

Assigning Training to Your Employees

Training in Carolina Talent

Assigning training starts with finding the training you want to assign, and there are two ways to do that.

1. You can **Search for Learning** from your Learner Home.
2. You can go to the **Events Calendar** to see what instructor-led training (ILT) sessions are available.

Note: Remember that you're an employee who can take training too. In many places you will have the option to request or launch a training. Those options put the training on your transcript.

Finding & Assigning Training Through Search

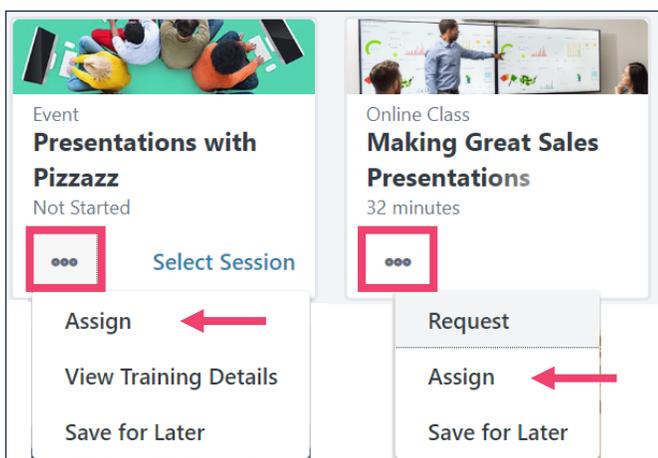
Follow these steps to search for learning opportunities that you can assign to an employee:

1. From anywhere in Carolina Talent, go to your Learner Home page by hovering over **Learning** in the main menu and then clicking **Learner Home**.

2. In the **Search for Learning** box, type the topic you want to search for and press Enter.

Result: Carolina displays a list of training items that have the words you typed in the title or description.

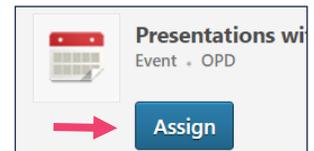
3. Once you find the training you want to assign, click the three dot **Action Menu** icon and from the menu that displays, choose **Assign**.



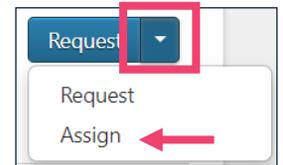
Results:

- ◆ For events, Carolina Talent displays the Training Details page for the event.
 - ◆ For self-paced content, Carolina Talent displays the Assign Training page. [Find out how to add details and select employees on page 2.]
4. Do one of the following:

- ◆ To assign an instructor-led training event and let your employee pick the specific session, click the **Assign** button at the top of the page.



- ◆ To assign a specific session of an instructor-led event, click the arrow on the **Request** button next to the session you want them to attend. From the menu that displays, click **Assign**.



Result: Carolina Talent displays the Assign Training page. [Find out how to add details and select employees on page 2.]

Finding & Assigning Training Through the Events Calendar

Follow these steps to use the Events Calendar to find instructor-led learning opportunities so you can assign one to an employee. The calendar only shows instructor-led events, since self-paced learning can be taken any time and doesn't have a date associated with it.

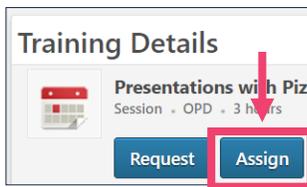
1. From anywhere in Carolina Talent, go to the Events Calendar by hovering over **Learning** in the main menu and then clicking **Events Calendar**.

Result: Carolina Talent displays the Events Calendar, which shows all training events month by month with available filters shown on the left.

- Browse the calendar by month. You can use search and filters to limit the events showing on the calendar.

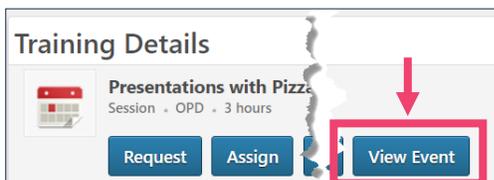


- Click the name of the session you want to assign to employees, and then do one of the following:
 - To assign a specific session, click the **Assign** button at the top of the page.



