
North Lanarkshire Council



myTeam – Guide to Learning & Development

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Version Control

Version	Date Completed	Author	Description
0.1	28/08/18	William Cunningham / Mark Lennon	Draft User Guide+ / Document Design / updates
0.2	29/08/18	William Cunningham	Personal Learning Event information added
0.3	22/05/19	William Cunningham/Nichola Millen	Individual employee learning guidance
0.4	16/07/19	Gavin Scott	Updates
0.5	27/07/19	Gavin Scott	Updates
0.6			

Version Control History

Document Name: myTeam – Guide to L&D

Reviewed & Approved By:

Job Title	Name	Date	Version Approved

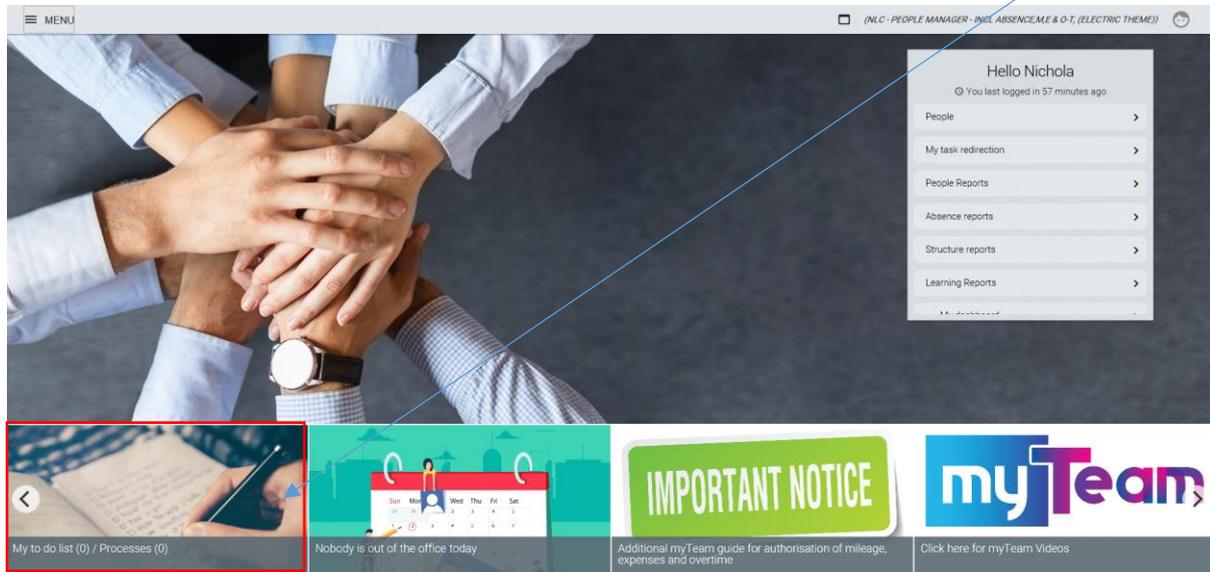
Document Owner(s):

The primary contact for questions regarding this document is:

Job Title	Name	Contact Details
iTrent System Admin Team		esc-workforcesystemsadminteam@northlan.gov.uk

1. Reviewing Training Requests

To review any training requests you have received from employees, click on **Your to do list**:



Information regarding the request can be accessed by clicking on the  symbol.

You will now be presented with information about the request.

Participant waiting list details Mrs Louise ▼ MENU 

Learning activity name [•] ASPIRE Fundamentals

Cost code(s)

Date requested 30/08/2018

Origin of request Personal Development ▼

Reason ▼

Attend by 12/12/2018 

Requested by Mrs Louise 

Authorisation status

SAVE

If required, you can add the cost centre [**Cost Code(s)**] that the course should be costed to.

