

City Learning Summary

This report provides an overview of “formal” learning for employees within your department.

“Formal” learning includes learning opportunities (e.g., classrooms, workshops, self-study, etc.) that is defined as activities within HRIS. This is different than supplemental learning which is recorded individually for an employee. In other words, “formal” learning is considered to be part of the City’s learning catalog, whether the learning activity is available Citywide or just to employees within a single department.

Supplemental learning, which can be found on the Supplemental Learning Summary report includes learning activities that are not part of the City’s learning catalog. This might include a conference or workshop that was conducted by a third-party and only attended by a single or small number of City employees.

Potential Uses

Potential uses for this report include but are not limited to:

- Review employee learning completed
- Review learning activities that your department’s employees are currently enrolled
- Identify employees within your department that have not yet completed certain learning activities, required or desired
- Identify employees that have completed certain specialized training that may qualify them for a special project or require their skills for an emergency response.

About the Information

This report lists all learning activities for employees within your department that are currently active, on leave or suspended. Learning listed on this report includes all activities that are included in the City’s learning catalog, both Citywide and department-specific.