Learning User guide
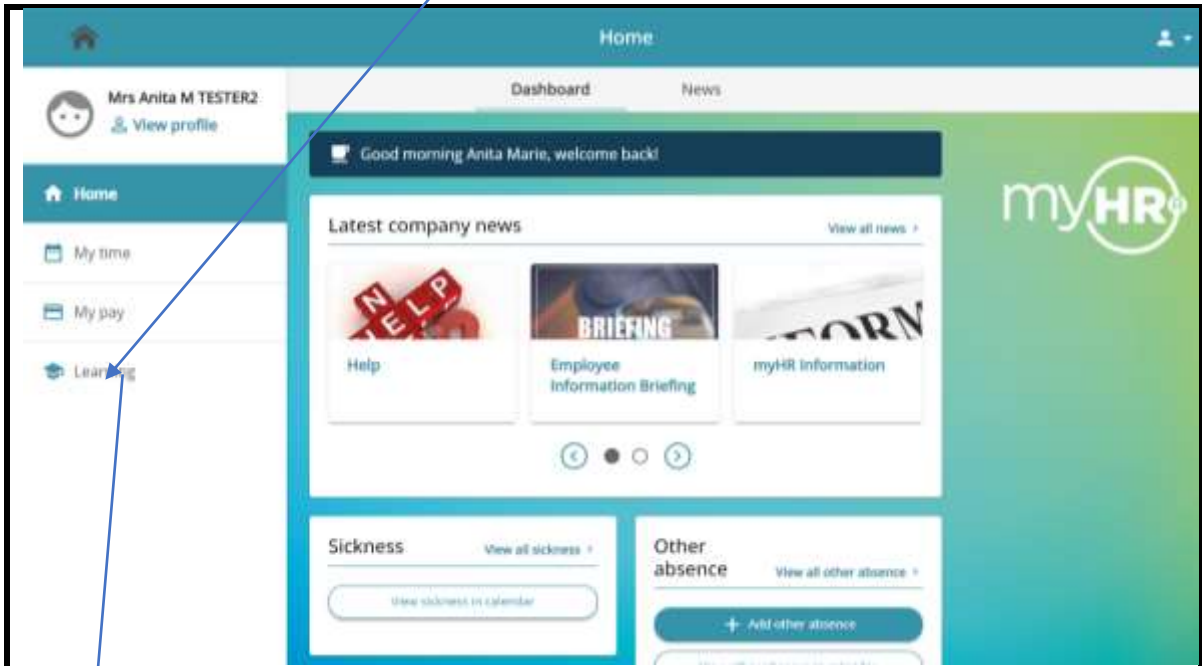
- **View courses available to you**
- **Book a place on a course**
- **Cancel your place on course**
- **Add yourself to a waiting list**
- **Remove yourself from a waiting list**
- **Add personal learning activities**
- **Complete an evaluation form**

