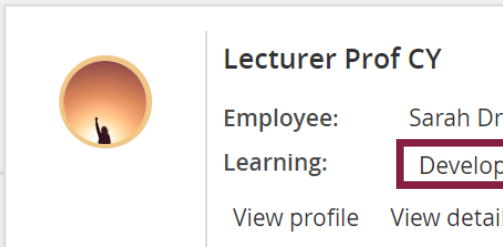


My team development

Employees

Title	Status
Limited Capacity Course	Booked
Super Secret Private Course	Booked
Test	In progress



Selecting "Team Development" in the drop-down menu provides a list of your employees and the status of their learning activities. You can also do this by selecting "View current and upcoming learning" on the "Organizational chart".

1. Locate the navigation bar at the top of the screen and select "My team" then select "Organizational chart" as shown in Figure 1. This chart will display the hierarchy of your team, as shown in Figure 2. If reviewing as a second-level supervisor, there will be several levels.
2. To add a learning activity to an employee's development plan, navigate to the employee.
3. Select "Development plan" in the employee box. This will open their development plan where you can view their "In process / Upcoming", "Completed", "Pending approval", and "Shared with me" information.
4. Select "Explore Library" to use the Learning Library or "Explore Events" to add by the Learning Calendar. Their Learning Library will include their private learning activities.

5. Once in the Learning Library or Learning Calendar, select the learning activity by the title to add it to your employee's development plan by selecting one of the following at the bottom of the learning activity:

- o "Book"
- o "Add to plan" then choose one of the following: "Book", "Mark as in progress". or "Mark as done"
- o "Select a time slot" if there is a specific event time associated with the learning activity then choose the date and time you'd like them to participate in the learning activity then select "Book"
- o Another option is to "Suggest" the learning activity to your employee. This will prompt a text box so you can share why you are suggesting this particular learning activity to your employee. The select "Confirm".

6. Once the option of how you'd like to add the learning activity to your employee's development plan is selected, as shown in Figure 3, you can opt to:

- o Make the learning activity mandatory (required) by selecting the bar and switching it to green. Then assign a due date as needed.
- o Add supporting documents to the activity such as a previously discussed goal or action plan.
- o Choose to send a notification by checking the box to indicate yes or leaving blank to indicate no.

7. Select "Confirm". A green bar at the top of the Learning Library will confirm the action.

FIGURE 3.

Why are you suggesting this activity?  
 Do you have anything to add before we change the activity to 'Suggested'?

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Mandatory learning activity

Supporting documents

Send notification

**WARNING:**

Supervisors cannot add an employee to a wait list. Supervisors cannot remove learning activities from their employee's development plan.