



# Technical Training Job Aid

## Leaders

1

Click on Pending Approval.

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

The red number indicates how many pending approvals you have.

**CS Technical Training** Home My Courses Pending Approval **1** Team Summary Hello, JCABRER1

### Campus Services Technical Training - Fall 2023 Course Offerings

The following list shows the final status (approval or denial) for each of your employees' course requests.

Six Sigma - White Belt				
User Name	Shop	Supervisor	Status	Enrolled Date
Nicole Partain		Janine Cabrera-Velde	Pending Approval	8/24/2023 9:40:13 AM

Effective Equipment Use & Techniques				
User Name	Shop	Supervisor	Status	Enrolled Date
Shervon Lewis	CENT	Janine Cabrera-Velde	Denied	8/24/2023 1:05:32 PM

Critical Systems - Data Centers				
User Name	Shop	Supervisor	Status	Enrolled Date
Shervon Lewis	CENT	Janine Cabrera-Velde	Approved	8/23/2023 9:47:22 PM

2

Approve or Deny your employee's request.

**CS Technical Training** Home My Courses Pending Approval **2** Team Summary Hello, JCABRER1

### Campus Services Technical Training - Fall 2023 Course Offerings

The following courses are the courses that your employees would like to take. Please approve or deny.

Six Sigma - White Belt					
UserID	User Name	Shop	Supervisor	Status	Enrolled Date
NPARTAI	Nicole Partain		Janine Cabrera-Velde	Pending Approval	8/24/2023 9:40:13 AM

Basic Grounds Maintenance					
UserID	User Name	Shop	Supervisor	Status	Enrolled Date
STLEWIS	Shervon Lewis	CENT	Janine Cabrera-Velde	Pending Approval	8/25/2023 10:04:12 AM

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





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3 Verify your employee's learner status in Team Summary.

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

The screenshot shows the 'CS Technical Training' interface. The top navigation bar includes 'Home', 'My Courses', 'Pending Approval', and 'Team Summary'. The main heading is 'Campus Services Technical Training - Fall 2023 Course Offerings'. Below this, a message states: 'The following list shows the final status (approval or denial) for each of your employees' course requests.' There are three tables of course offerings:

Six Sigma - White Belt				
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Effective Equipment Use & Techniques				
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Critical Systems - Data Centers				
User Name	Shop	Supervisor	Status	Enrolled Date
Shervon Lewis	CENT	Janine Cabrera-Velde	Approved	8/23/2023 9:47:22 PM

For additional assistance, contact [csccommunications@emory.edu](mailto:csccommunications@emory.edu)