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**

Data Label: Public

To book onto course /add to waiting list

❖ **Click onto relevant Learning activity e.g. HR-How to Develop Resilience**
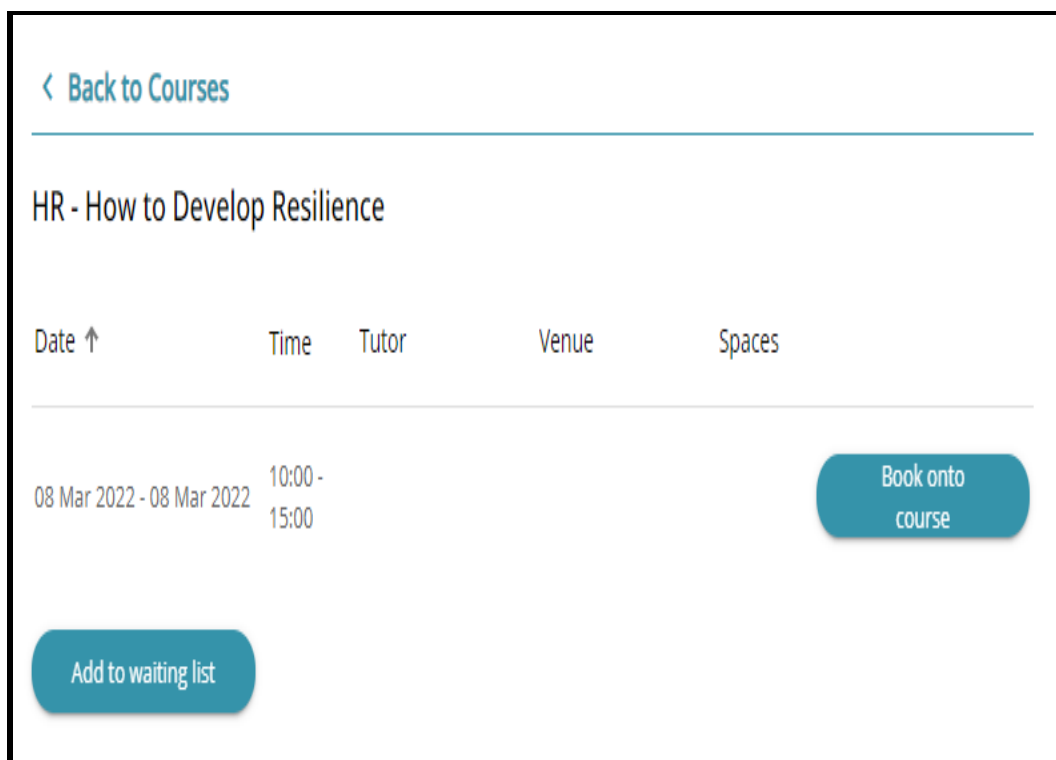
Learning activity ↑	Type	Duration	Events available
HR - How to Develop Resilience	Wellbeing		1 event 08 Mar 2022 - 08 Mar 2022 10:00 - 15:00
HR - Job Evaluation	Management Development		1 event 07 Mar 2022 - 07 Mar 2022 10:00 - 14:00

‹ 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

❖ **Click on Book onto course**

❖ **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**

Data Label: Public

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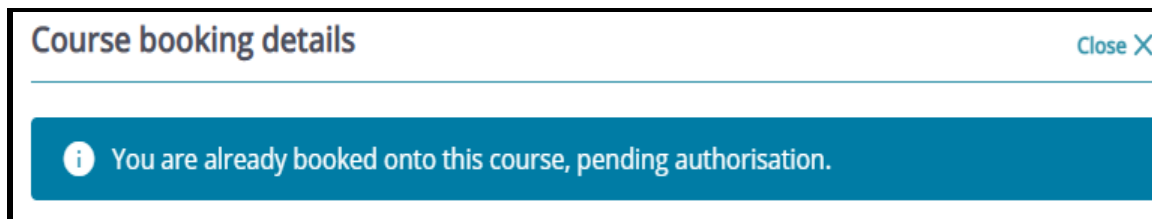
If you cannot attend a course that is mandatory you will need to contact your manager to discuss your reasons for non-attendance

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

Course booking details   Close ✕

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

Delete a booked course (awaiting authorisation)

- ❖ **Click delete button**
- ❖ **Warning message is displayed**

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

Data Label: Public

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

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

Data Label: Public

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

Save   Cancel

❖ **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 ✕

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

Confirm   Cancel

Activity is removed from My activities

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

Data Label: Public

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

Data Label: Public

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

Data Label: Public

- ❖ **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
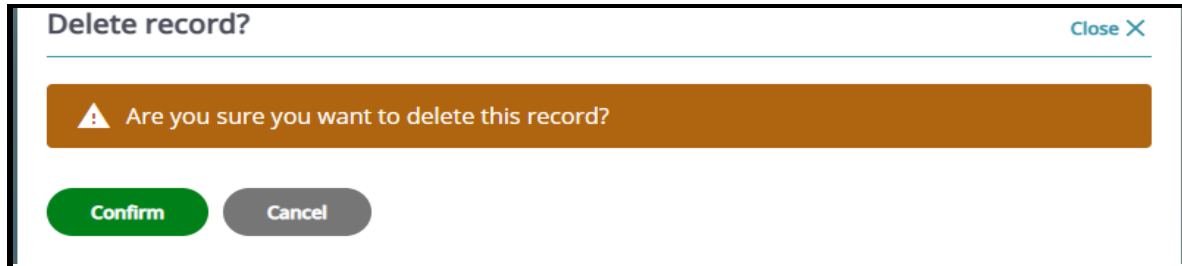
My activities

Choose Waiting list from drop down list

Data Label: Public

Delete a waiting list place (awaiting authorisation)

