People Manager
Learning Development

Contents

1.0 Introduction

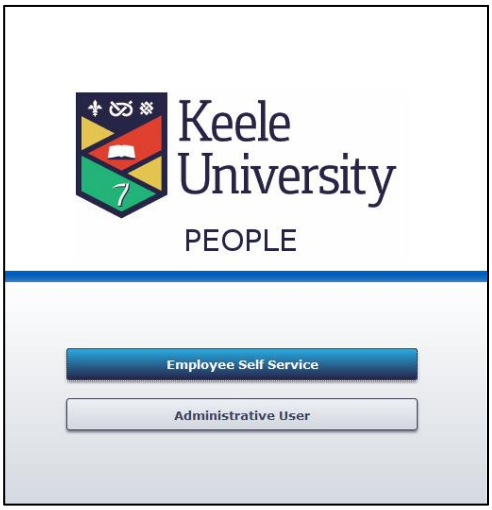
Welcome to the People Manager: Learning and Development guide for Keele People. This guide will help you to navigate your way around the Learning and Development section of the People Manager self-service system and will show you how to book and cancel workshops, as well as view learning records for your staff.

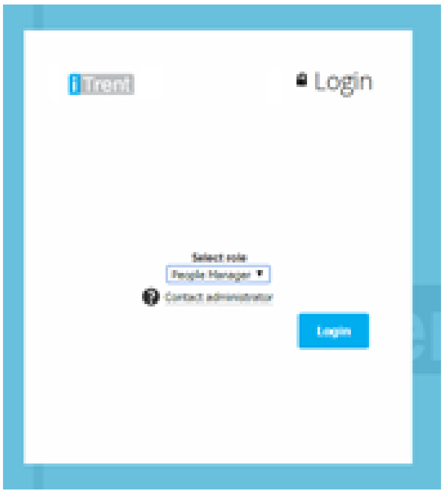
If you experience any difficulties accessing or navigating your way around Keele People, please email hr.people@keele.ac.uk or contact your link Human Resources team.

2.0 How to access the Learning Links within Keele People

Log-In

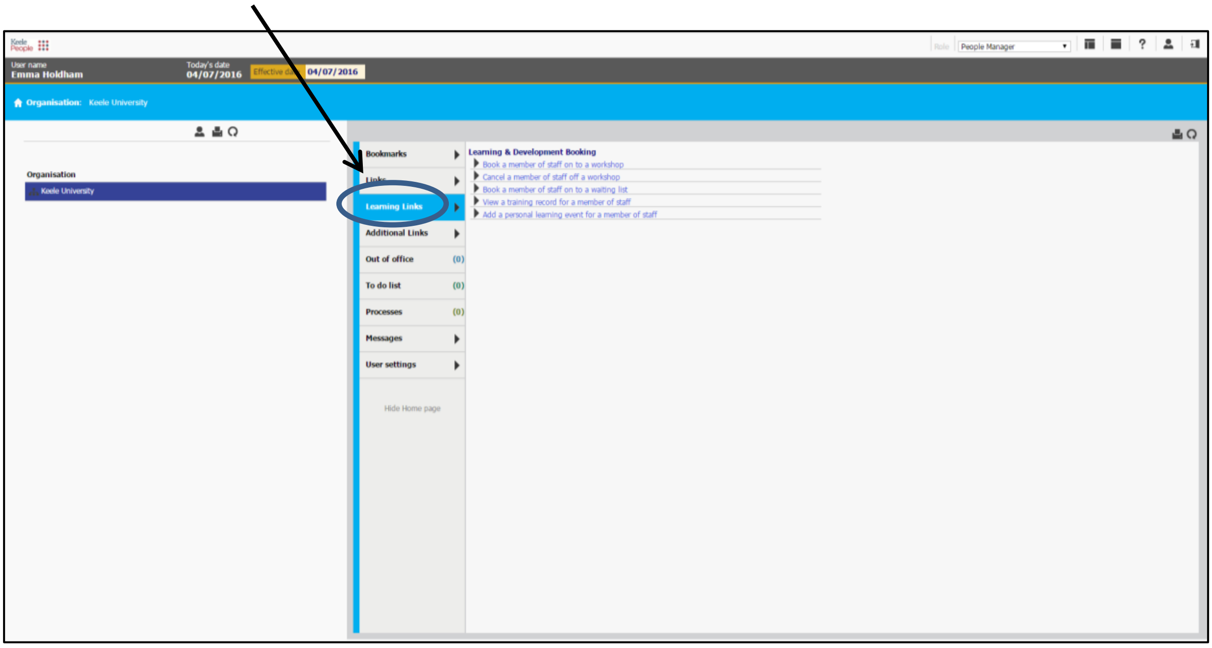
To access the database visit: people.keele.ac.uk, click the ‘Administrative User button’ and log-in using your Keele username and password. From the Drop down list, if you are given an option, select the People Manager role.





Keele People Desktop

Once you have logged in, you will be presented with your Keele People desktop. This will show the range of navigation options you have available to you. The ‘Learning Links’ tab on the home page represent the actions mostly used for Learning Events.



3.0 Useful Tips

- When searching, if you only know part of the name use a wildcard at the beginning (*) i.e. *KLE would bring up anything with KLE in the title.

- Blank searches can be done against those with little data i.e. venues and presenters by clicking enter without any information in the search box. Do not use this when searching for activities as this will crash the system.

- If a search box has a magnifying glass next to it, you cannot type directly into the box. You must click the magnifying glass which brings up a screen to search in.

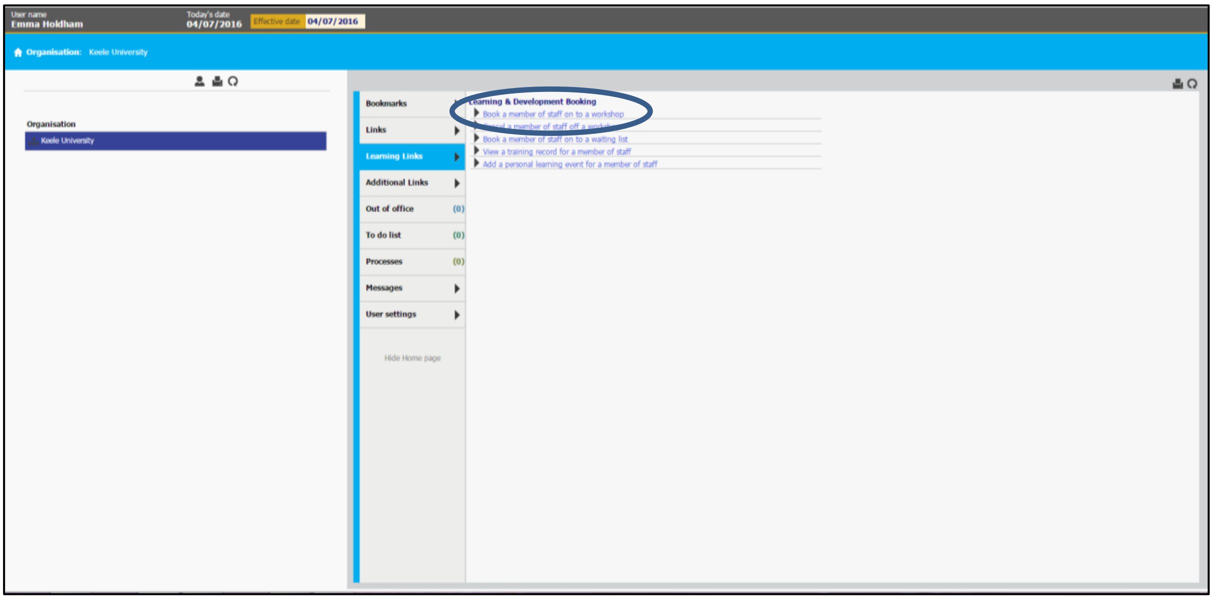
- Headers in search fields can be clicked to sort data.

- Activity = Workshop title

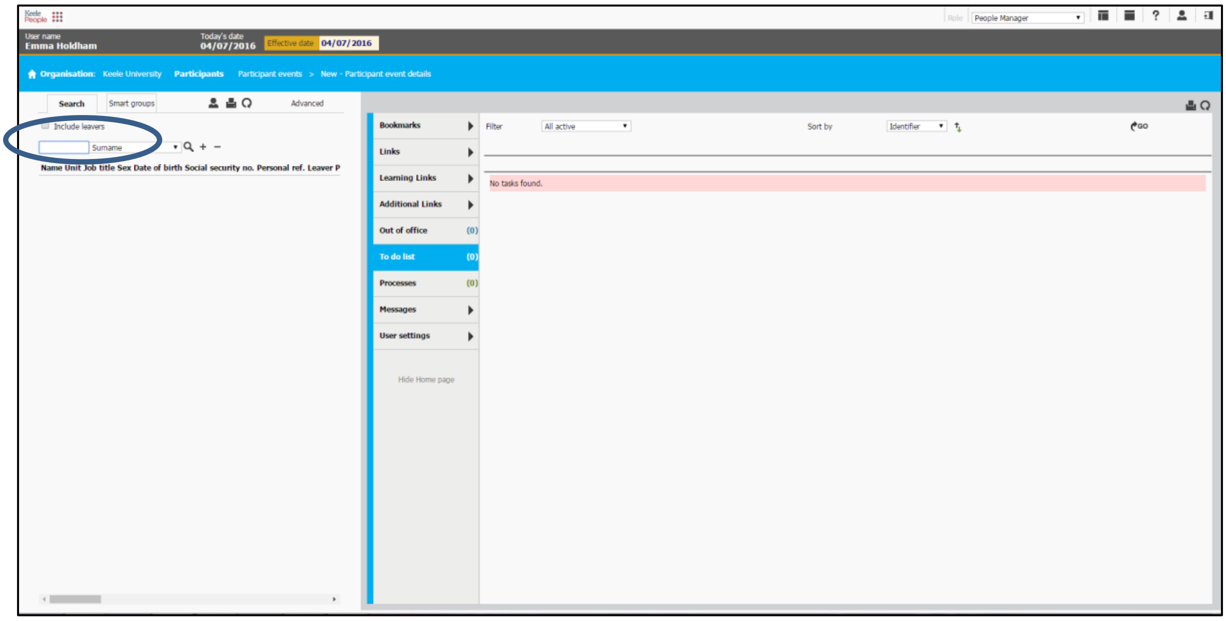
- Event = the date a workshop takes place

4.0 Book a member of staff on to a workshop

On the homepage, click 'Learning Links' and then click 'Book a member of staff on to a workshop'.

