



Manager Dashboard

Manager Dashboard – Approve Training Requests

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Overview

Employees can make requests to attend training events and courses from the Learning and Development tab on the Employee Dashboard. The request is sent to a line manager for authorisation. This document explains how a manager can approve or reject these requests.

Training Requests

Approve/Reject Employee Training Requests

When an employee makes a training request from the Learning and Development area on the Employee Dashboard, a notification is sent to the authorising manager.

There are two ways to view the details of a training request:

- 1 Click the bell icon to see your notifications, then select the training request notification.
- 2 Go to the My Approvals Notifications widget on the dashboard and click the view button next to the training request.

Either way will open the request in the My Approvals screen.

Read all the details carefully. The Training Request information includes the following details about the course they are applying for:

- Course Title
- Company
- Course Code
- Course ID
- Start Date
- End Date
- Requested By
- Training Reason
- Booking Comments
- Availability
- Appointment ID

Once you have thoroughly checked all the information, tick the checkbox confirming the details are correct.

Finally, click 'APPROVE' to book the employee onto the course or 'REJECT' to deny the request. The employee will then be notified of the decision.

Tip: If you want more information about the course before deciding, click the 'VIEW COURSE DETAILS' button.