



Delt Employee Mini Guide

Employee Learning and Development Widgets

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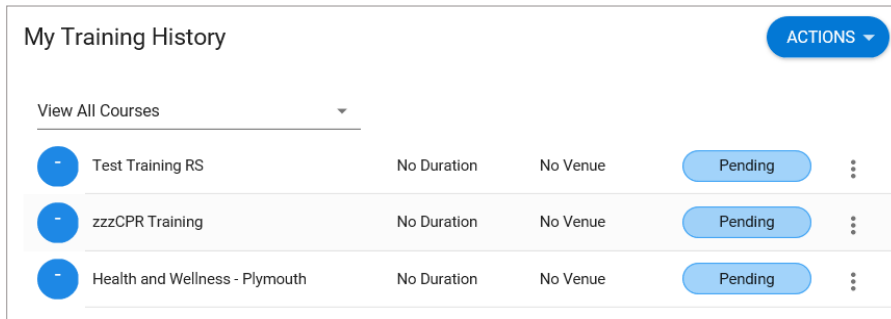
Employee Learning and Development Widgets

The Learning and Development tab on the Employee Dashboard contains widgets that allow a user to view and manage their training and personal development.

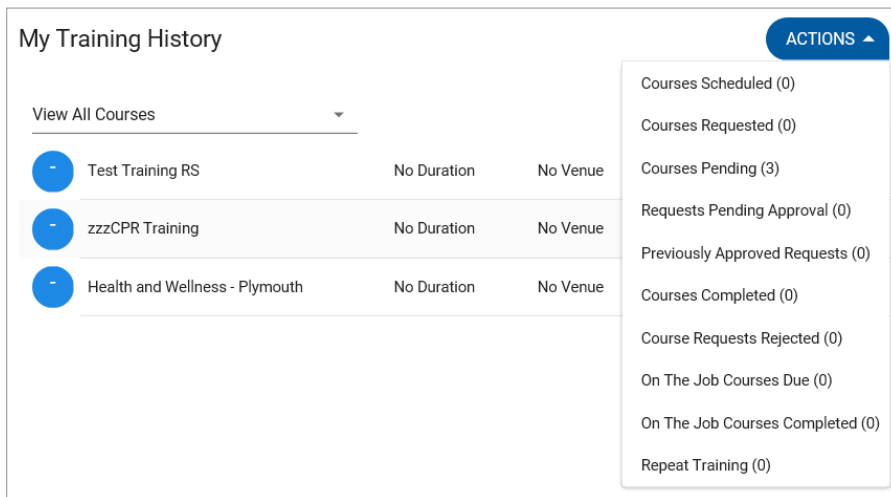
My Training History

My Training History Widget – What does it do?

The My Training History widget is found on the Learning and Development section of the Employee Dashboard and shows a list of an employee’s full training history. This list includes completed courses, upcoming course dates, rejected requests and pending courses that are waiting for start dates.



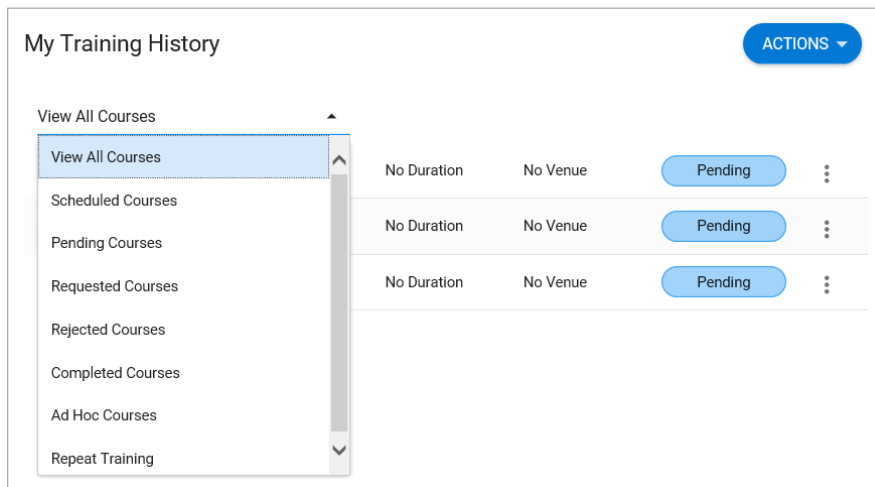
Use the Actions button to select and view courses in more detail based on their status.



Click the ellipsis icon next to a course and select View Course Details to see a detailed summary of the selected course instance.



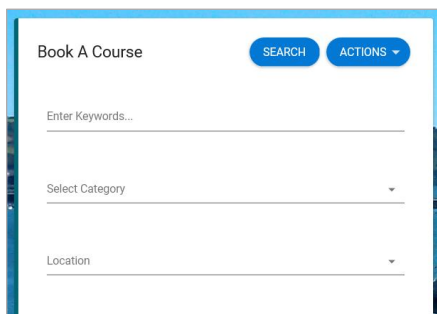
You can also filter the courses in the widget using the drop-down filter menu.



