

Training Requests and Record

This guide will explain how to use the Training module to book Talent and Organisational Development (T&OD) courses and view your training history. Other training is signposted from the T&OD website or you search the Staff Guide.

Quick steps to booking a T&OD training course

1. Click **My Training Details** followed by **Training Request**
2. The **Training Course Search** screen will be displayed. You can enter some **Search** criteria if you wish to narrow the results displayed.
3. Click **Search**
4. The **Search Results** will be displayed at the bottom of the page. Click on the **Description** of the course to find more details
5. Further details of this course will be displayed including the **Course Events** listed at the bottom of the page. If you wish to book on to a course date click the **Start Date**.
6. The **Course Details** screen will show key details of this course including location, start and end times. Enter your **Reasons for Request**.
7. If you hold more than one post, select the correct post you wish to request this training for if prompted and click **Submit**
8. If no course dates are available you can book on to the waiting list by clicking **Waiting List**. If another course date is being made available then the T&OD team may contact you to confirm you wish to attend this course event.
9. Your request will be sent to your line manager to authorise. You will receive email confirmation of your line manager's decision about this training course and if approved you will receive a booking confirmation email including details of the date and time.

Quick steps to cancelling/ withdrawing a request for a training course

Please provide a minimum of 5 working days' notice before cancelling your attendance to a course to ensure T&OD can offer this place to other colleagues.

If your line manager has approved your course booking then you will need to follow the steps below to cancel your course booking but if your request is still pending authorisation you can withdraw your request.

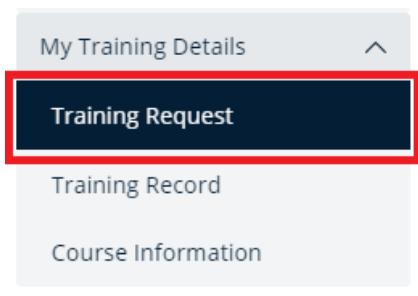
1. Click **My Training Details** followed by **Training Record**
2. Your **Training Record** will be displayed and will display a calendar of your training bookings.
3. If your course booking request has been authorised by your line manager scroll down to the **Form History** section to see the training course events or waiting lists requests you have submitted on Staff Connect.
 - a. Click on the **Form** to review the details of your request
 - b. To cancel your request click **Cancel Course Booking**. This will send an authorisation item to your line manager and your place will be cancelled when the authorisation has been completed.
- OR if your request is still pending authorisation from your line manager scroll down to the **Courses Requested** section.
 - a. Click on the **Form** to review the details of your request
 - b. To withdraw your request click **Withdraw**.
Please note this will not notify your line manager that you have withdrawn this request.
4. Click **OK** to the confirmation message displayed
5. Click **Continue** on the Confirmation screen

Quick steps to viewing training record

1. Click **My Training Details** followed by **Training Record**
2. Select the post you wish to request this training for if prompted
3. Your **Training Record** will be displayed and will display a calendar of your training bookings.
4. Further down the page you will find your requests and the courses you have completed.
5. Scroll down to the **Form History** section to see the training course events or waiting lists requests you have submitted on Staff Connect.
6. You can click on the **Form** to review the details of your request.

Booking a T&OD training course

Click **My Training Details** followed by **Training Request** from the left-hand menu in Staff Connect.



The **Training Course Search** screen will be displayed. You can enter some **Search** criteria if you wish to narrow the results displayed or you can leave these blank to show all courses available.

Search criteria

[Pre-Work Course Information](#) | [User Guides](#)

Please enter search criteria for the course you are seeking and click the search button

Search Criteria

Keywords

Region

Type Sub Type

Start Date End Date

Search

Click **Search**

Search criteria

[Pre-Work Course Information](#) | [User Guides](#)

Please enter search criteria for the course you are seeking and click the search button

Search Criteria

Keywords

Region

Type Sub Type

Start Date End Date

Search

The results of available courses will be displayed at the bottom of the page and will be listed in alphabetical order. Details such as minimum attendees, maximum attendees, maximum reserve candidates (not in use), standard fee (for the T&OD team use only), per person fee (for the T&OD team use only) and how many events are currently scheduled for that course will also be displayed.

Search Results

Description	Min Attendees	Max Attendees	Max Reserve Attendees	Standard Fee	Per Person Fee	Events
Active Bystander Training	4	12	0	0.00	0.00	0
Supporting Autistic Students in HE	6	16	0	0.00	0.00	0
Accessibility at Kent: what can I do?	1	50	0	0.00	0.00	0

Back

Select a course title/description to view further details and events scheduled for that course.

Search Results

Description	Min Attendees	Max Attendees	Max Reserve Attendees	Standard Fee	Per Person Fee	Events
Active Bystander Training	4	12	0	0.00	0.00	0
Supporting Autistic Students in HE	6	16	0	0.00	0.00	0
Accessibility at Kent: what can I do?	1	50	0	0.00	0.00	0

Back

Further details of this course will be displayed including the Objectives, Pre-requisites and Rationale.

