



I-Learn for Leaders: Navigating I-Learn and Exploring Reports

Virtual learning invitation!

The purpose of this learning is to demonstrate to leaders the functionality of the Landing Page and standard reports in I-Learn. We will demonstrate how to run standard reports in I-Learn so that you can do the following: Check the completion status and monitor the progress of your team members' required education and confirm that all direct reports have completed instructor-led and enterprise-wide courses.

- Do you have questions about how to run standard reports in I-Learn?

If your answer was “yes”, then this is the session for you.

Who should attend?

Leaders

Webinar dates and times

6/9/20 – 2 p.m. – 3 p.m.

11/10/20 – 2 p.m. – 3 p.m.

12/8/20 – 2 p.m. – 3 p.m.

Webinar access instructions

This virtual learning session can be launched through your I-Learn transcript.



Objectives

The information shared in this course will help you to:

- Identify key components of the I-Learn Landing Page
- Demonstrate how to run standard reports
- Use I-Learn standard reports to manage team members' education requirements

**Register in I-Learn by browsing for CEL0017
I-Learn for Leaders: Exploring Reports**

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