

LINE MANAGER TOOLS

All the tools you need to track your teams learning are in one easy to access place within your 'My Learning' area.

Try This Yourself:

Before trying this ensure that you have logged into the Gateway

- 1 To access the **Line Manager Tools** click **My Learning** on the shortcut bar

You can now see the 8 tools you have available to you:

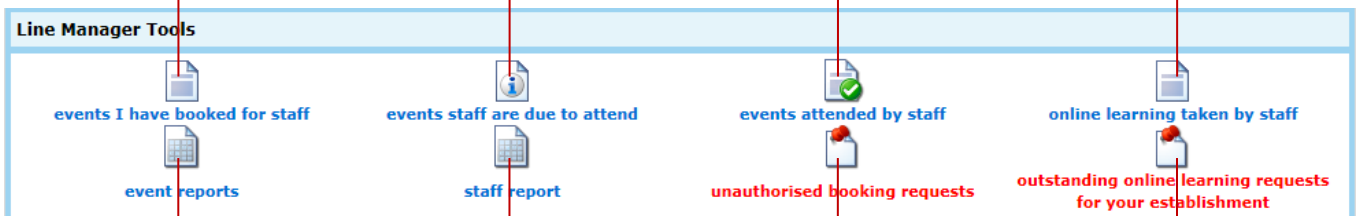


To see what events you have booked your staff members on, click **events I have booked for staff**

To find out what events your staff members are booked on click **events staff are due to attend**

To discover what events your staff members have been on click **events attended by staff**

To see what online learning your staff members have done click **online learning taken by staff**



To see a list of all your staff members upcoming training click **event reports**

To find a particular staff members training click **staff report**

To discover what training your staff members have requested click **unauthorised booking**

To discover what online learning your staff members have requested click **outstanding online learning requests for your establishment***
*coming soon

For Your Reference...

1. Although you will receive email alerts it's worth checking into this area regularly

Handy to Know...

- You can access these tools on any computer with access to the internet, including your smartphone