


Learning Navigation

Overview

Learning in Workday gives you access to hundreds of trainings, videos, and other resources to help you grow your knowledge and skills. You are also able to Create Learning Lessons to share your knowledge with others within CoorsTek.

Who Does This: Employees

Things to Know:

- Learning is available through Workday from any device connected to the Internet.
- **Chrome** is the recommended browser 
- You can find and complete lessons, courses, and programs in the Learning worklet.
- Use Learning to gain knowledge in skills related to your current role and your career interests.



Learning Worklet

Select the Learning worklet to get started!

Sliders show you a variety of content at a glance. Click **View More** at the bottom of any slider to see more similar content. Here are some ways you will be able to find Learning Lessons and Courses:

Browse Learning

Click the blue text to search for courses and content.

Required for You

Assigned to you by your manager or the Learning Admin.

Based on Your Interests

Customize by clicking preferences and select the Topics that appear here.

The screenshot shows the Workday Learning interface with the following sections:

- Learning** header with a search bar for "Browse Learning Content".
- Required for You** section featuring a course card for "Introduction to Structured Problem Solving" (25 minutes, 5 stars).
- My Learning Progress** table:

Record Completion Status	Count
Not Started	1
In Progress	1
Completed	7
Total	9

- Based on Your Interests** section with three program cards: "Motor Controls Maintenance Program" (16 items), "Mechanical Systems Maintenance" (8 items), and "Hydraulic and Pneum Maintenance" (8 items).
- Recently Added** section with three course cards: "MKS Supplier Copy Exact Training 2020" (30 minutes), "AIC - EHS Database Report Center" (33 minutes), and "AIC - EHS Database B. Training" (33 minutes).

My Learning Progress

A snapshot of your Not Started, In Progress, and Completed courses and content. Click the blue numbers to see a list of courses in each category.

Recently Added

Check back often to see what's new!

Learning Menu

From the Learning worklet, choose from actions in the Learning Menu. Here are some examples:

Under Find Courses, select **Preferences** to select the Topics you are interested in.

Use **My Library** to collect content you plan to view later. Here you can create Learning Paths in areas you want to develop.

Under My Classroom Details, view information about classroom training including upcoming training on the **Course Calendar** and courses you are **Waitlisted** for.

Under My Transcript, select **My Transcript** to see your full learning record.

Under Create, select **New Lesson** to upload and share media. This feature is a great way to share tips, tricks, and best practices across the company.

Find Courses

- Topics >
- Browse Learning >
- Preferences >
- My Library >

My Classroom Details

- Course Calendar >
- Waitlisted >

My Transcript

- My Transcript >

Create

- New Lesson >
- Edit Lesson >