ILT Updates

- March schedule is in LEO
- Book now
- If you are taking a virtual course you need to let us know if you have not received your registration by 2pm the day prior to the class

WBT updates

- Multiple courses have been released
    - o Diversity for Supervisors
        - ▪ Learning outcomes
            - Identify opportunities to promote diversity during daily operations
            - Discover opportunities for equity on your teams
            - Create an inclusive environment on your team
    - o Virtual Meeting Etiquette
        - ▪ Course is based on guidelines for telework etiquette compiled by the US Office of Personnel Management
    - o Managing Teleworking Employees
        - ▪ Learning outcomes
            - Address common issues faced by teleworkers
            - Select the appropriate communication tools for your team
            - Apply strategies to engage your teleworkers
            - Create development support plans
            - Foster accountability within your team
    - o Teleworking for Employees
        - ▪ Learning outcomes
            - Explain your responsibilities as a teleworker
            - Identify safety hazards in your workspace
            - Discuss strategies to increase self-motivation
            - Explain your role in your development
            - Explain ways you can demonstrate accountability
    - o Develops Others
        - ▪ Learning outcomes
            - Explain the importance of employee development
            - Identify your role in employee development
            - Explain the role of trust in employee development
            - Identify opportunities for employee growth
            - Collaborate with your employee on a support plan
            - Hold a progress meeting
    - o Time Management for Teleworkers
        - ▪ Learning outcomes
            - Manage your time
            - Prioritize your tasks
            - Plan your days and weeks ahead
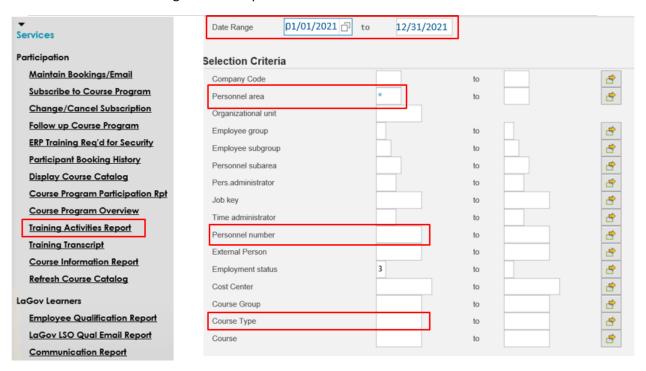
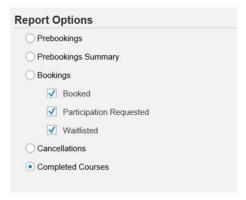- Avoid committing common time management mistakes

MTR's

- Refer to our website
  - Lots of useful information
    - FAQ's
    - Actual requirements
    - Infographics
- 4 programs (Core, G1, G2, and G3)
- Supervisors are automatically subscribed
  - Program unsubscribes as well
  - 35 day lookback from LEO entry date

TC Mailbag

- I have an employee who just completed a course they already took because it is a required yearly training but the new date isn't showing. What do I do?
  - Run training activities report

Report Options

- ○ Prebookings
- ○ Prebookings Summary
- ○ Bookings
  - ☑ Booked
  - ☑ Participation Requested
  - ☑ Waitlisted
- ○ Cancellations
- ⦿ Completed Courses

- o Employees can also run reports

Reports

PES Yr Crs Completed
PES Yr Transcript
Incomplete Programs
Report Help

©2007 by SAP AG