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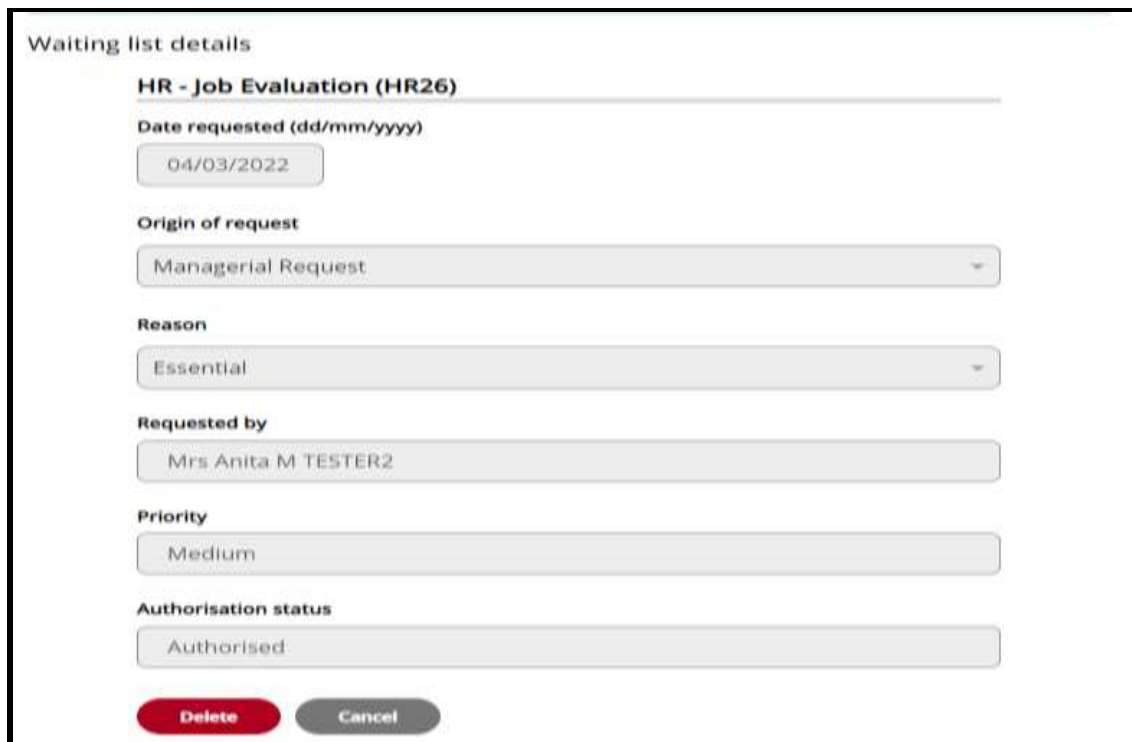- ❖ **Warning message is displayed**

Delete record?	Close ✕
⚠ Are you sure you want to delete this record?	
Confirm **Cancel**	

- ❖ **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**

Waiting list details

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

Delete **Cancel**

- ❖ **Click Delete button**
- ❖ **Warning message is displayed**

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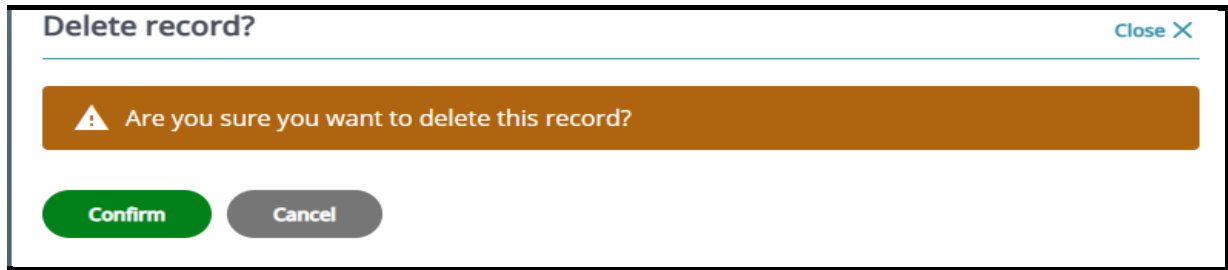
- ❖ **Click Confirm button**
- ❖ **Waiting list booking is no longer displayed in My activities**
- ❖ **Emails received by you and your reporting manager**