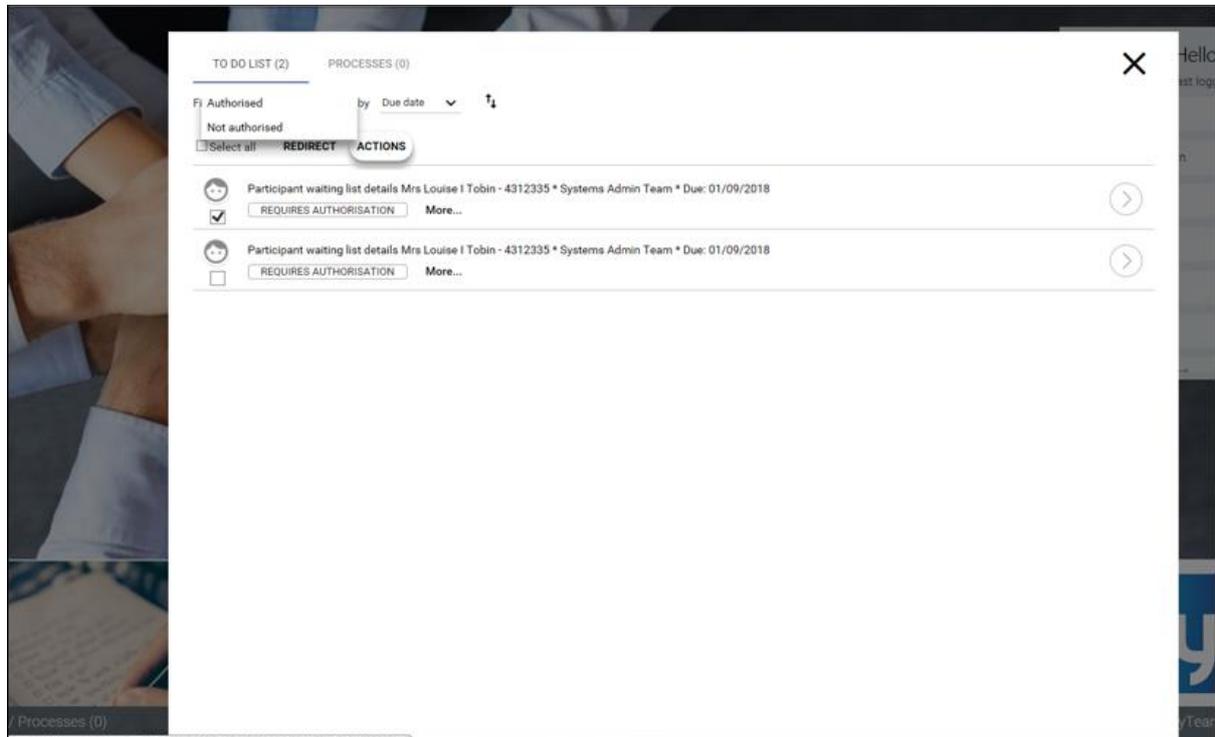
You can update the **Reason** that for requesting the course and if the employee needs to complete the course by a specific date, then you can add this in the **Attend by** field.

Once you are happy with the content, click on the  button.

2. Authorising requests

Once you have reviewed the Training request, you can now Authorise or reject (Not authorised) the request. This process should be familiar to you, as it is the same process used to authorise leave.

From the home page, navigate to your **TO DO LIST**.



1. Tick the box on the left hand side of the request you want to action.
2. The **Action** button will appear at the top of the list. Click on this.
3. Select either **Authorised** or **Not Authorised**.
4. The request has now been actioned and will disappear from your to do list.
5. The employee will receive an email notification of the action.

