



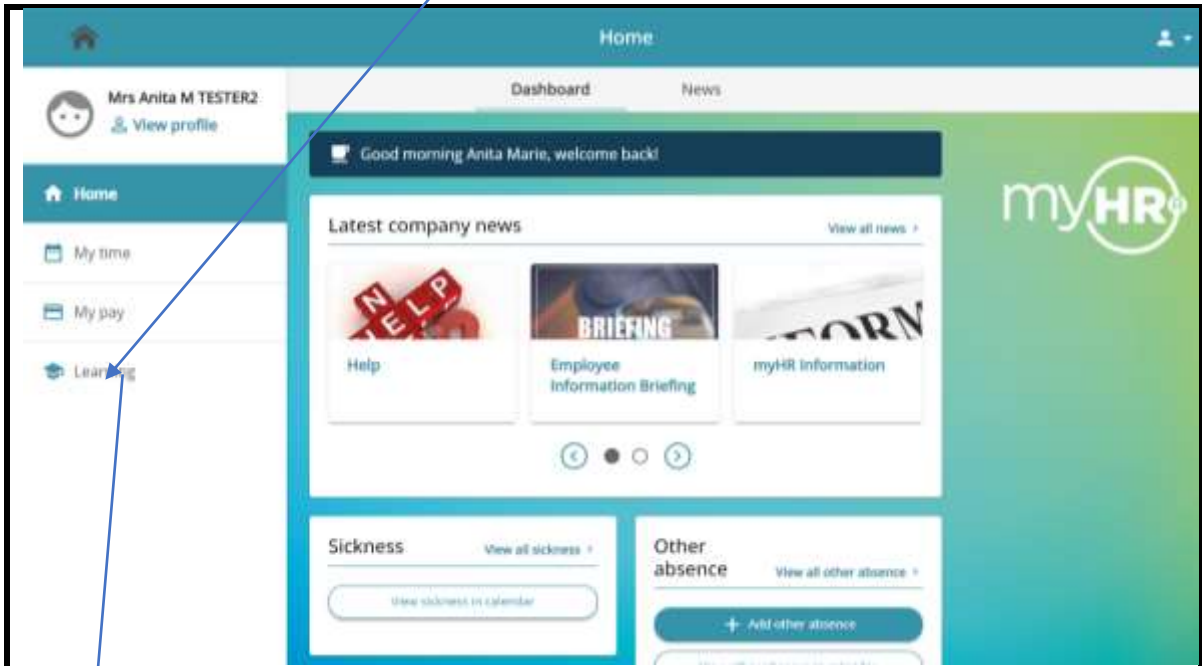
Learning User guide

- [View courses available to you](#)
- [Book a place on a course](#)
- [Cancel your place on course](#)
- [Add yourself to a waiting list](#)
- [Remove yourself from a waiting list](#)
- [Add personal learning activities](#)
- [Complete an evaluation form](#)

March 2022

Learning

To access Learning click on Learning



Courses

- ❖ To view events that are available for you to book, enter dates you wish to search events for or leave Start date and End date blank to search for all

Courses

Searching with neither Start date nor End date will return all courses.

All Events available

Keywords

Start date (dd/mm/yyyy) 04/03/2022

End date (dd/mm/yyyy)

