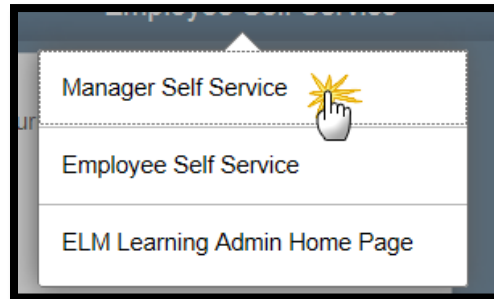# Manager Views Direct Report Learning
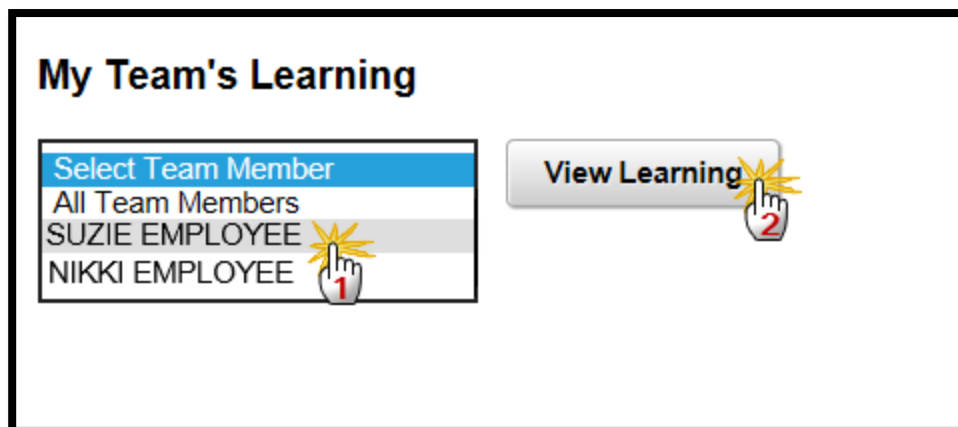
1. From the homepage dropdown, select *Manager Self Service*.

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.