

VIEWING EVENTS ATTENDED BY STAFF

Using the Gateway makes it quick and easy to see at a glance what events your staff members have attended.

Try This Yourself:

Before trying this ensure that you have logged into the Gateway

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

- 1 Click **events attended by staff**

A list of events with staff members names will now appear

- 2 You can view the details of the event by clicking on **Show details**

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events attended by staff

Switch your current Establishment: Learning & Development Delivery - L&D Operations Team | [Back to My Learning](#)

97 bookings found

1 2 3 4 5

Event: The Gateway for Administrators Show details	
Date and time: Thursday 21 November 2013 09:30 - 16:00	Code: OT 14/223
Venue: Chichester - Willow Park, 4B Terminus Road, PO19 8ER Map	
Julie Ferroni - L&D Operations Team	Booking status: Confirmed
Kevin Flores - L&D Operations Team	Booking status: Confirmed
Jamie Martin - L&D Operations Team	Booking status: Confirmed

Event: Signs of Safety Briefing Show details	
Date and time: Friday 22 November 2013 09:00 - 16:15	Code: CH 13/1588
Venue: Field Place, The Boulevard, BN13 1NP Map	
Sally Reading - L&D Operations Team	Booking status: Confirmed
Susan Ridgewell - L&D Operations Team	Booking status: Confirmed
Nicci Stringer - L&D Operations Team	Booking status: Confirmed
Lois Underwood - L&D Operations Team	Booking status: Confirmed
Mike Wells - L&D Operations Team	Booking status: Confirmed

Event: Adults Safeguarding Roadshow Show details	
Date and time: Tuesday 3 December 2013 09:30 - 12:30	Code: AD 13/1790
Venue: Horsham - County Hall North, ChartWay, RH12 1XA Map	
Jane Monday - L&D Operations Team	Booking status: Confirmed

Event: Leading Teams Through Change Show details	
Date and time: Wednesday 4 December 2013 09:30 - 16:30	Code: OT 13/1405
Venue: Horsham - County Hall North, ChartWay, RH12 1XA Map	

For Your Reference...

1. If lots of events have been attended by staff there may be several pages to view

Handy to Know...

- The events list appears in date order