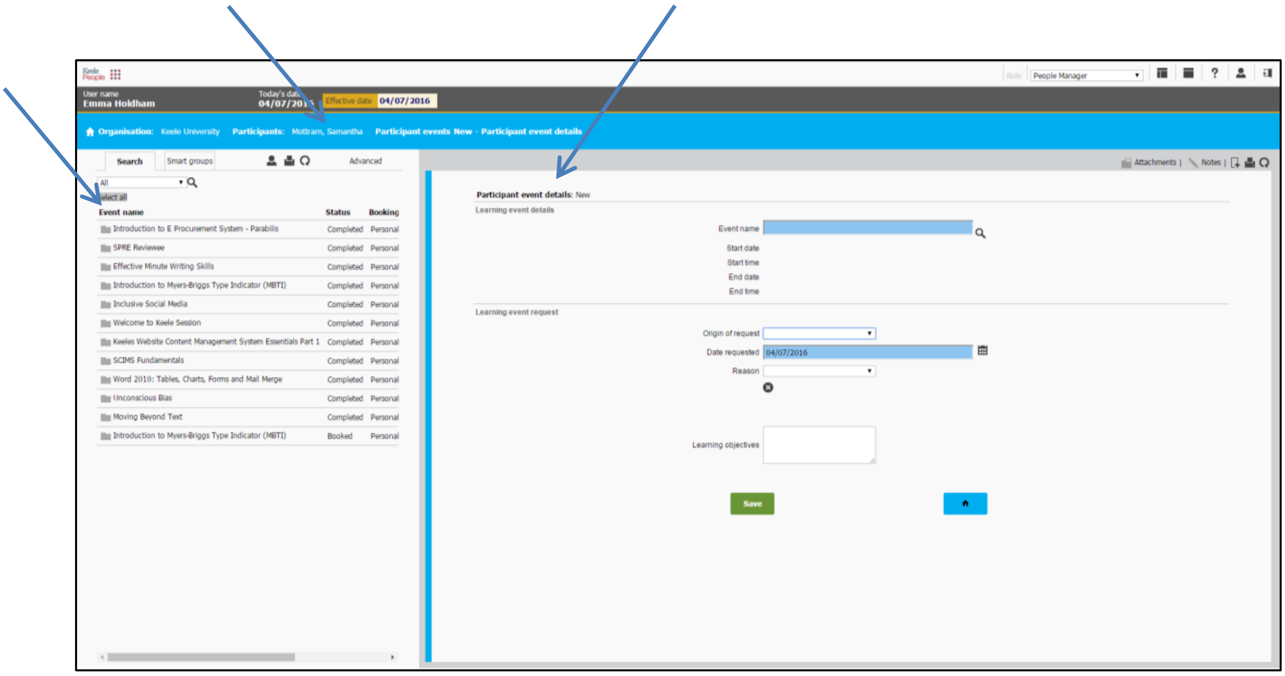


Enter the surname of the member of staff that you would like to book onto an event (you will also see that there is an option to include staff that have left in the search by selecting the tick box above the surname field) and press return on your keyboard, or click the magnifying glass. If you have two reports with the same surname it will bring up those records listed in the left hand screen and you must select the required record. Alternatively if you only have one report with that particular surname it will take you to the following screen.

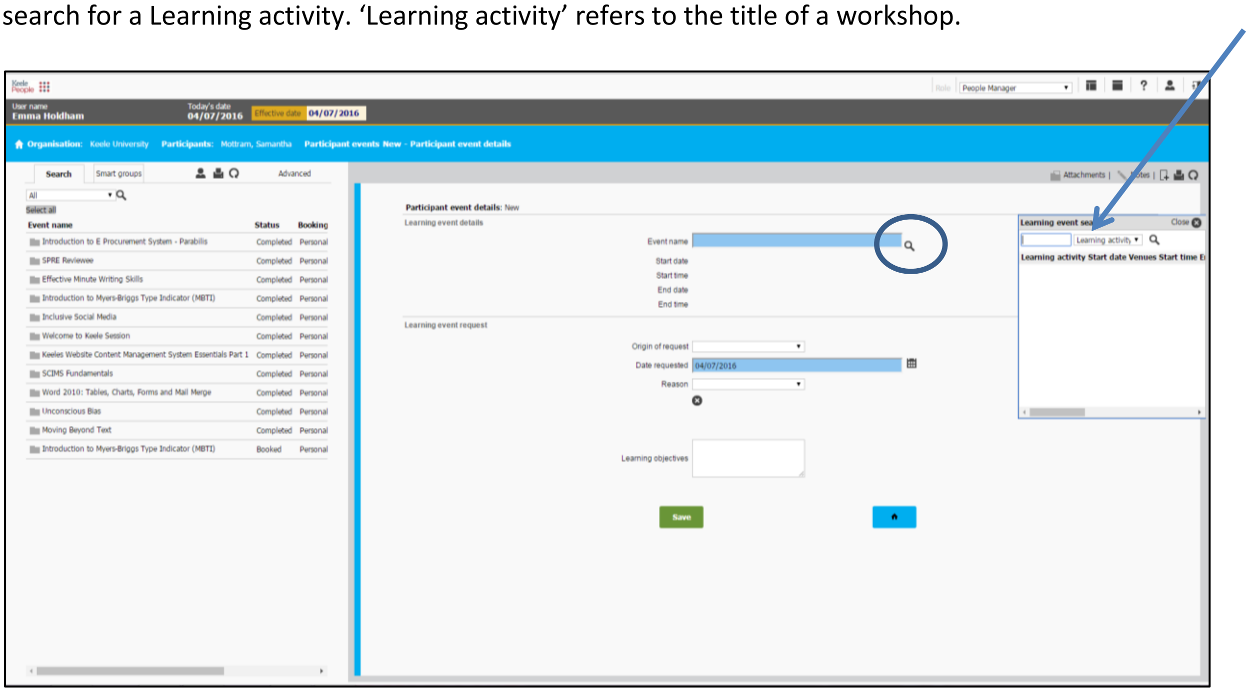


On the left hand side of the screen you will be shown the list of workshops that your report has booked on to or undertaken previously. Please note; an individual's event registrations are automatically shown in the order that they were booked.

On the right hand side of the screen you will see the 'Partcipant event details' screen. It is from here you will be able to book your report onto a workshop.

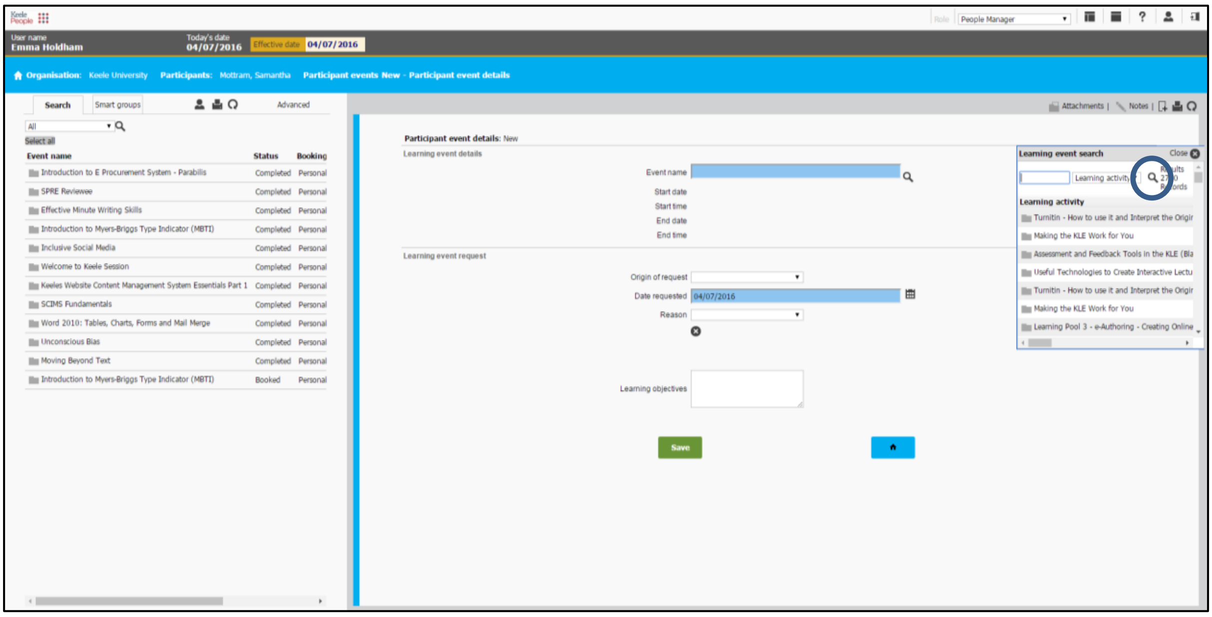


From the 'Participant event details screen' click on the magnifying glass icon next to 'Event name'. A new box will appear to the right of the screen entitled 'Learning activity search'. You will be asked to search for a Learning activity. 'Learning activity' refers to the title of a workshop.

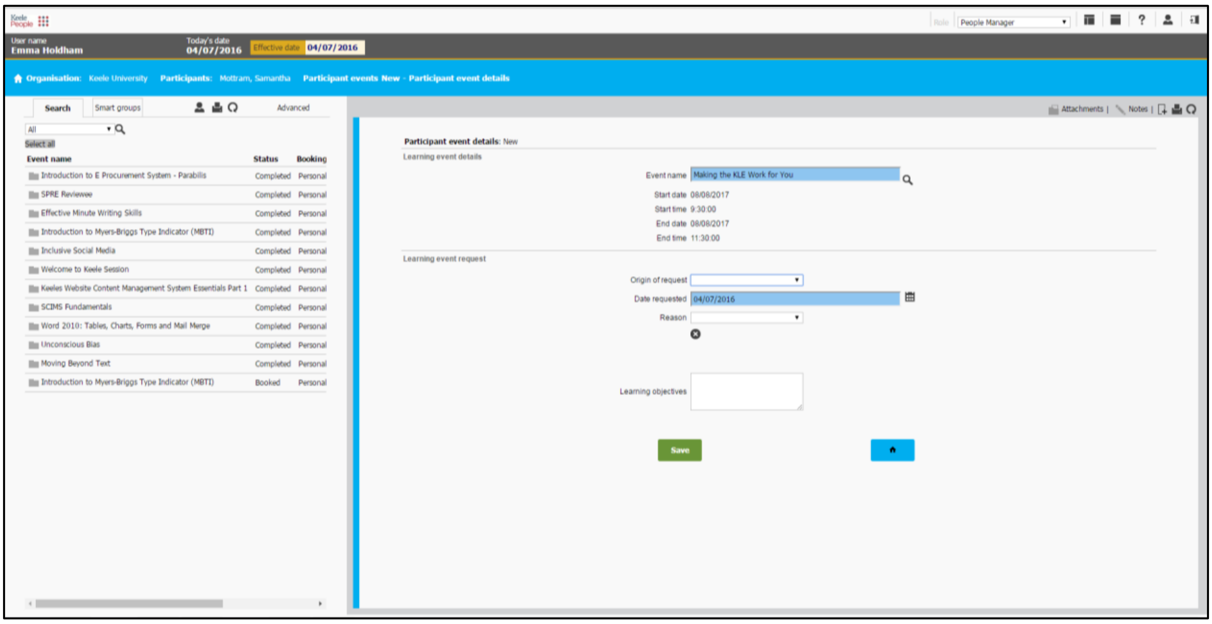


If you know the workshop title you wish to book, please type this into the box and press enter; this will then bring up all workshops with matching titles.

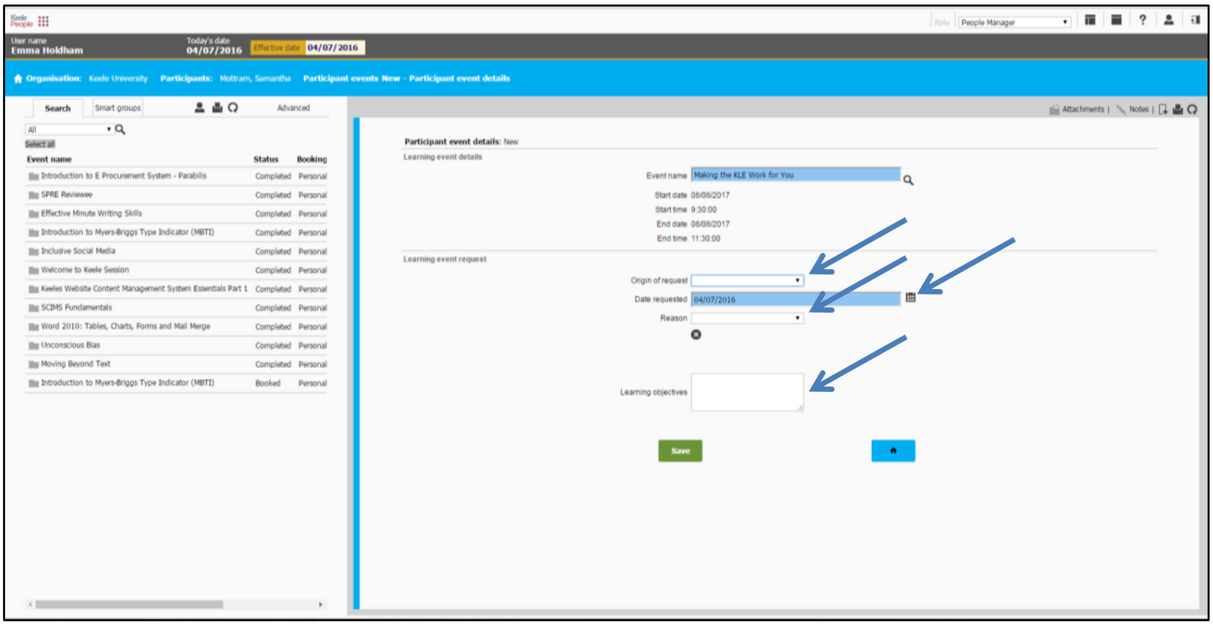
Alternatively, if you wish to view all of workshops currently available click the magnifying glass icon next to ‘Learning activity’ and this will bring up a full list. Please note; depending on the number of workshops available it may take the system a few moments to retrieve this information.