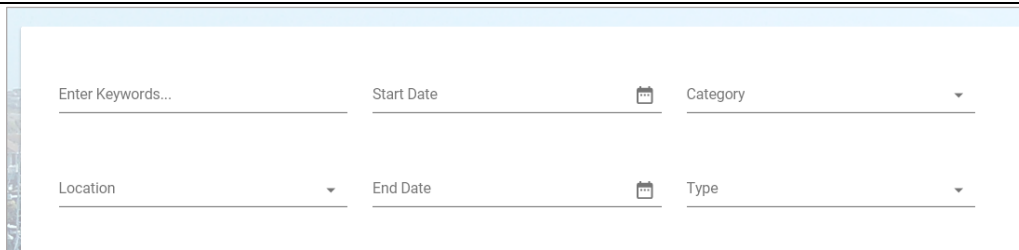
Book a Course



How to book a course




1. Search for an available course by using any combination of the search fields on the 'Book A Course' widget.
 - **Enter Keywords...:** Type some words relevant to the course.
 - **Select Category:** Choose a category in which a suitable course might belong.
 - **Location:** If you know the location (room) of the course you wish to attend, select it here.



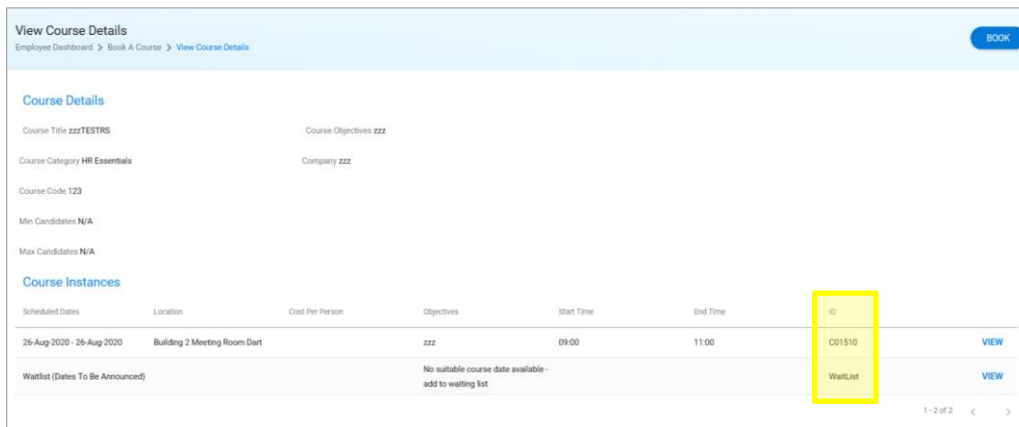
2. Click the 'SEARCH' button to view the search results. (To see all courses, click the search button without entering any of the search fields).
3. For a more precise search, use the additional search fields on this screen.
 - **Start Date:** The course start date.
 - **End Date:** The course end date.
 - **Type:** Choose one of these two options.
 - i. **Scheduled** – The course has upcoming dates scheduled.
 - ii. **Unscheduled** – There are no dates currently scheduled for this course.



Enter Keywords... Start Date  Category 

Location  End Date  Type 

- Click 'APPLY' to update the search.
- Once you have found the course you wish to book, click the ellipsis icon and select 'View Course Details'. This will give you an overview of the course and show you the dates available for booking. If there are multiple courses on the same day, please make a note of the ID number here so this can be used to identify and book onto the correct course.



View Course Details
Employee Dashboard > Book A Course > View Course Details [BOOK](#)

Course Details

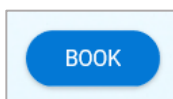
Course Title: zzzTESTRS Course Objectives: zzz
 Course Category: HR Essentials Company: zzz
 Course Code: 123
 Min Candidates: N/A
 Max Candidates: N/A

Course Instances

Scheduled Dates	Location	Cost Per Person	Objectives	Start Time	End Time	ID	
26-Aug-2020 - 26-Aug-2020	Building 2 Meeting Room Dart		zzz	09:00	11:00	C01510	VIEW
Waitlist (Dates To Be Announced)			No suitable course date available - add to waiting list			WaitList	VIEW

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- Click 'Book' to open the Request a Course Booking screen.



- Select the course date you wish to attend. If there is not a suitable date or there are no dates available, you can add yourself to the waiting list – look for 'Add to waiting list' in the Scheduled Dates column. Please note, if there are multiple courses on the same date you will need to use the ID number from the course details screen to identify the correct course.
- Enter the request details
 - Reason:** The reason for wanting to take the course.
 - Approver:** The person who will approve/reject the request – Line Manager.
 - Comments:** Extra information to support the request.
- Click SUBMIT to send the request to your Line Manager for approval. You can then track the status of this request from the My Training History widget.

Cancel a Course

How to cancel a course

1. To cancel a course, go to the My Training History widget and find the course you wish to cancel in the list.
2. Click the ellipsis icon at the end of the row and select Cancel Course.
3. Select a reason for cancelling the training and add a comment.
4. Click OK to confirm. This will remove the training instance from the My Training History widget.