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

Data Label: Public

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
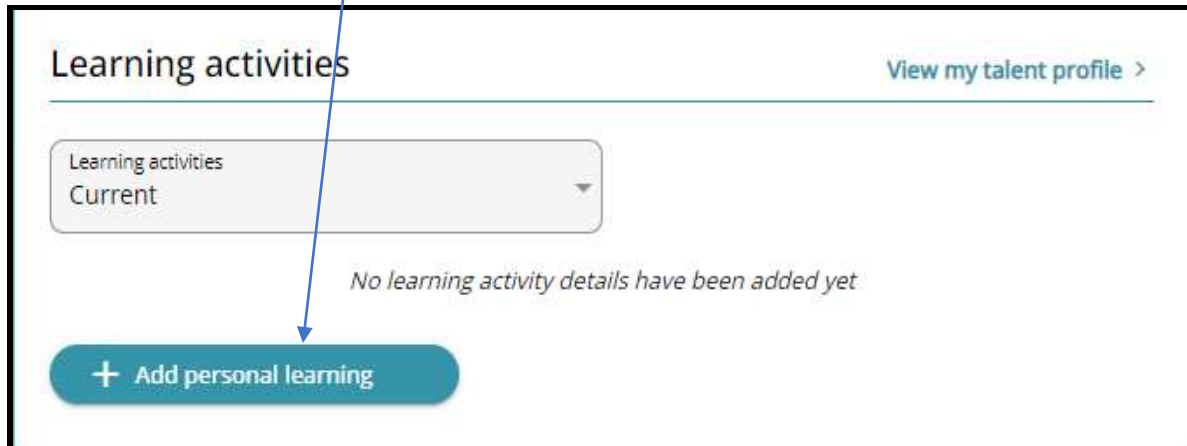
1 with Social Policy – Domestic

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

Data Label: Public

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

Learning activities   View my talent profile >

Learning activities
Current

No learning activity details have been added yet

+ 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   ▼

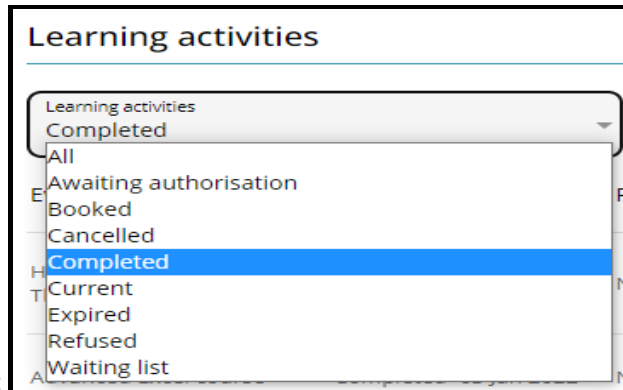Learning event code

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

Data Label: Public

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.**
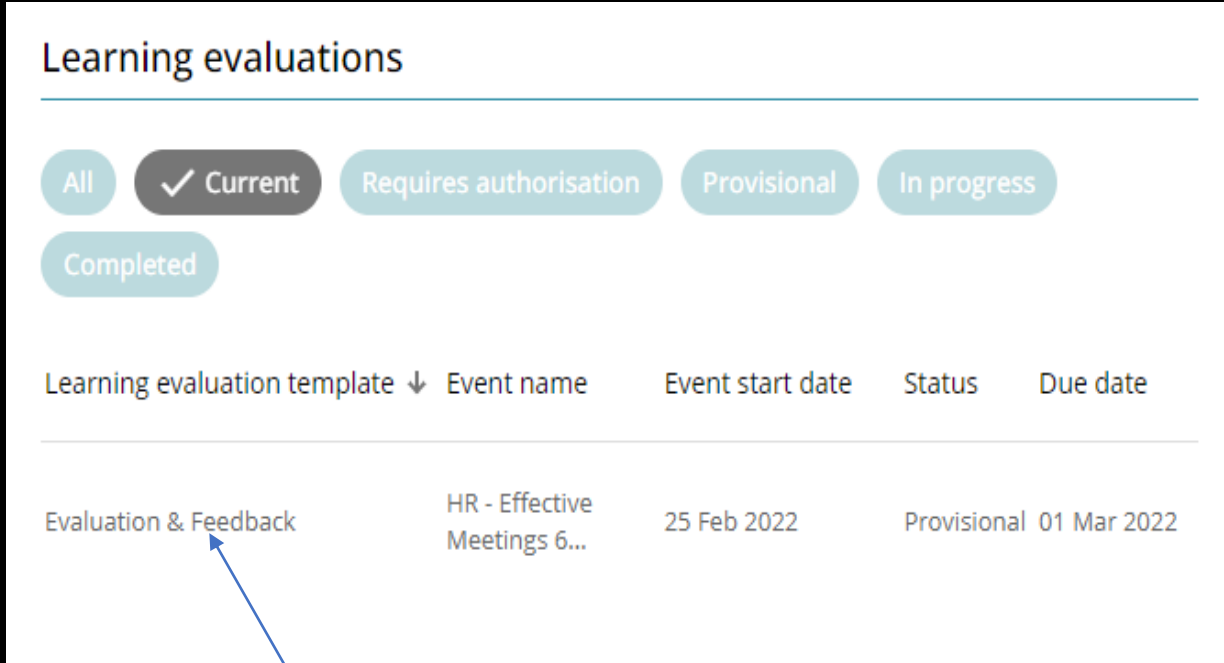
Example of emails

