

Training Plans

Manager Job Aid



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Log In /Navigation

- Access **My Learning Link** via **Swebi > My HR Link > My Learning Link**

Note:

You will be automatically logged out after 20 minutes of inactivity.
A warning message is displayed 2 minutes before being logged out.

Manager – Training Plans

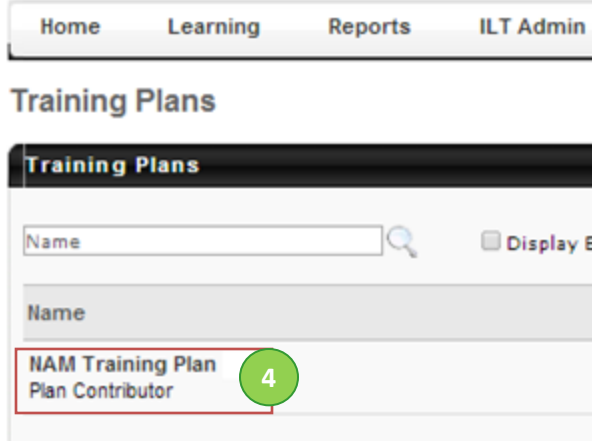
To access the Training Plan:

1. Log into My Learning Link.
2. From the My Learning Link Welcome Page, go to the My Team Tab.
3. Under the My Team Tab, you will select the Training Plan sub tab.



The screenshot shows the My Learning Link interface. At the top, there is a navigation bar with tabs for Reports, ILT Admin, Admin, My Team, and My Courses. The My Team tab is highlighted with a red box and a green circle labeled '2'. Below the navigation bar, there is a sub-tab for Training Plans, also highlighted with a red box and a green circle labeled '3'. The main content area displays the My Learning Link logo, a search bar, and a menu of options: My Team, My Courses, Browse for Training, and Help. The My Team option is highlighted with a green circle labeled '1'. Below the menu, there is a section for News and Announcements, featuring a video series titled 'Leadership Loop'.

4. There is one training plan for all of North America that you will be contributing too. If you have employees in other countries such as France that use this feature, you may see more than one plan. **Select the one for NAM or North America.**

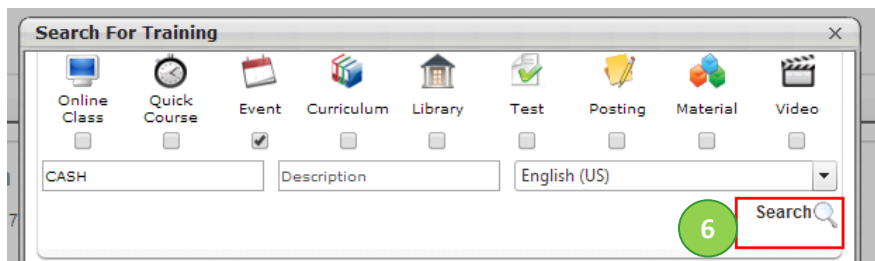


Search For / Add to Training Plans

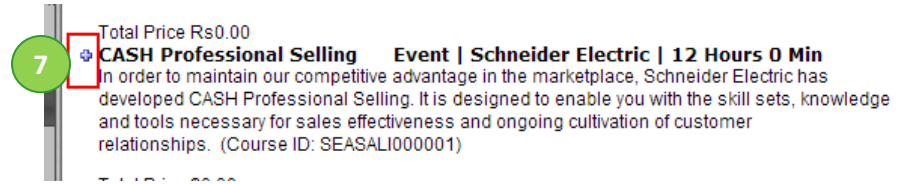
5. Once on the Training Plans Page, you will see in your Training Plan list the plan which you will be required to complete for the current development review cycle. **Click in the title of the training plan, and then select Add Training.**



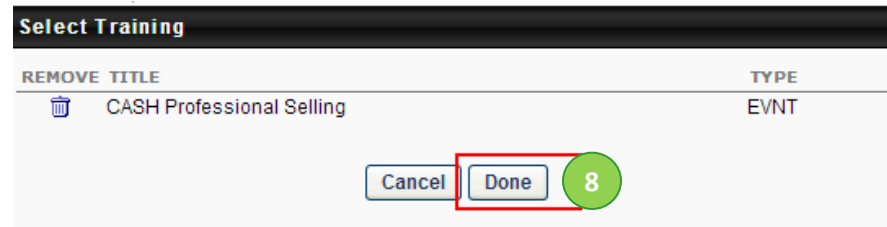
6. Once you select to Add Training, the Search for Training box will appear. You may search for training by training type, keyword, and/or course titles. **Enter your criteria and then select Search.**



7. The training I am searching for appears in my list. **To add this training to my Training Pan, I select the blue plus sign to the left of the training title.**



8. Scroll to the bottom of the page and click Done.

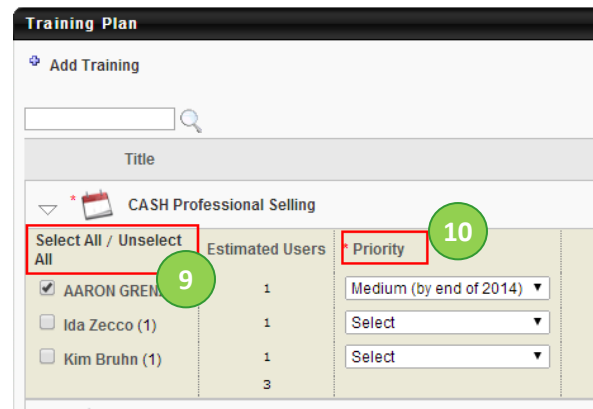


Assign Training to Employees

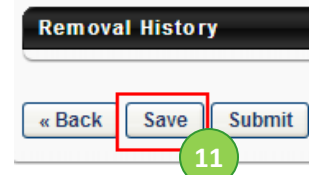
9. Choose all, or specific employee/s that you would like to assign this specific training/s to.

