



# People Manager Learning Development

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## **1.0 Introduction**

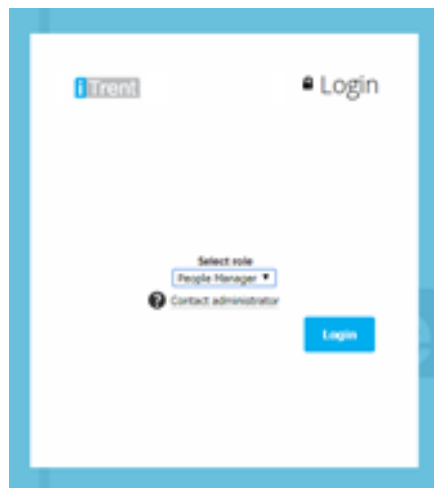
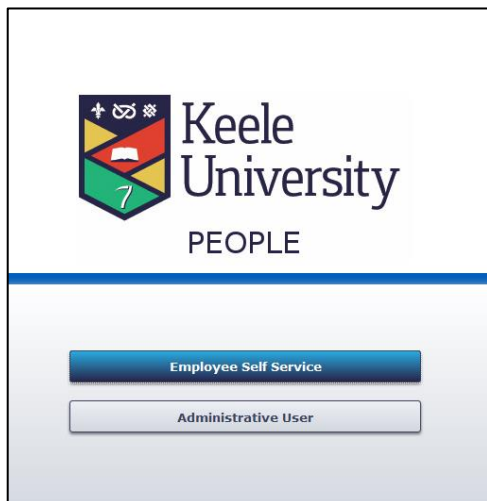
Welcome to the People Manager: Learning and Development guide for Keele People. This guide will help you to navigate your way around the Learning and Development section of the People Manager self-service system and will show you how to book and cancel workshops, as well as view learning records for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

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

## 2.0 How to access the Learning Links within Keele People

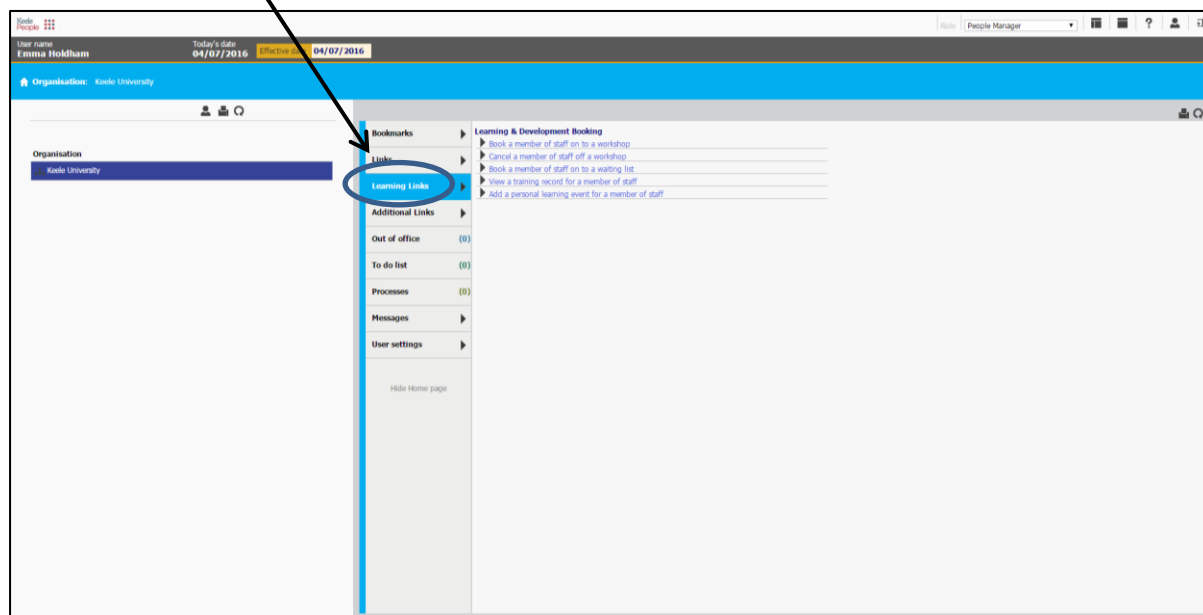
### Log-In

To access the database visit: [people.keele.ac.uk](http://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.