Click the title of the workshop that you would like your report to attend. This will automatically populate the Event name, Start date/time and End date/time; based on the workshop title you have chosen.



You are then required to complete the remaining fields within the 'Learning event request' section.

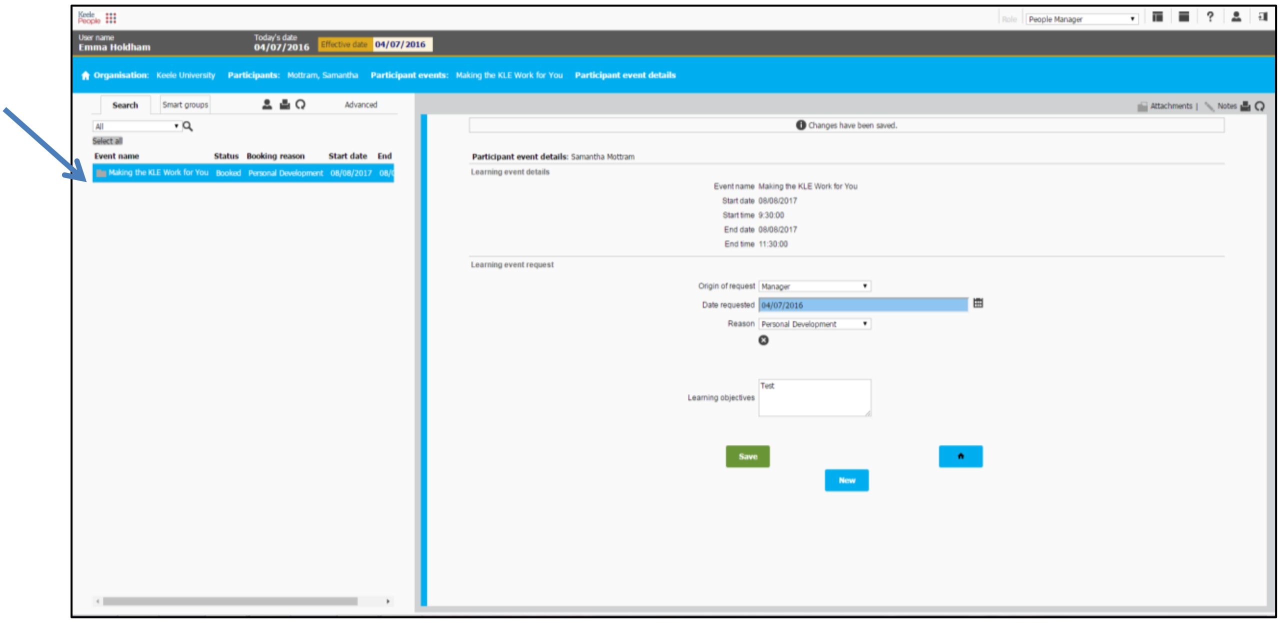


There is only one option for the origin of request and this is 'Manager'; click the arrow at the side of this field to view and select this option. The date requested will automatically be populated with the current date. If you would like to change this please click the calendar icon at the side of the box.

You are asked to provide a reason for the booking. There are a number of options available, these include: Mandatory Requirement; Personal Development; Professional Development; Role Requirement. Click the arrow at the side of this field to view and select the most appropriate option.

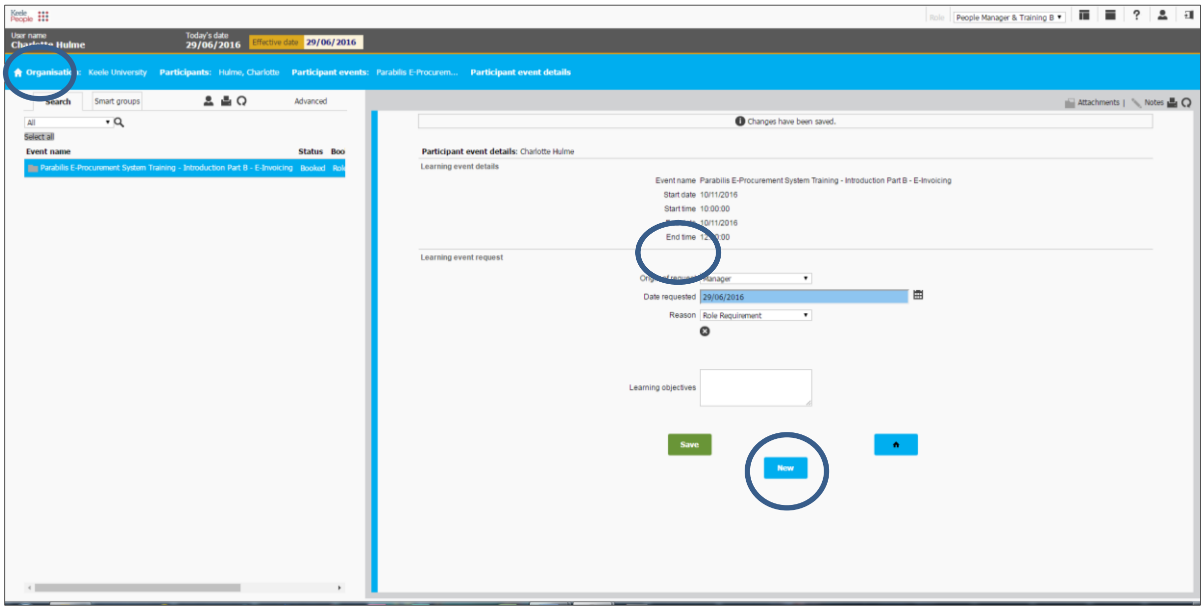
The final box for completion is titled "Learning objectives". Here you can enter a brief statement describing what outcomes, specifically what knowledge or skills, the learner should be able to exhibit following their attendance at the event. This field is voluntary.

Once completed click 'save'. You will see that the details of the learning activity and event details then appear on the left hand-side of the screen.



You and your member of staff will receive email confirmation of this booking.

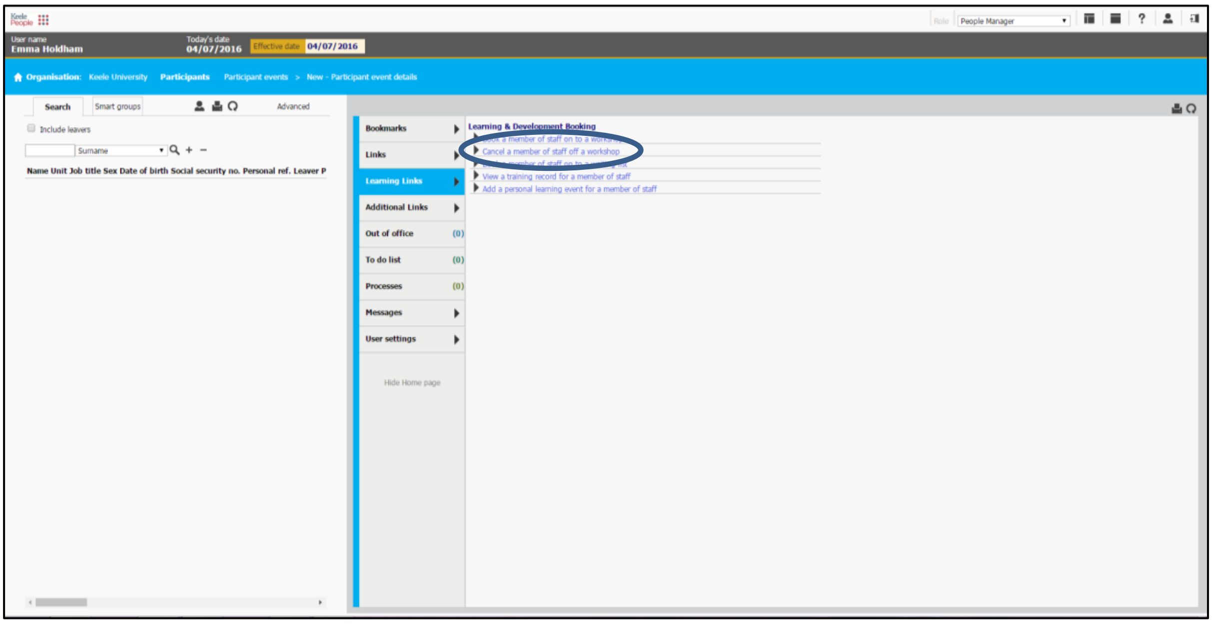
From this screen you also have the option to add another ‘Learning Event’ for your selected member of staff. You can do this by selecting ‘New’ at the bottom of the screen.



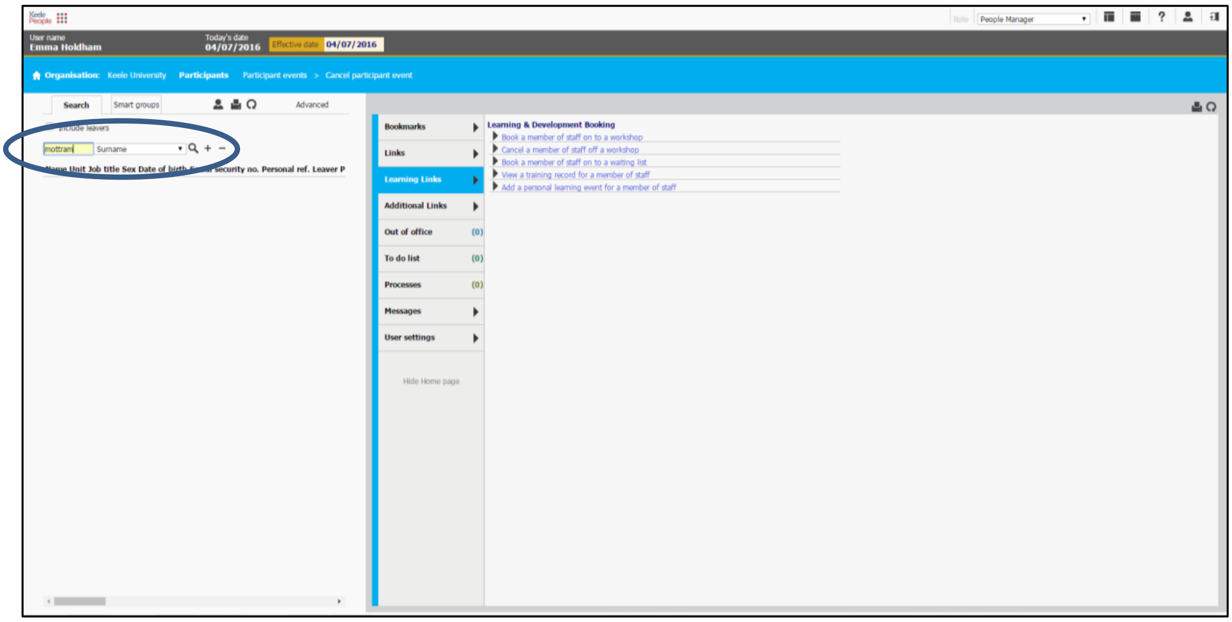
If you would like to book a learning event on behalf of a different member of staff you will need to click the Organisation Icon located in the blue banner at the top of the screen.

