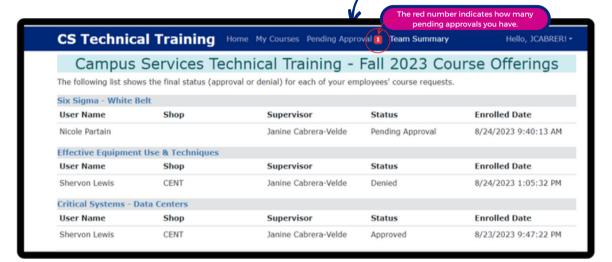


Technical Training Job Aid

Leaders

Click on Pending Approval.

Click on **Pending Approval** to view all the courses your direct reports have requested.



Approve or Deny your employee's request.

CS Technical Training Home My Courses Pending Approval 2 Team Summary Hello, JCABRER! • Click Denv to Click **Approve** to Campus Services Technical Training - Fall 2023 erings **NOT** approve approve your your employee The following courses are the courses that your employees would like to take. Please approve or employee to to take this take this course course. Six Sigma - White Belt UserID **User Name** Shop Supervisor Status **Enrolled Date** 8/24/2023 9:40:13 Al NPARTAI Nicole Partain Janine Cabrera-Velde Pending Approval **Basic Grounds Maintenance** UserID **User Name** Shop Supervisor Status **Enrolled Date** Shervon Lewis CENT Janine Cabrera-Velde Pending Approval 8/25/2023 10:04:12 AM Approve Deny

Approval Criteria

- High performer
- Shows initiative
- · Exhibits problem solving skills and a growth mindset
- Will not interfere with operational need



Campus Services

Division of Business and Administration

2



Technical Training Job Aid

Leaders

3

Verify your employee's learner status in Team Summary.

Click on **Team Summary** to view all your staff's learner status.