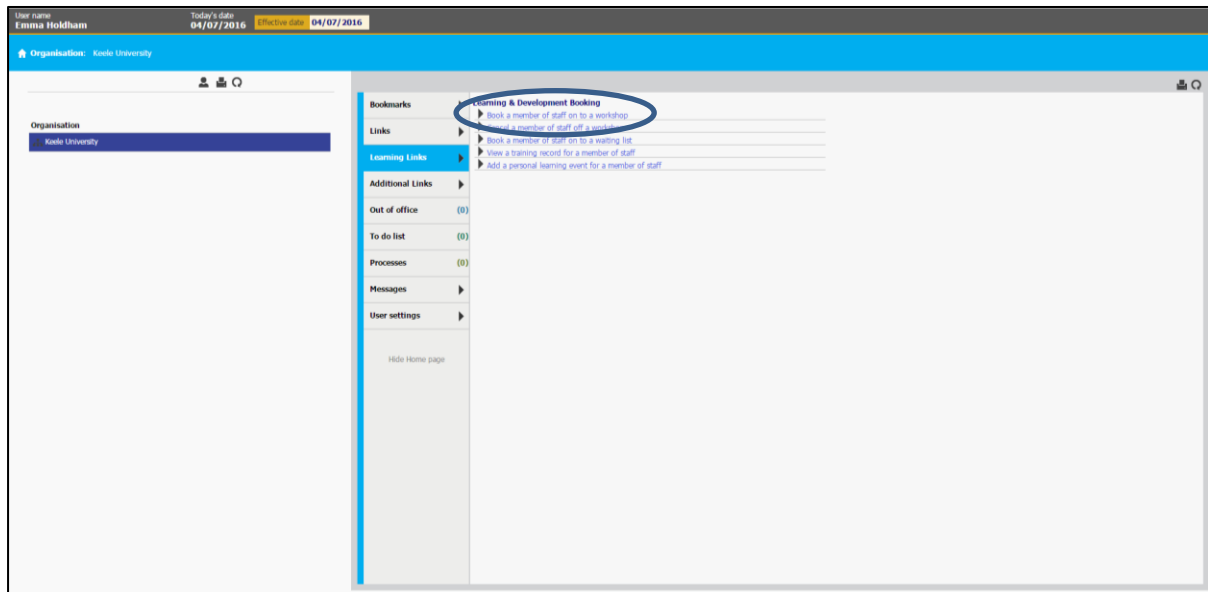


### **3.0 Useful Tips**

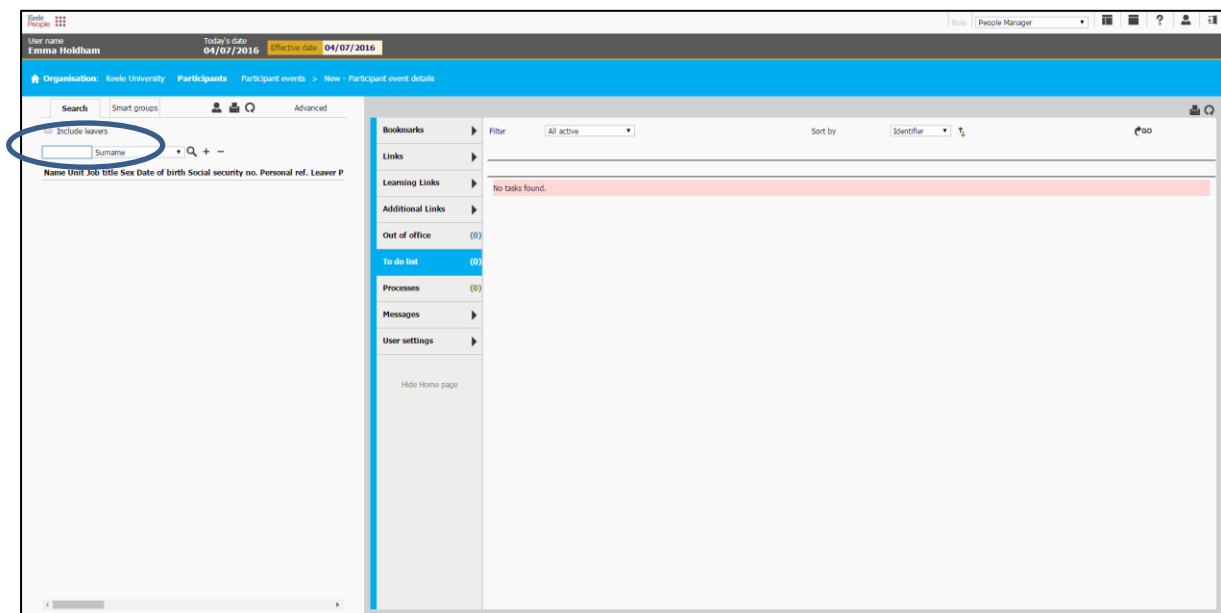
- When searching, if you only know part of the name use a wildcard at the beginning (\*) i.e. \*KLE would bring up anything with KLE in the title.
- Blank searches can be done against those with little data i.e. venues and presenters by clicking enter without any information in the search box. Do not 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'.

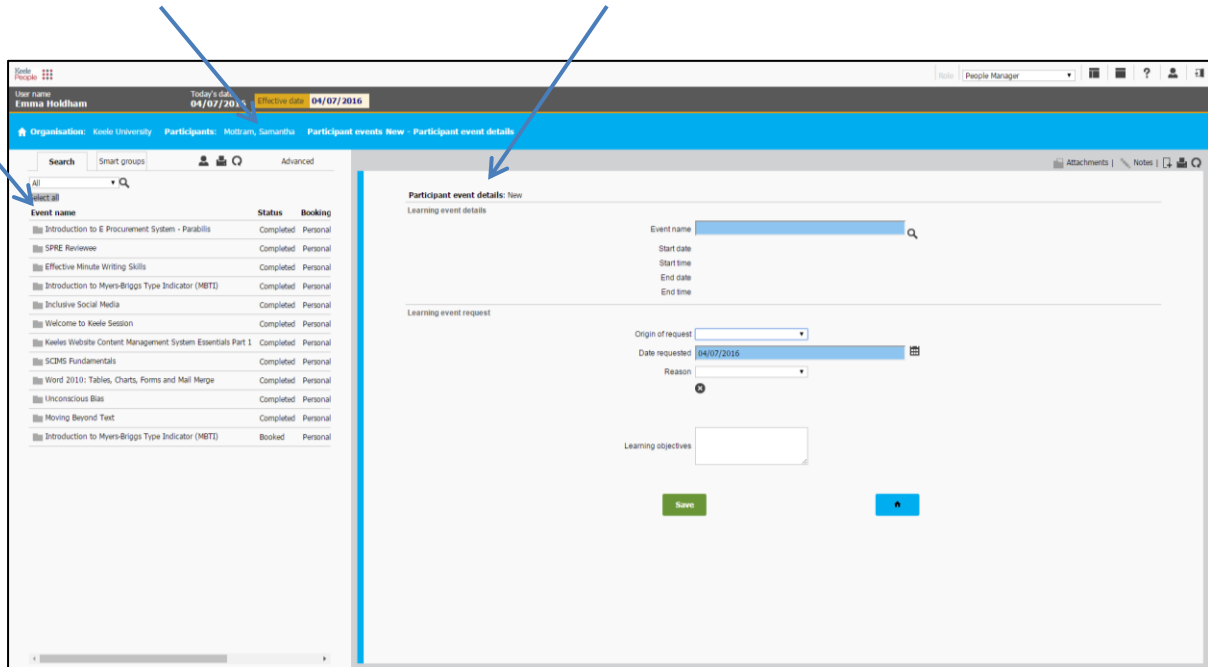


Enter the surname of the member of staff that you would like to book onto an event (you will also see that there is an option to include staff that have left in the search by selecting the tick box above the surname field) and press return on your keyboard, or click the magnifying glass. If you have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

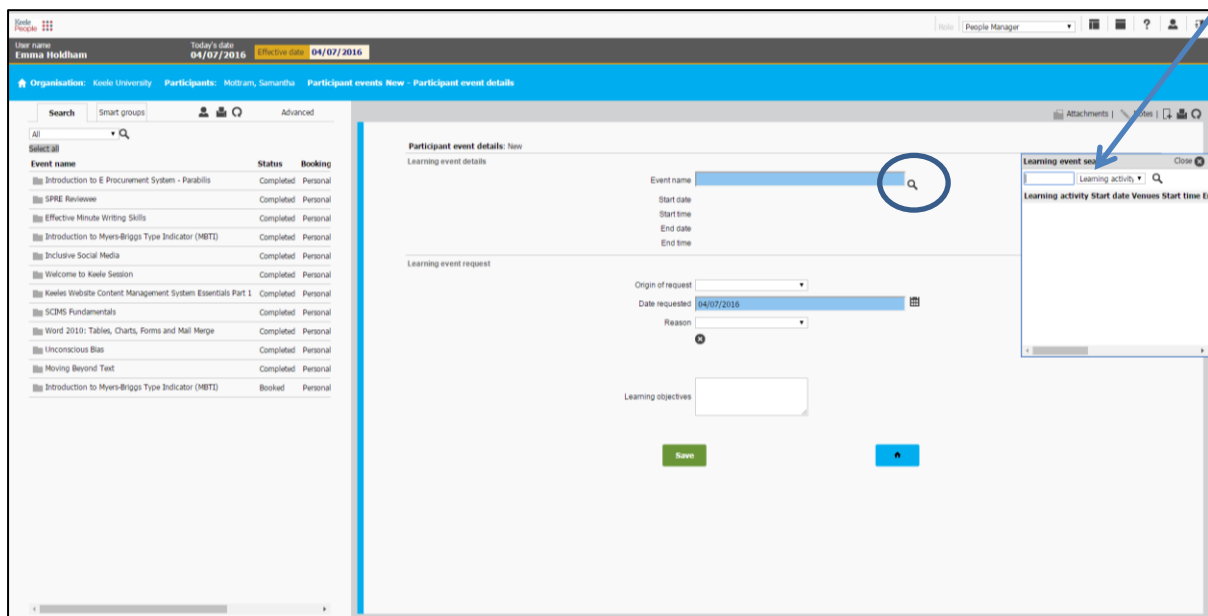


On the left hand side of the screen you will be shown the list of workshops that your report has booked on to or undertaken previously. Please note; an individual's event registrations are automatically shown in the order that they were booked.

On the right hand side of the screen you will see the 'Participant 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.

The screenshot shows the 'Participant event details: New' form in the Keele University system. The 'Event name' field is empty. A 'Learning event search' pop-up window is open on the right, showing a list of learning activities. The 'Date requested' is set to 04/07/2016.