5.0 Cancel a member of staff off a workshop

From the homepage, click 'Learning Links' and then 'Cancel a member of staff off a workshop'.

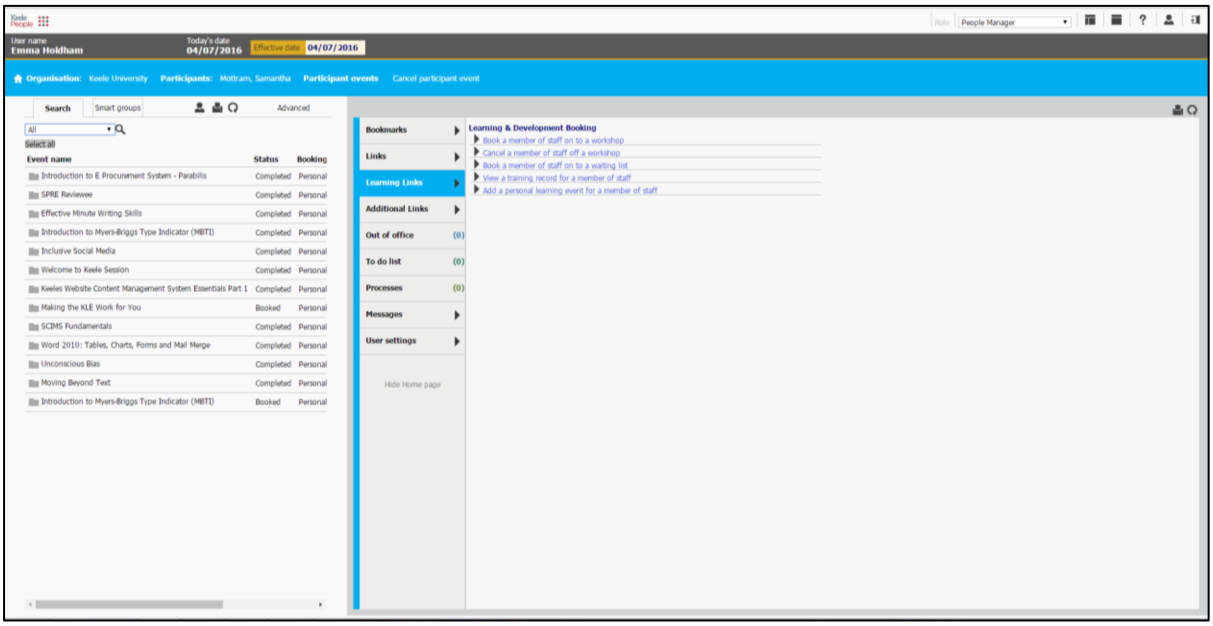


Enter the surname of the member of staff that you would like to cancel off a workshop (you will also see that there is an option to include staff that have left in the search by selecting the tick box above the surname field) and press return on your keyboard or click the magnifying glass.



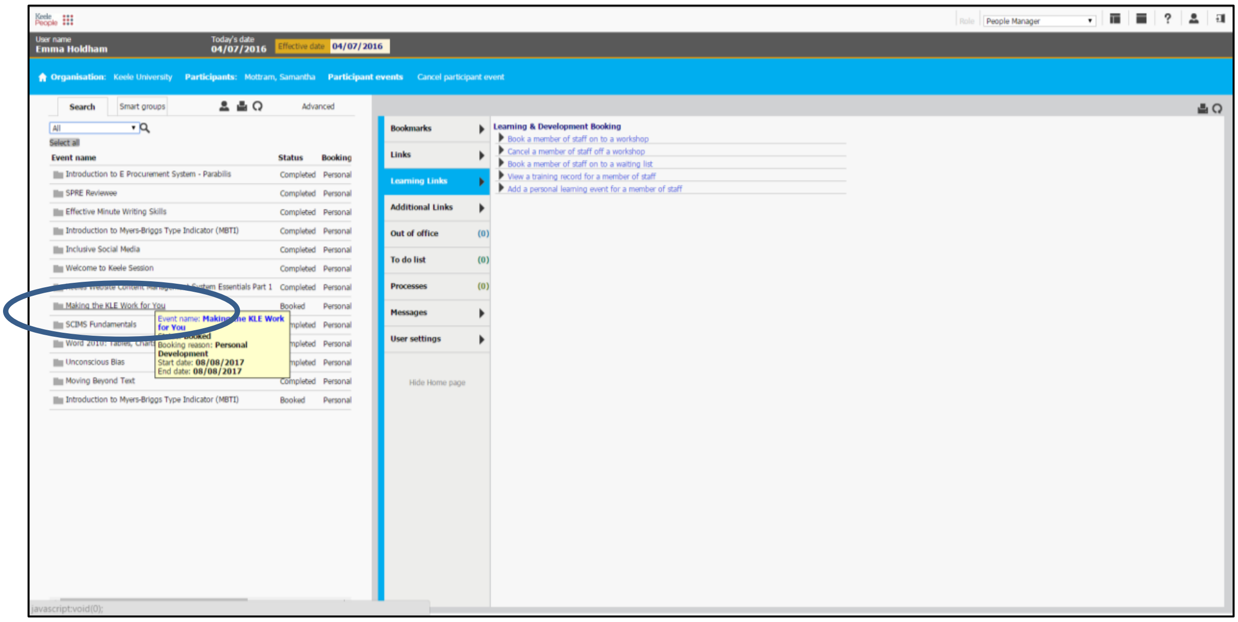
If you have two reports with the same surname it will bring up those records listed in the left hand screen and you must select the required record.

Alternatively if you only have one report with that particular surname it will take you to the following screen.

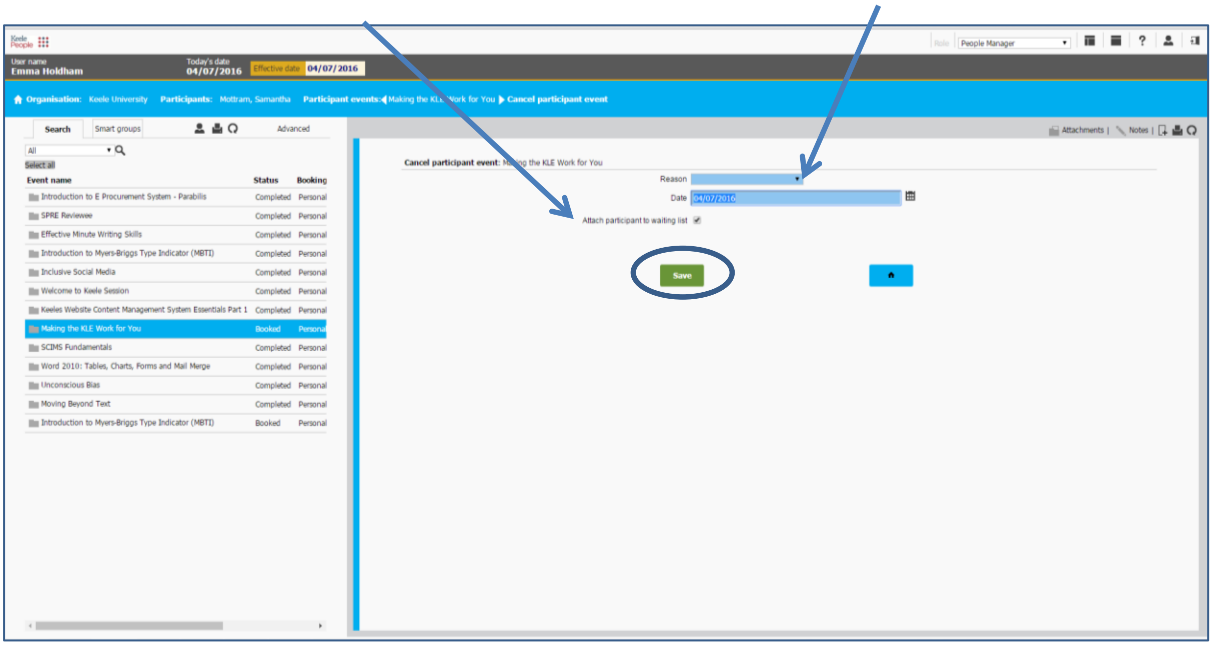


On the left hand side of the screen you will be shown the list of workshops that your report has booked onto or undertaken previously. Please note; an individual's event registrations are automatically shown in the order that they were booked.

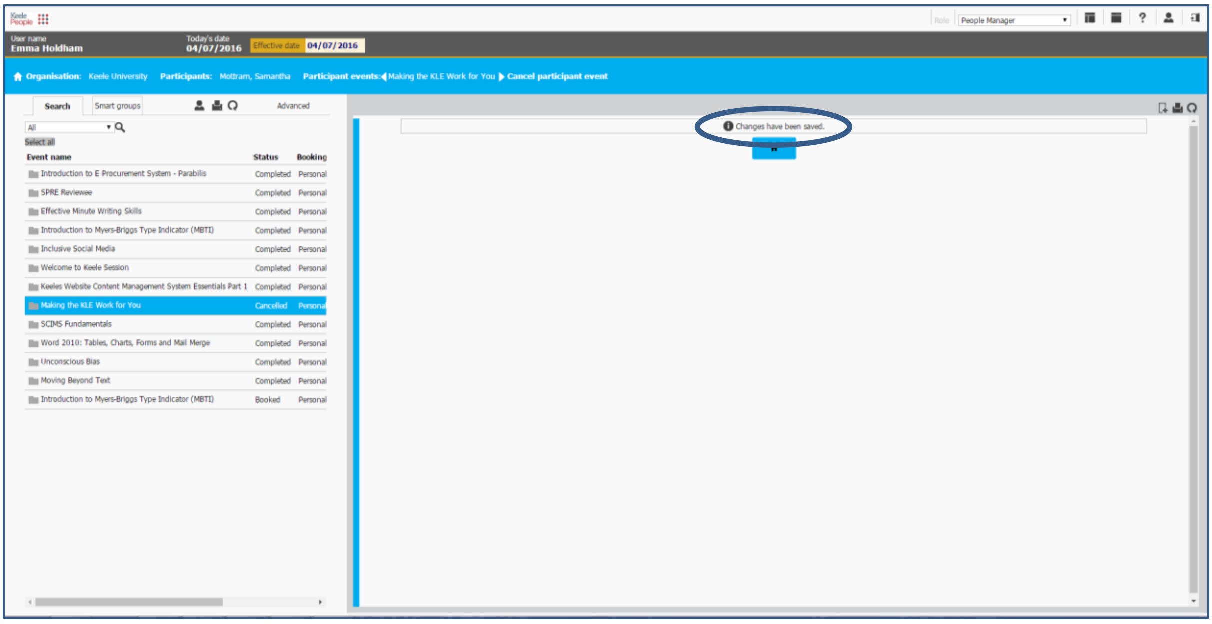
To cancel a booking click on the workshop from the list shown.



This will take you to the ‘cancel participant event’ screen where you are required to complete the ‘Reason’ field with the reason for cancelling. The ‘date’ field is automatically populated with todays date. You are also given the option to ‘add to the waiting list’. This field is automatically populated and you must deselect if you do not want your member of staff to be added to the waiting list.

