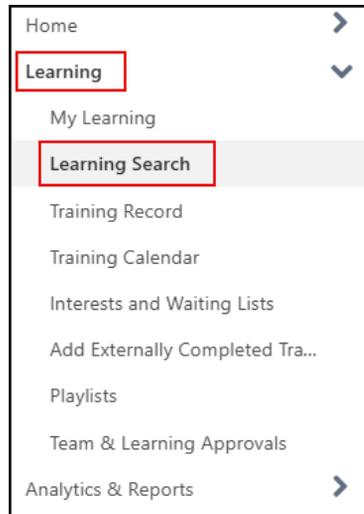
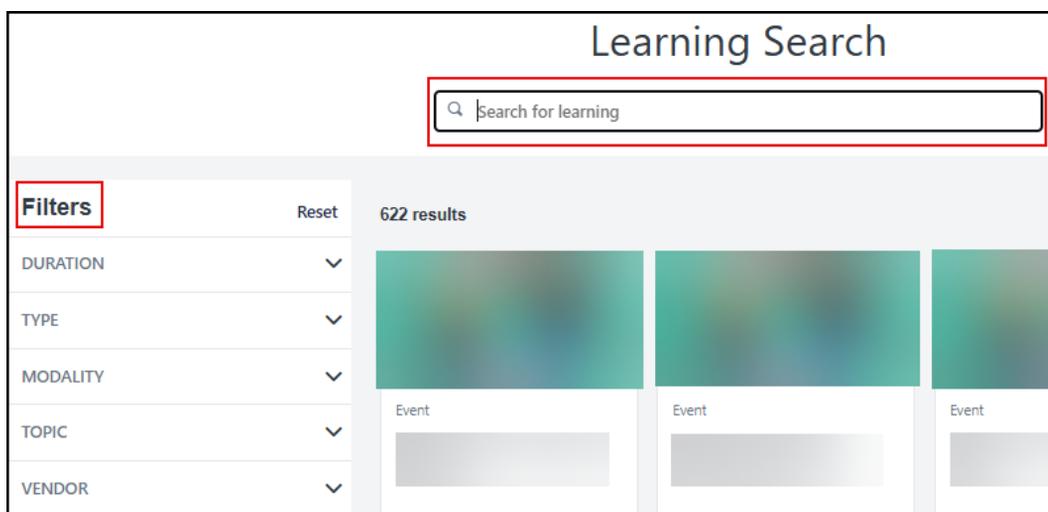


As a Manager, you can assign training courses to your team members. Follow the steps below to manage training assignments effectively.

1. Click the navigation menu  and Select Learning and then Learning Search.

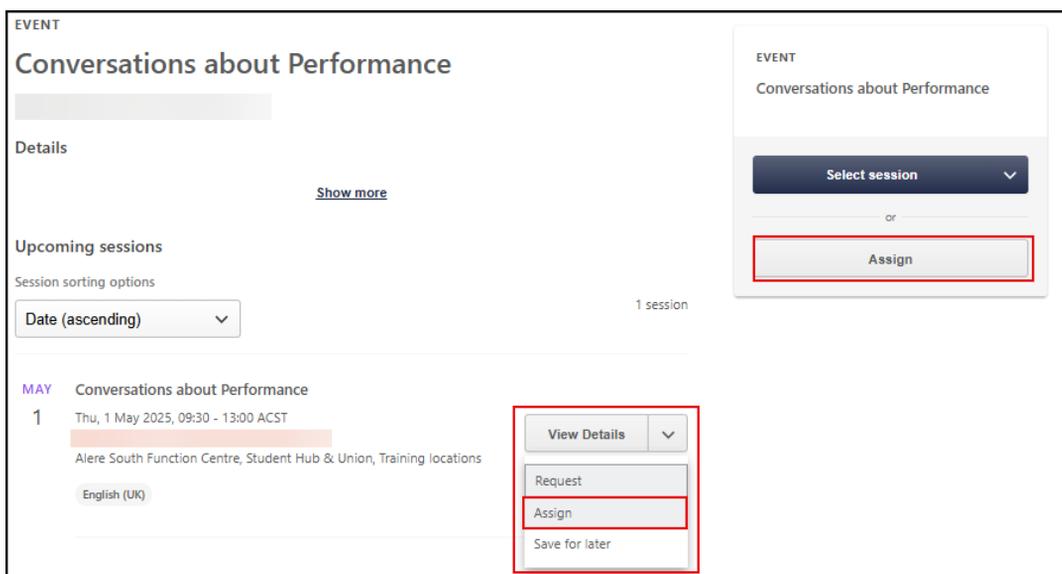


2. Browse the available courses and events or use the search bar to find a specific one. To refine your search, apply filters such as duration, type, modality, topic, and vendor.



3. Click on the course or event name to open the details page, where you can view upcoming session dates, times, and other important information.
4. For an **Event** select the View Details drop down next to the session information and click Assign.

