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Track required employee training using the comprehensive learning report [1]



January 19, 2023 by Employee Services [2]

It's important for your team or department to complete required trainings. The Comprehensive Learning Report [3]in HCM lets you review your team's training records.

The report lets HCM users view course data for university staff, faculty and persons of interest (POIs). Plus, you can select a specific employee's training record or overall completion data by course.

Within the report, you can search by course completions, non-completions, or a combination of the two.

This report can inform supervisors of required training compliance and help them remind employees of any uncompleted mandatory trainings. Viewing the data on available courses can also generate ideas for new voluntary courses that could improve job performance or team cohesion.

Supervisors and department liaisons can follow these detailed step-by-step instructions [3] to run the Comprehensive Learning Report and to access it any time.

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