


# Staff Services Online – Manager – Training Summary

## Introduction

This guide describes how managers can view the training summary of direct and indirect reports.

## Procedure

### Select employee

1. Navigate to **Manager SSO > Learning and Development > Training Summary**.
2. Click on **Select** beside the employee's name to view the training summary of that employee.
3. To view an indirect report's training summary, select the plus symbol  icon.
4. List of the indirect reports is displayed.

### View Summary

5. Training Summary of the selected employee is displayed under **Internal Training**.
6. Course Name, Course Start Date, Course End Date and Status can be viewed for all courses.
7. Click on **Course Name** to view course details.

#### Training Summary

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Select the Internal Training Course Name to view Details.

##### Internal Training

Course Name	Course Start Date	Course End Date	Status
PDR for Staff	25/11/2015	25/11/2015	Enrolled