Event name	Status	Booking
Introduction to E Procurement System - Parabola	Completed	Personal
SPRE Reviewer	Completed	Personal
Effective Minute Writing Skills	Completed	Personal
Introduction to Myers-Briggs Type Indicator (MBTI)	Completed	Personal
Inclusive Social Media	Completed	Personal
Welcome to Keele Session	Completed	Personal
Keele Website Content Management System Essentials Part 1	Completed	Personal
SCMS Fundamentals	Completed	Personal
Word 2010: Tables, Charts, Forms and Mail Merge	Completed	Personal
Unconscious Bias	Completed	Personal
Moving Beyond Text	Completed	Personal
Introduction to Myers-Briggs Type Indicator (MBTI)	Booked	Personal

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.

The screenshot shows the 'Participant event details: New' form in the Keele University system. The 'Event name' field is now populated with 'Making the KLE Work for You'. The 'Start date' is 08/09/2017, 'Start time' is 9:30:00, 'End date' is 08/09/2017, and 'End time' is 11:30:00. The 'Date requested' is still 04/07/2016.

Event name	Status	Booking
Introduction to E Procurement System - Parabola	Completed	Personal
SPRE Reviewer	Completed	Personal
Effective Minute Writing Skills	Completed	Personal
Introduction to Myers-Briggs Type Indicator (MBTI)	Completed	Personal
Inclusive Social Media	Completed	Personal
Welcome to Keele Session	Completed	Personal
Keele Website Content Management System Essentials Part 1	Completed	Personal
SCMS Fundamentals	Completed	Personal
Word 2010: Tables, Charts, Forms and Mail Merge	Completed	Personal
Unconscious Bias	Completed	Personal
Moving Beyond Text	Completed	Personal
Introduction to Myers-Briggs Type Indicator (MBTI)	Booked	Personal



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

The screenshot shows the 'Participant event details' form in the Keesle system. The form is for 'Making the KLE Work for You' and includes fields for Event name, Start date, End date, Origin of request, Date requested, Reason, and Learning objectives. Blue arrows point to the 'Origin of request', 'Date requested', and 'Learning objectives' fields.

Event name	Status	Booking
Introduction to E Procurement System - Parabola	Completed	Personal
SPRE Reviewer	Completed	Personal
Effective Minute Writing Skills	Completed	Personal
Introduction to Myers-Briggs Type Indicator (MBTI)	Completed	Personal
Inclusive Social Media	Completed	Personal
Welcome to Keesle Session	Completed	Personal
Keesle Website Content Management System Essentials Part 1	Completed	Personal
SCMS Fundamentals	Completed	Personal
Word 2010: Tables, Charts, Forms and Mail Merge	Completed	Personal
Unconscious Bias	Completed	Personal
Moving Beyond Text	Completed	Personal
Introduction to Myers-Briggs Type Indicator (MBTI)	Booked	Personal

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.

The screenshot shows the 'Participant event details' form in the Keesle system after saving. The form shows the event details and the 'Learning event request' section. A blue arrow points to the 'Event name' field in the table on the left.

Event name	Status	Booking reason	Start date	End
Making the KLE Work for You	Booked	Personal Development	08/08/2017	08/08/2017

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

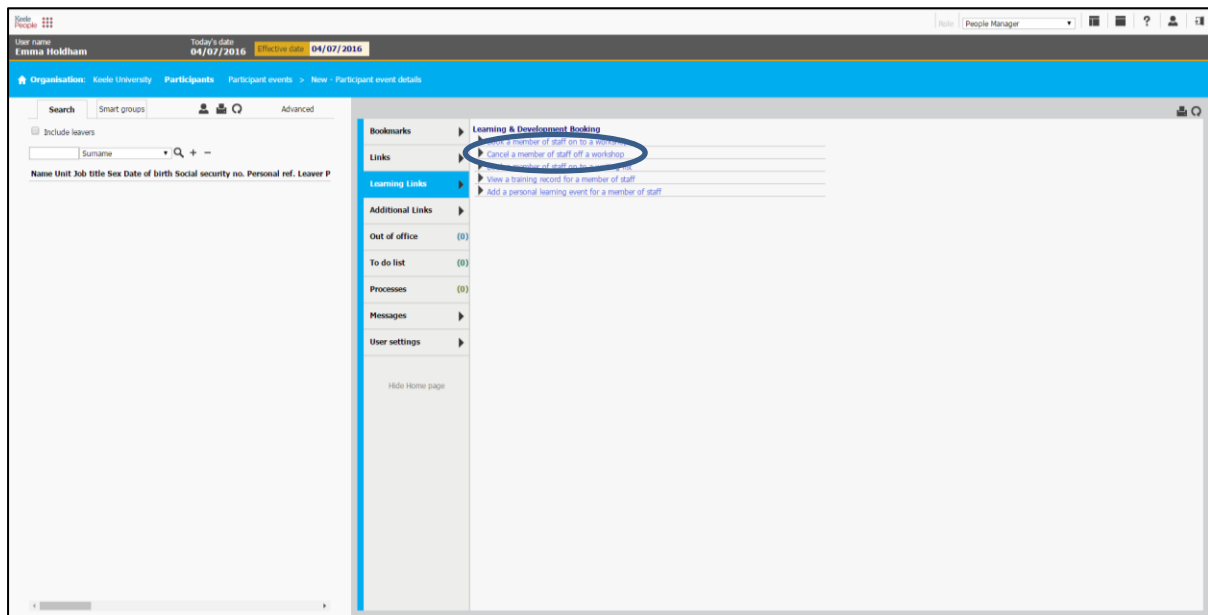
From this screen you also have the option to add another 'Learning Event' for your selected member of staff. You can do this by selecting 'New' at the bottom of the screen.

The screenshot shows the 'Participant event details' screen for Charlotte Hulse. The 'Organisation' tab in the top blue banner is circled in blue. The 'End time' field in the 'Learning event details' section is circled in blue. The 'New' button at the bottom is also circled in blue.

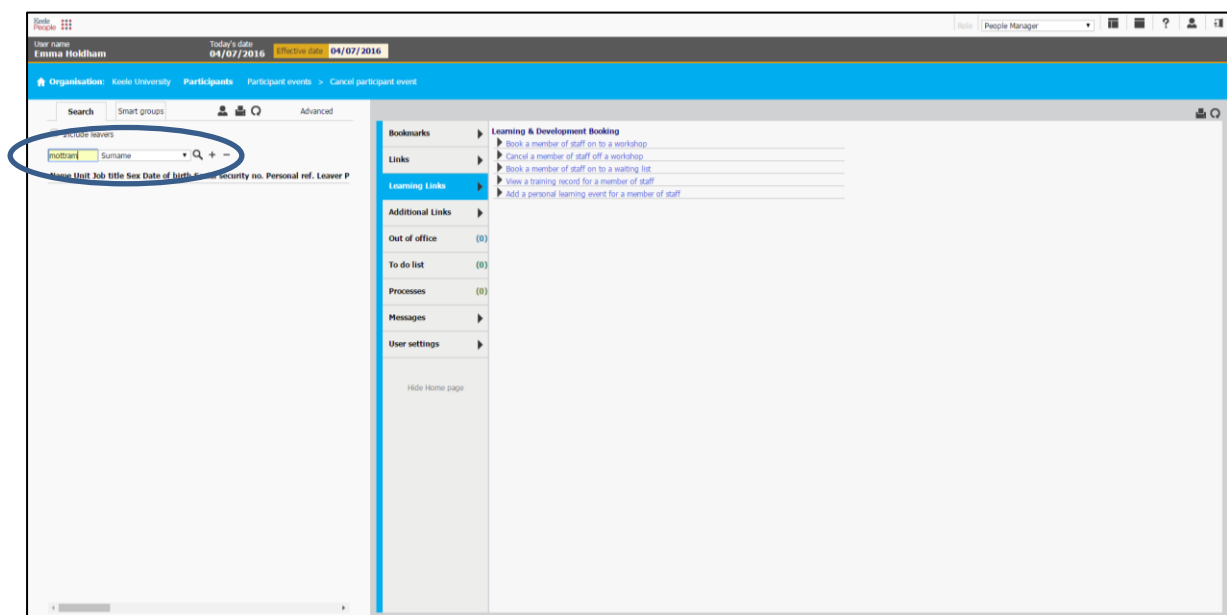
If you would like to book a learning event on behalf of a different member of staff you will need to click the Organisation Icon located in the blue banner at the top of the screen.