Search

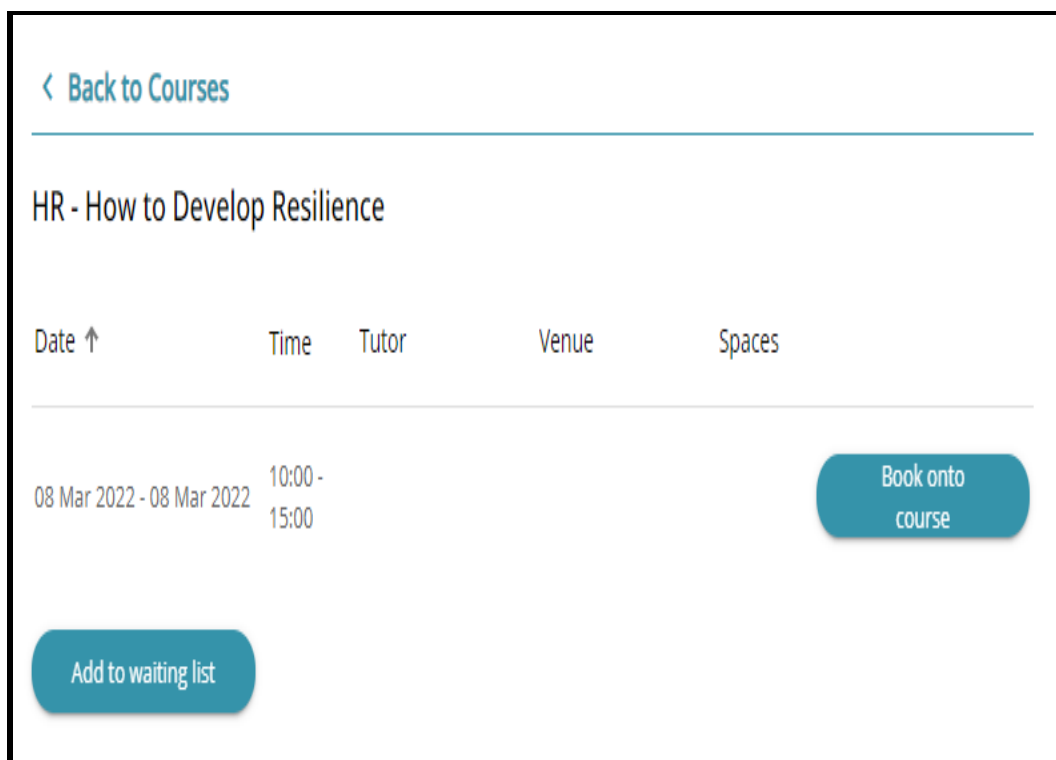
Learning activity ↑	Type	Duration	Events available
HR - How to Develop Resilience	Wellbeing		1 event 08 Mar 2022 - 08 Mar 2022 10:00 - 15:00
HR - Job Evaluation	Management Development		1 event 07 Mar 2022 - 07 Mar 2022 10:00 - 14:00

To book onto course /add to waiting list

- ❖ Click onto relevant Learning activity e.g. HR-How to Develop Resilience



Learning activity ↑	Type	Duration	Events available
HR - How to Develop Resilience	Wellbeing		1 event 08 Mar 2022 - 08 Mar 2022 10:00 - 15:00
HR - Job Evaluation	Management Development		1 event 07 Mar 2022 - 07 Mar 2022 10:00 - 14:00



[← Back to Courses](#)

HR - How to Develop Resilience

Date ↑	Time	Tutor	Venue	Spaces
08 Mar 2022 - 08 Mar 2022	10:00 - 15:00			Book onto course

[Add to waiting list](#)

Book onto
course

- ❖ Click on Book onto course

Course booking details Close X

HR - How to Develop Resilience (HR54)

Course information
Date: 08 Mar 2022 - 08 Mar 2022
Time: 10:00 - 15:00

Event booking details

Origin of request

Reason

Learning objectives

- ❖ Event booking details – choose relevant origin of request from drop down menu e.g. Managerial Request
- ❖ Choose reason from drop down menu e.g. Personal development
- ❖ Add any learning objectives you may have
- ❖ Save

Course booking details Close X

Changes have been saved.

HR - How to Develop Resilience (HR54)

Course information
Date: 08 Mar 2022 - 08 Mar 2022
Time: 10:00 - 15:00

Other participants
Systems and Information Team, Mrs Anita M TESTER2

Other information

Origin of request	Managerial Request
Reason	Personal development
Mobility constraints	No

If you have mobility restraints it will display here, if you have ticked “Mobility constraints “in Confidential information – Special requirements.

Mandatory courses

You will not be able to book or cancel Mandatory courses via myHR these will be view only.

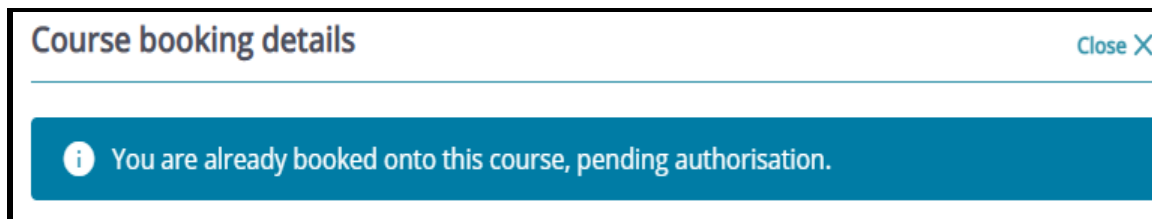
If you cannot attend a course that is mandatory you will need to contact your manager to discuss your reasons for non-attendance

You will receive an email advising your request has been sent to your manager for authorisation .

An email will be sent to your reporting manager for them to review and either authorise or not authorise your request.

When your reporting manager processes your request, you will receive an email notifying you of the outcome.

If you try to book onto same course again you will this warning message



Delete a booked course (awaiting authorisation)

Learning

[← Back to My activities](#)

Course booking details

i You are already booked onto this course, pending authorisation.