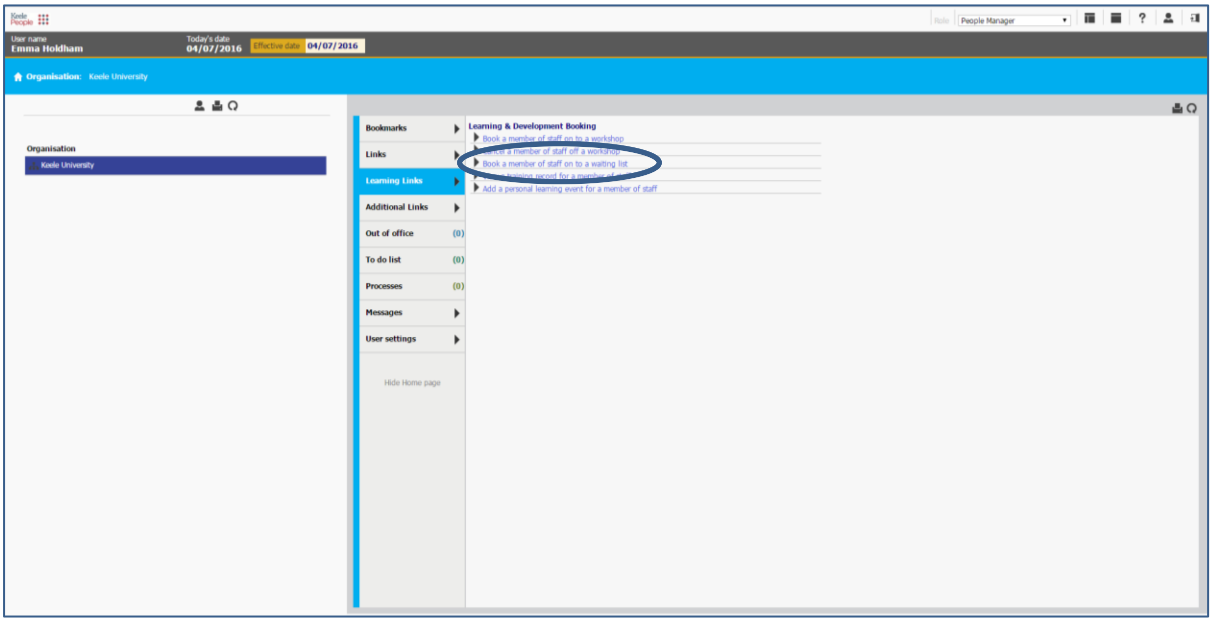


Once completed click ‘save’. You will then be presented with the following screen to confirm that your changes have been made. You and your member of staff will receive email confirmation of this action.

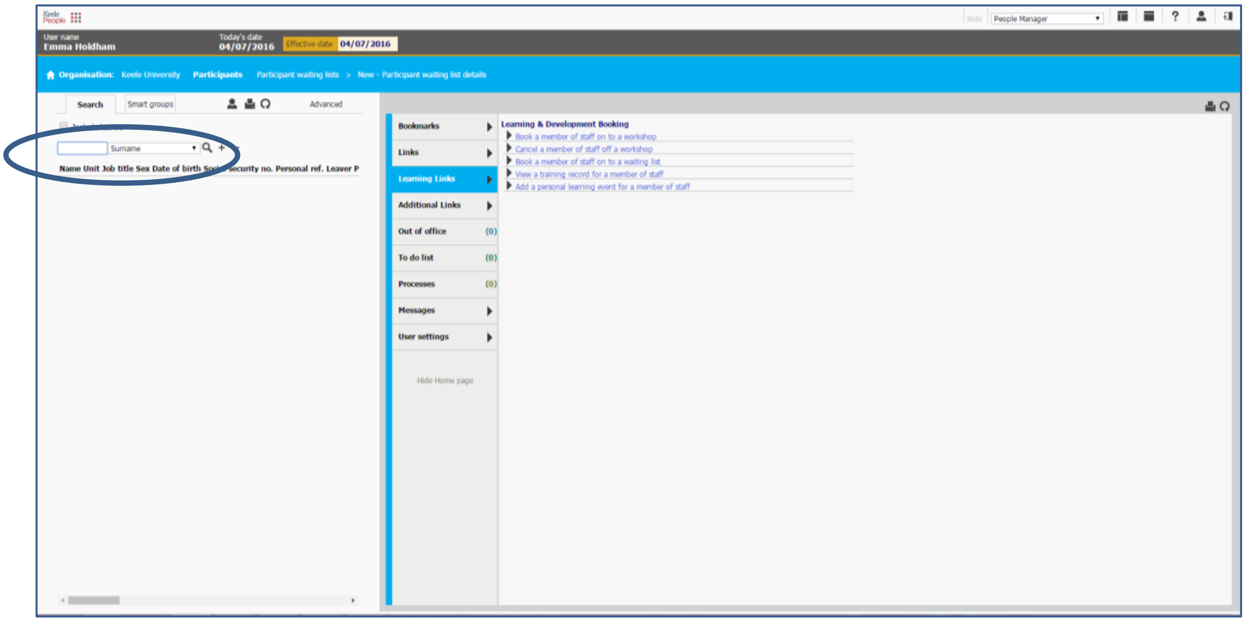


6.0 Book a member of staff on to a waiting list

On the homepage, click ‘Learning Links’ and then ‘Book a member of staff on to a waiting list’.



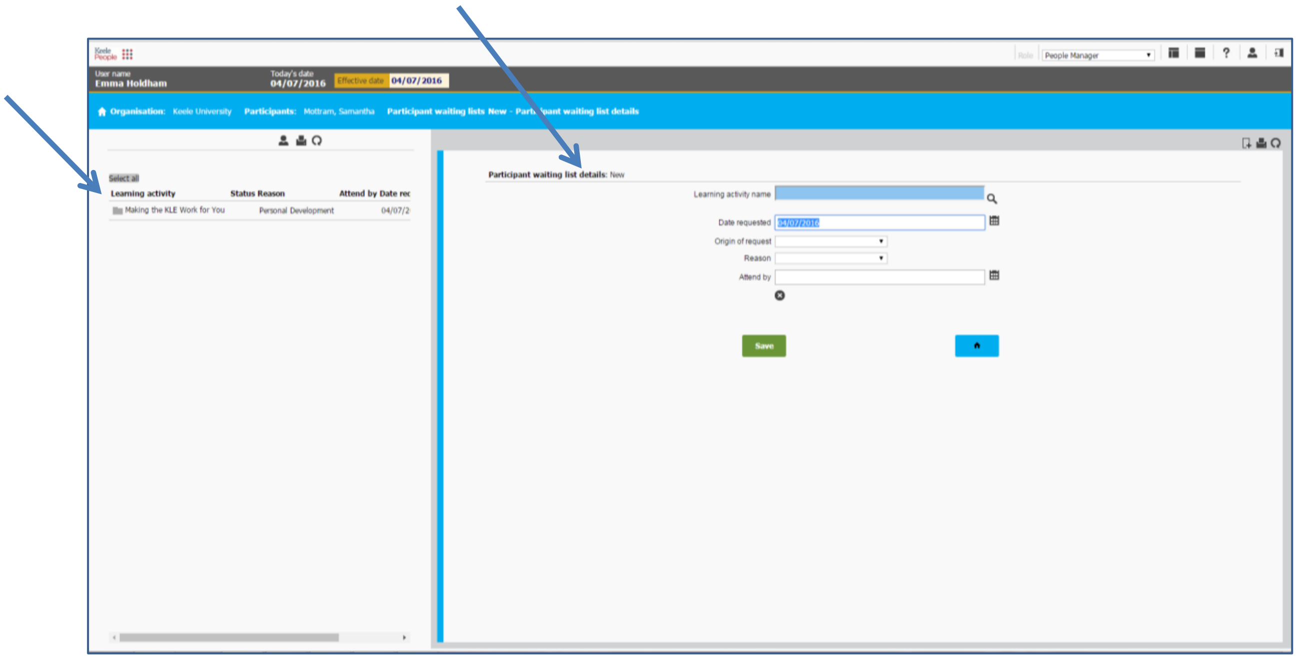
Enter the surname of the member of staff that you would like to add to a waiting list (you will also see that there is an option to include staff that have left in the search by selecting the tick box above the surname field) and press return on your keyboard or click the magnifying glass.



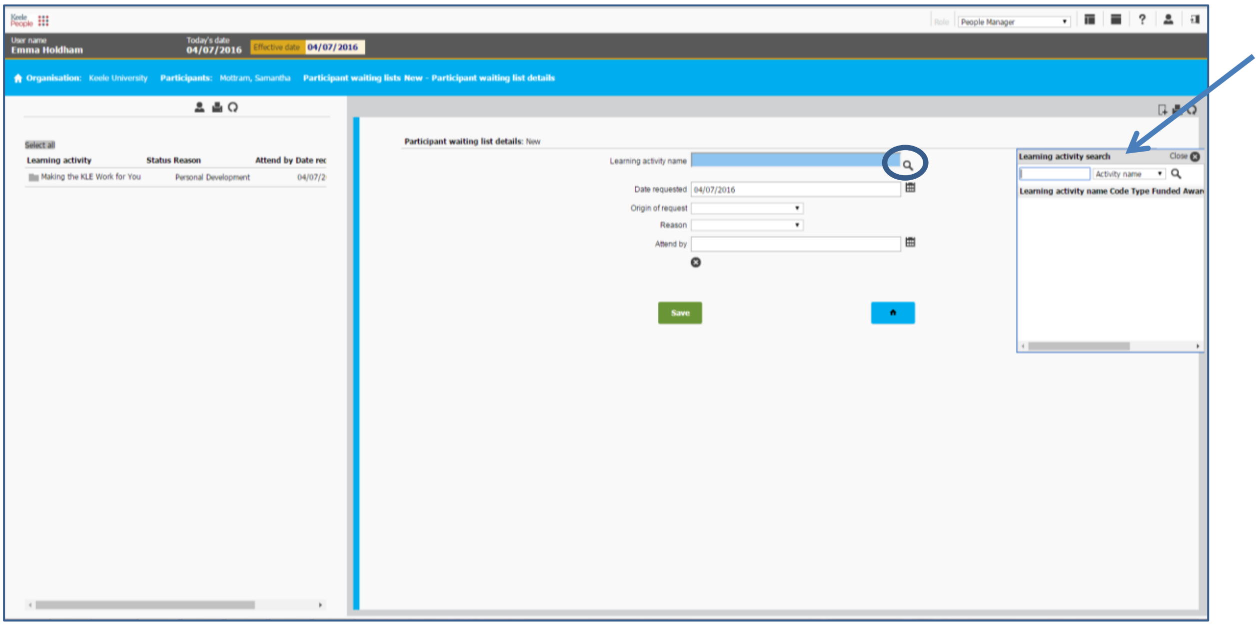
If you have two reports with the same surname it will bring up those records listed in the left hand screen and you must select the required record.

Alternatively if you only have one report with that particular surname it will take you to the following screen.

On the left hand side of the screen you will see all of the workshops that your member of staff is currently on a waiting list for and when they were added. On the right hand side of the screen you will see the 'Participant waiting list details screen'. This is where you are able to add your member of staff to a waiting list.

