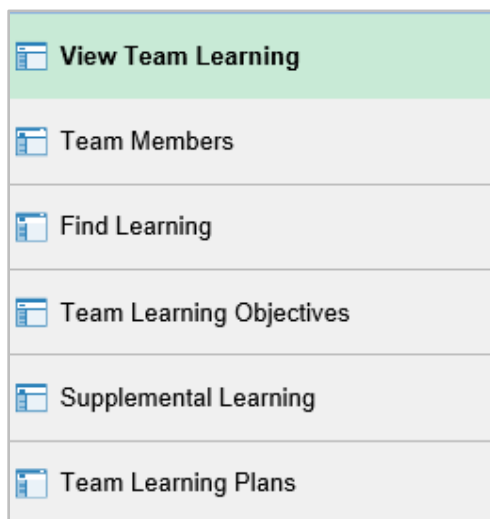
The **Team Learning** workspace contains several links that help you view and maintain team learning records and browse/search the learning catalog.



A dashboard of tiles displays the tools available in Manager Self Service.

Click the **Team Learning** tile to open those tools.

- This tool has left navigation to assist managers with their team’s learning activities and is sorted into the following workspaces:



View Team Learning

View Team Learning contains a variety of activity details for your staff. The default filter is set to Scheduled Learning Enrolled or In Progress. Each team member is listed with the scheduled learning for which they are currently enrolled or learning that is in progress.

- Click the Search Filter down arrow to view additional filter options you may find useful.



- **Curriculum Programs in Progress Current Year** can be used as a quick view to who has not completed the mandatory education programs.

You can also have the filter display all of your employees (All Learners) or view a specific employee or contract worker.

- **Team Learning** displays in a table that includes details of the Learner, Title, Type, Status, and Date.

Learner	Title	Type	Status	Date	Action
	2018 Influencer 1-Day	Classroom (Scheduled)	Enrolled	08/31/2018	Drop
	2019 Merit Increase Planning WebEx Training	Classroom (Scheduled)	Enrolled	10/24/2018	Drop

- If a class needs to be dropped, it can be done from here.
- By clicking on **Title**, you can view details about the course such as class details and class progress, schedule, grades and attendance.

Click the **View Schedule and Locations** link to see the most up to date location, date and time for each course. The Scheduled Sessions for the course will display. Required sessions are indicated with an *

Class Progress

Progress	Enrolled	Grade	Not Graded
Passing Status	Pending	Comments	

Instructor Deborah Pearthree

Class Syllabus
You must complete this class by 12/12/2018.
To receive credit for this class you must complete all required tasks.

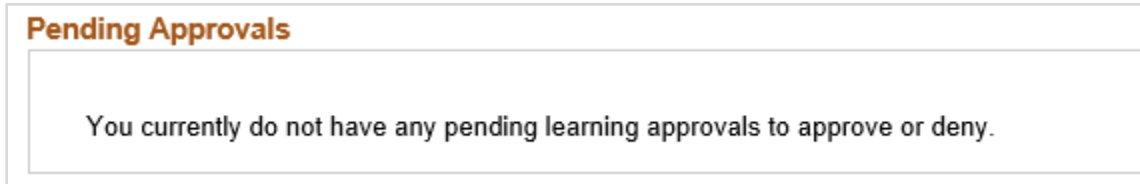
1	2019 Merit Increase Planning Training	View Schedule and Locations
Required Progress	Sessions Not Attempted	

Scheduled Sessions information will display. Additional details regarding the class are available from this screen.

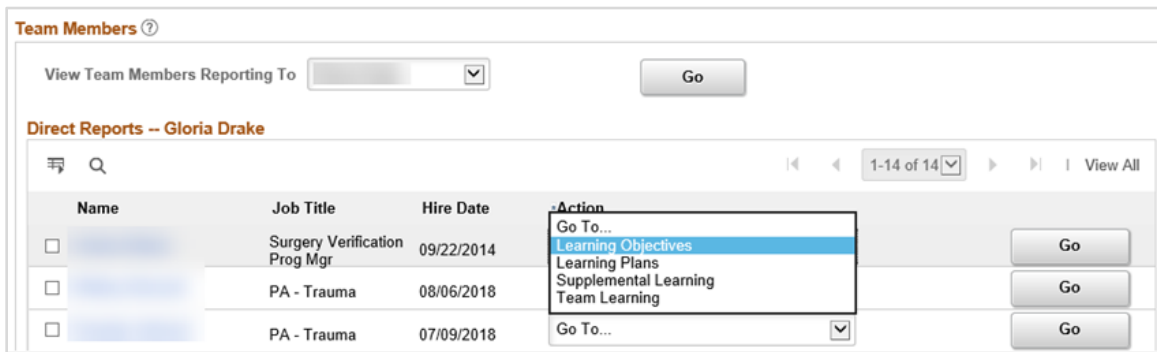
Team Members

The **Team Members** workspace contains a list of your direct reports.

- **Pending Approvals** is a list of your team’s pending learning requests to approve or deny. Currently, approval is not required to enroll in courses.