HR - Job Evaluation (HR26)

Course information

Date: 07 Mar 2022 - 07 Mar 2022
Time: 10:00 - 14:00

Other participants

Systems and Information Team, Mrs Anita M TESTER2

Other information

Origin of request	Employee request
Reason	Personal development
Mobility constraints	Yes

Delete **Cancel**

- ❖ Click delete button
- ❖ Warning message is displayed

Delete record?

[Close X](#)

⚠ Are you sure you want to delete this record?

Confirm **Cancel**

- ❖ Click Confirm button
- ❖ Booking is no longer displayed in My activities
- ❖ No email received

My activities

You can view the status of your activities in this screen

E.g. The course you have just booked – status is Booked- Awaiting authorisation

Click on Event name to view details of booking

The screenshot shows the 'Learning activities' page in the myHR system. The user is Mrs Anita M TESTER2. The page has a sidebar with navigation options: Home, My time, My pay, and Learning. The main content area is titled 'Learning activities' and includes a dropdown menu for 'Learning activities' set to 'Current'. Below this is a table with the following data:

Event name	Status	Start date ↓	Failed / reason	Renewal	Cost	Attachments
HR - How to Develop Resilience	Booked - Awaiting..	08 Mar 2022	No			

Authorised booking

You will need to log out of myHR and back in again to see updated status of booking.

Status has changed to Booked-Authorised

This is a close-up view of the 'Learning activities' table. The status for the event 'HR - How to Develop Resilience' has been updated from 'Booked - Awaiting..' to 'Booked - Authorised'.

Event name	Status	Start date ↓	Failed / reason	Renewal	Cost	Attachments
HR - How to Develop Resilience	Booked - Authorised	08 Mar 2022	No			

If your booking has been authorised you will also receive a reminder email with joining instructions 7 days before course date.

Cancel (authorised) booking

Course booking details

HR - How to Develop Resilience (HR54)

Course information

Date: 08 Mar 2022 - 08 Mar 2022

Time: 10:00 - 15:00

Event booking details

* Cancel reason (required)

- Cover
- Booked in error
- Cover**
- Illness
- Leave
- Work commitments

Other information

Origin of request	Managerial Request
Reason	Personal development
Mobility constraints	Yes

- ❖ Open event you wish to cancel
- ❖ Choose cancel reason from drop down list
- ❖ Click Save button not Cancel button

This warning message will display – click Confirm

Cancel booking Close X

⚠ Are you sure you want to cancel this course booking?

Activity is removed from My activities

You will receive an email advising that you have cancelled your booking.

An email will be sent to your reporting manager to advise them that you have cancelled your booking.

Course booked by Learning Administrator for you

- ❖ **Learning administrators can book a place on a course for you**
- ❖ **You will receive an email when this done and so will your reporting manager**
- ❖ **Your reporting manager will not have to authorise this booking**

Cancel a course booked by Learning administrator

- ❖ **Follow the same process as Cancel authorised booking**
- ❖ **You will receive an email when this done and so will your reporting manager**

Cannot cancel a Mandatory course

Waiting List

You can add yourself to a Waiting list if the course you wish to attend is fully booked.

Click on activity that you wish to join the waiting list

Courses

i Searching with neither Start date nor End date will return all courses.

All Events available

Keywords

Start date (dd/mm/yyyy) 04/03/2022

End date (dd/mm/yyyy)

Search

Learning activity ↑	Type	Duration	Events available
HR - How to Develop Resilience	Wellbeing		1 event 08 Mar 2022 - 08 Mar 2022 10:00 - 15:00
HR - Job Evaluation	Management Development		1 event 07 Mar 2022 - 07 Mar 2022 10:00 - 14:00

[← Back to Courses](#)

HR - Job Evaluation

Date ↑	Time	Tutor	Venue	Spaces
07 Mar 2022 - 07 Mar 2022	10:00 - 14:00			Book onto course

[Add to waiting list](#)

Waiting list details

HR - Job Evaluation

Date requested (dd/mm/yyyy)
04/03/2022

Origin of request
Please choose

Reason
Please choose

[Save](#) [Cancel](#)

- ❖ Choose relevant origin of request from drop down menu e.g. Managerial Request
- ❖ Choose reason from drop down menu e.g. Personal development
- ❖ Save

You will receive an email advising your request has been sent to your manager for authorisation.

An email will be sent to your reporting manager for them to review and either authorise or not authorise your request.

You will be advised when a place becomes available on course by your Learning administrator for your service and you can then book your place on the course in myHR.

