

Learning Reports

Overview

Managers have visibility into learning records of their direct and indirect reports. This job aid provides an overview of the information available which is useful in tracking employee learning and ensuring your employees complete their required training.

Who Does This: Managers

Things to Know:

- Managers can access learning reports in the Manager dashboard and on the Worker Profile:
 - [Manager Dashboard](#) – Training information for all direct and indirect reports.
 - [Worker Profile](#) – Includes training information for a particular worker.

Manager Dashboard



Step 1

Choose the **Manager** worklet.

Manager

[Compensation & Time Off Information for Managers](#)
[Headcount & Turnover Information](#)
[Outstanding Workday Tasks](#)
[Birthday & Anniversary Information](#)
[Learning & Talent](#)

Step 2

Choose the **Learning & Talent** tab.

The screenshot shows the Manager dashboard with the following panels:

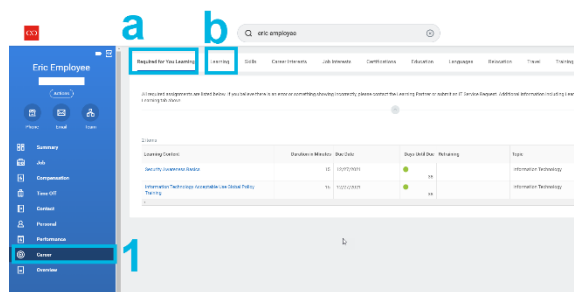
- a** **Manager Dashboard - Incomplete Required Learning**: A table listing required learning assignments for team members.
- b** **Manager - My Team's Training Completed in the last 14 Days**: A table showing recent training completions.
- c** **Manager - My Team's Entire Learning Transcript**: A table showing the full learning history for the team.
- d** **View More**: A button at the bottom of the 'Incomplete Required Learning' panel.

Step 3

Review the information for your organization including:

- Incomplete Required Learning** – These required assignments require action by your team members.
- My Team's Training Completed in the last 14 Days** – Includes the most recent learning completed by your team members.
- My Team's Entire Learning Transcript** – Includes your team's required and elected learning history. *Note: Required assignments may only appear here once the learner clicks "Start".*
- On any report click **View More** to see full details.

Worker Profile



Step 1

From your employee's worker profile, select the **Career** profile group.

Step 2

Review the information for your team member including:

- a) **Required for You Learning** – These required assignments require action by your team member.
- b) **Learning**– Includes your team's required and elected learning history. *Note: Required assignments may only appear here once the learner clicks "Start".*