## 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'.

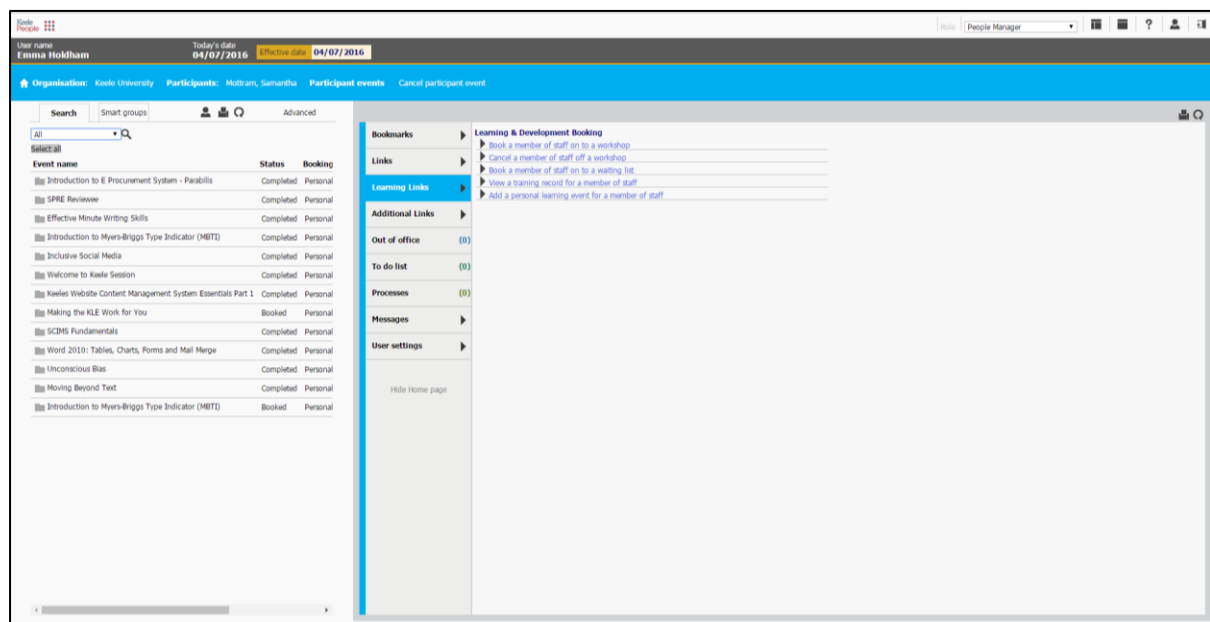


Enter the surname of the member of staff that you would like to cancel off a workshop (you will also see that there is an option to include staff that have left in the search by selecting the tick box above the surname field) and press return on your keyboard or click the magnifying glass.



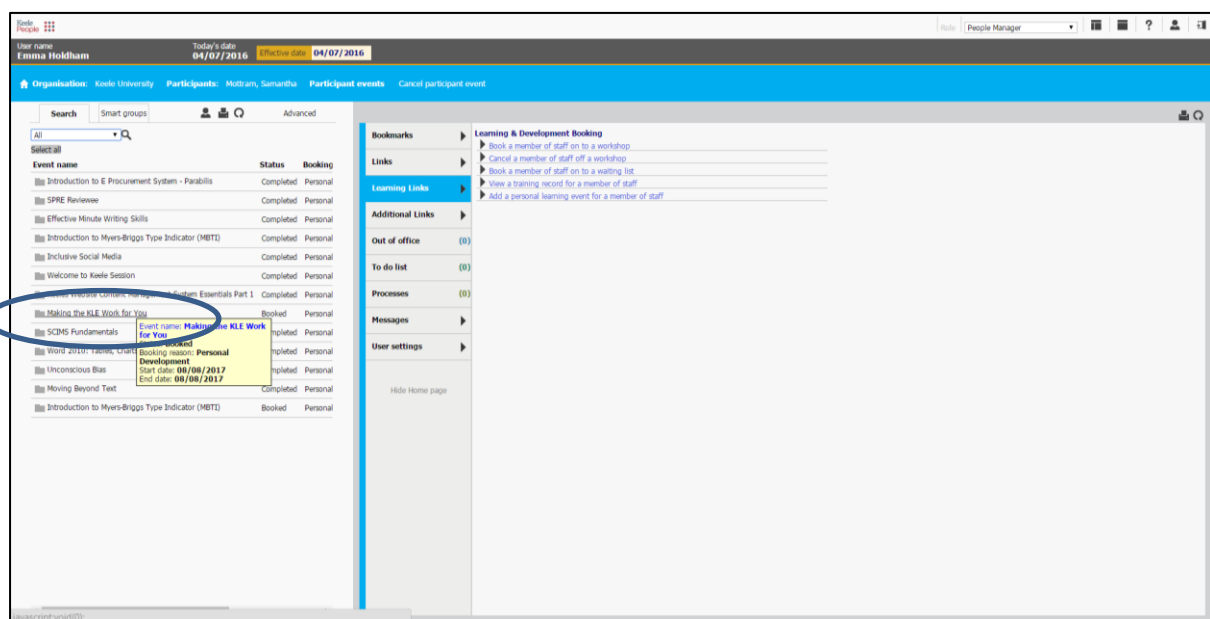
If you have two reports with the same surname it will bring up those records listed in the left hand screen and you must select the required record.

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 today's 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.

Cancel participant event: Making the KLE Work for You

Reason:

Date: 04/07/2016

Attach participant to waiting list: ☒

**Save**

Event name	Status	Booking
Introduction to E Procurement System - Parabola	Completed	Personal
SPRE Reviewer	Completed	Personal
Effective Minute Writing Skills	Completed	Personal
Introduction to Myers-Briggs Type Indicator (MBTI)	Completed	Personal
Inclusive Social Media	Completed	Personal
Welcome to Keesle Session	Completed	Personal
Keesle Website Content Management System Essentials Part 1	Completed	Personal
<b>Making the KLE Work for You</b>	<b>Booked</b>	<b>Personal</b>
SCMS Fundamentals	Completed	Personal
Word 2010: Tables, Charts, Forms and Mail Merge	Completed	Personal
Unconscious Bias	Completed	Personal
Moving Beyond Text	Completed	Personal
Introduction to Myers-Briggs Type Indicator (MBTI)	Booked	Personal

