VIRGINIA TECH™

About me ⌄ My team ⌄ My development ⌄ Reports ⊕ Create

Sarah ⌄ ⓘ

FIGURE 1.

About me ⌄

Development plan

Tasks - Feature used for onboarding

FIGURE 2.

My development plan

Name: Sarah Dreier-Kasik

Working on... 🌐 Explore library 📅 Explore events

In progress/Upcoming ⑥ Completed ③ Pending approval

In progress:

State of Virginia: Employee Safety and Disaster Awareness MANDATORY Due: 13 Sep 2020 ⌄

Booked:

State of Virginia: Civilian Response for Active Shooter Events MANDATORY Due: 13 Sep 2020 ⌄

Super Secret Private Course 👍 1 ⌄

Limited Capacity Course ⌄

Safety and Security Preparedness for New Employees ⌄

Suggested:

Test MANDATORY ⌄

Wait list:

There are no items to show.

Please describe your work experience career goals for the next 12 months? Edit

Gain instructional design knowledge to apply to projects.

Please describe what career aspiration goals you have within the company over the longer term (3-5 years)? Edit
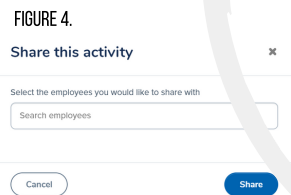
1. Locate the navigation bar at the top of the screen and select "About me" then select "Development plan" as shown in Figure 1.

2. This screen provides information on learning activities that you have in progress or upcoming, completed, pending approval, and shared with you as shown in Figure 2. Select the relevant tab.

- Under the "In progress/Upcoming" tab, learning activities can be in-progress, booked, suggested, or on a wait list. Suggested activities can be added by selecting the title, selecting "View learning activity" then selecting "Add to plan" then "Book".
- The tab, "Completed", lists all completed learning activities.
- Within the "Pending approval" tab, it contains learning activities requested that require approval by the instructor or other governing body in either "Pending approval" or "Declined" status.
- The final tab, "Shared with me", provides a list of learning activities recommended to you by colleagues and peers.

3. At the bottom of your development plan, there are two editable sections on your career goals.
- To add new information or edit existing, select the "Edit" button on the right side and add the relevant information.
- After editing the information, select "Submit" on the upper right of the text box.

To add more learning activities to your development plan, select "Explore Library" to use the Learning Library or "Explore Events" to add by the Learning Calendar.
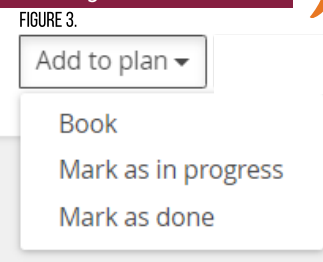
1. Once in the Learning Library or Learning Calendar, select the learning activity by the title to add to your development plan.

2. Add to your development plan by selecting "Add to plan" at the bottom of the learning activity and selecting from the drop-down "Book" (which adds to your plan without a specific time), "Mark as in progress" or "Mark as done" if you've already begun or finished the learning activity.

FIGURE 4.

Share this activity ✕

Select the employees you would like to share with

Search employees

Cancel Share

Share a learning activity with a colleague or peer by selecting the "Share" button, as shown in Figure 3, on a learning activity then, as shown in Figure 4, typing in the name of the person in the search field to share the learning activity with and selecting "Share".

FIGURE 3.

Add to plan ⌄

Book
Mark as in progress
Mark as done