To view courses that you are on the waiting list for

My activities

Choose Waiting list from drop down list

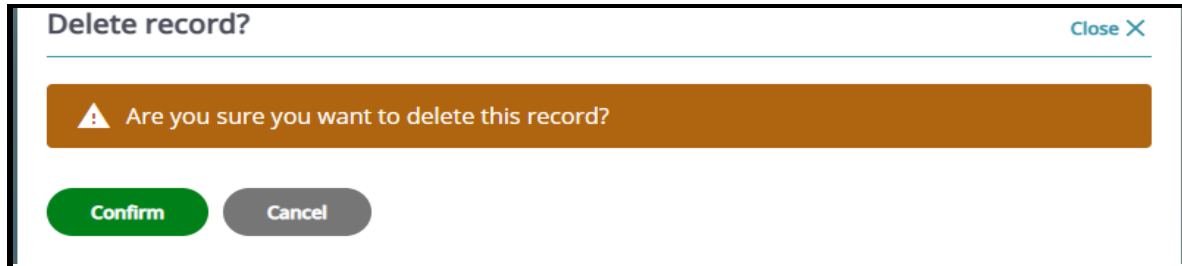
The screenshot displays the 'My activities' tab in a user interface. At the top, there are two tabs: 'Courses' and 'My activities', with 'My activities' being the active one. Below the tabs is a header area with 'Learning activities' on the left and a link 'View my talent profile >' on the right. A dropdown menu is open, showing 'Learning activities' and 'Waiting list' as options. Below the dropdown is a table with the following structure:

Event name	Status	Start date ↓	Failed / reason	Renewal	Cost	Attachments
AF - People Manager	Waiting list - Authorised...					
HR - Discipline & Grievance	Waiting list - Awaiting...					
HR - Job Evaluation	Waiting list - Awaiting...					

At the bottom left of the table area, there is a blue button with a plus sign and the text '+ Add personal learning'.

Delete a waiting list place (awaiting authorisation)

- ❖ Open waiting list details
- ❖ Click Delete button
- ❖ Warning message is displayed

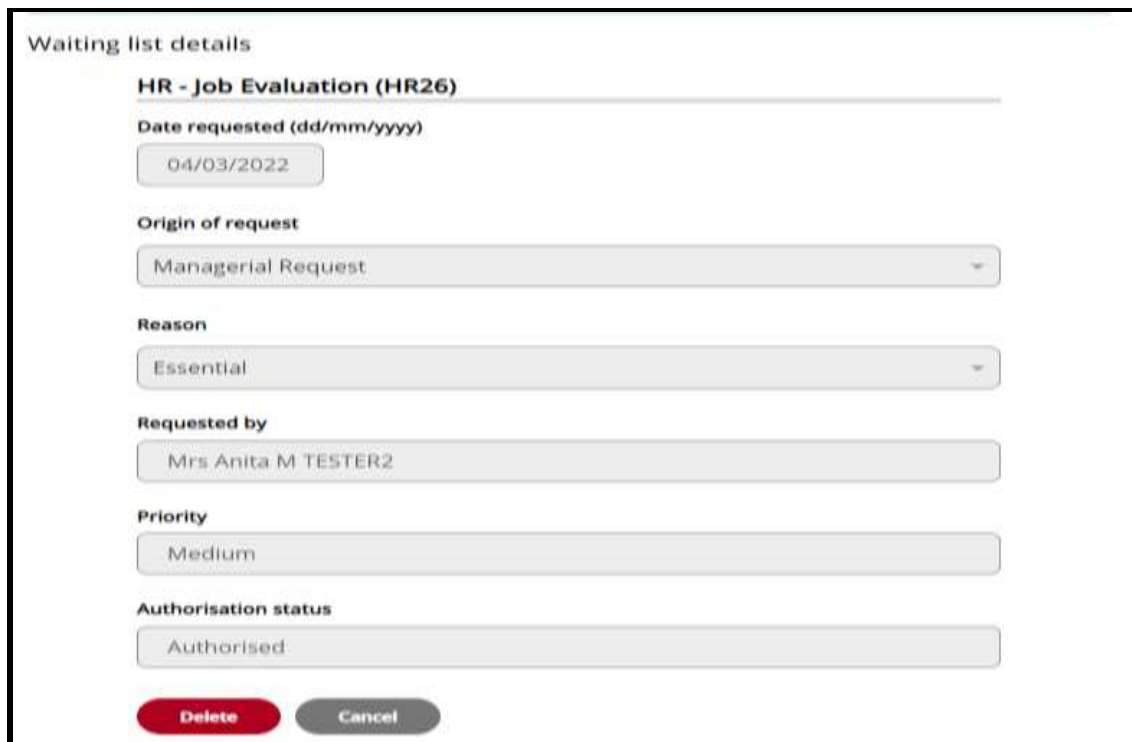


A dialog box titled "Delete record?" with a "Close X" button in the top right corner. Below the title bar is a warning message in a brown box: "⚠ Are you sure you want to delete this record?". At the bottom of the dialog are two buttons: a green "Confirm" button and a grey "Cancel" button.