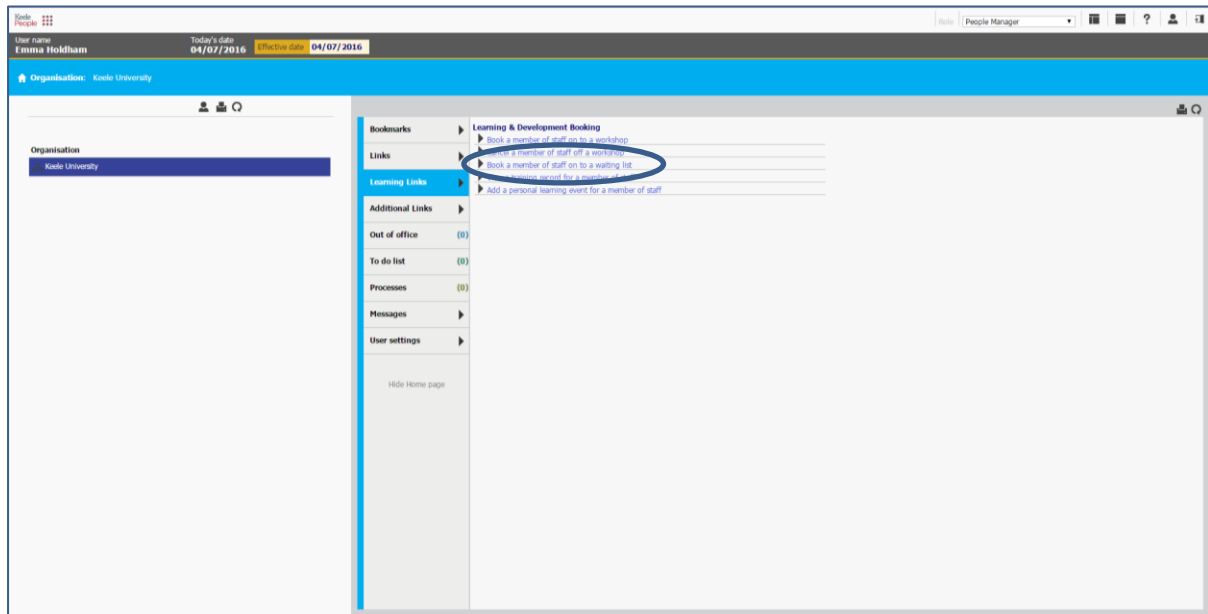
Once completed click 'save'. You will then be presented with the following screen to confirm that your changes have been made. You and your member of staff will receive email confirmation of this action.

Changes have been saved.

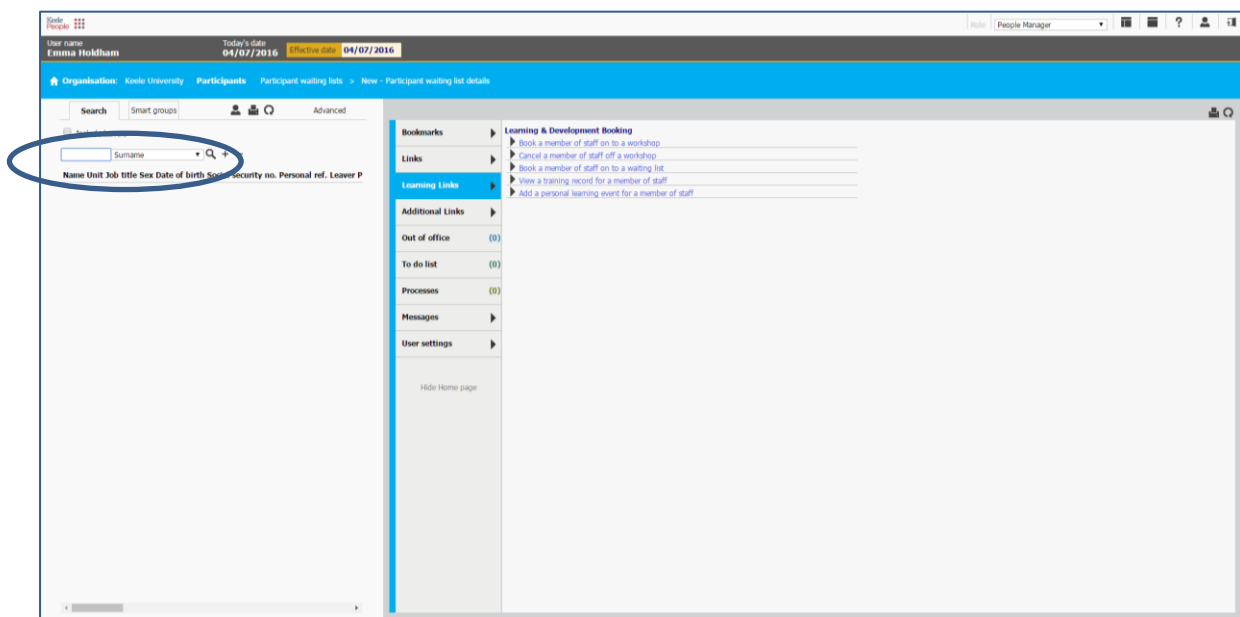
Event name	Status	Booking
Introduction to E Procurement System - Parabola	Completed	Personal
SPRE Reviewer	Completed	Personal
Effective Minute Writing Skills	Completed	Personal
Introduction to Myers-Briggs Type Indicator (MBTI)	Completed	Personal
Inclusive Social Media	Completed	Personal
Welcome to Keesle Session	Completed	Personal
Keesle Website Content Management System Essentials Part 1	Completed	Personal
<b>Making the KLE Work for You</b>	<b>Cancelled</b>	<b>Personal</b>
SCMS Fundamentals	Completed	Personal
Word 2010: Tables, Charts, Forms and Mail Merge	Completed	Personal
Unconscious Bias	Completed	Personal
Moving Beyond Text	Completed	Personal
Introduction to Myers-Briggs Type Indicator (MBTI)	Booked	Personal

## 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'.



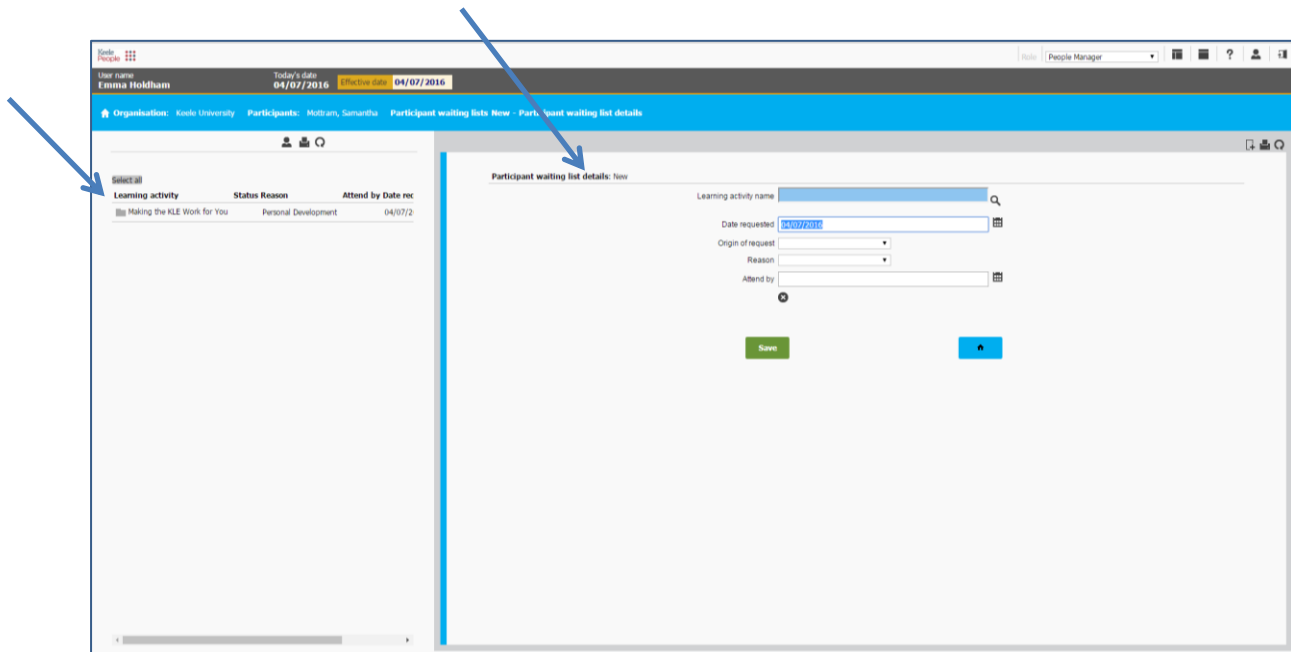
Enter the surname of the member of staff that you would like to add to a waiting list (you will also see that there is an option to include staff that have left in the search by selecting the tick box above the surname field) and press return on your keyboard or click the magnifying glass.



