

5 STEPS TO CHECK WORKDAY TRAININGS SUPERVISORS



1

- LOG INTO WORKDAY
- SIGN IN USING YOUR CREDENTIALS



2

- SELECT MENU
- SELECT MY DEPARTMENT HUMAN RESOURCES



3

- SELECT MY TEAMS LEARNING & COI FORMS
- VIEW DIRECT REPORT' INFORMATION



4

- SELECT VIEW MORE
- CHECK THE BOX TO INCLUDE SUBORDINATE ORGANIZATION



5

- VIEW LEARNING ASSIGNMENT COMPLETED DASHBOARD FOR ENTIRE TEAM