

Add learning completed by your team members outside the learning catalog.

How to Add Supplemental Learning for Team Members

1. Click on the **Learning and Development** link in the HRIS Learning Management box.
2. Click on **Team Learning** under Manager Self-Service and then **Supplemental Learning**.
3. Click the **Add** button.

Supplemental Learning

Team Members			
<u>Name</u>	<u>Job Title</u>	<u>Hire Date</u>	<u>Add</u>
Anatoli J Meehl	Department Manager	12/13/2004	<input type="button" value="Add"/>
Irene O Geiselhart	Department Manager	05/19/1997	<input type="button" value="Add"/>
Nathan A Bryant	Senior Consultant	04/06/1998	<input type="button" value="Add"/>
Steven Ann Pasche	Senior Consultant	06/02/1980	<input type="button" value="Add"/>

4. Identify the **Supplemental Learning** type.

Conference/Seminar	A conference or seminar is a gathering in which people with a common interest participate in discussions and/or listen to lectures on a specialized topic. Generally the topic is related to the attendee's field or current position.
Workshop	A workshop is a gathering or training session which emphasizes problem-solving, hands-on training, and requires the involvement of the participants.
On-the-job Training	On-the-job training occurs in a normal working situation, using the actual tools, equipment, documents or materials that will be used when the participant is fully trained.
Continuing Education	Continuing education involves enrollment in college/university credit-granting courses or non-credit-granting courses where Continuing Education Units (CEUs) are granted. This type of learning is often obtained through a university extension school or community college.

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5. Select the **Supplemental Learning** type.
6. Click on the **Continue** button.

Supplemental Learning

Steven Ann Pasche, Senior Consultant, Marketing Department

Supplemental Learning is used ONLY to record any COMPLETED training that is NOT listed specifically on the City's Learning Catalog. All training available through the City's Learning Catalog must be administered through standard enrollment procedures.

GUIDELINE: If more than five employees attended the same external training, you may want to establish this as an official Activity in the City's Learning Catalog instead of using Supplemental Learning. Contact your Training Administrator for further details.

Select Supplemental Learning Type

*Type:	Select..
* Require	Conference/Seminar
	Continuing Education
	On-the-job Training
Con	Select..
	Workshop

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5. Fill in the details.
6. Change the **Status** to **Completed**.
7. Click on the **Save** button.

Supplemental Learning

Steven Ann Pasche, Senior Consultant, Marketing Department

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Supplemental Learning Details	
'Title:	<input type="text"/>
'Description:	<input type="text"/>
'Status:	<input type="text" value="Select..."/>
Type:	<input type="text" value="Completed"/>
'Start Date:	<input type="text" value="06/21/2007"/> 
'End Date:	<input type="text" value="06/21/2007"/> 
Location:	<input type="text"/>
Study Hours:	<input type="text" value="0.00"/>
Price:	<input type="text" value="0.00"/>
Education Units:	<input type="text"/>
'Provided By:	<input type="text"/>
Instructor/Facilitator:	<input type="text"/>

* Required Field

Save

[Team Learning](#)

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