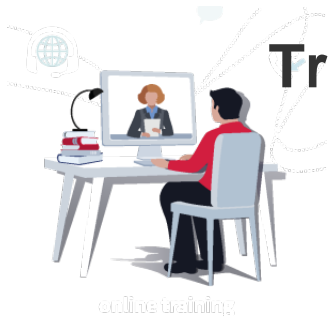


Training for Employees



Training for Employees



YouGrow

[Click here to access YouGrow](#)



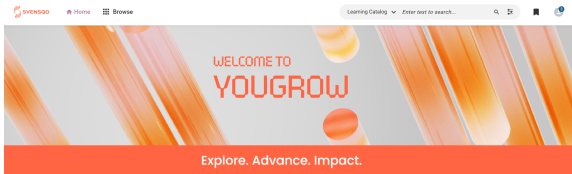
[FAQ - Click here to see Frequently Asked Questions](#)

In the [GBS Finance Learning Catalog](#) you will find a guide for the foreseen training in your career and according to your position.



YouGrow

is the Syensqo group's learning platform.



Did you know?

You can print the certificate of the successful training

PROGRESS

ACTION

SUCCESSFUL

PRINT CERTIFICATE

On: 07-AUG-2020
Score: 94.12

Enroll in training - YouGrow Guidelines

★ NEWCOMERS ★

[GBS Finance Onboarding Accounting Platform](#)

[GBS Finance Onboarding Country Accounting and Tax](#)

[GBS Finance Onboarding - Financial Accounting Service Unit](#)

[GBS Finance Onboarding - Management Accounting Service Unit](#)

★ ALL USERS ★

Step 1) Go to the Course page

Step 2) Click on SEE CLASSES AVAILABLE

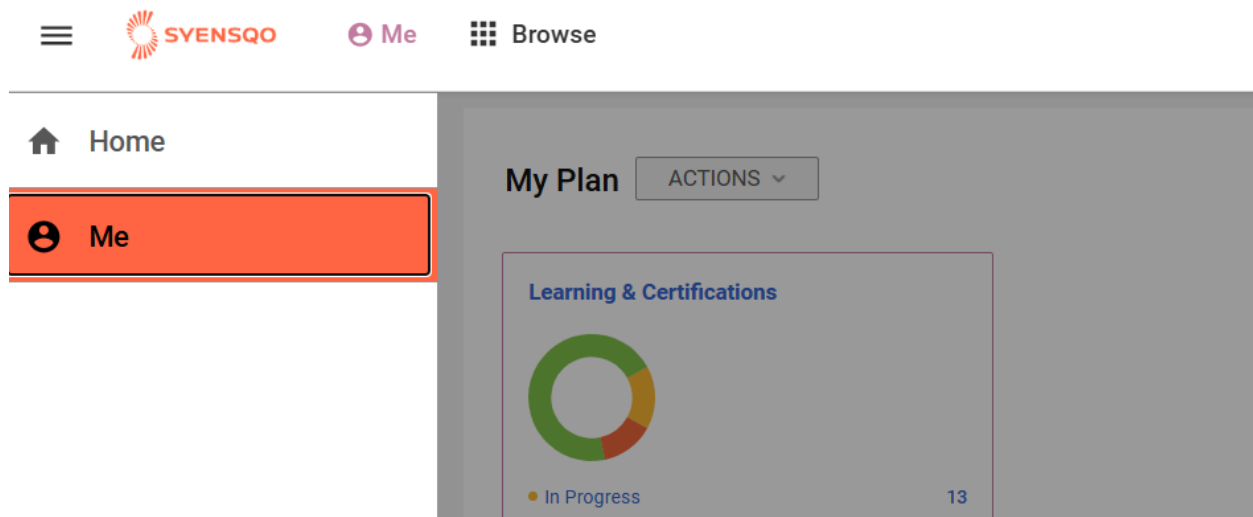
- Enroll in the classes available

- If the class is **NOT** available, find and contact the course owner shown at the bottom.