Select Course

[Pre-Work Course Information](#) | [User Guides](#)

Please review the details of the course you have selected. If you wish to book yourself onto one of the events listed, please click on the start date. If there are no events or places available and you wish to be placed on the waiting list, please click Waiting List

Course Details

Course Active Bystander Training
Type L&OD Consultancy & Bespoke Support
Sub Type Personal Effectiveness
Attendance Classroom Training

Objectives

The session aims to:
 Understand the definition of bystander
 Define the problem and why we need Active Bystanders
 Understand why some bystanders act and some do not
 Look at the skills of a bystander
 Understand what to say and when to say it
 Understand the impact of active bystanders

Pre-requisites

No more detail

Programme

This interactive training session has been designed to complement the Inclusive Allyship programme

Rationale

Open to all staff

All events that are scheduled and available to book will be shown under **Course Events**.

Select the **date** to request a place on that course event.

If there are no dates that you are able to attend but want to attend the course select **Waiting List**.

This will submit a request for you to join the waiting list.

Course Events								
Start Date	End Date	Start Time	Venue	Region	Tutor	Booked	Maximum	Reserve Spaces
23/08/2021	23/08/2021	13:00	CE Seminar Rooms		Jena Dady	0	12	0

[Waiting List](#) [Back](#)

You will then see the full details of the course event you wish to attend. Please enter your comments for this training course in the **Reason for Request** a free text box for your line manager to review. Once you have completed the Reason for Request, select **Submit**. The Save button will save the request for later but it will not submit it for authorisation.

Select Event

[Pre Work Course Information](#) [User Guide](#)

Please review the details of your training request and add any information you feel supports your request.

Course Details

Course: Active Dyslexia Training
 Dates: 23/08/2021 - 23/08/2021
 Start Time: 13:00
 Venue: CE Seminar Rooms
 Room: Cornwallis East Seminar Room 1
 Tutor: Jena Dady
 Cost: 0.00
 Sub Type: Personal Effectiveness

Dates

Start Date	End Date	Start Time	End Time	Venue	Room	Tutor
23/08/2021	23/08/2021	13:00	16:00	CRNWC	Cornwallis East Seminar Room 1	Jena Dady

Reason For Request

[Submit](#) [Save](#)

You will be prompted to confirm your request again and you will need to click **OK**.

staffconnect.kent.ac.uk says

Are you sure you want to Submit this training request?

OK
Cancel

Once your training request has been submitted you will receive an on screen confirmation message.

✔ Confirmation Message !

Your Training request number 0000010333 has been submitted

Please select a navigation item in the Dashboard.

Your request will be sent to your line manager to authorise. You will receive email confirmation of your line manager's decision about this training course and if approved you will receive a booking confirmation email including details of the date and time.

Cancelling/ withdrawing a request for a training course

If you need to cancel a place on a training course please provide a minimum of 5 working days notice before cancelling your attendance to a course to ensure T&OD can offer this place to other colleagues.

If your line manager has approved your course booking then you will need to follow the steps below to cancel your course booking but if your request is still pending authorisation you can withdraw your request.

Cancelling a training course request

Click **My Training Details** followed by **Training Record** from the left-hand menu in Staff Connect.



Your **Training Record** will be displayed and will display a calendar of your training bookings.

Training Request [You have 9 training requests]

[Pre-Work Course Information](#) | [User Guides](#)

This training record applies to training provided by the Talent & Organisational Development Team.

Month	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo
2021 May																														
2021 June																														
2021 July																														
2021 August																														
2021 September																														
2021 October																														
2021 November																														
2021 December																														
2022 January																														
2022 February																														
2022 March																														
2022 April																														

Training Course

Courses Requested

Date	Course	Status	Start Time	Form	Initial Eval
23/08/2021	Active Bystander Training	Submitted	13:00	0000010333	

Scroll down to the **Form History** section to see the training course events or waiting lists requests you have submitted on Staff Connect.

Form History

Date	Course	Status	Form	Initial Eval	Follow Up Eval
23/08/2021	Active Bystander Training	Authorised	0000010333		

You can click on the **Form** to review the details of your request

Form History

Date	Course	Status	Form	Initial Eval	Follow Up Eval
23/08/2021	Active Bystander Training	Authorised	0000010333		

The details of this training request will be displayed and to cancel your request click **Cancel Course Booking**.

Select Event

[Pre-Work Course Information](#) | [User Guide](#)

Please review the details of your training request and add any information you feel supports your request.

Course Details

Request: 0000010333
 Course: Active Bystander Training
 Dates: 23/08/2021 - 23/08/2021
 Start Time: 13:00
 Venue: CC Seminar Rooms
 Room: Cornwallis East Seminar Room 1
 Tutor: Jina Dady
 Cost: 0.00
 Sub Type: Personal Effectiveness

Dates

Start Date	End Date	Start Time	End Time	Venue	Room	Tutor
23/08/2021	23/08/2021	13:00	16:00	CRNIC	Cornwallis East Seminar Room 1	Jina Dady

Post Details

Position: Office Manager

Reason For Request

Cancel Course Booking **Back**


Click **OK** to the submission message displayed

staffconnect.kent.ac.uk says

Are you sure you want to cancel this training request?