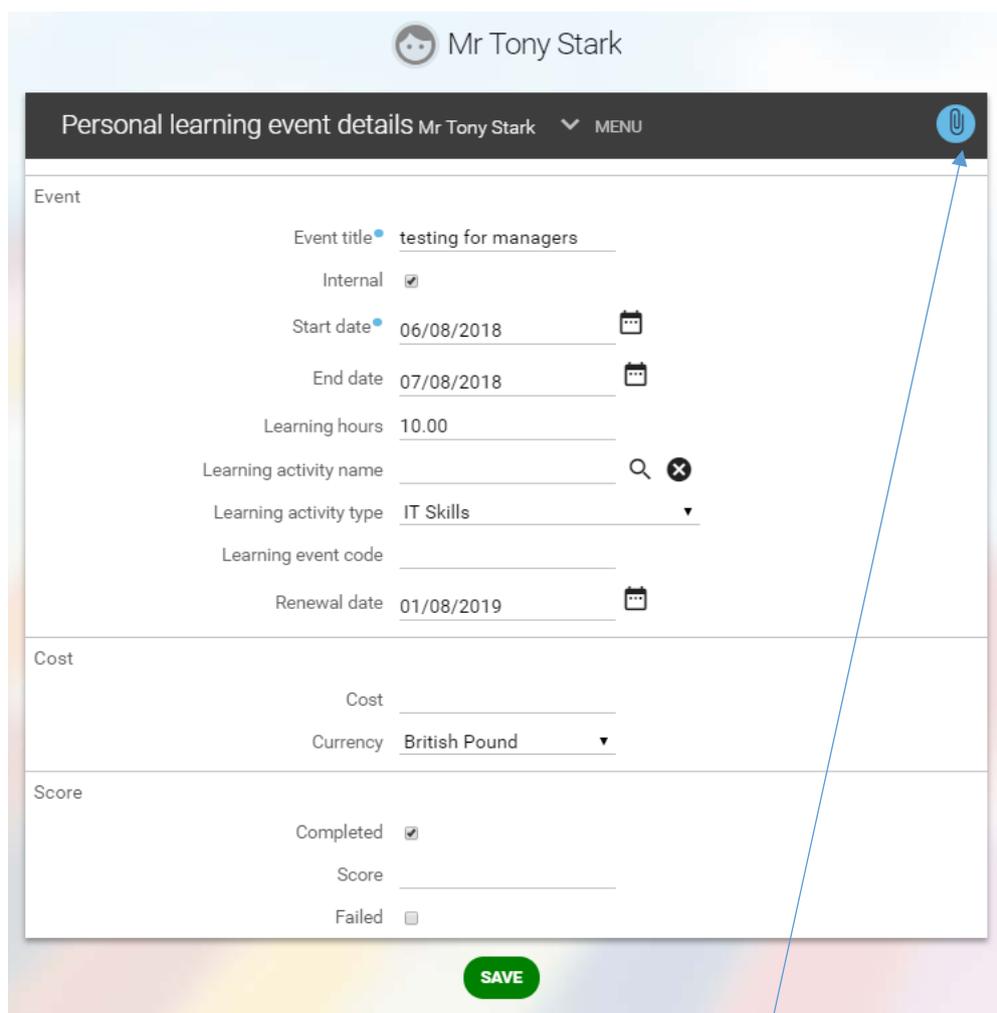
3. Personal Learning Events

The personal learning section is there for staff to record any other learning activities which they have undertaken and are relevant to their job. These activities will be included on their learning record. These activities would include events like CPD (continuing professional development) activities, conferences, master classes, meetings and anything else you think relevant to their learning record.

Once an employee has submitted a Personal Learning Event, you should review this and confirm that this learning has taken place.

Any Personal Learning Events will appear in your To Do List for authorisation and can be reviewed in the same way as any other task.

You can update the learning event by updating any of the relevant fields and clicking on the  button.



Mr Tony Stark

Personal learning event details Mr Tony Stark MENU

Event

Event title

Internal

Start date

End date

Learning hours

Learning activity name

Learning activity type

Learning event code

Renewal date

Cost

Cost

Currency

Score

Completed

Score

Failed



If the employee has attached any supporting evidence, the  icon in the top right hand corner will be blue in colour. Click on this and select the document attachments option.

You can now download and review any attachments by clicking on the **DOWNLOAD** button.