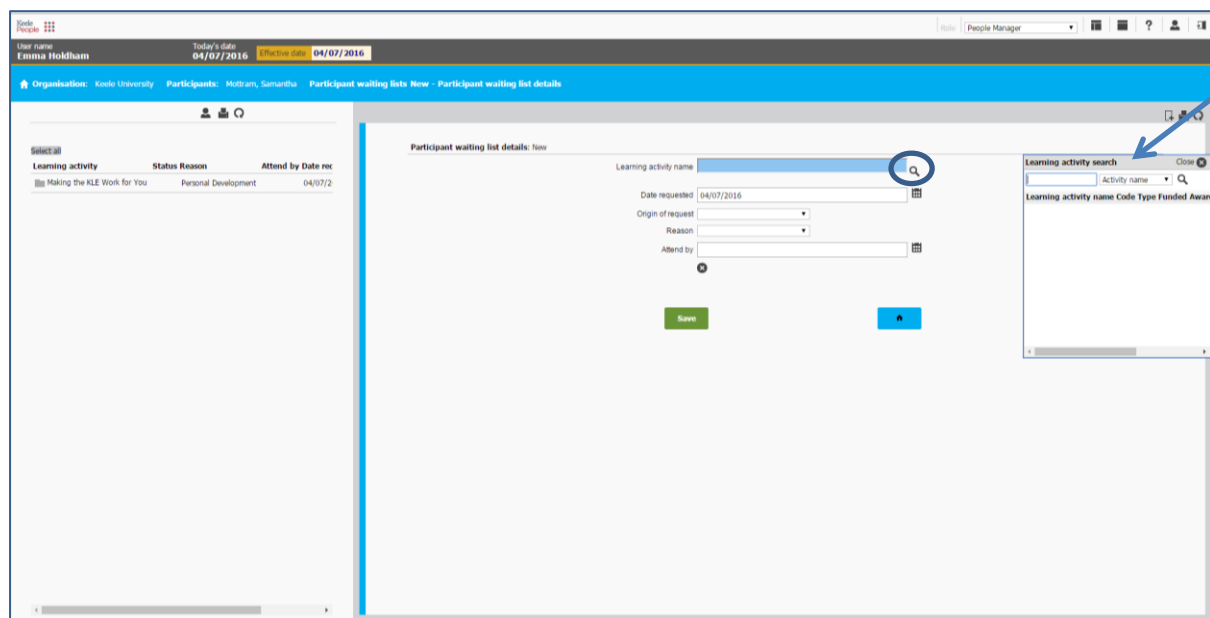
If you have two reports with the same surname it will bring up those records listed in the left hand screen and you must select the required record.

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.

The screenshot shows the 'Participant waiting list details' form. The 'Learning activity name' field is empty, and the 'Date requested' field is populated with '04/07/2016'. The 'Origin of request' and 'Reason' fields are dropdown menus. The 'Attend by' field has a calendar icon. A 'Save' button is at the bottom. On the right, a 'Learning activity search' dropdown is open, showing a list of activities. A magnifying glass icon is circled in the search box.

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 today's date. If you would like to change this please click the calendar icon at the side of the box.

The screenshot shows the 'Participant waiting list details' form with the 'Learning activity name' field populated with 'An Introduction to University Governance'. The 'Date requested' field is still '04/07/2016'. The 'Origin of request' and 'Reason' fields are dropdown menus. The 'Attend by' field has a calendar icon. A 'Save' button is at the bottom. Blue arrows point to the 'Origin of request' and 'Reason' fields. A magnifying glass icon is circled in the search 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.

This screenshot shows the 'Participant waiting list details' page for Samantha Mottram. The page includes a header with the user name 'Emma Holdham', the date '04/07/2016', and the effective date '04/07/2016'. The main content area displays the details of the waiting list request, including the learning activity name 'An Introduction to University Governance', the date requested '04/07/2016', the origin of request 'Manager', the reason 'Role Requirement', and the attend by date '31/08/2016'. A message at the top indicates 'Changes have been saved.' The 'Save' button is circled in blue.

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'.

This screenshot shows the same 'Participant waiting list details' page for Samantha Mottram. The 'Save' button is now unhighlighted, and the 'Delete' and 'New' buttons are circled in blue, indicating the options for deleting the request or adding a new one.

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.

The screenshot displays the 'People Manager' web application interface. At the top, a blue banner contains navigation links: 'Organisation' (circled with a red circle), 'Keele University', 'Participants: Mottram, Samantha', 'Participant waiting lists: An Introduction to U...', and 'Participant waiting list details'. Below the banner, the left sidebar shows a table of waiting list entries. The main content area displays the 'Participant waiting list details' for 'Samantha Mottram', including fields for 'Learning activity name', 'Date requested', 'Origin of request', 'Reason', and 'Attend by', along with 'Save', 'Delete', 'New', and 'Home' buttons.

Today's date: 04/07/2016

Organisation

Select	Learning activity	Status Reason	Attend I
<input type="checkbox"/>	Making the KLE Work for You	Personal Development	
<input type="checkbox"/>	An Introduction to University Governance	Role Requirement	31/08/2016

