



Manager Dashboard

Manager Dashboard – My Team's Courses

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Table of Contents

Overview 3

 Employees on Waiting List **Error! Bookmark not defined.**

 Employees Upcoming Training **Error! Bookmark not defined.**



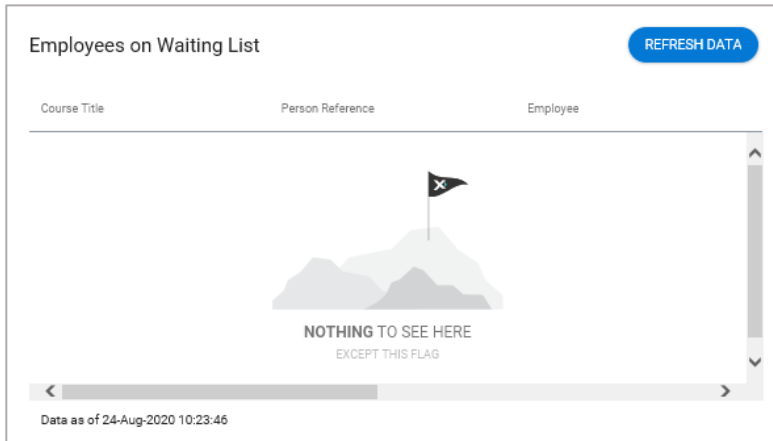
Overview

The My Team Courses tab on the Manager Dashboard allows a Manager to track which learning and development courses their employees have signed up for. This document explains what information is shown on each of the widgets.

My Team's Courses

Employees on Waiting List

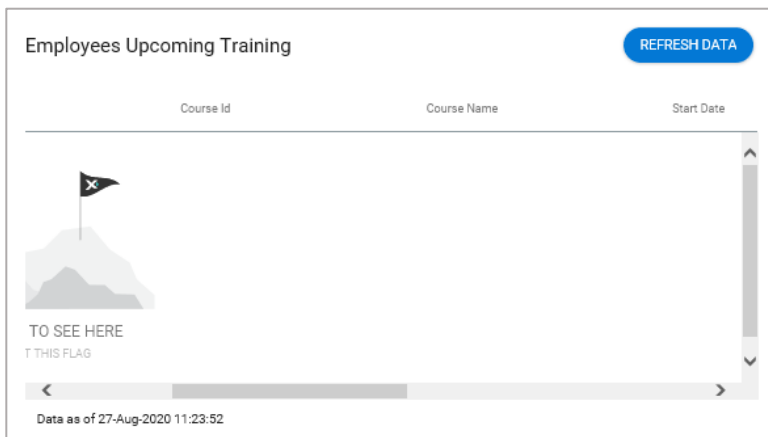
The 'Employees on Waiting List' widget shows a list of any employees within your team who have booked onto the waiting list for a course. This may have been because a course does not have any dates scheduled or the available dates were not suitable for the employee.



The timestamp at the bottom of the widget shows the date and time the report was last run. Click the REFRESH DATA button to run the report and see the latest data.

Employees Upcoming Training

Any employees within your team that have training scheduled in the future will appear in the 'Employees Upcoming Training' widget.



Use the bottom scrollbar to see the course name/ID and the dates the training is scheduled for.

The timestamp at the bottom of the widget shows the date and time the report was last run. Click the REFRESH DATA button to run the report and see the latest data.