

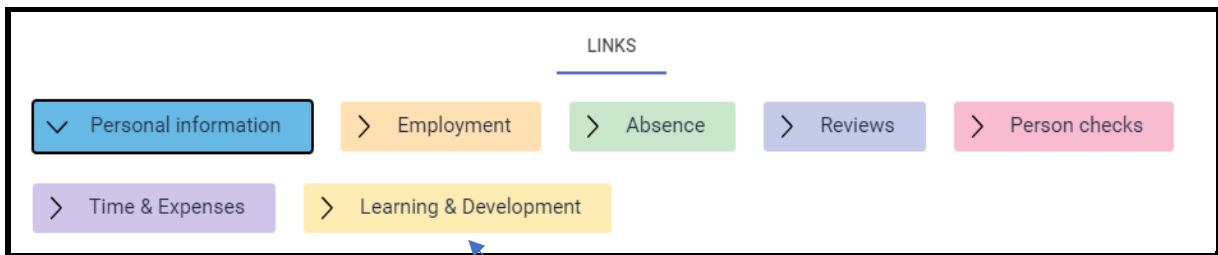
People Manager

Learning user guide

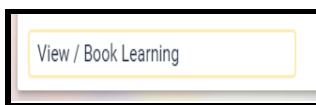
- [Authorise/Reject employee requests](#)
- [Book employee on to a course](#)
- [Add employee to a waiting list](#)
- [View employees Personal Learning events](#)

January 2022

People manager view

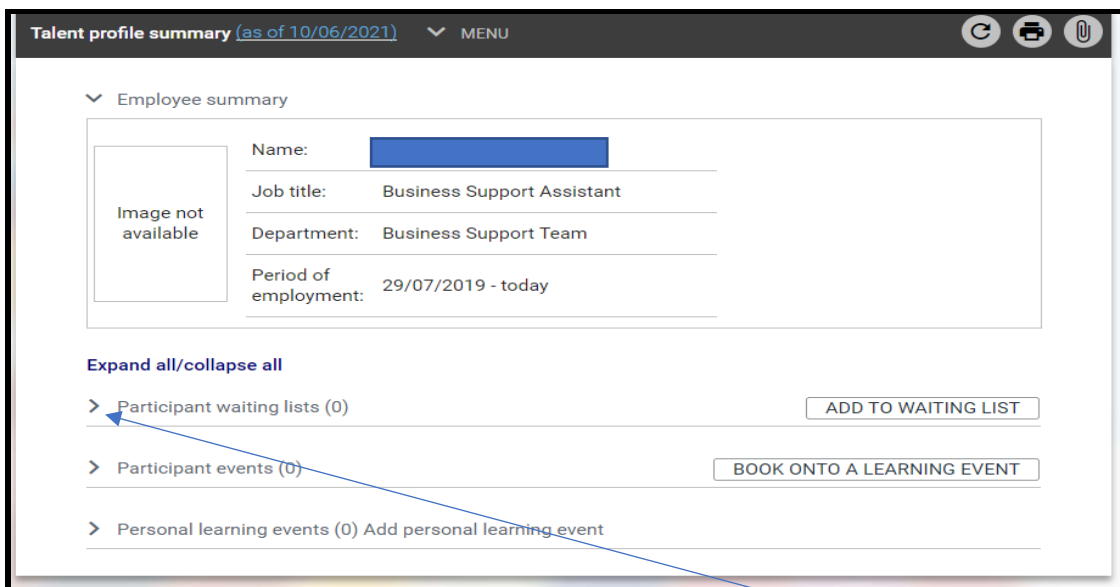


Click on Learning & Development tab – then click on



- Search for employee in side panel
- Effective date – todays date

Talent profile summary page is displayed



To view employees waiting list/learning events information click on arrows.

Learning Activity – Is the course name.

Learning Event – is when the course is due to take place the course i.e. Where / Times / Objectives.