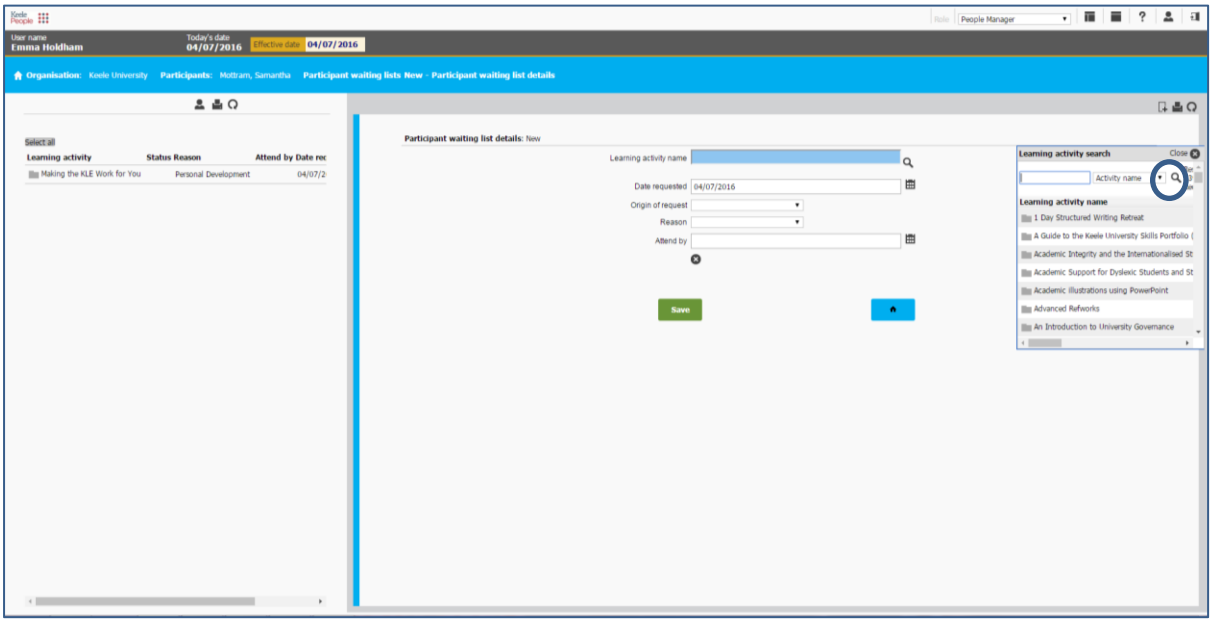


Click on the magnifying glass icon next to 'Learning activity name'. A new box will appear to the right of the screen entitled 'Learning activity search'. You will be asked to search for a Learning activity. 'Learning activity' refers to the title of a workshop.



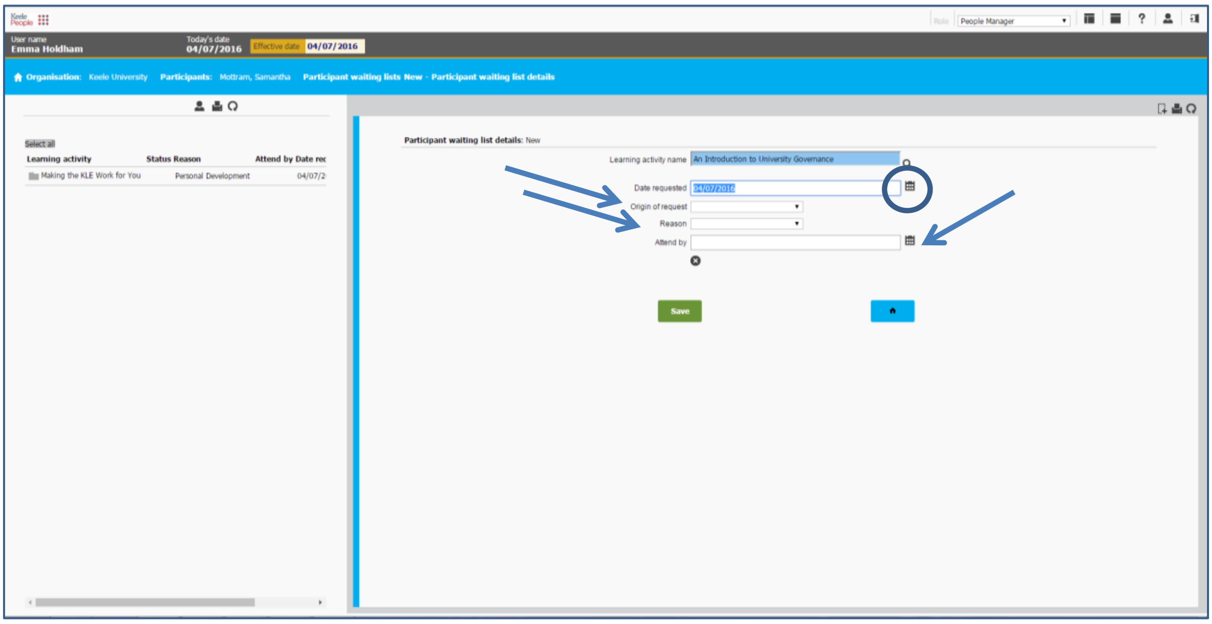
If you know the activity title type this into the box and press enter; this will then bring up all activities with matching titles.

If you wish to view all activities click the magnifying glass icon next to ‘activity name’ and this will bring up a full list of activities available. Please note; it may take the systems a few moments to retrieve this information.



Select the title of the required activity from the list shown.

You then need to complete the remaining fields within the ‘Participant waiting list details’ screen. The Learning activity name will be automatically populated. The date requested will automatically be populated with todays date. If you would like to change this please click the calendar icon at the side of the box.

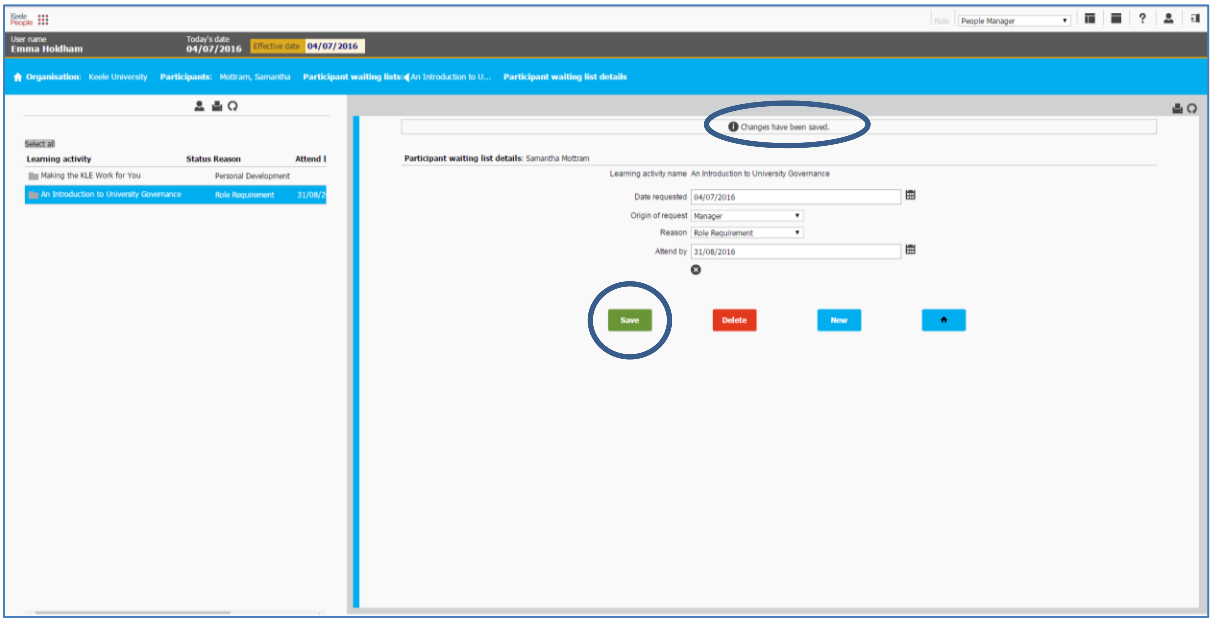


There is only one option for the origin of request and this is ‘Manager’; click the arrow at the side of this field to view and select this option.

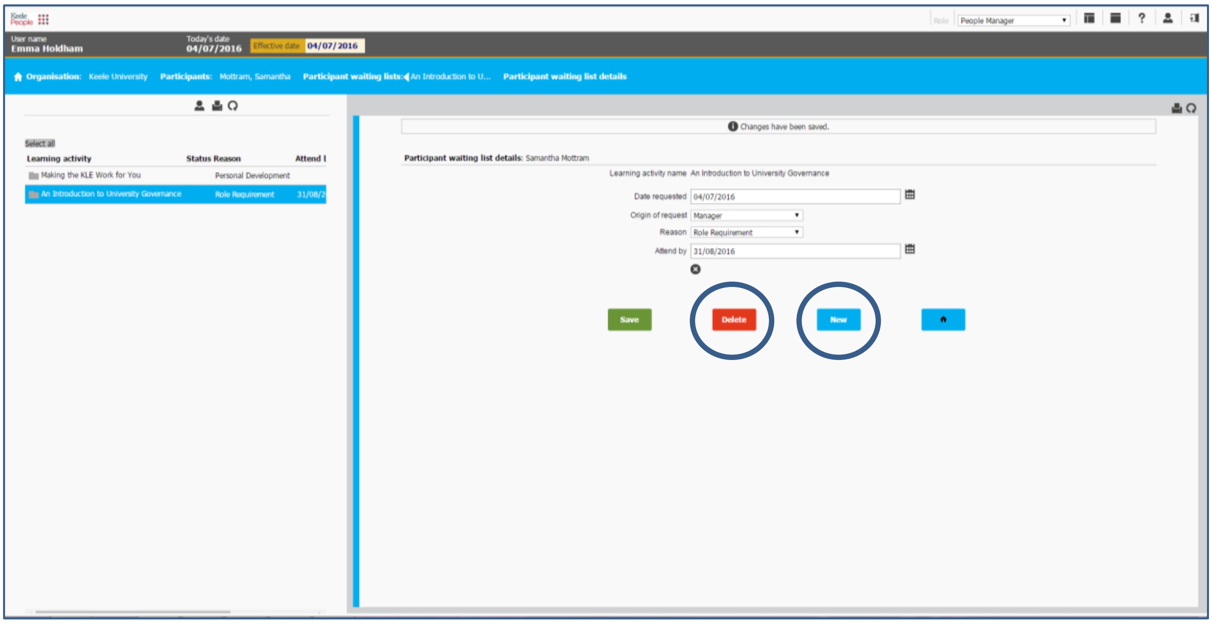
You are asked to provide a reason for adding the staff member to the waiting list. There are a number of options available, these include: Mandatory Requirement; Personal Development; Professional Development; Role Requirement. Click the arrow at the side of this field to view and select the most appropriate option.

The final field to complete is 'Attend by'. This is the date by which you would like the staff member to have attended the activity you have selected.

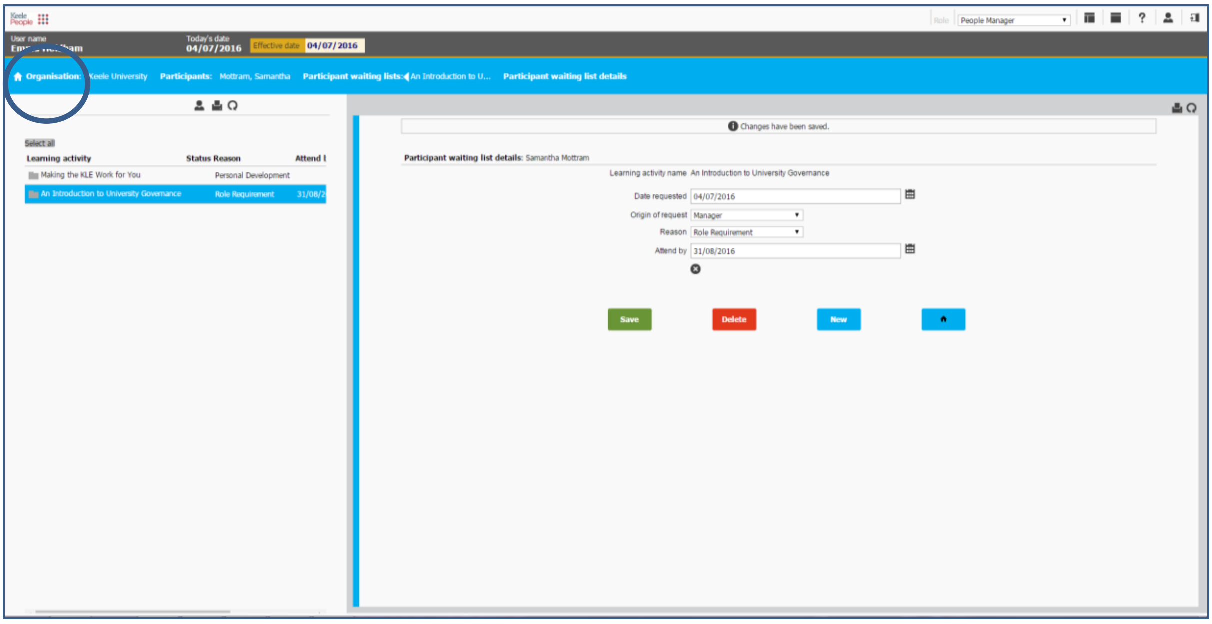
Once completed click 'save'. You will then be presented with the following screen to confirm that your request has been made. You and your member of staff will receive email confirmation of this request.



