



## How to.....add a Personal learning event for an employee

### Purpose:

This guide will show you how to add a **Personal learning event** for an employee through **People Manager**.

Personal learning is any learning that has been undertaken that has not been booked through Your HR. Any eLearning that has been completed in WILMa will be recorded here. You can also add any learning that you have been arranged personally and not through WCC.

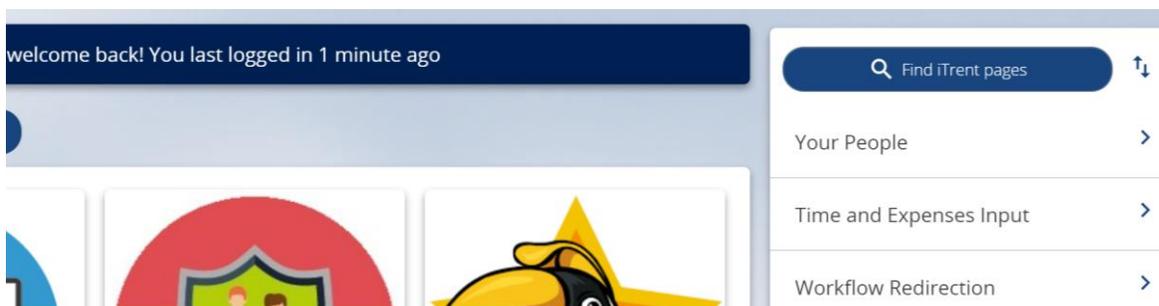
### Logging in to Your HR:

To log into Your HR, please refer to the **How to...Log in to Your HR Guide (ESS 1)**. After login you will be presented with the **Employee Self Service Homepage**. Select the **People Manager** option.

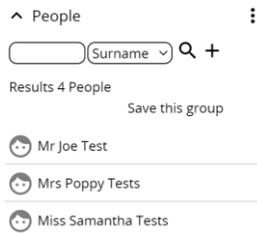
### Creating a New Personal Learning Event for an Employee

Click on **Your People** in the menu

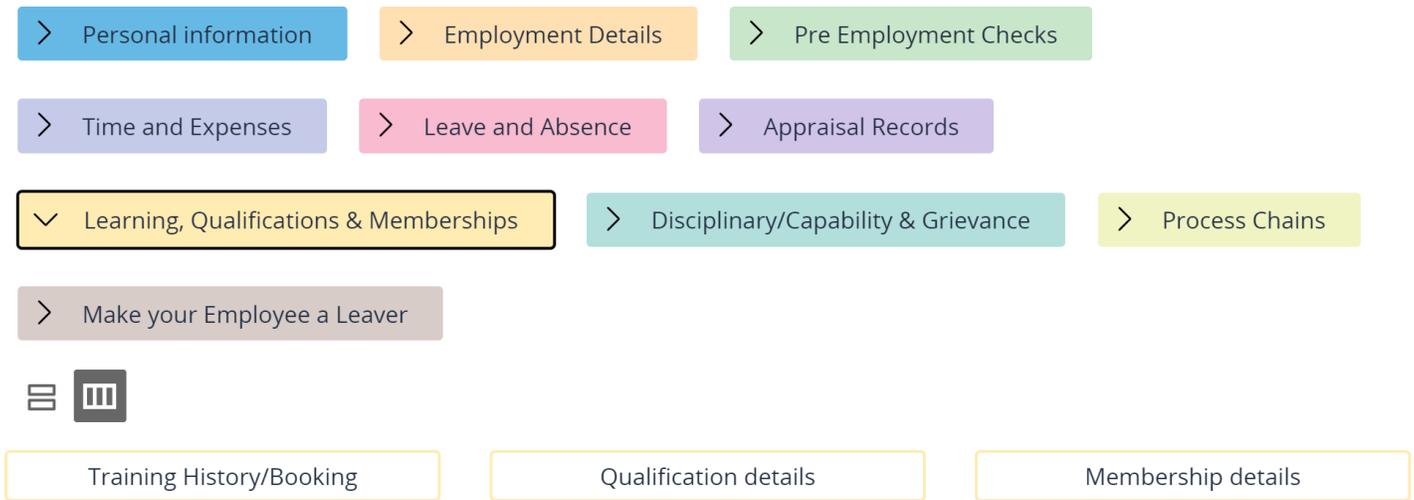
If the person is a non payroll worker please refer to **How to... set up contractor and agency workers (PM 60)** guidance to enable them to have access to Your HR.



Select the required employee from your list of direct reports which will be presented on the dark pane on the left hand side of the screen:

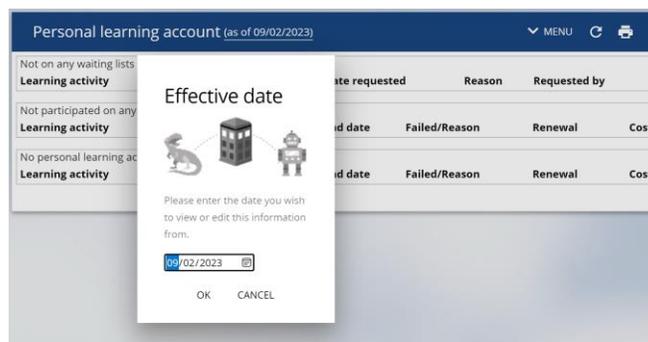


Click **Learning, Qualifications & Memberships** and then **Training History/Booking**



- An **Effective date** box will appear.

Either select the dates that you want to view or edit the information from and click **OK**, or click **Cancel**.



Select **Create a new personal learning event** in the employees **Personal learning account**.

- The **Personal learning event details** form will be shown.

Personal learning event details New

Event

Event title \*

Internal

Start date \*

End date

Duration

Learning hours

Learning activity name

Learning activity type

Learning event code

Renewal date

---

Cost

Cost

Currency

Complete and relevant fields and click **Save**.

- The **Personal learning event** will now show in the employees **Personal learning account**.

To return to the People Manager Homepage, click on the Logo in the top left-hand corner of the screen.

## Notifications

- An email notification is sent to your team member for information.

*For further information or support please refer to Your HR on the [Intranet](#) or please raise a request through the [HR Service Desk](#) or phone on 01926 738444*

Creation Date	22/02/19
Author	JK
Review Date	09/02/23 (10.46) JB