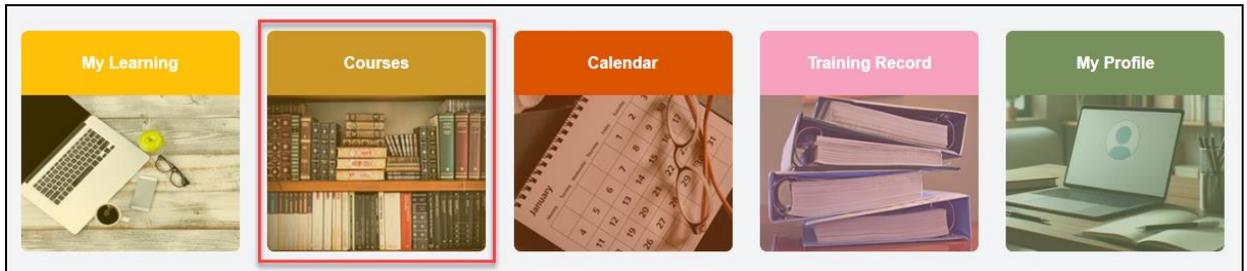The Staff Learning Portal has a robust search feature. You can search for training by the name of the training (partial or full name), type of training, subject, keyword, etc.

1. From the home page, select the Courses tile.

2. If you know the name of the training, type the details in the Search for learning box and hit Enter on your keyboard.

3. Alternatively, you can browse the Training Catalogue. Use the Filters on the left-hand side to filter the different types of training available, e.g. if you want to see what training is available through Organisational Development and Diversity, go to the Vendor drop down and select this vendor. You can use the additional filters to further tailor your search.
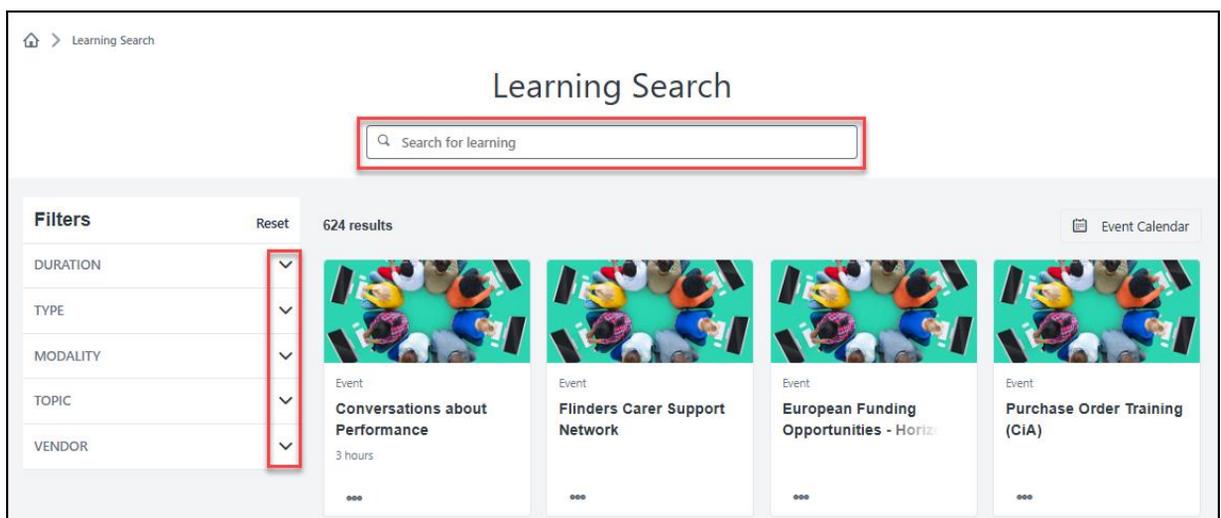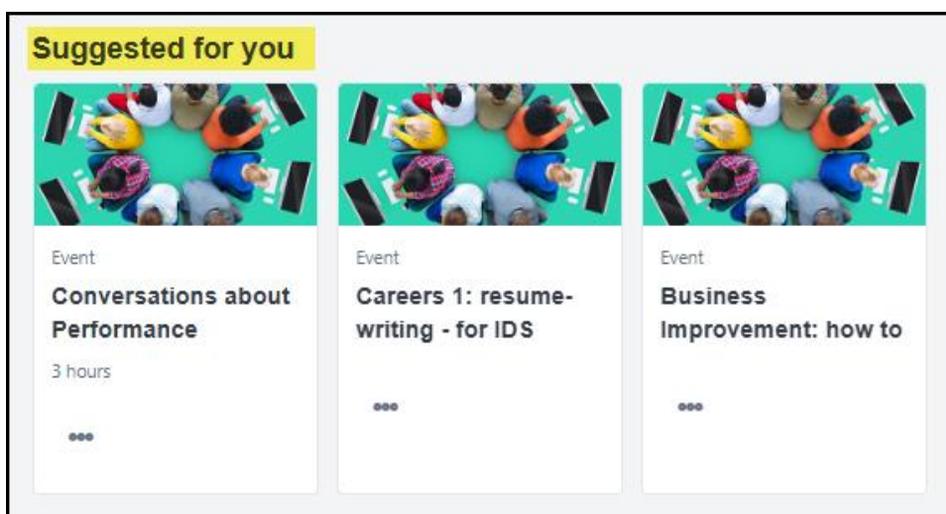