Participant waiting list details: Samantha Mottram

Learning activity name: An Introduction to University Governance

Date requested: 04/07/2016

Origin of request: Manager

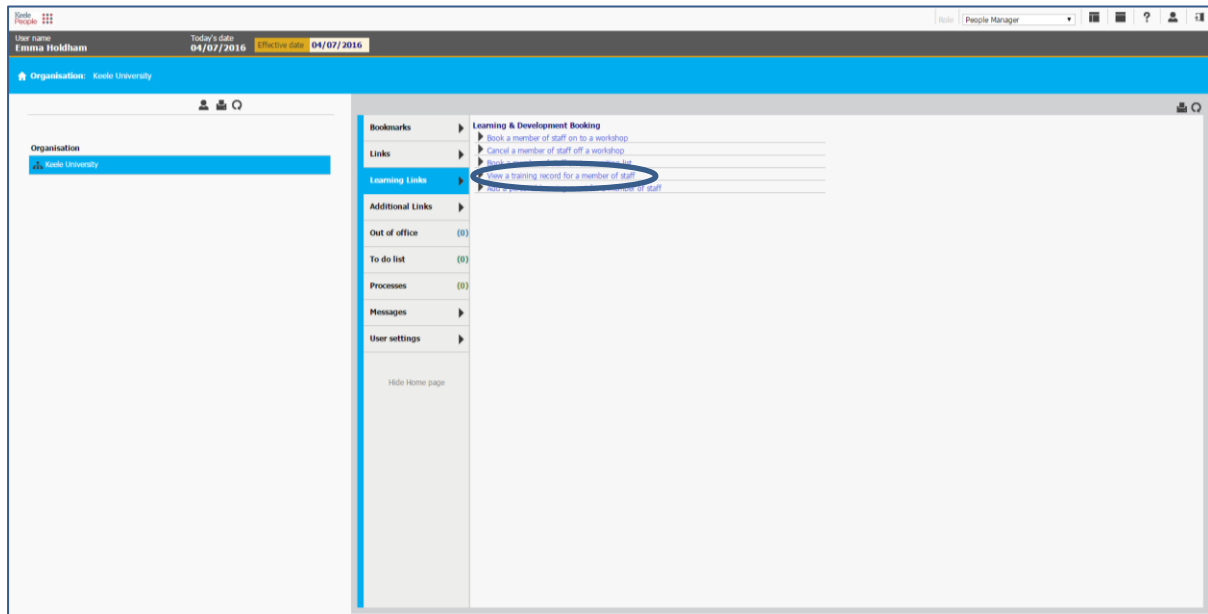
Reason: Role Requirement

Attend by: 31/08/2016

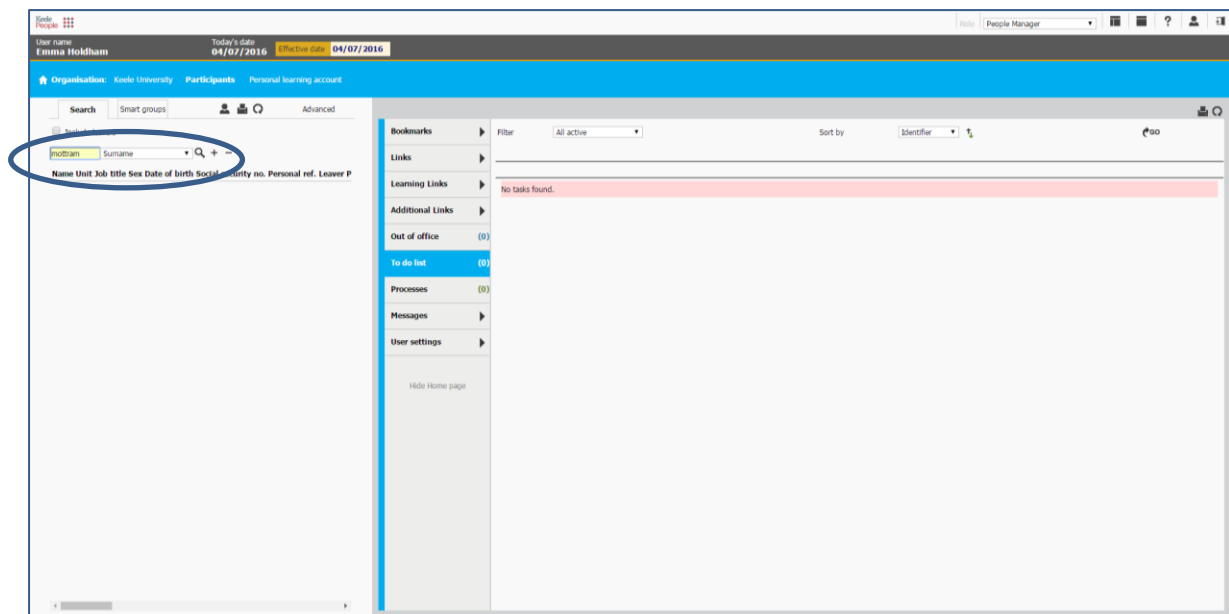
Save Delete New Home

## **7.0 View a training record for a member of staff**

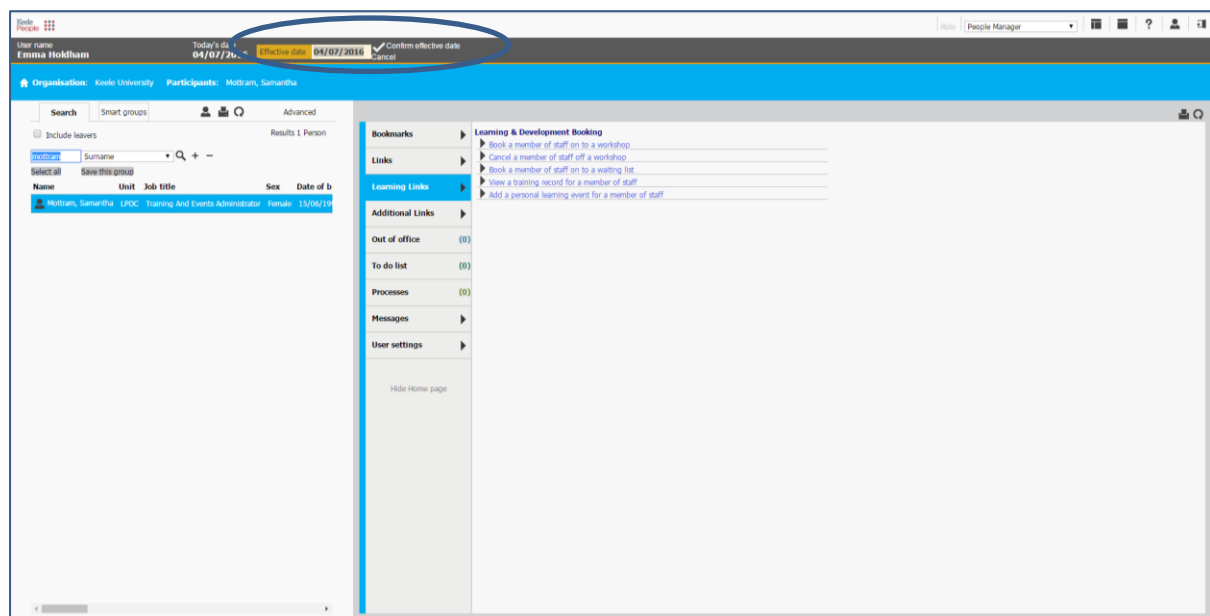
From the homepage, click 'Learning Links' and then 'View a training record for a member of staff'.



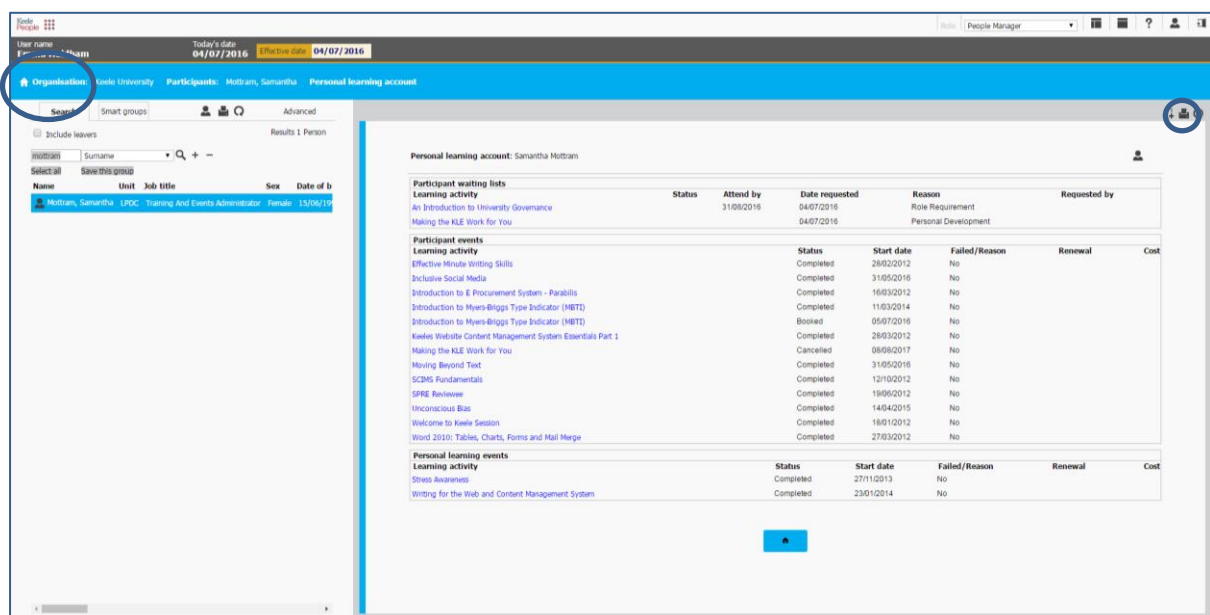
Enter the surname of the member of staff that you would like to view a training record for (you will also see that there is an option to include staff that have left in the search by selecting the tick box above the surname field) and press return on your keyboard or click the magnifying glass.



