

Enroll My Team

Overview

Managers may enroll one or more of their direct reports in a course.

Who Does This: Manager

Things to Know:

- Managers may enroll one or more direct reports in both On Demand courses and those requiring enrollment.
- Managers may choose whether or not the enrollment will be Required for the worker.
- The worker will receive a notification to alert him/her of the enrollment.
- The Enroll My Team option is *not* available for standalone lessons.
- If a course title includes “Limited Seats”, the request to Enroll My Team will route to the Learning Administrator for final approval.
- For instructions on how to find courses, refer to the job aid Find and Enroll in Learning.

View Digital Course

Course
Accountability at Work
Creating a Culture of Ownership and Responsibility

Accountability At Work
★★★★★ (0) • 40 minutes • 12 enrolled

Picture a workplace where trust is unquestioned, commitments are clear, personal responsibility is high, people take ownership of problems, and mistakes are treated as opportunities to improve rather than reasons to blame. These conditions are the cornerstone of a positive work environment. A workplace with high accountability results in:

- Increased efficiency and productivity
- More participation and involvement

Enroll **Enroll My Team**

Step 1

From within a course, select **Enroll My Team**.

Course Offerings

Open Offerings: 3 items

	Start Date	End Date	Instructor	Seats Available	Waitlist Available	Location
2 <input type="checkbox"/>	07/10/2019 08:00 AM	07/10/2019 04:00 PM		1 out of 20	No	Worcester Plant
<input type="checkbox"/>	10/14/2019 08:00 AM	10/16/2019 12:00 PM		15 out of 15	No	Center for Advanced Materials
<input type="checkbox"/>	10/28/2019 08:00 AM	10/28/2019 12:00 PM		15 out of 15	No	Worcester Plant

3
OK Cancel

If you selected a Blended Course with scheduled offerings for Enroll My Team, continue to **Step 2**.

If you selected a Digital Course, skip to **Step 4**.

Step 2

From the Course Offerings listed, select the check box next to the offering you want to Enroll My Team in.

Consider Dates, Seats Available, and Location in your selection.

Step 3

Click **OK**.

Assign as Required Learning

Yes **4**
 No

Eligible Items | 2 selected

5

Photo	Name	Location
<input type="checkbox"/>	Orlando Operator	McIntyre Plant
<input type="checkbox"/>	Anna Alumina	McIntyre Plant
<input checked="" type="checkbox"/>	Eric Employee	McIntyre Plant
<input checked="" type="checkbox"/>	Larry Learner	McIntyre Plant

enter your comment **6**

Submit

Cancel

Manager Enroll: Accountability At Work Actions



Process Successfully Completed

Do Another
Manager Enroll

> Details and Process

Done

Step 4

Under Assign as Required Learning, select **Yes** or **No**.

Note: Required learning will appear in the worker's Learning worklet under Required for You. Additionally, manager approval is required for a worker to drop a Required learning enrollment.

Step 5

Check the box next to the name(s) of the worker(s) you want to enroll.

Note: You may check the first box to select all employees.

Step 6

Click **Submit**.

Step 7

Click **Done**.