Track your training, and your staff's training in the portal [1]

January 10, 2020 by Employee Services [2]

Do you have a required Skillsoft training coming up? Does your staff? With annual reviews coming soon, it's a good time to track your progress or your staff's progress.

There's an easy way to do this using the portal's training summary tiles.

Here's how to get started:

1. Go to my.cu.edu [3]
2. Open the CU Resources dropdown menu and select Training
3. You can then select a tile based on your needs.

You can view the completion data of all trainings as well as your score.
If you are a supervisor, you can view your employees' training records and track training progress.

Collaborative HR Services, performance cycle, performance management, performance review, learning, SkillSoft

Display Title:
Track your training, and your staff’s training in the portal

Send email when Published:
No

Source URL: https://www.cu.edu/blog/work-life/track-your-training-and-your-staffs-training-portal

Links
[1] https://www.cu.edu/blog/work-life/track-your-training-and-your-staffs-training-portal
[3] https://my.cu.edu
[4] https://www.cu.edu/blog/work-life/tag/collaborative-hr-services
[8] https://www.cu.edu/blog/work-life/tag/learning
[9] https://www.cu.edu/blog/work-life/tag/skillsoft