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'.



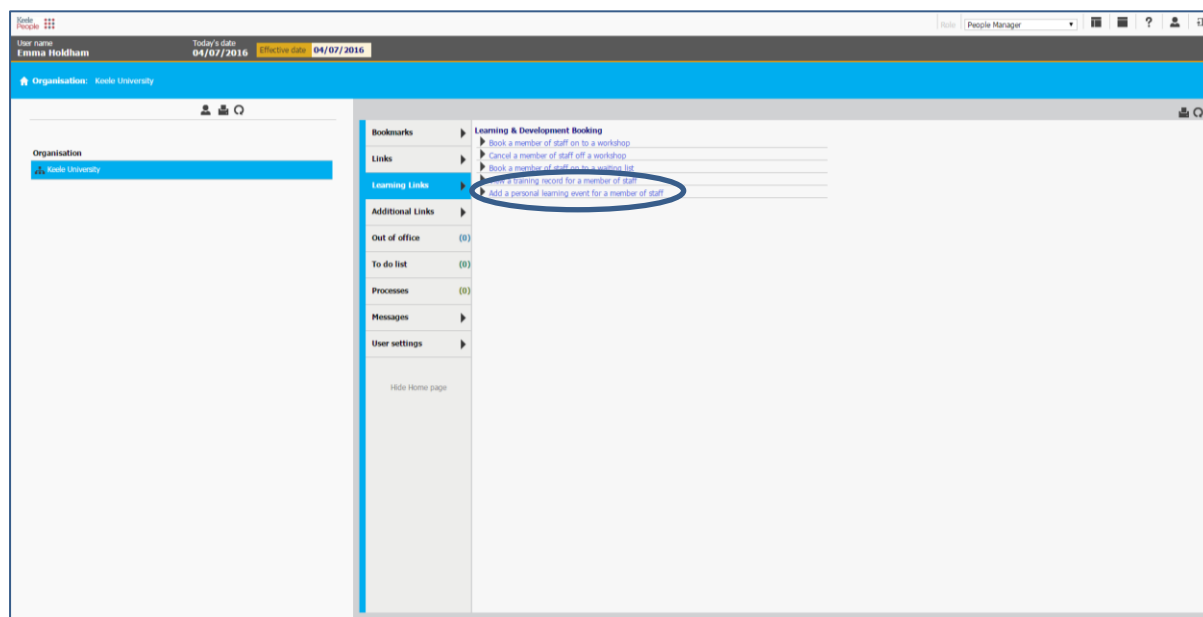
From this page you are also able to print a copy of the training record by clicking on the print icon located on the top right hand of the page.

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.

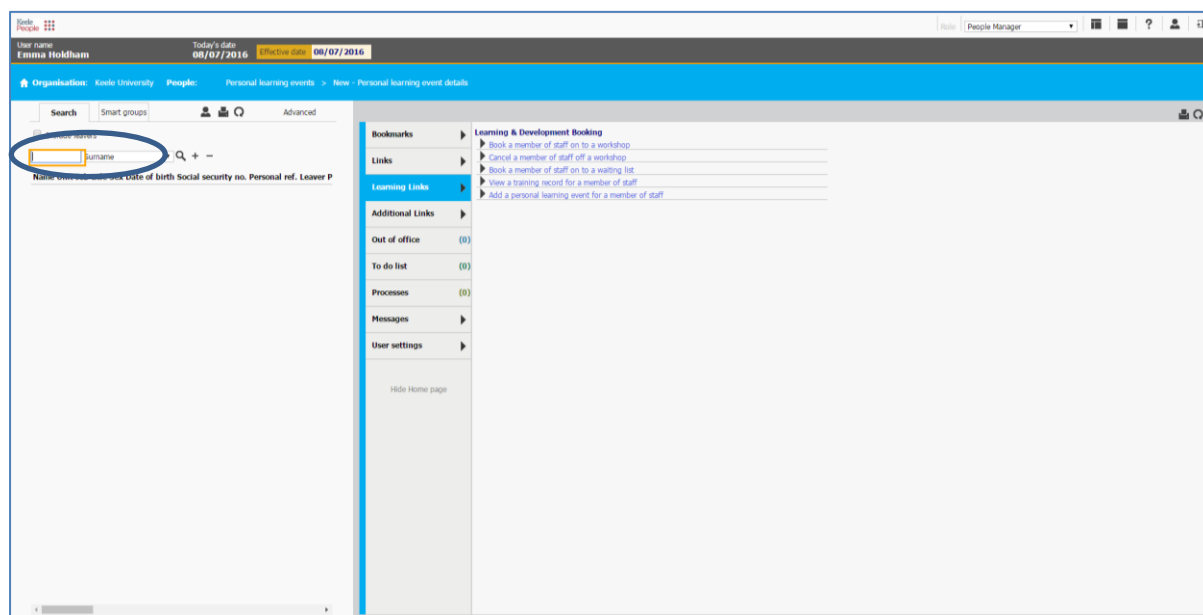
## 8.0 Add a personal learning event for a member of staff

**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.

Event title	Start date	End date
Welcome to Keele Session	18/01/2012	18/01/12
Effective Minute Writing Skills	28/02/2012	28/02/12
Introduction to E Procurement System - Parabola	16/03/2012	16/03/12
Word 2010: Tables, Charts, Forms and Mail Merge	27/03/2012	27/03/12
Keele Website Content Management System Essentials Part 1	28/03/2012	28/03/12
SPRE Reviewer	19/06/2012	19/06/12
SCMS Fundamentals	12/10/2012	12/10/12
Stress Awareness	27/11/2013	27/11/13
Writing for the Web and Content Management System	23/01/2014	23/01/14
Introduction to Myers-Briggs Type Indicator (MBTI)	11/03/2014	11/03/14
Unconscious Bias	14/04/2015	14/04/15
Moving Beyond Text	31/05/2016	31/05/16
Inclusive Social Media	31/05/2016	31/05/16

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.

Today's date: 08/07/2016 Effective date: 08/07/2016

Organisation: Keele University People: Mottram, Samantha Personal learning events: AIA Conference Personal learning event details

Event title	Start date	End date
Welcome to Keele Session	18/01/2012	18/01/2012
Effective Minute Writing Skills	28/02/2012	28/02/2012
Introduction to E-Procurement System - Parabola	16/03/2012	16/03/2012
Word 2010: Tables, Charts, Forms and Mail Merge	27/03/2012	27/03/2012
Keele Website Content Management System Essentials Part 1	28/03/2012	28/03/2012
SPRE Reviewer	19/06/2012	19/06/2012
SCMS Fundamentals	12/10/2012	12/10/2012
Stress Awareness	27/11/2013	27/11/2013
Writing for the Web and Content Management System	23/01/2014	23/01/2014
Introduction to Myers-Biggs Type Indicator (MBTI)	11/03/2014	11/03/2014
Unconscious Bias	14/04/2014	14/04/2014
Moving Beyond Text	31/05/2016	31/05/2016
Inclusive Social Media	31/05/2016	31/05/2016
AIA Conference	08/07/2016	08/07/2016

Personal learning event details: Samantha Mottram

Event

Event title: AIA Conference

Internal ☐

Start date: 08/07/2016

End date: 08/07/2016

Duration: Daily

Learning hours: 21.00

Learning activity name:

Learning activity type: Personal Effectiveness

Learning event code:

Renewal date:

Cost:

Cost:

Currency: British Pound

Score:

Completed ☒

Score:

Failed ☐

Save Delete New

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.