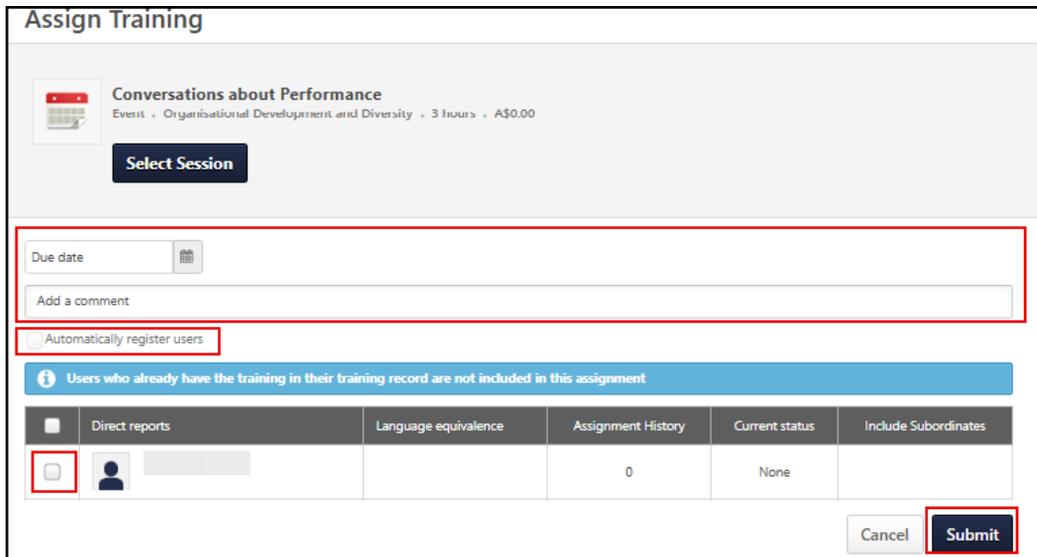
For an **Online Course** select the Assign button on the top right of the page.



5. Assign training to a team member by checking the box next to their name and clicking Submit. You can add a due date or comment or leave these fields blank.

To automatically register users, select the Automatically Register Users checkbox.

When assigning a Session, if there aren't enough seats available, you can choose to add the staff member to the waitlist (if one is available).



**Assign Training**

**Conversations about Performance**  
Event • Organisational Development and Diversity • 3 hours • A\$0.00

**Select Session**

Due date  

Add a comment

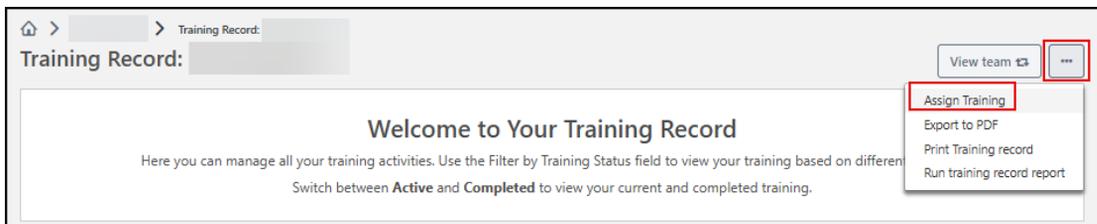
Automatically register users

**Users who already have the training in their training record are not included in this assignment**

<input type="checkbox"/>	Direct reports	Language equivalence	Assignment History	Current status	Include Subordinates
<input type="checkbox"/>			0	None	

Note: You can also assign training from your team member's Training Record page.

1. Select the Ellipses button on the right. From the dropdown menu, select Assign Training.



Home > Training Record: [Name]

Training Record: [Name]

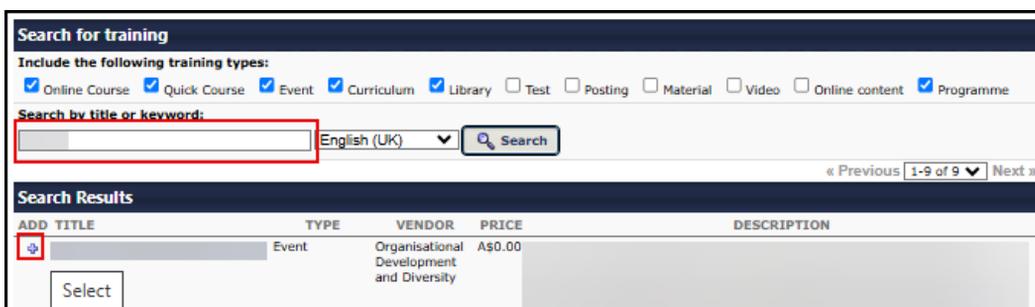
View team 

- Assign Training
- Export to PDF
- Print Training record
- Run training record report

Welcome to Your Training Record

Here you can manage all your training activities. Use the Filter by Training Status field to view your training based on different criteria. Switch between **Active** and **Completed** to view your current and completed training.

2. A search pop-up box appears. Enter your search term(s) to find the training you want to assign. From the search results, select the small plus sign Select button. Refer to the instructions above to complete the assignment.



**Search for training**

Include the following training types:

Online Course  Quick Course  Event  Curriculum  Library  Test  Posting  Material  Video  Online content  Programme

Search by title or keyword:  English (UK)

« Previous 1-9 of 9 Next »

ADD	TITLE	TYPE	VENDOR	PRICE	DESCRIPTION
<input type="button" value="Select"/>	[Redacted]	Event	Organisational Development and Diversity	A\$0.00	[Redacted]