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
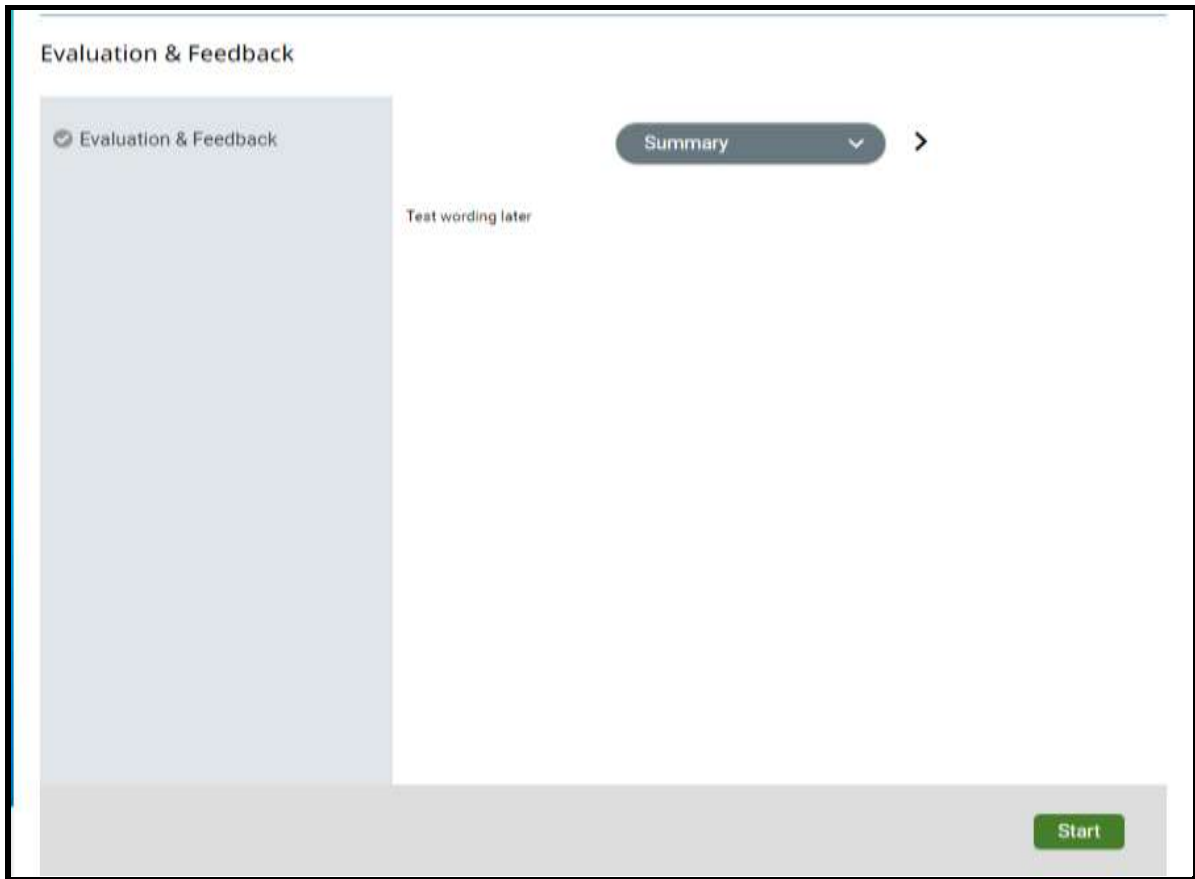

Click on Evaluation & Feedback

Data Label: Public

Click Start

Evaluation form is displayed

Data Label: Public

Evaluation Form

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

< Evaluation & Feedback ∨

Page header feedback

Course Details

Section text

Learning activity name

HR - Effective Meetings 6 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	○	○	○	○
Venue	○	○	○	○
Learning Materials	○	○	○	○
Relevance of Learning to your job	○	○	○	○

