View Employee Training Summary

Trigger:

Concept

Job Aid and Business Process

Purpose
The Training Summary displays a summary of completed training, both internal and external. Managers can display a summary of information for their direct reports and for employees reporting to those direct reports.

Assumptions
¬ Employee has completed a training course or session and the information has been entered to Peoplesoft.

Responsibility/Role
¬ Managers
### Required Field(s)
- Date Field for Choice

### Output - Results
- View of Data

### Additional Information
None
Procedure

Use the Training Summary to view training information for your direct reports.

Home > Manager Self Service > Learning and Development > Training Summary

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Begin by navigating to the Training Summary page. Click the Manager Self Service link.</td>
</tr>
</tbody>
</table>
Step | Action
--- | ---
2. | The *Manager Self Service* menu will display. Click the **Learning and Development** link.
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<td>3.</td>
<td>The Learning and Development menu displays. Click the <strong>Training Summary</strong> link.</td>
</tr>
</tbody>
</table>
4. Click the employee's **Name** hyperlink.

Choose **Chris Rock**
<table>
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<th>Action</th>
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<tr>
<td>5.</td>
<td>The <strong>Training Summary</strong> for that employee will display. Click the <strong>Return to Select Employee</strong> link.</td>
</tr>
</tbody>
</table>

Return to Select Employee
6. To view the direct reports for this employee, click the **View direct reports** button.
Step 7. To view the training summary information for an individual in that group, click the **Name** link. You will see a list of completed training. Click the **Return to Select Employee** link.
8. Click the **Home** link to return to the **Home** page.
## Step 9

Congratulations! You have completed the View Employee Training Summary process.

**End of Procedure.**