4. Once you have found the training you are looking for, click on the training title and you will be taken to the Training Details page for that item.

My Learning

1. From the home page, select the My Learning tile.

2. On your My Learning page, under the *Suggested for you* section will be recommended training, based on training you have previously undertaken.


3. You can also browse the Training Catalogue from this page by clicking in the *Search for learning* box and hitting Enter on your keyboard.

4. Follow the same steps as outlined on the previous page to search for training using this method.
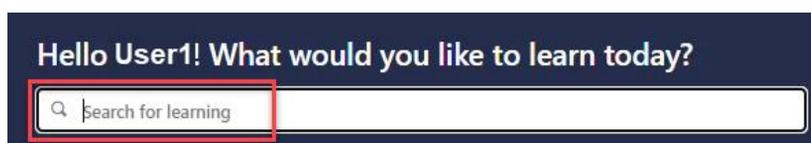
Training Calendar

1. From the home page, select the Calendar tile.

2. If you are searching for a training you know is going to be held on a specific date, use the calendar navigation arrows on the top to scroll forward through the months.
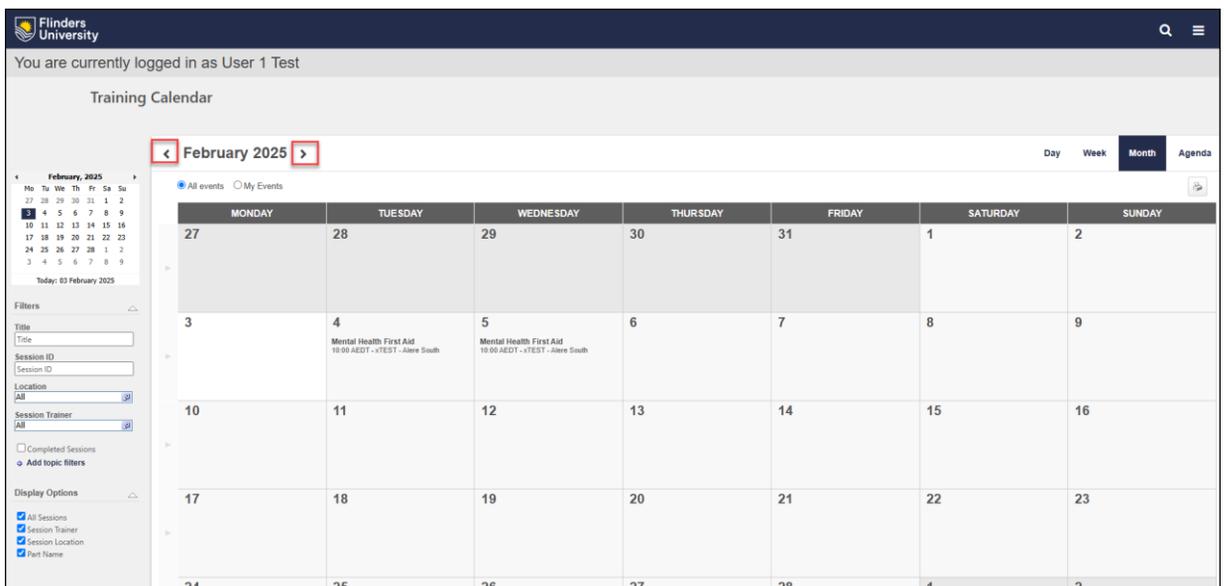
3. The calendar shows training sessions that have been scheduled. Hover over the Training name to view more information. Select the Training name and you will be taken to the Training Details page for the particular item, where you can view additional information and see if there are seats available.