- View all team members and go to additional learning pages specific to an employee. If you have indirect reports, change the filter at the top to view team members reporting to someone else in your reporting structure.



Find Learning

Click **Find Learning** from the left navigation bar to see available courses for staff. There are multiple ways to filter/search for courses:

- Keyword
- Location
- Category
- Learning Type
- Upcoming Events
- Rating (currently no courses have been rated – future functionality)

The Search Results will display available courses and details about the course.

- Click on the **Class Code** for further details about a course such as objectives or prerequisites.
- You can enroll staff from this workspace. Clicking **Enroll** will display a list of staff and you can enroll all or select staff members to enroll in the course. **Plan for later** will add it to their learning plan. Click on **view details** and an option to **Recommend learning** will appear – allowing you to send an email to the employee recommending they take the course instead of just adding it to their plan.



Find Learning

Basic Search | [Advanced Search](#)

Filter by

Location: United States (3)

Category: No Category (3)

Learning Type: Classroom (Scheduled) (3)

Upcoming Events: 90+ Days (2), Next 30 Days (1), Next 60 Days (1), Next 90 Days (1)

Rating: 0 rating (3)

Leading Projects

Search Results View All First 1 - 1 of 1 Last

Expand Collapse

▼ **Leading Projects at Childrens (2016-93)**

Plan for Later

Leading Projects at Children's offers project leaders and team members knowledge, structure and tools from experienced project managers. Learn to make your projects successful with these tools and processes and gain insights from your peers. Upon completion of this course, you will be able to: 1. Define your project and desired outcomes 2. Select and utilize basic project management tools & techniques 3. Apply best practices to increase project success 4. Effectively manage others in the project space 5. Monitor, document and drive progress 6. Measure and celebrate project results 7. Conduct a post-project review [View Details](#)

Class Code	Type	Duration	Start Date	Location	Price	
2016-93-27	Classroom (Scheduled)		05/30/2019	Edina, MN		Enroll
2016-93-29	Classroom (Scheduled)		09/05/2019	Edina, MN		Enroll
2016-93-31	Classroom (Scheduled)		12/03/2019	Edina, MN		Enroll

Team Learning Objectives

Team Learning Objectives can be entered and tracked in this workspace.

- Select a link in the **Title** column to view details for a current learning objective.

Team Learning Objectives [Team Members](#)

Current Objectives | [Objectives History](#)

Current Team Objectives

Learner	Title	Proficiency	Status	Required	Target Completion	Assigned By	Learning
	Basic Life Support		In-Progress	<input type="checkbox"/>			PALS/BLS Provider 2 Day Class
	Basic Life Support		In-Progress	<input type="checkbox"/>			BLS-Online Test & Skills Check
	Basic Life Support		In-Progress	<input type="checkbox"/>			PALS/BLS Provider 2 Day Class
	PEDIATRIC ADVANCED LIFE SUPPOR		In-Progress	<input type="checkbox"/>			PALS/BLS Provider 2 Day Class
	Basic Life Support		In-Progress	<input type="checkbox"/>			PALS/BLS Provider 2 Day Class
	PEDIATRIC ADVANCED LIFE SUPPOR		In-Progress	<input type="checkbox"/>			PALS/BLS Provider 2 Day Class
	PEDIATRIC ADVANCED LIFE SUPPOR		In-Progress	<input type="checkbox"/>			PALS/BLS Provider 2 Day Class
	Ability to listen & respond	5-Expert	Needed	<input type="checkbox"/>	<input type="text"/>		Find Learning

Save

- For objectives with no assigned learning, select the **Find Learning** link to find courses (catalog items) and programs that fulfill the learning objective.
- For in-progress objectives, select the link in the **Learning** column to view the progress of the courses or programs assigned to them.

Learning

[PALS/BLS Provider 2 Day Class](#)

[BLS-Online Test & Skills Check](#)

Supplemental Learning

The **Supplemental Learning** workspace is used to add additional learning not found in the course catalog.

- Click the **Add** button to add learning completed outside of Children's (employees can put this in themselves).

Add Supplemental Learning			
Team Members			
Name	Job Title	Hire Date	Add
[blurred]	Surgery Verification Prog Mgr	09/22/2014	<input type="button" value="Add"/>
[blurred]	PA - Trauma	08/06/2018	<input type="button" value="Add"/>
[blurred]	PA - Trauma	07/09/2018	<input type="button" value="Add"/>
[blurred]	CPD Manager	09/30/2013	<input type="button" value="Add"/>

Team Learning Plans

Use the **Team Learning Plans** workspace to view and update a list of your team members, their learning plans, and the person who assigned each learning plan.

