# TEAM LEARNING ACTIVITIES

The Team Learning Activity area will provide an overview of where your direct and indirect team members are in the process of completion of their mandatory e-learning content within EV People.

Within your Team Lead, Manager or Divisional Lead role access in EV People, on the Home Page, navigate to the 'Team Learning Activity' icon.

This will take you to the 'Employee Progress Overview' screen, which shows you your direct reports progress against learning content they have enrolled in.
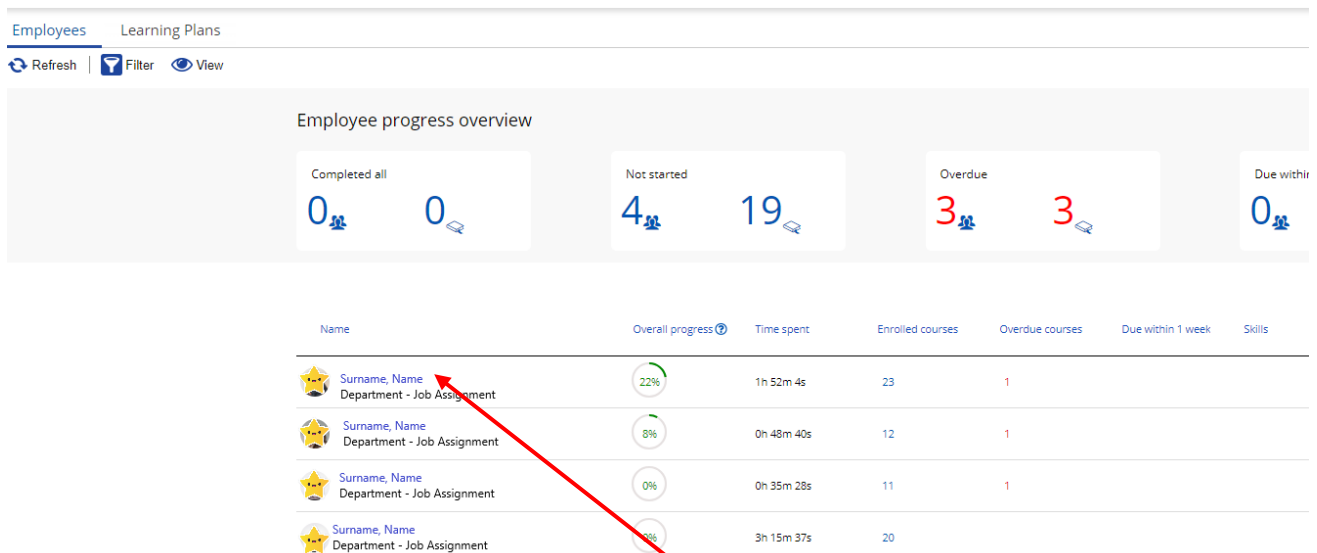
To include indirect reports, select 'Filter' and tick the box next to 'Include indirect reports'. If you have any colleague on parental based leave, include 'Inactive' in the 'Status' filter also.
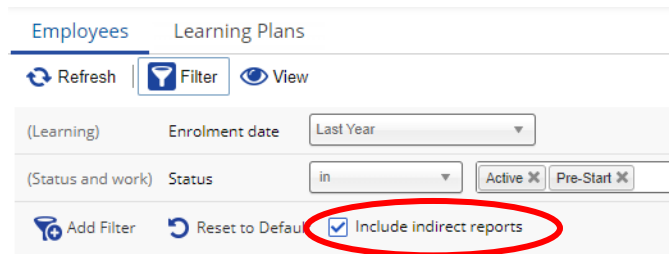
You can select the progress overview buttons to show the following categories:

- Completed all (no outstanding courses)
- Not started
- Overdue
- Due within the next week
- In progress

Each category will show you the employee count where this status applies and the number of courses within the category.

For a more detailed view, select on the colleague's name, which will expand to show the colleagues learning summary and profile.

Name*		Type	Start Date*	Due date	Completion Date	Credit	Score	Pass/Fail	Status
Whistleblowing	ⓘ	E-Learning	08/11/2022			0	0.00		In Progress
Environmental Awareness	ⓘ	E-Learning	08/11/2022			0	0.00		In Progress
Manual Handling	ⓘ	E-Learning	08/11/2022	⚠ 05/02/2023		0	0.00		In Progress
Fire Safety	ⓘ	E-Learning	08/11/2022			0	0.00		In Progress
Display Screen Equipment	ⓘ	E-Learning	08/11/2022			0	0.00		In Progress
Preventing Bribery in Business - The Es	ⓘ	E-Learning	08/11/2022			0	0.00		In Progress
Fraud, Bribery and Corruption	ⓘ	E-Learning	08/11/2022			0	0.00		In Progress
Introduction to GDPR	ⓘ	E-Learning	08/11/2022			0	0.00		In Progress
Information Security	ⓘ	E-Learning	08/11/2022			0	0.00		In Progress
Gender Equality	ⓘ	E-Learning	19/12/2022			0	0.00		In Progress
Managing Remote Teams	ⓘ	E-Learning	31/01/2023			0	0.00		In Progress
Lone Working for Employees	ⓘ	E-Learning	13/03/2023			0	0.00		In Progress
Effective Delegation	ⓘ	E-Learning	20/03/2023			0	0.00		In Progress
Customer Service - The Sales Sequenc	ⓘ	E-Learning	21/04/2023			0	0.00		In Progress
Customer Service Essentials	ⓘ	E-Learning	02/05/2023			0	0.00		In Progress
Aspirational Women's Leadership Prog	ⓘ	Webinar	15/05/2023			0	0.00		Waiting
Microsoft Sway - Introduction	ⓘ	E-Learning	03/07/2023			0	0.00		In Progress
Microsoft Outlook Beginners - Views	ⓘ	E-Learning	09/08/2023			0	0.00		In Progress
Customer Service - First Contact	ⓘ	E-Learning	02/05/2023		02/05/2023	0	100.00		Completed

Within this screen you will be able to see what courses are in progress, to be started and those that have been completed.

Returning to the Employee Progress Overview' screen, where is shows 'Overdue Courses' on the main page, select and a small window will pop up.

The list of overdue courses for that specific colleague will appear and provide the due date. To send a reminder, select the 'bell' icon and when prompted, confirm that you do want to send the reminder.

Overdue   ✕

Surname, Name
Department - Job Assignment

Enrolment Date   Last Year

Manual Handling   🔔 1
In Progress • Was due on 05/02/2023
E-Learning   H_AND_S_MANUAL_HANDLING
Manual Handling