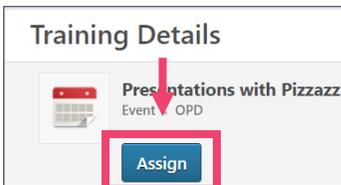
Result: Carolina Talent displays the Assign Training page. [Find out how to add details and select employees in the next column.]

- To assign the event and let your employee pick the session they want to attend:
 - Click the **View Event** button.



Result: Carolina Talent displays the Training Details page for the event.

- Click the **Assign** button at the top of the page.



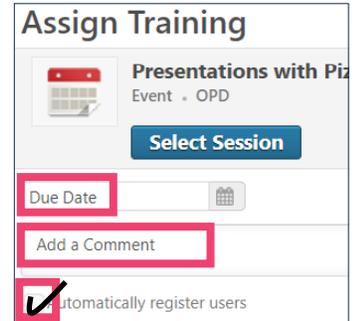
Result: Carolina Talent displays the Assign Training page.

Working with the Assign Training Page

Adding Details on the Assign Training Page

1. Set details for the assignment from the Assign Training page. You can:

- Add a **Due Date** so that the employee knows how quickly you expect them to complete the training. If you're assigning a specific session with a set date, you won't have an option to enter a due date.

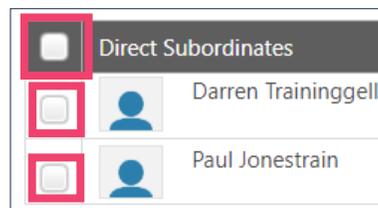


- Add comments the employee can see in the Training Item history in their transcript through the **Add a Comment** field. Not recommended.
- Check the **Automatically register users** checkbox to save your employees a seat in a specific instructor-led session or several clicks for other types of training.

Selecting Direct Reports on the Assign Training Page

2. Choose the direct reports you want to assign the training to by doing one or more of the following:

- Check the box next to the employees you want to complete the training.
- To assign the training to all your direct reports, click the box next to the Direct Subordinates heading to select all.



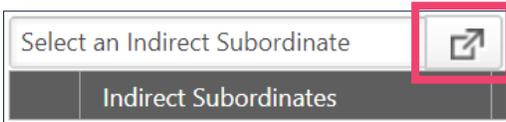
Selecting Indirect Reports on the Assign Training Page

- To assign training to indirect reports, do one of the following:
 - To assign the training to everyone who reports to a specific employee, click the box under the Include Subordinates column for that employee.



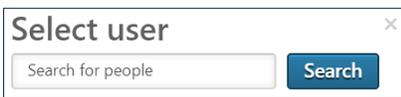
Result: Carolina Talent lists all of your indirect reports under Indirect Subordinates at the bottom of the page.

- To assign the training to a specific indirect report:
 - Click the **Select an Indirect Subordinate** field.



Result: Carolina Talent displays the Select User window.

- Search using any part of the person's name and then click the **Search** button.



Result: The system shows a list of your indirect reports whose name matches your search term.

- Click the name of the appropriate person.

Result: The Select User box closes and the person is added to the selected Indirect Subordinates list at the bottom of the page.



De-selecting Indirect Reports on the Assign Training Page

- You can de-select indirect reports by clicking the **Remove** icon next to the employee's name in the Indirect Subordinates list at the bottom of the page.



Result: The person is immediately removed from the selected Indirect Subordinates list.

Complete the Training Assignment Process

- Click **Submit**.

Results: Carolina Talent:

- sends an email to everyone you assigned the training to. The email contains the training details but does not include anything entered in the Add a Comment field.
- adds the training to each employee's Carolina Talent Learner Home page in two places:
 - Continue Learning carousel
 - Assigned Training
- adds the training to each employee's Training Transcript in Carolina Talent.
- displays the Training Details page you were on before the Assign Training page.

Notes:

- You will receive an email notification when your employee completes an assigned instructor-led training.
- You will not receive a notification when your employee completes any assigned self-paced training. They will need to notify you when they've completed it, or you can check their transcript.
- Once you've assigned training to an employee, you can't unassign it. If you want to cancel an assigned training, you'll need to ask your employee to remove it from their transcript.