View and Print Team Member's Training Record

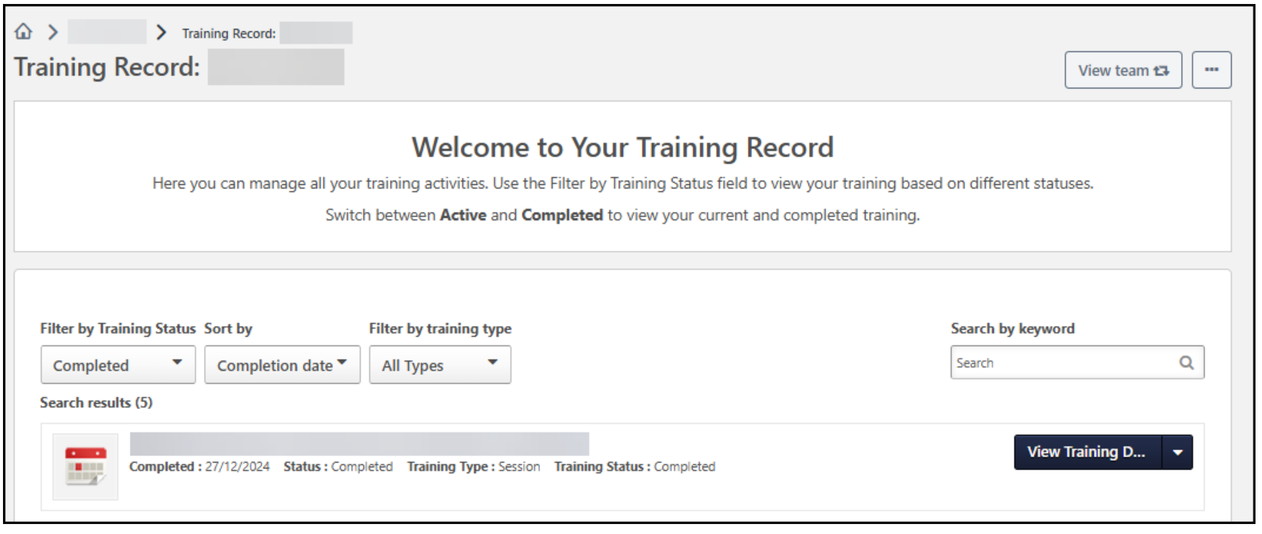
Staff Learning Portal

As a manager, you can track your team's training progress, assigned courses, and completion status

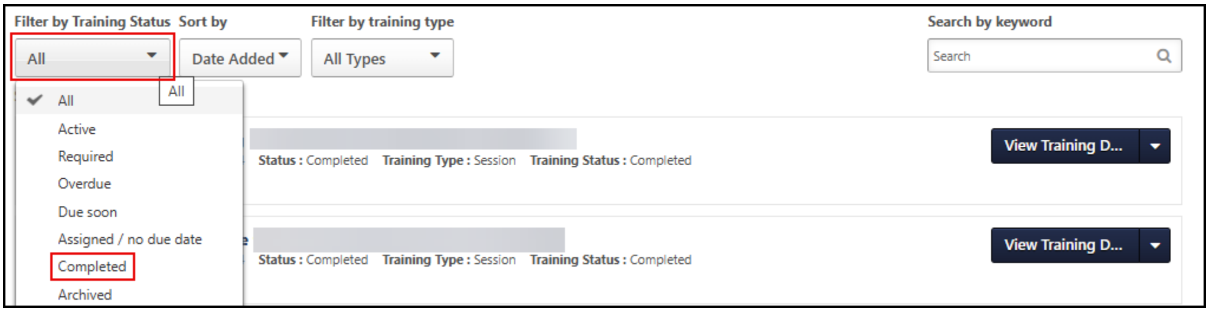
1. Select the Training Record tile on your home screen.

2. Click the View Team button.

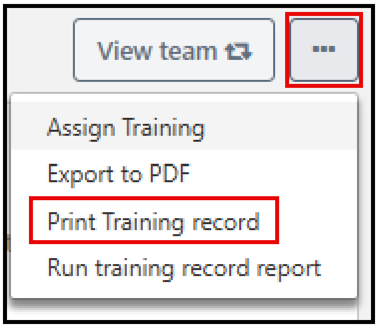
3. A list of your team members will appear on the left side of the screen. Click a team member's name to open their Training Record.



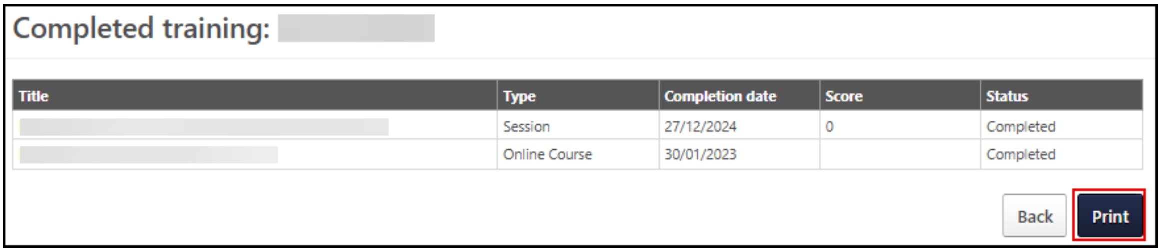
4. Filter by Training Status to view or print specific records. For example, selecting "Completed" will display and print only completed training.



5. To print the Training Record, select the ellipsis button. Click Print Training Record.



6. Select the Print button to send the displayed material to your printer.



7. You can also run a report by clicking the ellipsis button and selecting Run Training Record Report to generate a report. Customise it by training type, date, and advanced options, then click Run Report to download an Excel file.