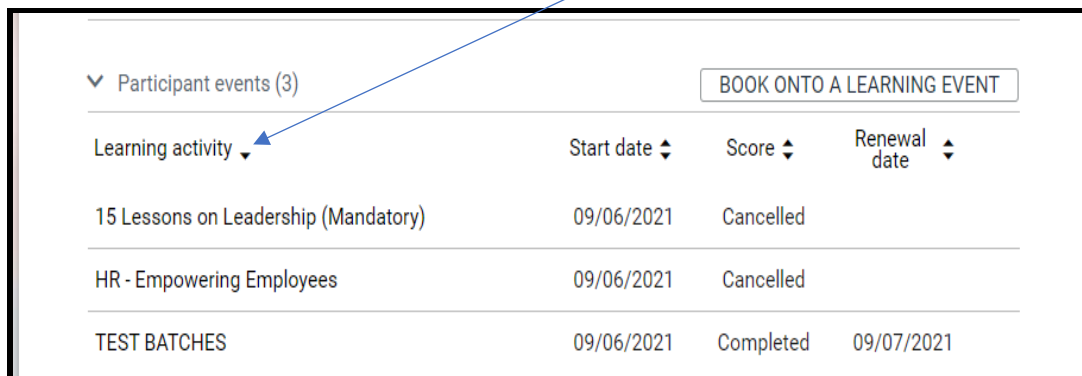
Information

myHR - Employee

Employee can book themselves on to a course and add themselves to a waiting list if the course is full in myHR, but they should discuss with their reporting manager before doing so.

- When they book a course or add themselves to a waiting list an email is triggered to their reporting manager for authorisation.
 - The request will be in the reporting managers To do List where they can authorise or reject the request.
 - Employee can cancel their booking / waiting list place in myHR and this does not require authorisation by their reporting manager. An email is triggered to the reporting manager to advise that this has been done.
- **Mandatory Courses**
 - Employees cannot book these courses or cancel any bookings made for them by their reporting manager /Learning Administrator in myHR.
 - Employees can view only.

If the reporting manager wants to view the dates/times of the event details before they authorise /reject the request in their To do list, they can view these details in employees Talent Profile summary page by clicking on the relevant Learning Activity.



Learning activity	Start date	Score	Renewal date
15 Lessons on Leadership (Mandatory)	09/06/2021	Cancelled	
HR - Empowering Employees	09/06/2021	Cancelled	
TEST BATCHES	09/06/2021	Completed	09/07/2021



Learning event details

Event name • 15 Lessons on Leadership (Mandatory)

Start date 09/06/2021

Start time 10:00:00

End date 09/06/2021

End time 15:00:00

Learning event request

Cost code(s)

Origin of request

Date requested • 02/06/2021

Reason

Requested by

Authorisation

Learning objectives

People Manager – Reporting manager

Q - When would the reporting manager be expected to book an employee onto a course or add to a waiting list?

A - It may be as a result of ADR'S, 1 to 1 meeting, team meetings or managers/member of staff view the training programme of events and when specific training is required relating to employee's post.

Q - How would a reporting manager know when a place becomes available on the course and that employee needs moved from waiting list?

A - Learning teams review the number of attendees per event and would notify Managers/members of staff should places become available and that a place on the course can now be booked for employee.

Q – If a Learning administrator has booked employee on to a course/waiting list – how are you advised?

A – Email advising course/waiting list has been booked for employee is sent to reporting manager and if there is an issue with this booking the reporting manager should email the team advising them to remove the employee from the stipulated event.

(Operational Services / Building Services reporting managers will not receive an email).

Q – What if employee cancels in myHR a booking/waiting list place booked by a Learning administrator?

A – Employee should discuss with their reporting manager reasons for cancellation in the first instance and advise the Learning Administrator that they have cancelled the booking.

Add employee to a waiting list for a course in Talent Profile Summary.

Click on **ADD TO WAITING LIST**

Participant waiting list details LESS

View / Book Learning

Learning activity name

Cost code(s)