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?	○	○	○	○

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

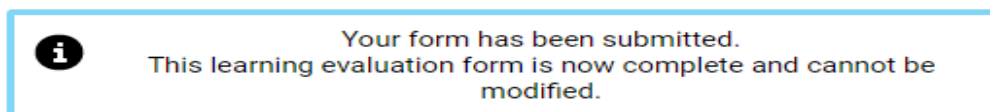Data Label: Public

- ❖ **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**
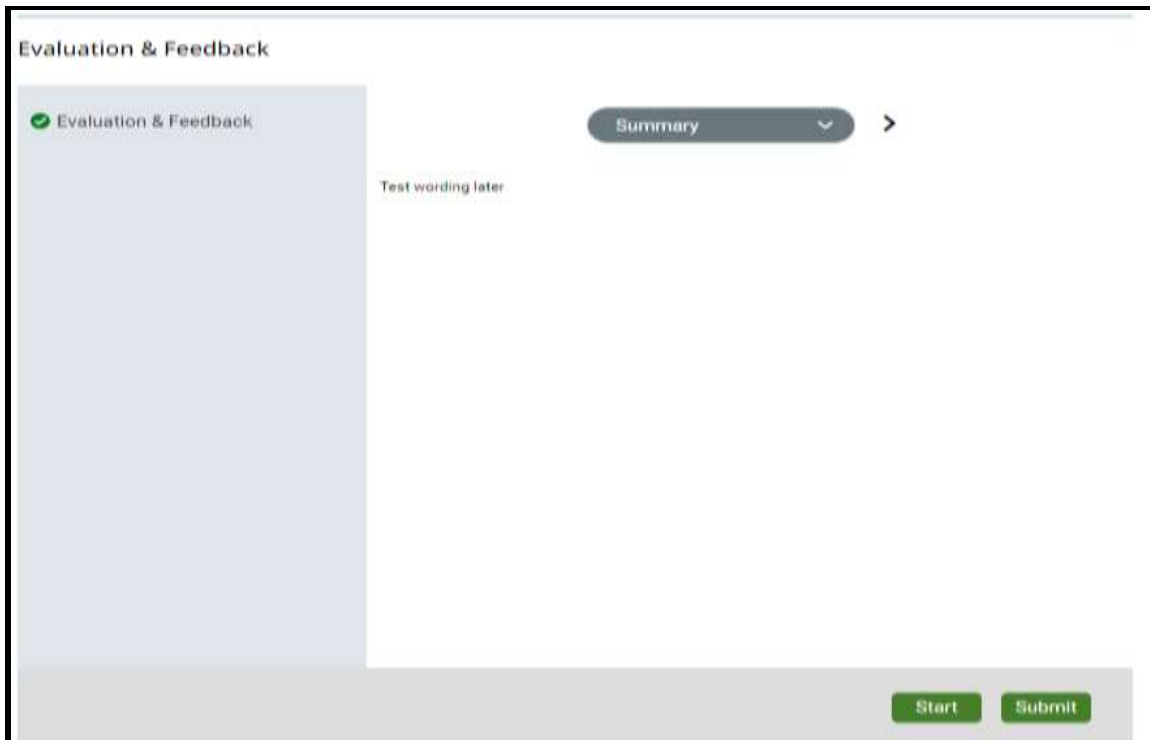
Warning message appears - Click ok if you are ready to submit the form.
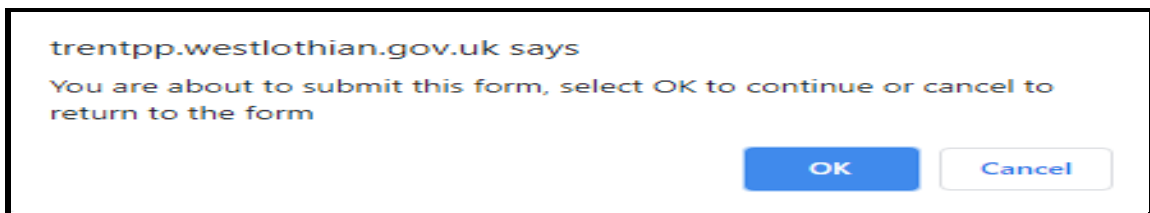
Click ok - You will no longer be able to update the form

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**

Data Label: Public