- ❖ Click Confirm button
- ❖ Waiting list booking is no longer displayed in My activities
- ❖ No emails received

Cancel a waiting list place (Authorised)

- ❖ Open waiting list booking you wish to cancel

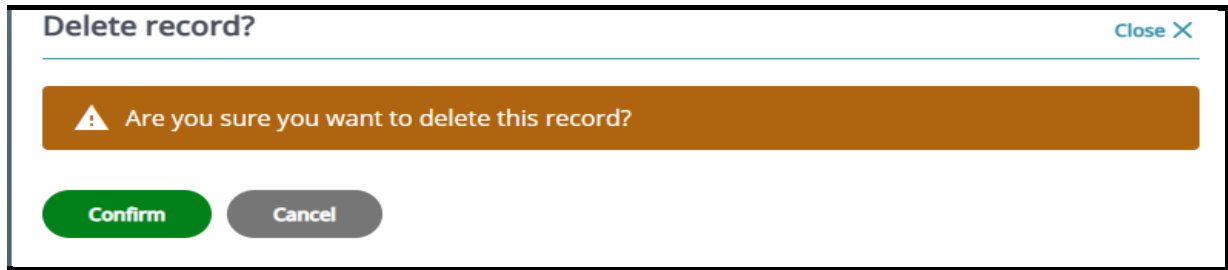


A form titled "Waiting list details" with the following fields:

- HR - Job Evaluation (HR26)**
- Date requested (dd/mm/yyyy)**: 04/03/2022
- Origin of request**: Managerial Request
- Reason**: Essential
- Requested by**: Mrs Anita M TESTER2
- Priority**: Medium
- Authorisation status**: Authorised

At the bottom of the form are two buttons: a red "Delete" button and a grey "Cancel" button.

- ❖ Click Delete button
- ❖ Warning message is displayed



- ❖ Click Confirm button
- ❖ Waiting list booking is no longer displayed in My activities
- ❖ Emails received by you and your reporting manager

You have to log out and back in again to view the deletions/cancellations you have made.

Employee with more than One post

In myHR you will be able to book on to a course relevant to the service your post is with

E.g.

Employee has two posts

1 with Operational Services – Cleaner

1 with Social Policy – Domestic

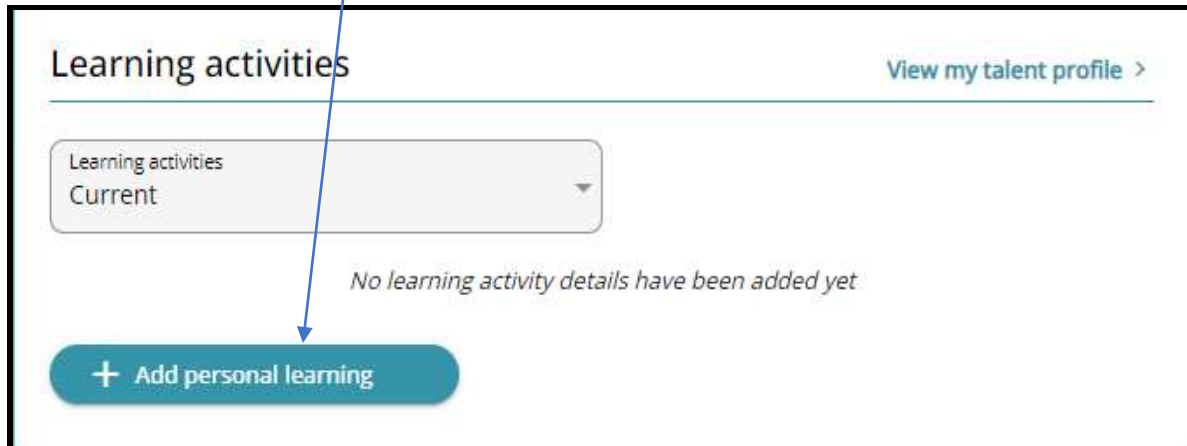
Employee will have access to view and choose all courses for each service.

Personal learning

You can add details of any courses etc you may have taken personally in your own time.

When you add a course and have completed it - tick completed – This course will be recorded on your Learning profile.