OK Cancel

Click **Continue** on the Confirmation screen

 **Confirmation Message !**

Your Cancellation request has been saved as number 0000010334

An email will be sent to your line manager to review this request to cancel this course booking. Your place on this course will not be cancelled until your line manager has authorised your cancellation request.

Withdrawing a training course request

Click **My Training Details** followed by **Training Record** from the left-hand menu in Staff Connect.



Your **Training Record** will be displayed and will display a calendar of your training bookings.

Training Request [You have 9 training requests]

Pre-Work Course Information | User Guides
This training record applies to training provided by the Talent & Organisational Development Team.

	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo			
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April																																								

Training Course

Date	Course	Status	Start Time	Form	Initial Eval
23/08/2021	Active Bystander Training	Submitted	13:00	0000010333	

Scroll down to the **Courses Requested** section to see the training course events or waiting lists requests you have submitted on Staff Connect.

Date	Course	Status	Start Time	Form	Initial Eval
23/08/2021	Active Bystander Training	Submitted	13:00	0000010335	

You can click on the **Form** to review the details of your request

Date	Course	Status	Start Time	Form	Initial Eval
23/08/2021	Active Bystander Training	Submitted	13:00	0000010335	

The details of this training request pending authorisation will be displayed and to withdraw your request click **Withdraw**. Please note this will not notify your line manager that you have withdrawn this request.

Select Event

[Go Work Course Information](#) | [User Guides](#)

Please review the details of your training request and add any information you feel supports your request.

Course Details

Request: 0000010335
 Course: Active Bystander Training
 Dates: 23/08/2021 - 23/08/2021
 Start Time: 13:00
 Venue: CE Seminar Rooms
 Room: Cornwallis East Seminar Room 1
 Tutor: Jena Dady
 Cost: 0.00
 Sub Type: Personal Effectiveness

Dates

Start Date	End Date	Start Time	End Time	Venue	Room	Tutor
23/08/2021	23/08/2021	13:00	16:00	CRNWE	Cornwallis East Seminar Room 1	Jena Dady

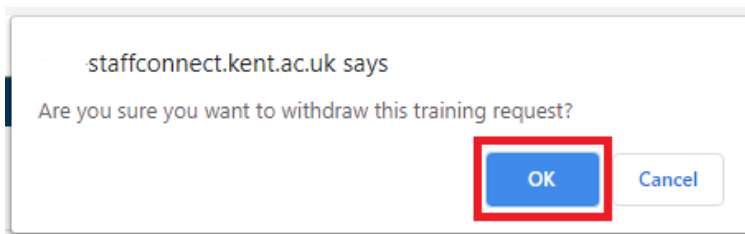
Post Details

Position: Office Manager

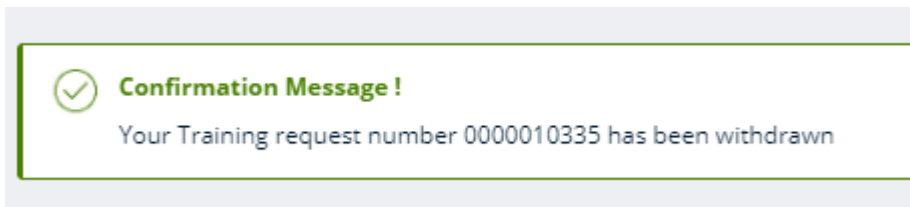
Reason For Request

Withdraw **Back**

Click **OK** to the submission message displayed.



Click **Continue** on the Confirmation screen



Viewing your training record

To view the history of your training file of T&OD courses you have booked onto or attended click My Training Details followed by Training Record from the left hand menu.



You will be brought to a calendar view of the courses you have either attended or are due to attend (these will be in different colours).

To view the dates of an event on the training calendar view you can hover over the square and it will pop up. The blue colour denotes today's date and the light blue are Training Courses you are due to go on. Once you have been marked as attended these courses the squares will turn to light blue.

Training Request [You have 9 training requests]

[Pre-Work Course Information](#) | [User Guides](#)
 This training record applies to training provided by the Talent & Organisational Development Team.

Training Course

Date	Course	Status	Start Time	Form	Initial Eval
23/08/2021	Active Bystander Training	Submitted	13:00	0000010333	

When you scroll down you will see a list of different sections which include:

- Courses Requested - will show you the courses you have requested to attend but have not yet attended.

Date	Course	Status	Start Time	Form	Initial Eval
23/08/2021	Active Bystander Training	Submitted	13:00	0000010335	

- Courses Completed - will show the courses you have been marked as completed by the T&OD Team.

Date	Course	Status	Form
23/08/2021	Active Bystander Training	Passed	

- **Courses Cancelled** – will show all course requests that have been cancelled.

Courses Cancelled						
Date	Course	Status		Form		
23/08/2021	Active Bystander Training	Cancelled				

- **Form History** – is a record of all course requests you have made in Staff Connect

Form History						
Date	Course	Status	.	Form	Initial Eval	Follow Up Eval
23/08/2021	Active Bystander Training	Authorised	.	<u>0000010333</u>		

Once you have attended a course and completed any required work or evaluations, you will be marked as attended and the course details will move from Courses Requested to Courses Completed.