

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.

Flinders									Q	≡	
You are currently logged in as User 1 Test											
Training Calendar											
	<	February 2025 >					Day	Week	Month J	Agenda	
< February, 2025 → Mo Tu We Th Fr Sa Su		All events OMy Events									
3 4 5 6 7 8 9		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	s	UNDAY		
10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 1 2 3 4 5 6 7 8 9		27	28	29	30	31	1	2			
Today: 03 February 2025	1										
Filters 🛆											
Title		3	4	5	6	7	8	9			
Session ID	Þ		10:00 AEDT - xTEST - Alere South	10:00 AEDT - xTEST - Alere South							
Session ID Location											
All Session Trainer		10	11	12	13	14	15	16			
All											
Completed Sessions Add topic filters											
Display Options		17	18	19	20	21	22	23			
All Sessions Session Trainer Session Location Part Name	Þ										
		24	25	26	27	28	1	2			

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.

TUESDAY	WEDNESDAY	THURSDAY				
28	29	30				
4 <u>Mental Health First Aid</u> 10:00 AEDT - xTEST - Alere Sellm	5 Mental Health First Aid Mental Health First Aid 10:00 - 17:00 AEDT XTEST - Alere South ment	6				
11	The curse covers helping adults in mental health crisis situations and/or in the early stages of mental health problems. Crisis situations covered are - Suicida therakorusr-Acute tests reaction-Panic attacks-Acute psycholic behaviour-Aggressive behaviour-Acute effects of substancesMental healt					