From this screen you also have the option to delete the waiting list request you have just submitted by clicking 'Delete' or adding your member of staff to further waiting lists by clicking 'New'.

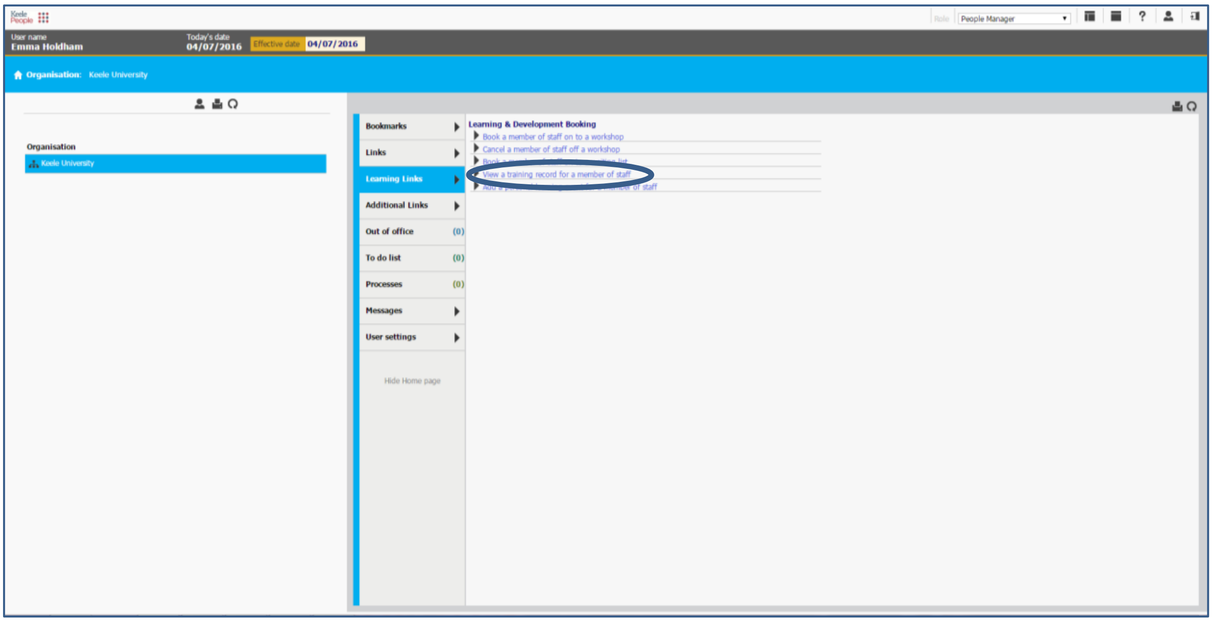


If you would like to add a different member of your staff to a waiting list you will need to click the 'Organisation' Icon located in the blue banner at the top of the screen.

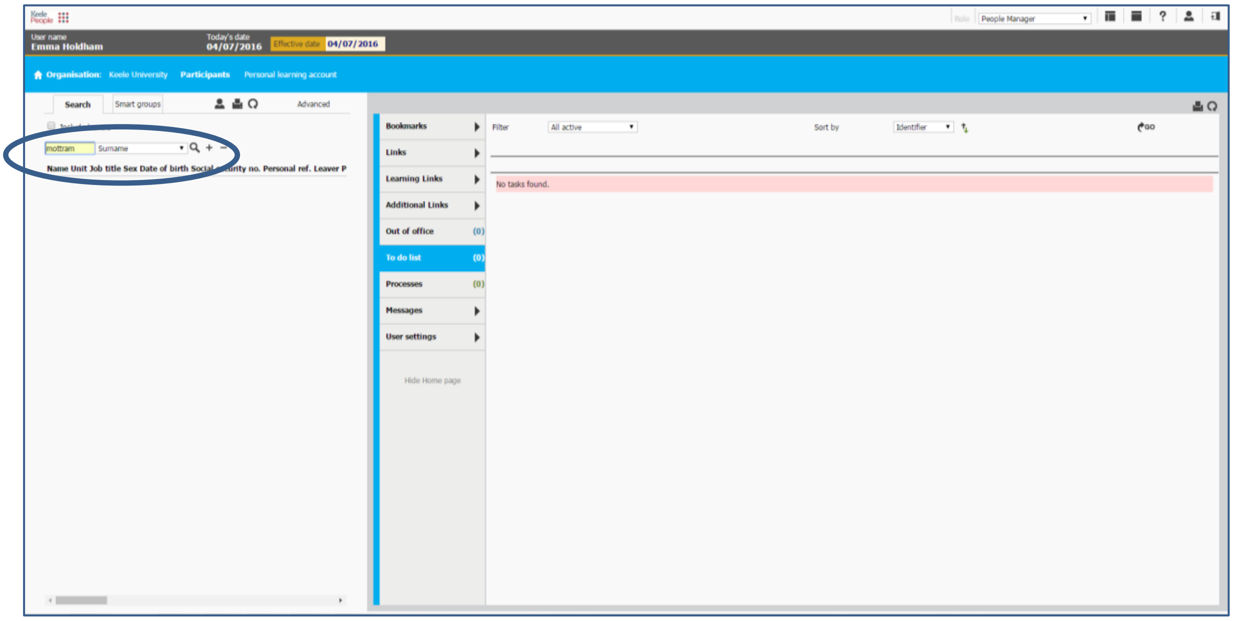


7.0 View a training record for a member of staff

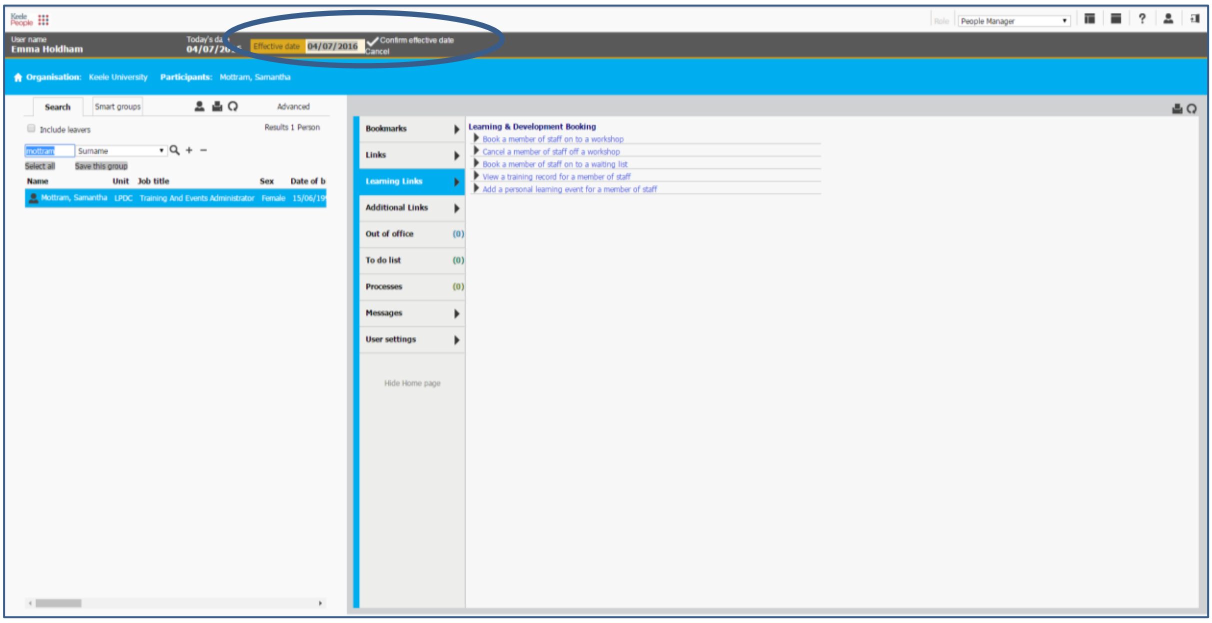
From the homepage, click ‘Learning Links’ and then ‘View a training record for a member of staff’.



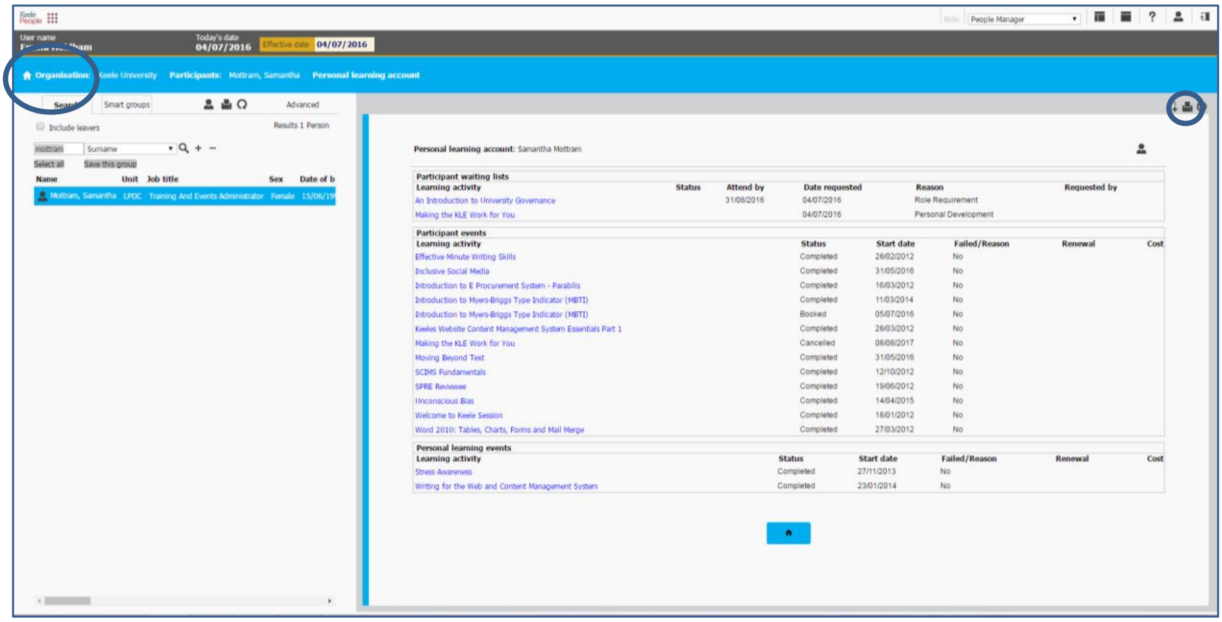
Enter the surname of the member of staff that you would like to view a training record for (you will also see that there is an option to include staff that have left in the search by selecting the tick box above the surname field) and press return on your keyboard or click the magnifying glass.



You will then be taken to the following screen at which point you are required to confirm the ‘effective date’ shown at the top of the screen by clicking ‘confirm effective date’.



The following screen provides you with a full training report for your member of staff. You can easily identify which workshops your member of staff is currently on the waiting list for, has previously completed, and any CPD known as ‘Personal Learning Events’.