Mr Tony Stark

[Click here to go back to Personal learning event](#)

Document attachment details Test

Document Test

Document type Transfer Documentation

Link

Visible in Self Service

Last updated date 30/08/2018

Last updated time 17:11

Filename test.txt

Replace by ... No file chosen

DOWNLOAD SAVE DELETE NEW

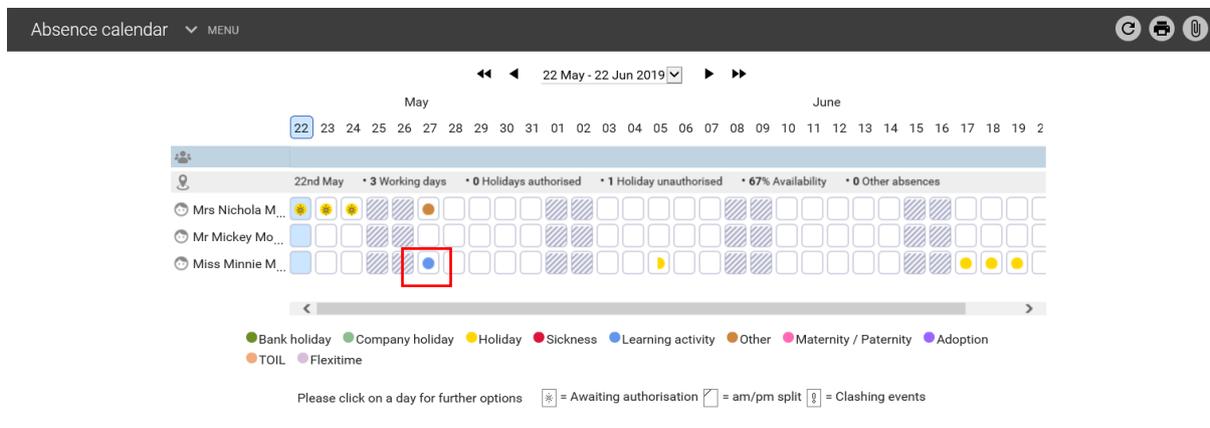
4. Viewing Employee Learning Details

As well as viewing all learning activities in your calendar for all your employees you can also view a full history of an individual employee.

To view the details in the calendar you should select the tab at the bottom of the Home Page of myTeam.



You can see all your employees on the calendar and learning activities are identified by a blue dot so you can see at a glance the time booked out for learning activities as well as all other absences



Absence calendar MENU

22 May - 22 Jun 2019

May June

22 23 24 25 26 27 28 29 30 31 01 02 03 04 05 06 07 08 09 10 11 12 13 14 15 16 17 18 19 2

22nd May • 3 Working days • 0 Holidays authorised • 1 Holiday unauthorised • 67% Availability • 0 Other absences

Mrs Nichola M...
Mr Mickey Mo...
Miss Minnie M...

Legend:
● Bank holiday ● Company holiday ● Holiday ● Sickiness ● Learning activity ● Other ● Maternity / Paternity ● Adoption
● TOIL ● Flexitime

Please click on a day for further options [X] = Awaiting authorisation [Y] = am/pm split [Z] = Clashing events

You can view an individual employee's learning activities by clicking on the Learning tab after selecting the employee you wish to review



LINKS

> Personal Details > Employment > Absence > Mileage & Expenses **Learning**

Personal Learning Events **Personal Learning Account**

Then Personal Learning Account



Participant waiting lists						
Learning activity	Status	Attend by	Date requested	Reason	Requested by	
Conflict Management			12/12/2018			
Leadership Skills			25/09/2018			

Participant events						
Learning activity	Status	Start date	Failed/Reason	Renewal	Cost	
EHR Employee Roadshow	Completed	06/09/2018	No			
Finance for Non Finance Managers	Completed	06/11/2018	No		0.00	

Personal learning events						
Learning activity	Status	Start date	Failed/Reason	Renewal	Cost	
Customer Care - Dealing with difficult customers	Booked	27/05/2019	No			

The examples above show:

Courses the employee is on the waiting list

Courses the employee has completed

Courses the employee is booked on but hasn't yet attended

You are unable to produce reports for your full team to show your full team. If you require this report please contact the Talent & Organisational Development Team at TOD@northlan.gov.uk

[END OF GUIDANCE DOCUMENT]