Click on + Add personal learning



Personal learning event details

Example of completed Personal learning event – Not an internal course

Personal learning event details

* Event title (required)
Advanced Excel course

Internal

* Start date (dd/mm/yyyy) (required)
03/01/2022

End date (dd/mm/yyyy)
06/01/2022

Duration
Daily

Learning hours

Learning activity name
Please choose

Learning activity type
Please choose

Learning event code

Renewal date (dd/mm/yyyy)

Completed

Score
Pass

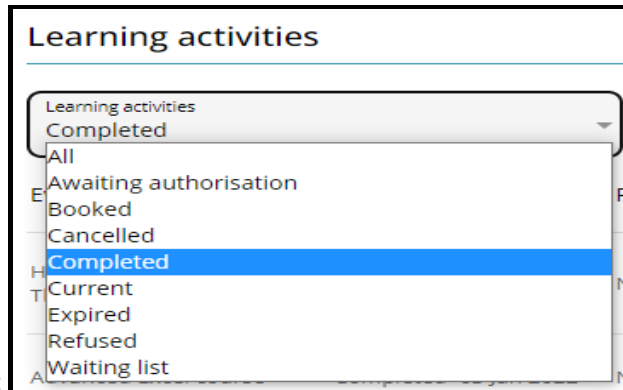
Failed

Save Delete Cancel + Add personal learning

- ❖ Enter details
- ❖ Save

To view completed courses e.g. above completed course

My activities



Choose completed from drop down list

Learning Evaluations

- ❖ When the course you have attended is completed by a Learning administrator you will have access to an evaluation form which you should complete in myHR.
- ❖ When you have completed the form please submit.
- ❖ You cannot complete the evaluation until the Learning Administrator has completed the event.
- ❖ You will receive an email when this has been done.

Example of emails

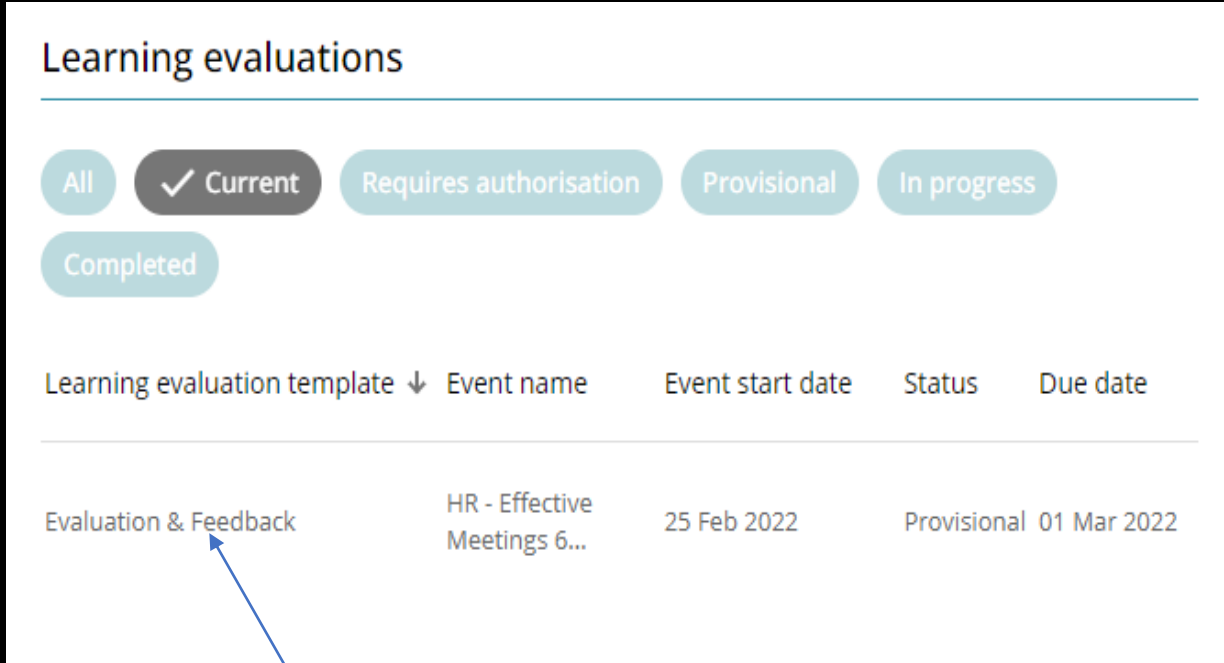
Dear

Please be advised there is now a learning evaluation form waiting for you to complete in self-service for the HR - Empowering Employees you attended on 09/06/2021. Please log into self-service and complete the form as we would really appreciate your feedback.

If you have not completed the form within 7 days you will receive a reminder email.

