

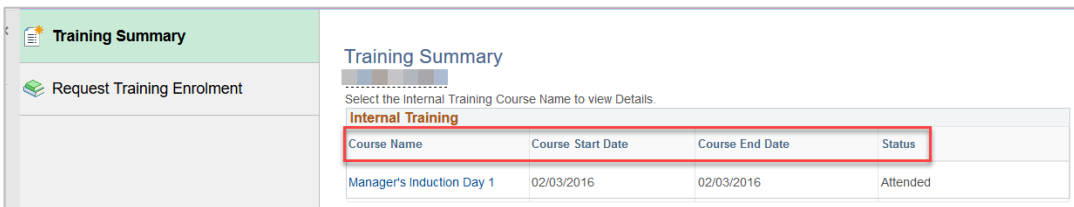
Staff Services Online – View Training Summary

Introduction

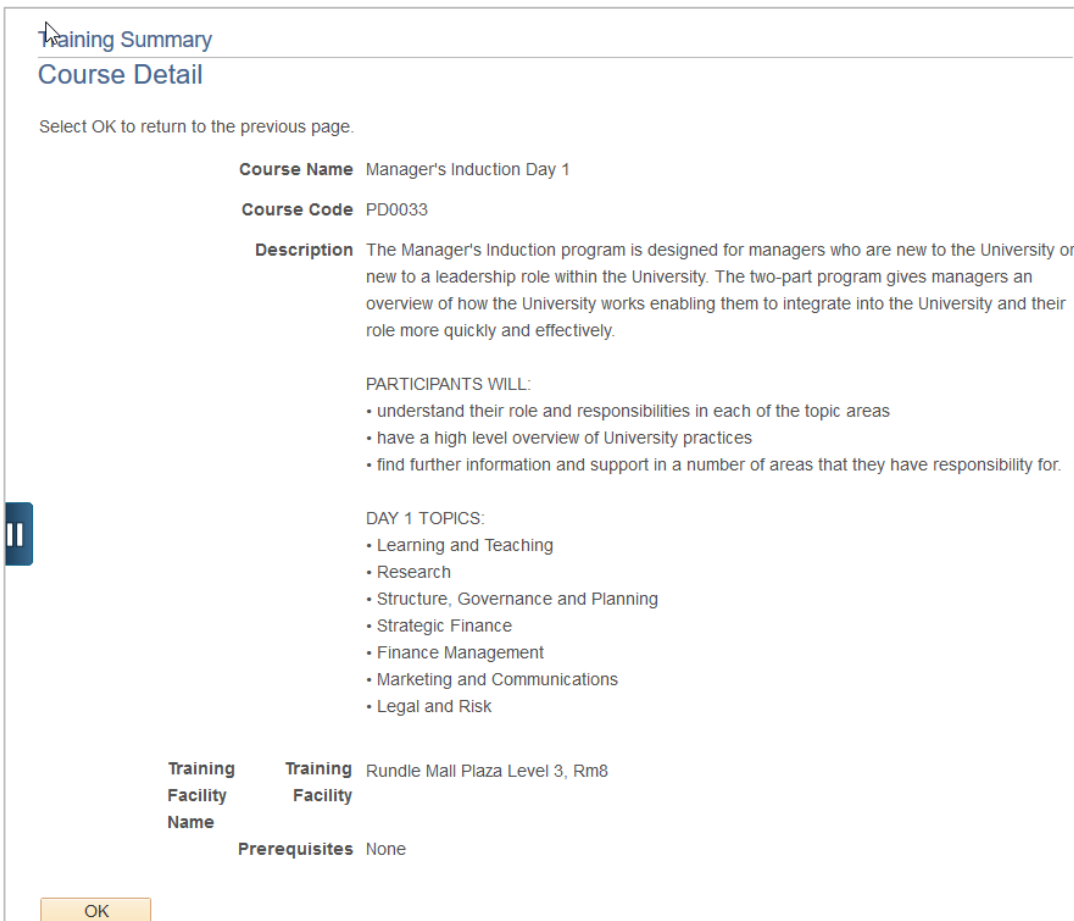
This guide describes how employees can view their own training summary.

Procedure

1. Navigate to **Employee SSO > Learning and Development > Training Summary**.
2. Your Training Summary is displayed under **Internal Training**.
3. Course Name, Course Start Date, Course End Date and Status can be viewed for all courses.
4. Click on **Course Name** to view course details.



Course Name	Course Start Date	Course End Date	Status
Manager's Induction Day 1	02/03/2016	02/03/2016	Attended



Select OK to return to the previous page.

Course Name Manager's Induction Day 1

Course Code PD0033

Description The Manager's Induction program is designed for managers who are new to the University or new to a leadership role within the University. The two-part program gives managers an overview of how the University works enabling them to integrate into the University and their role more quickly and effectively.

PARTICIPANTS WILL:

- understand their role and responsibilities in each of the topic areas
- have a high level overview of University practices
- find further information and support in a number of areas that they have responsibility for.

DAY 1 TOPICS:

- Learning and Teaching
- Research
- Structure, Governance and Planning
- Strategic Finance
- Finance Management
- Marketing and Communications
- Legal and Risk

Training Facility Name Rundle Mall Plaza Level 3, Rm8

Prerequisites None

OK