

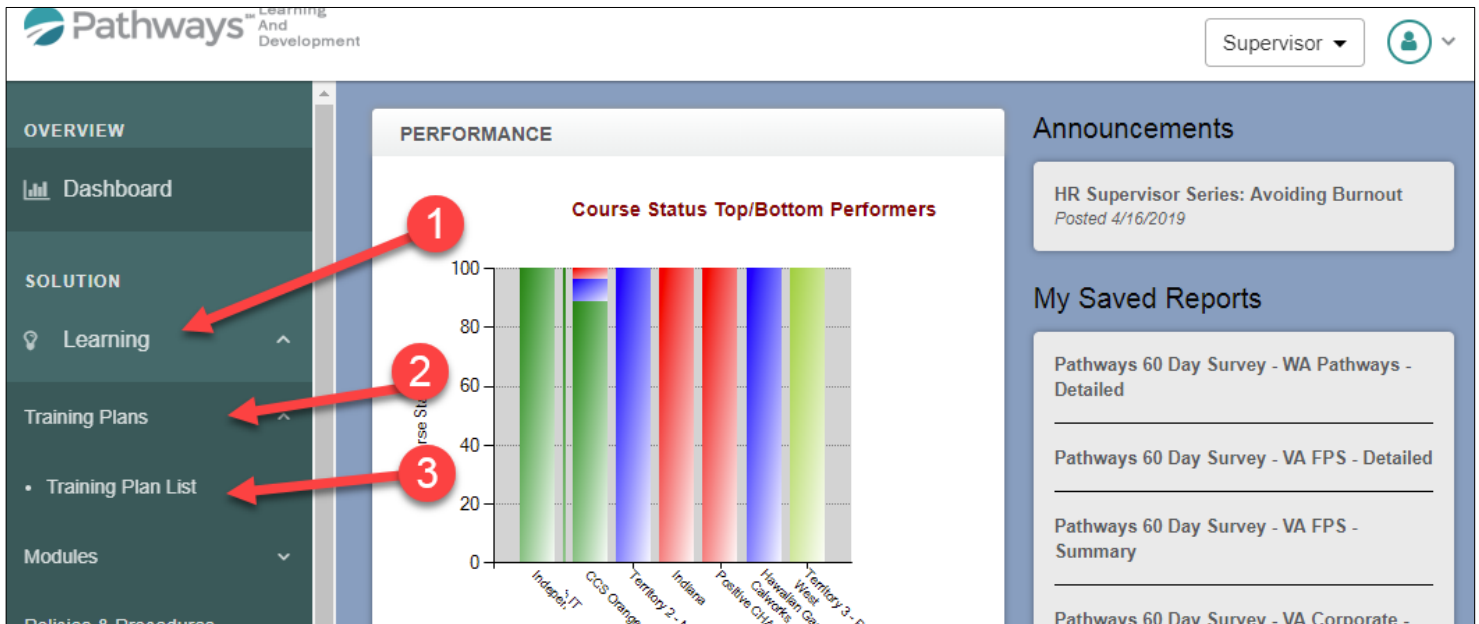
## Performance Training and Tracking assignments.

Biggest point to remember. **ENROLL using TRAINING PLANS (not Modules)**. Goto Learning>Training Plans> Training Plan List. And filter on State>HR

### Training Plans to use

HR Performance Evaluation **Training** – for all supervisors who perform employee evaluations.

HR Performance Evaluation **Tracking** – For high level supervisors (RDs or higher who supervise other supervisors).



The screenshot shows the 'Training Plan List' page in Pathways Learning And Development. The left sidebar has 'Training Plans' selected with 'Training Plan List' highlighted. A red circle '4' points to the '+ Filter' button. The filter dropdown menu is open, showing options: Type (All Types), Owners (All Owners), Approved, Departments, and States. The 'States' option is circled in red. Below the filter menu, there is an 'Export Training' button and a table with a row for '\* IRelias Learner and Supervisor Training'.

Pathways™ Learning And Development

OVERVIEW

Dashboard

SOLUTION

Learning

Training Plans

- Training Plan List

Modules

Policies & Procedures

External Training Templates

Career Paths & Enrollment

MANAGE

Users

### Training Plan List

Search Training Plans

Filter by + Filter Clear

Type: All Types

States

- States
- Arizona
- California - CA
- Enterprise Level
- Florida
- GA - AmericanWork
- HIPAA
- HR**

Pathways™ Learning And Development

Supervisor

OVERVIEW

Dashboard

SOLUTION

Learning

Training Plans

- Training Plan List

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MANAGE

Users

Reports

### Training Plan List

Search Training Plans

Filter by + Filter Clear

Type: All Types Owners: All Owners Approved: Approved

States: HR

Export Training Plans

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Title	Type	Approved	Owners	Assign
HR Performance Evaluation Tracking	Fixed - Recurring	✓	✓	237
HR Performance Evaluation Training	Nonrecurring	✓	✓	18
HRG Supervisor Training				2

Click to enroll High-Level Supervisors

Click to enroll all supervisors who complete performance Evals

# Training Plan Enrollment: HR Performance Evaluation Tracking

## TRAINING PLAN PROPERTIES

Fixed - Recurring annually | + SHOW DETAILS

CURRENTLY ENROLLED

ENROLLMENT

Search for Name, then check box next to name and click the Enroll button

## MANUAL ENROLLMENT

Available Learner(s) (Learners NOT already enrolled)

Search

Filter By

A - Z

+ Filters

× Clear

ways

Enroll

1-100 of 5,255



	Name & Username	Hierarchy	Job Titles	Hire Date
<input checked="" type="checkbox"/>	Abair, Rebecca <i>Rebecca Abair</i>	Wasco	Direct Service	1/2/2019
<input type="checkbox"/>	Abair, Sean <i>Sean Abair</i>	Taft	Direct Service	5/6/2019
<input type="checkbox"/>	Abbott, Samantha <i>Samantha Abbott</i>	Louisiana	Direct Service	4/27/2015