



Workday Learning Quick Start Guide for Managers

Learning in Workday

Initial Training

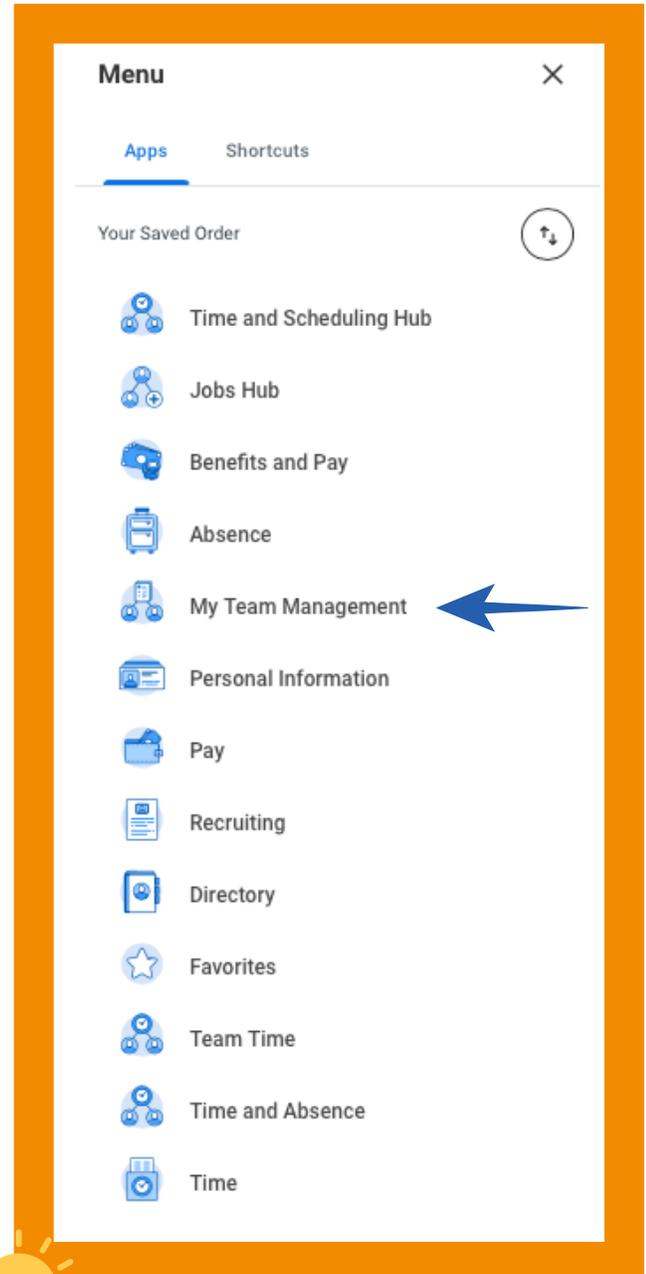
- Automatically assigned based on role
- Available on day 1
- Available in Global Navigation under Learning

Training Checklists, Licensing, & Certification

- All paper training, licensing, & certification items are in MILO which you can access from Armyant
- Completed paperwork is now submitted on the **Initial Training Paperwork Upload Portal** available on Armyant and within MILO
- Learning & Development will mark these items complete once verified and reviewed

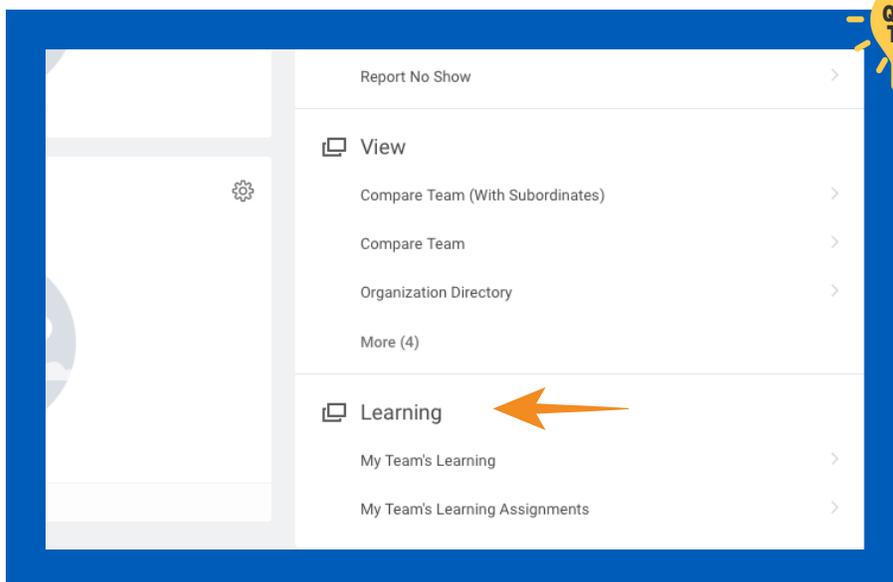
Tracking Team Member Training

- In Global Navigation under My Team Management → Learning Tile
 - **My Team's Learning:** the high-level overview of any learning your *direct reports only*
 - **My Team's Learning Assignment:** the high-level overview of assigned learning to any direct or indirect report under you
- **Learning View Details for Managers:** this report dives deeper into a learner's transcript
 - Search the report and enter a name



QUICK TIPS!

Explore the reports to get familiar with how they look and the information within.



The Learning App Icon