Dear

We have noticed that you have not completed your learning evaluation form for a HR - Empowering Employees that you attended on 14/06/2021, please log into self-service and complete your evaluation as soon as possible

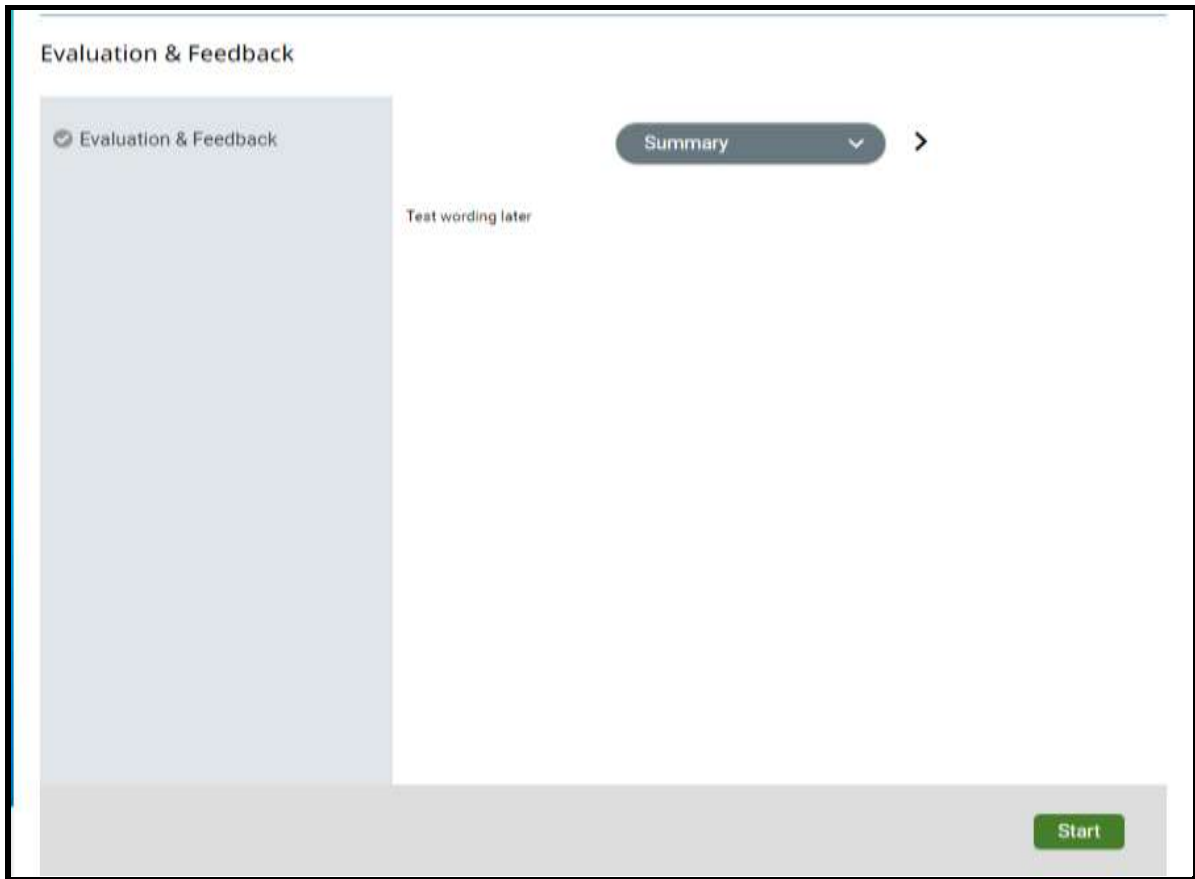


The screenshot shows a web interface titled "Learning evaluations". At the top, there are several filter buttons: "All", "Current" (with a checkmark), "Requires authorisation", "Provisional", "In progress", and "Completed". Below the filters is a table with the following columns: "Learning evaluation template", "Event name", "Event start date", "Status", and "Due date". The table contains one row of data:

Learning evaluation template	Event name	Event start date	Status	Due date
Evaluation & Feedback	HR - Effective Meetings 6...	25 Feb 2022	Provisional	01 Mar 2022

A blue arrow points from the text "Click on Evaluation & Feedback" below the screenshot to the "Evaluation & Feedback" link in the table.

Click on Evaluation & Feedback



Click Start

Evaluation form is displayed

Evaluation Form

Evaluation & Feedback (Evaluation & Feedback) (1 of 1)

< Evaluation & Feedback ▾

Page header feedback:

Course Details

Section text

Learning activity name
HR - Effective Meetings & Thinking Hats

Start date
25/02/2022

Feedback

Were you given clear information prior to attending the learning event?

Did the learning meet the session objectives?

Please rate the following

	Excellent	Good	Adequate	Poor
Facilitator/Trainer	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Venue	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Learning Materials	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Relevance of Learning to your job	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

What was the most useful part of the learning event?

How will you put this learning into practice in the workplace?