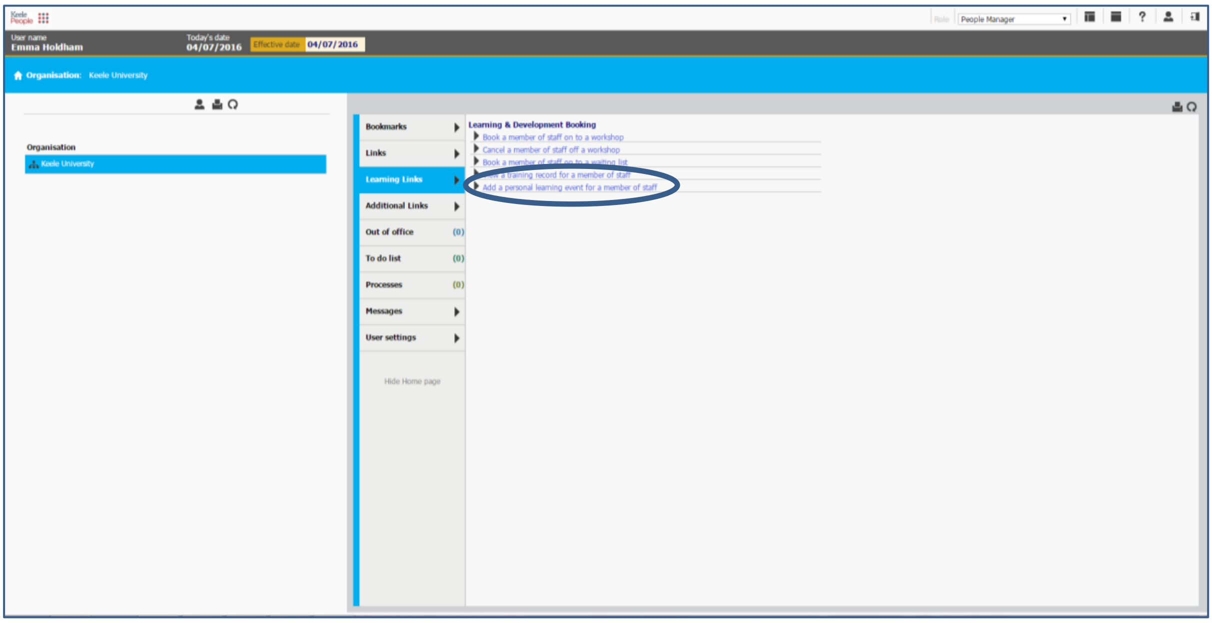
From this page you are also able to print a copy of the training record by clicking on the print icon located on the top right hand of the page.

To view a training record for another member of your team, please click the ‘organisation’ icon located in the blue banner at the top of the screen.

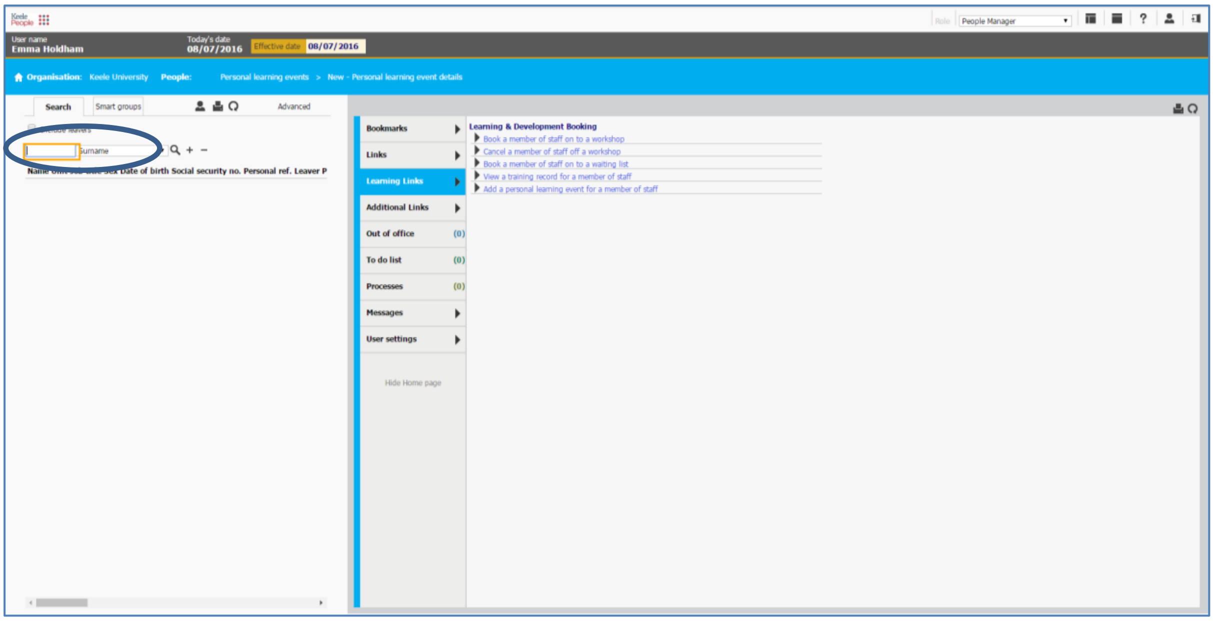
8.0 Add a personal learning event for a member of staff

NOTE: *A Personal Learning Event is any additional training, development and continuous professional development that has been undertaken elsewhere (not through the Learning and Professional Development Centre LPDC) e.g external conferences. It is the responsibility of individuals and/or their manager to create/add any Personal Learning Events. Learning Pool Online courses are automatically added to your personal learning events on a monthly basis. You will not be required to add this to your record.*

From the homepage, click ‘Learning Links’ and then ‘Add a personal learning event for a member of staff’.



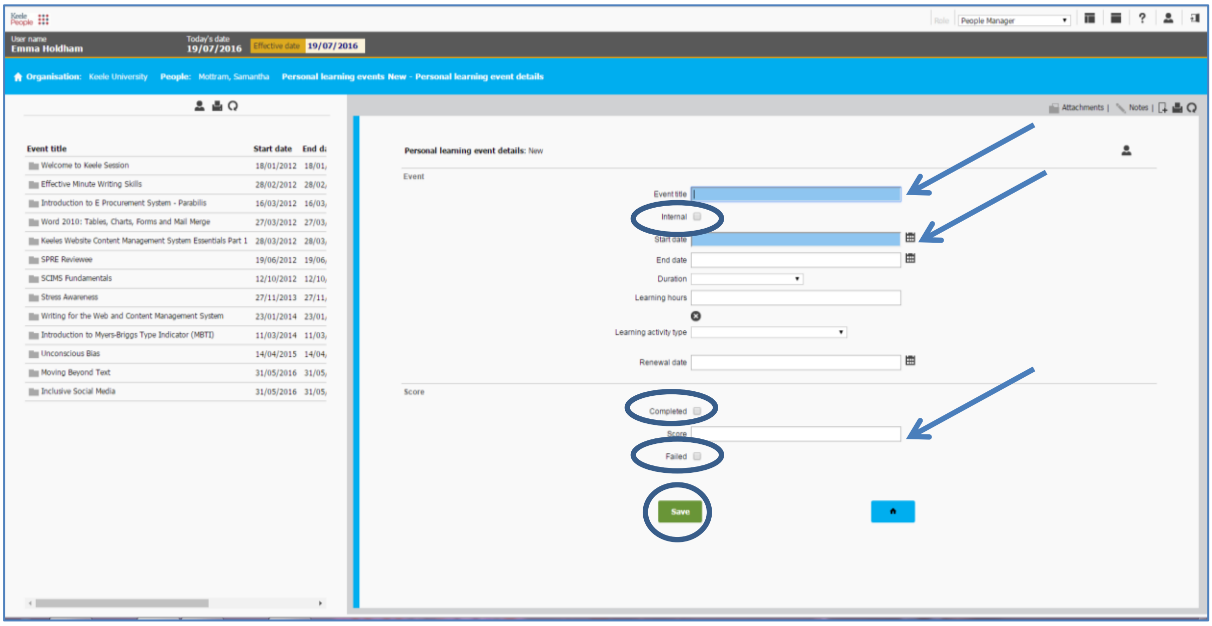
You will then be required to enter the surname of the member of staff whom you wish to book onto an event.



Enter the surname of the member of staff that you would like to book onto an event (you will also see that there is an option to include staff that have left the University in the search by selecting the tick box above the surname field) and press return on your keyboard, or click the magnifying glass. If you have two reports with the same surname it will bring up those records listed in the left hand screen and you must select the required record. Alternatively if you only have one report with that particular surname it will take you to the following screen.

On the left hand side of the screen you will be shown the list of workshops that your report has booked on to or undertaken previously. Please note; an individual's event registrations are automatically shown in the order that they were booked.

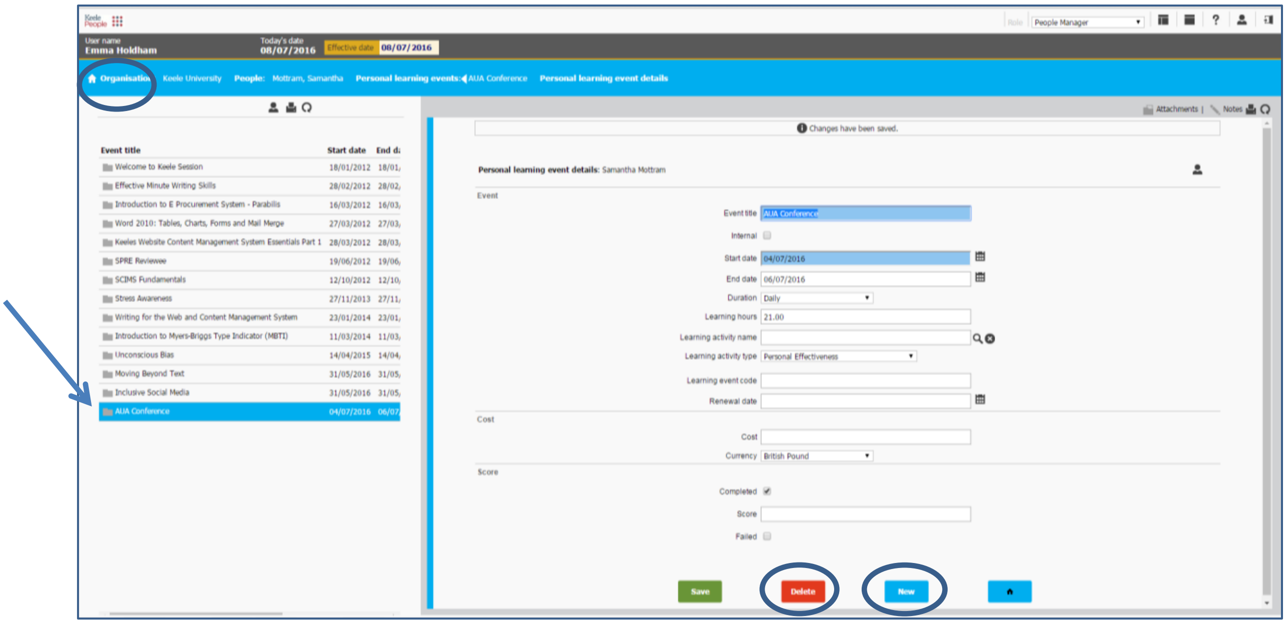
On the right hand side of the screen you will see the 'Personal learning event details' screen. This is where you are able to add details of the personal learning event.



Please complete each section of the learning events details screen including: Event title, Internal/External via a tick box, the event start date, end date, duration, learning hours, Learning activity type, Renewal Date (if applicable), and finally tick the completed box and provide a score if relevant. If you have undertaken a personal learning event but were unsuccessful in any assessments or associated testing you do have the option to record a failed score.

Once you have completed all of the learning event details, click 'Save' located at the bottom of the screen.

You will then see the personal learning event appear in the list on the left hand side of the screen.



At this point you are also given the option to ‘delete’ the event, add a ‘new’ event or return to the home screen to add further personal learning events for a different member of your staff.