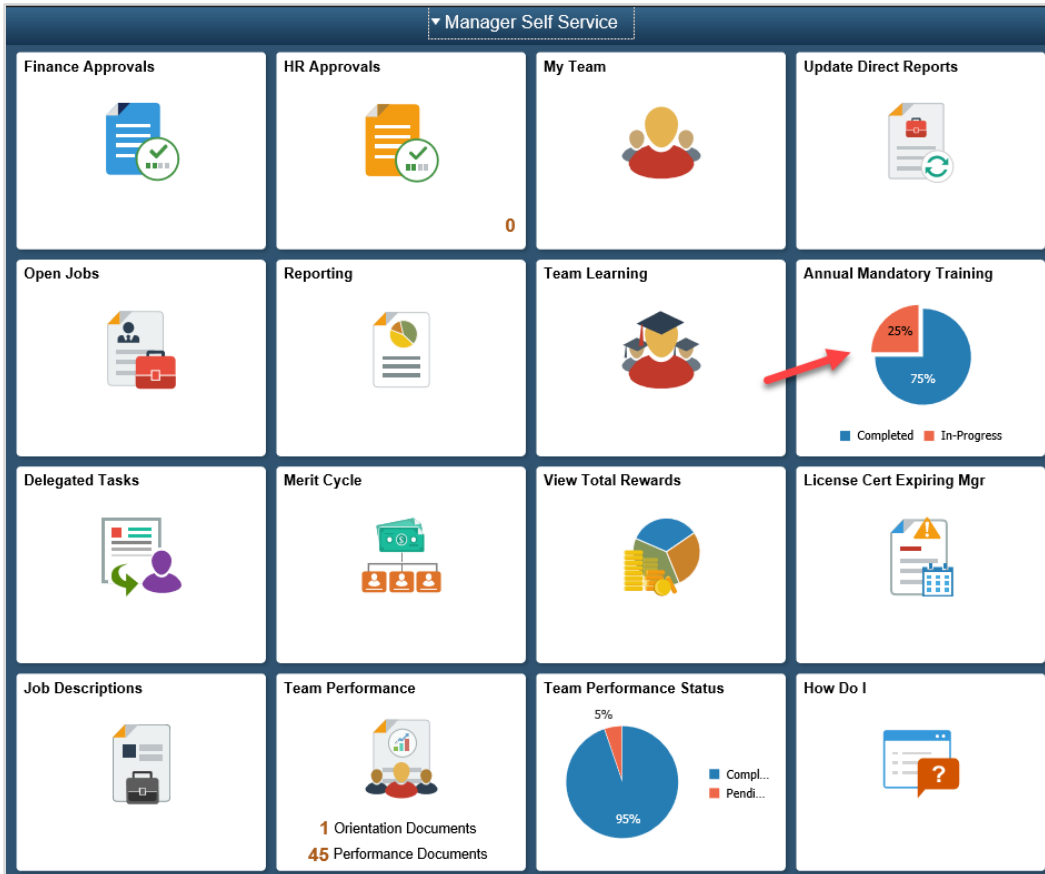
- Click on the **My Learning Plan** link to add or edit a learning plan.

Team Learning Plans	
Current Learning Plans Learning Plan History	
<p>This page list your team's learning plans. Select the learning plan name to view the learning plan details.</p>	
Team Member Learning Plans ?	
Learner	Title
[blurred]	My Learning Plan
[blurred]	My Learning Plan
[blurred]	My Learning Plan

Annual Mandatory Training Completion

The Annual Mandatory Training Completion workspace contains quick access to overall percent complete on required annual mandatory training. Click the **Annual Mandatory Training Completion** tile to view a list of both direct and indirect reports and their real-time completion status. This view limits the rows of data to 100 employees, so use the filters to see the needed group or utilize the detailed PDF report that is available under the **Reporting** tile (see below).

This workspace contains information for each employee including program status (completed or in progress) and completion date.



Reporting

Use the **Reporting** tile to access your mandatory education and course completion reports.

- Click the **Reporting** tile.
- Click the **HR Reports** tile.



- Scroll down and click on **Annual Mandatory Training.pdf** to view both your direct and indirect (employees and/or contract workers) reports by department. This report is updated daily and is used to view their **Annual Mandatory Training** completion status.

Reports						
Personalize Find View All [Print] [Refresh]						
First 1-2 of 2 Last						
Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance	
1 C_EE_MANDACT [8134] - Mandatory Activity Report.pdf	C_EE_MANDACT [8134] - MANDATORY ACTIVITY REPORT.PDF	Training	07/19/19 2:07AM	1958637	449548	
2 C_EE_MAND_ED [8134] - Annual Mandatory Training.pdf	C_EE_MAND_ED [8134] - ANNUAL MANDATORY TRAINING.PDF	Training	07/19/19 2:03AM	1956106	449547	

Other Reports

- Completed Course Report – Daily Excel report of all courses completed within the current year (excludes Wave courses).
- Mandatory Activity Report – Daily PDF report used for a one-off mandatory education course assigned during the year.
- Completed Courses – 3 Year – Monthly Excel report of all courses completed within the last three years (excludes Wave courses).
- Completed Courses – Prior Year – Monthly Excel report of all courses completed within the last year (excludes Wave courses).

The excel files will allow you to filter and sort the report in any order needed.