10. Select the Priority of the training

11. Once this is complete, click Save.



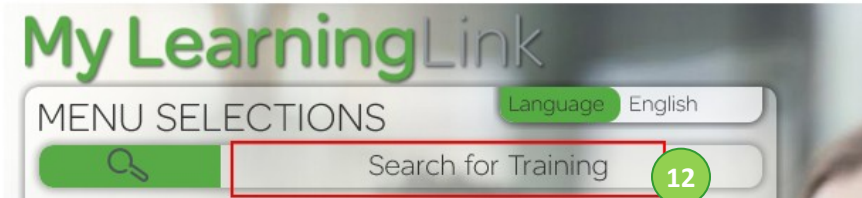
Do not Submit your Training Plan until you have completed your entire training plan for all employees.



Global Search For Training

Another option to add to your Training Plan is via the Global Search page.

12. From the My Learning Link Welcome Page, Click Search for Training to get directly to the Global Search page.

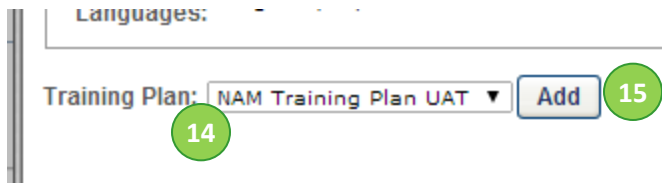


13. Search for and choose the training which you would like to add to your Training Plan by clicking on the training tile.



14. On the Training Details page, select your Training Plan from the Training Plan drop down list.

15. Once your Training Plan is selected, click Add.

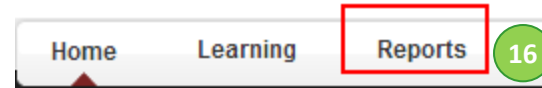


Please note that the Training Plan option via Training Details will only be available and active during the training plan cycle.

Training Plan Report

At any time during the Training Plan process, you may run a Training Plan report to view the status of your employee's Training Plan.

16. Go to the Reports Tab and select Standard Reports



17. Click on the report title, and select your criteria.

18. Select the Training Plan Template name, and specify any additional criteria.

The employees listed in red are those employees you are able to report on. If you are missing any employees from this list, you may not have access to report on them in My Learning Link. **Please contact Bridge HR if you find an employee discrepancy in My Learning Link, as all employee data is ported over to My Learning Link directly from Bridge HR.**

19. Complete your report by titling your report.

20. and selecting Process Report..

21. Once your report is processed, you will be able to access it within the Processed Reports section. **Click Export to Excel to export your report to Microsoft Excel.**

Report Example

If I see that an employee on this report should be assigned additional training, I can go back to my Training Plan to add and assign additional training to that employee.

NAM Training Plan Example

Group By Training Title

Communicate Effectively					
Request Type	Provider	OU Type	OU Name	Estimated Users	Estimated Hours
Event	Schneider Electric - Internal	User	SERRATO, ANABEL (SESA201233)	1	16
		User	Padilla, Martha Lorena (SESA106520)	1	16
Total for Training				2	32
5 Choices to Extraordinary Productivity					
Request Type	Provider	OU Type	OU Name	Estimated Users	Estimated Hours
Event	Schneider Electric	User	SERRATO, ANABEL (SESA201233)	1	16
		User	Amor, Dwina (SESA47623)	1	16
		User	SAENZ, GABRIELA (SESA174867)	1	16
		User	Padilla, Martha Lorena (SESA106520)	1	16
		User	Duncan, Nancy (SESA42146)	1	16
		User	OVALLES, WANDA (SESA146891)	1	16
Total for Training				6	96
Communication Skills					
Request Type	Provider	OU Type	OU Name	Estimated Users	Estimated Hours
Online Class	Skillssoft	User	Amor, Dwina (SESA47623)	1	3.5
		User	SAENZ, GABRIELA (SESA174867)	1	3.5
		User	Duncan, Nancy (SESA42146)	1	3.5
		User	OVALLES, WANDA (SESA146891)	1	3.5
Total for Training				4	14

Please note You can only add and assign additional training to employees via the Training Plan if you have not yet submitted your Training Plan.

Submit Training Plan

22. From the Training Plan Page, click Submit to submit the Training Plan.

* The system will provide a red asterisk to the left of the course title if you have missed a required step in the Training Plan training assignment, such as specifying a priority.

** Additionally, you may expand the Removal History section to view all Training Plan changes/updates you made to this current Training Plan.

If any of your subordinates change managers within the Development Review / Training Plan phase, that employee will remain on your Training Plan. If a new employee is added to your team within the Development Review / Training Plan phase, they will not appear on your training plan.