Date requested

Origin of request

Reason

Attend by

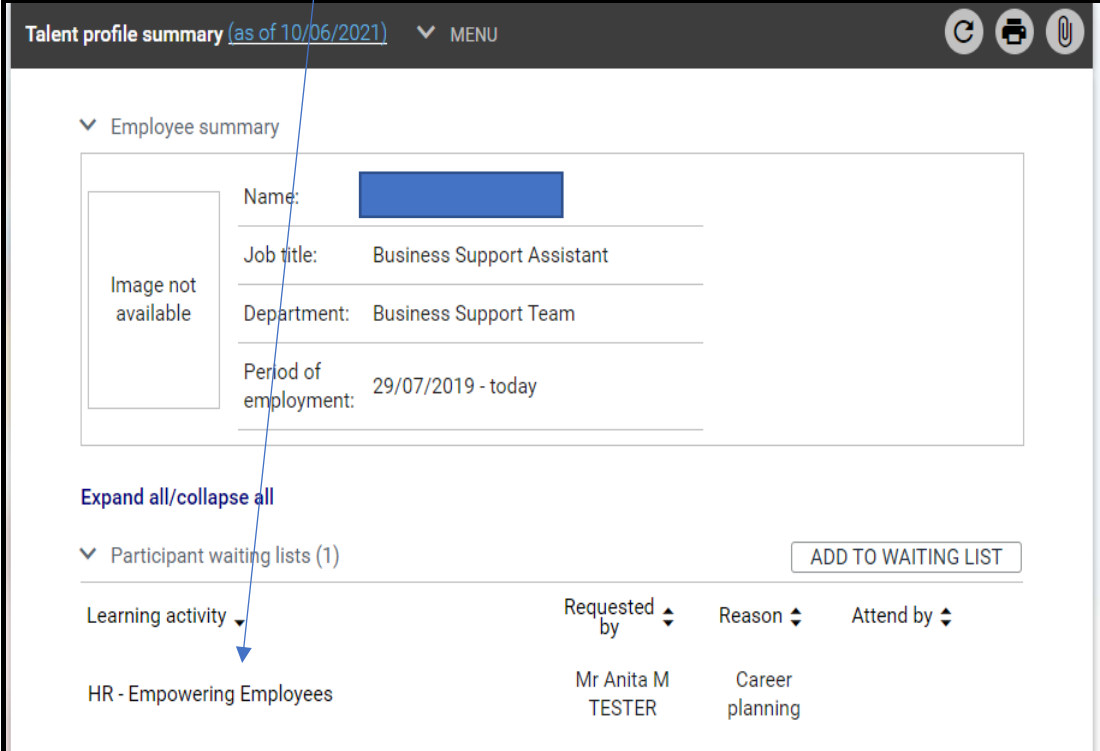
Requested by

Authorisation status

SAVE **DELETE** **NEW**

- Search – Learning activity name
- List of activities (courses) will appear – choose relevant course
- Cost code - Leave blank
- Date requested is todays date
- Origin of request – choose from drop down list
- Reason – choose from drop down list
- Attend by – Leave blank
- Requested by – Search for manager
- Authorisation status – automatically updates
- Save

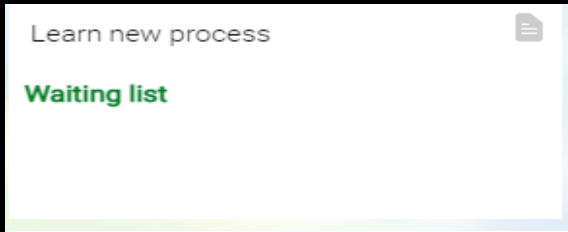
You can view booked waiting list place in employees Talent profile summary.



The screenshot shows a web interface for an employee's talent profile summary. At the top, it says "Talent profile summary (as of 10/06/2021)" with a "MENU" dropdown and icons for refresh, print, and download. Below this is a section titled "Employee summary" which contains a placeholder for an image (labeled "Image not available") and the following details: Name: [redacted], Job title: Business Support Assistant, Department: Business Support Team, and Period of employment: 29/07/2019 - today. Below the summary is a link "Expand all/collapse all". Underneath is a section for "Participant waiting lists (1)" with an "ADD TO WAITING LIST" button. A table below lists the waiting list entry:

Learning activity	Requested by	Reason	Attend by
HR - Empowering Employees	Mr Anita M TESTER	Career planning	

Employee can see they have been added to the Waiting List in myHR



The screenshot shows a notification in a myHR interface. At the top, it says "Learn new process" with a document icon. Below this, the text "Waiting list" is displayed in green, indicating a successful addition to the waiting list.

