

Supplemental Learning Summary

This report provides an overview of supplemental learning for employees within your department. Supplemental learning includes learning activities that are recorded individually for an employee. For example, only one employee from the City attends a conference conducted by a third-party vendor. Rather than defining this as a “formal” learning opportunity in the City’s learning catalog, this conference can be recorded by the employee, their supervisor or an HRIS Representative as supplemental learning. Other types of supplemental learning might include workshops, on-the-job training, and continue education.

Potential Uses

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

- Review supplemental learning completed or recorded by employees
- 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 types of supplemental learning recorded in HRIS including:

- Conference/Seminar
- Workshop
- On-the-job Training
- Continuing Education