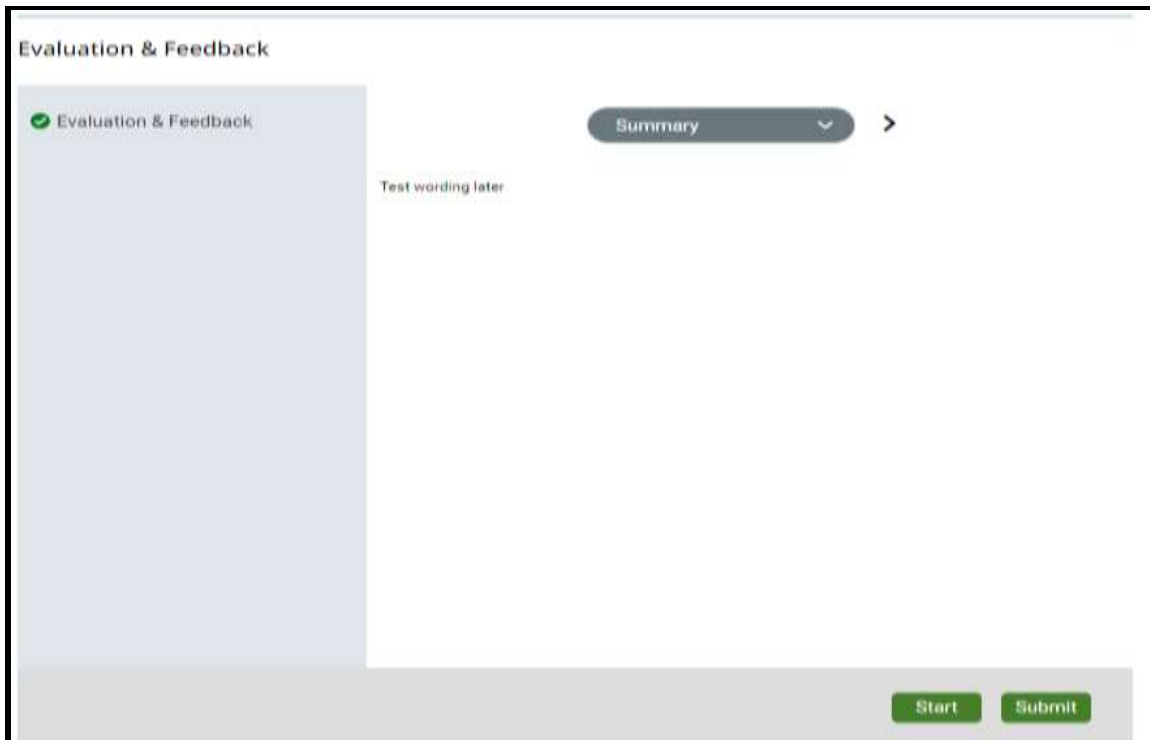
	Excellent	Good	Adequate	Poor
How would you rate your overall experience of the session?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please provide any additional information or identify improvements you would make to this event.

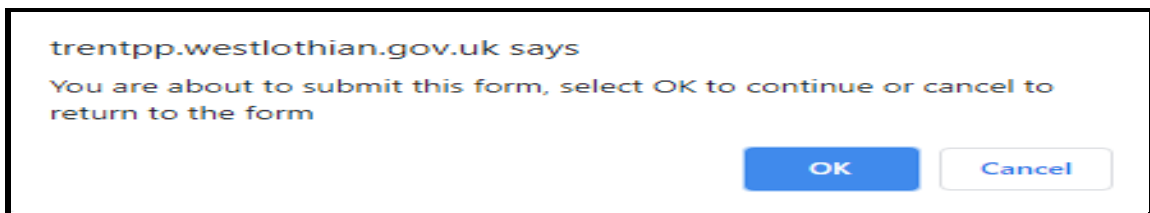
NB: 3 months after attending this training you may be contacted regarding how you have implemented the learning into practice and to help identify future learning needs.

[Previous](#) [Summary](#)

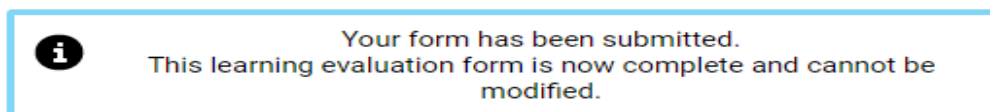
- ❖ When you have completed all the sections on the form click Summary.
- ❖ When you click the Summary button this page that is displayed.
- ❖ Click Submit




Warning message appears - Click ok if you are ready to submit the form.



Click ok - You will no longer be able to update the form



To view completed evaluation form

- ❖ Back to my activities
- ❖ Learning evaluations
- ❖ Tick Completed – all completed evaluations will be displayed
- ❖ Choose relevant evaluation
- ❖ Click Summary  - choose Evaluation & Feedback
- ❖ Evaluation form is displayed