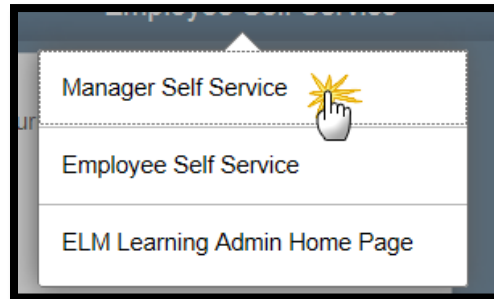


Manager Views Direct Report Learning

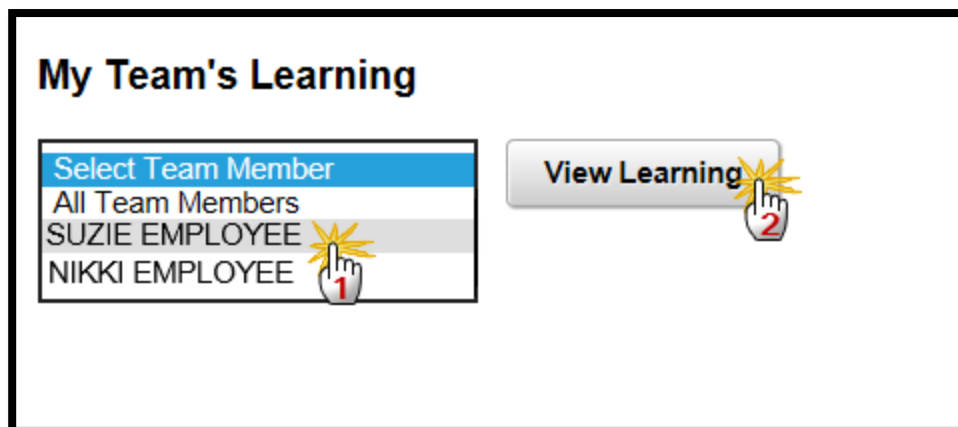
1. From the homepage dropdown, select *Manager Self Service*.




2. Click on the **Team Learning** Tile.



3. Select the name of the employee whose training profile you would like to view. Click **View Learning**.



Manager Views Direct Report Learning

4. This page will display the training profile for your employee. If you would like to set a filter to sort the information, click on the  icon.

Team Learning




Sort
✕

My Team's Learning

SUZIE EMPLOYEE

▼

View Learning

Name / Job Title	Title	Required	Status
 Staff Nurse - Behav Hlth Svcs	Network Annual Mandatory Training		Completed
 Staff Nurse - Behav Hlth Svcs	PMCS Training		Completed
			

Name
✕

Job Title

Program Title

⌵ Enrollment Status

Due