Book employee onto a Learning event in Talent Profile Summary

In Talent profile summary click on BOOK ONTO A LEARNING EVENT

BOOK ONTO A LEARNING EVENT

Participant event details

Learning event details

Event name • HR - Empowering Employees

Start date 21/06/2021

Start time 9:00:00

End date 21/06/2021

End time 12:00:00

Learning event request

Cost code(s)

Origin of request Managerial Request

Date requested • 10/06/2021

Reason Career planning

Requested by

Authorisation

Learning objectives

- Search for event
- Click on event – auto populates start time/date- End time/date
- If employee is on waiting list for this course – tick – (*message is displayed at top of screen when entry saved that employee has now been removed from waiting list for this event*)
- Cost centre - Leave blank
- Origin of request – choose from drop down list
- Date requested – Auto populates todays date
- Reason – Choose from drop down list
- Requested by – Search for manager
- Authorisation – auto populates
- Learning objectives – add in objectives if applicable
- Save

You can view booking in employees Talent profile summary

Talent profile summary (as of 10/06/2021) MENU

Employee summary

Image not available

Name: [Redacted]

Job title: Business Support Assistant

Department: Business Support Team

Period of employment: 29/07/2019 - today

Expand all/collapse all

> Participant waiting lists (0) [ADD TO WAITING LIST](#)

Participant events (1) [BOOK ONTO A LEARNING EVENT](#)

Learning activity	Start date	Score	Renewal date
HR - Empowering Employees	21/06/2021	Booked	

The system will not allow you to book employee onto an event they are already booked on.

Employee can see they have been booked on to event in myHR

HR - Empowering Employees

Booked

21 Jun 2021

No

They will receive an email advising they have been booked on to the waiting list.

You can view in Talent profile summary events that employee has been booked on or events where their attendance was cancelled.

Talent profile summary (as of 07/04/2021) MENU

Employee summary

Image not available

Name: [Redacted]

Job title: Roads Operative (E)

Department: Roads Operations Staff

Period of employment: 23/05/2011 - today

Expand all/collapse all

Participant waiting lists (2) ADD TO WAITING LIST

Participant events (3) BOOK ONTO A LEARNING EVENT

Learning activity	Start date	Score	Renewal date
Cleaning Materials	19/04/2021	Booked	
Fixing potholes (Mandatory)	01/05/2021	Cancelled	
Learn new process	02/03/2021	Cancelled	

Personal learning events (0) Add personal learning event

Employee can cancel this event in myHR

When this happens, employee and reporting manager receive an email advising that this has been done.

It is removed from Talent Profile summary.

Reporting manager can delete participant entries in Talent profile summary i.e. Event bookings/Waiting list places

Example

Talent profile summary (as of 22/04/2021) MENU

Employee summary

Name: [Redacted]
Job title: Roads Operative (E)
Department: Roads Operations Staff
Period of employment: 23/05/2011 - today

Expand all/collapse all

Participant waiting lists (1) ADD TO WAITING LIST

Learning activity	Requested by	Reason	Attend by
AF Assertiveness	Mr Anita M TESTER	Career planning	

- Click on drop down arrows to view event/waiting list
- Click on course
- Course details are displayed
- Click Delete button

Participant waiting list details [Redacted]

Learning activity name AF Assertiveness

Cost code(s)

Date requested 21/04/2021

Origin of request Managerial Request

Reason Career planning

Attend by

Requested by [Redacted]

Authorisation status

SAVE DELETE NEW

An email is not generated to employee when reporting manager deletes in Talent Profile summary.

Click on [< Talent profile summary](#) top of page to return to Talent Profile summary page

Entries are now removed from Talent profile summary page.



Personal learning events

The screenshot shows the 'Talent profile summary' page for an employee as of 21/04/2021. The page includes a navigation menu, an employee summary section with a missing profile picture, and sections for waiting lists and learning events.

Employee summary

Name: [Redacted]
Job title: Roads Operative (E)
Department: Roads Operations Staff
Period of employment: 23/05/2011 - today

Expand all/collapse all

> Participant waiting lists (1) ADD TO WAITING LIST

> Participant events (2) BOOK ONTO A LEARNING EVENT

Learning activity	Start date	Score	Renewal date
Abrasive Wheel (Mandatory)	03/05/2021	Booked	
Publish notes	01/05/2021	Booked	

> Personal learning events (0) Add personal learning event

Employees personal learning events can be viewed here – These are courses etc employees have completed in their personal time and have added in myHR.

Reporting managers will receive a notification email when an employee adds this information in myHR.

A reporting manager cannot add any information to this screen it is view only.

Employees Learning history will be displayed here.