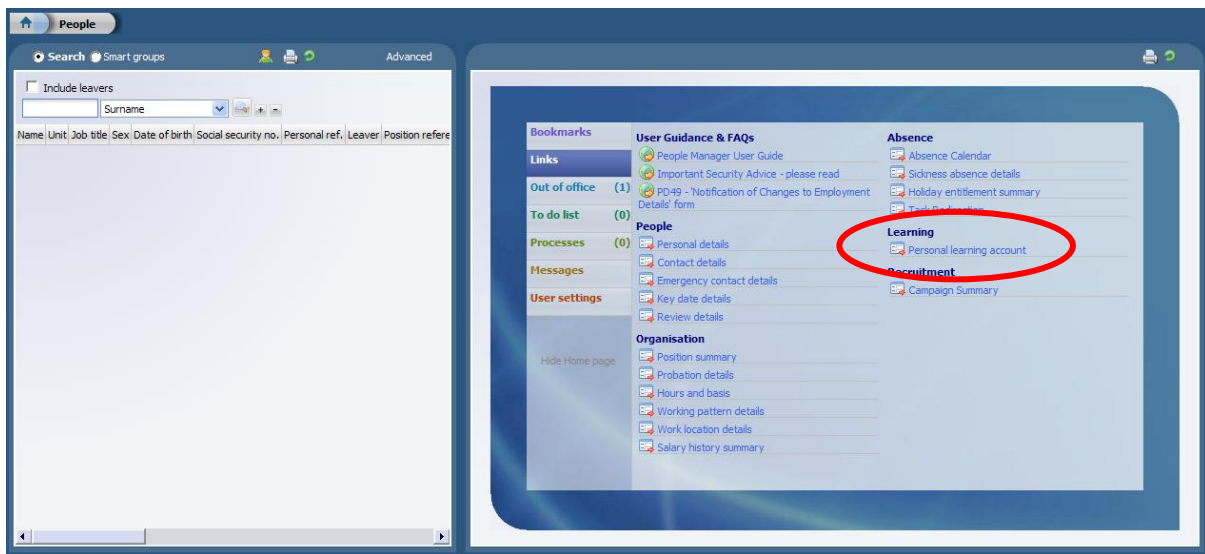


People Manager – Personal learning account

Log in to Trent HR People Manager



On the links tab on the right hand side of the screen click on the link to the **Personal learning account**.

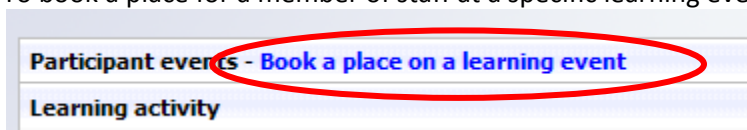
Enter the **surname** on the left hand side of the screen and click on the magnifying glass to bring up their details – their name will appear on the left hand side of the screen.

Click on the **person's name**.

You will then see their Personal learning account – this will give you a full record of the training that your staff member has undertaken and any waiting lists they are on. Personal learning events are events which have taken place outside the central training provision and can be entered by a member of staff onto their own Personal learning account – this may include conference attendance or external training.

Not on any waiting lists - Add to waiting list					
Participant events - Book a place on a learning event					
Learning activity	Status	Start date	Failed/Reason	Renewal	Cost
Managers Briefing	Completed	03/04/2006	No		
Data Protection: Practical Implications of the DP & FOI Acts	Completed	17/02/2006	No		
Managing Behaviour and Performance	Completed	19/10/2005	No		
Personal learning events - Create a new personal learning event					
Learning activity	Status	Start date	Failed/Reason	Renewal	Cost
ILM Walled Garden Event	Completed	17/04/2012	No		

To book a place for a member of staff at a specific learning event, click on the **booking link**:



You will then be able to search for the learning event.

The screenshot displays a web interface for creating a learning event. On the left, the 'Participant event details: New' form is visible. It has two main sections: 'Learning event details' and 'Learning event request'. The 'Learning event details' section includes fields for 'Event name', 'Start date', 'Start time', 'End date', and 'End time'. The 'Event name' field is highlighted in blue and has a magnifying glass icon to its right. The 'Learning event request' section includes fields for 'Origin of request', 'Date requested' (with the value '22/08/2012'), 'Reason', 'Requested by', 'Authorisation', and 'Learning objectives'. The 'Date requested' field is also highlighted in blue. At the bottom of the form are 'Save' and 'Home' buttons.

On the right, a 'Learning event search' window is open. It has a search bar containing '*recruit' and a dropdown menu set to 'Learning activity'. Below the search bar is a list of search results, each starting with a yellow gear icon and the text 'Recruitment & Selection for Experienced Recruiters' or 'Recruitment & Selection for New Recruiters'. The search results are scrollable, and the window has a 'Close' button in the top right corner.

The fields in blue are mandatory.

Click on the magnifying glass symbol next to the event name.

In the search box which appears on the right of the screen, **enter the course name**, you can use an asterisk followed by any of the words in the course title (as above).

You can scroll across to check dates, venues and places available before clicking on the course title.

Then click **SAVE**.