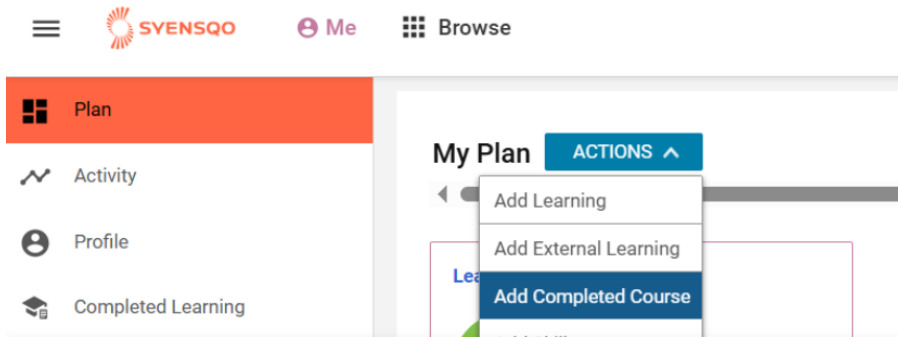


💡 ON THE JOB TRAINING - If the employee acquires the knowledge by **work shadowing**, the hours training hours should be recorded

Step 1) Go to your profile by clicking on the **primary navigation** button followed by **Me**.



Step 2) Click on **Actions** followed by **Add Completed Course**



Step 3) Type in the **Search existing courses** the course name or the course ID (easier to find), select it and click on **Save and Next**. Then, select the date (mandatory) and other details (not mandatory).

X

ADD COMPLETED COURSE

Search existing courses

OR

X

ADD COMPLETED COURSE

Search existing courses

OR

1

2

Select a course



	COURSE NAME	ID
<input type="radio"/>	SAP Initial	00035347

1-1 of 1

Step 4) Select delivery type "**On job training**" and insert the duration of the training.



ADD COMPLETED COURSE ✕

1 2 Edit

21-Jan-2021  21-Jan-2021 


Score

Additional Details

Registration Date: 21-Jan-2021  Delivery type: On the Job Training -... 

Location: Carnaxide Duration: 02:00

Attachments

 The completed course entry is saved successfully. ✕

Step 1) Go to your profile by clicking on the **primary navigation** button followed by **Me**.


☰ SYENSQO Me Browse

Home

Me

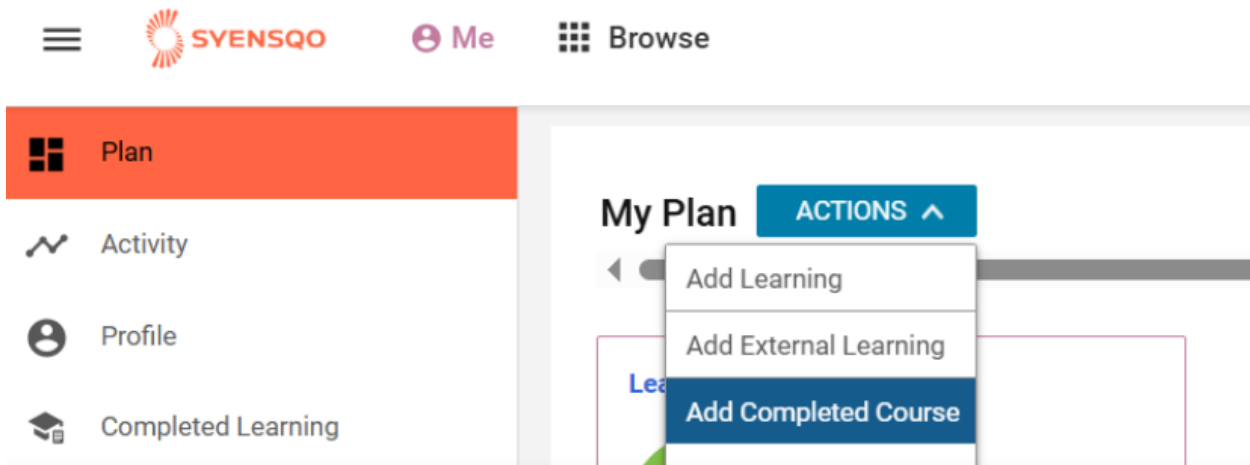
My Plan

Learning & Certifications



In Progress 13

Step 2) Click on **Actions** followed by **Add Completed Course**



Step 3) Click on **ADD NEW**


The image shows a dialog box titled 'ADD COMPLETED COURSE'. It has a search input field labeled 'Search existing courses' and a blue button labeled 'ADD NEW'. The 'ADD NEW' button is highlighted with a blue border.


Step 4) Add the Course name, Description (optional) and dates

The image shows the 'ADD COMPLETED COURSE' form. It has a title bar with a close button. Below the title bar, there are four main sections: 'Course name*' with a text input field containing 'ARA - Equity & Tax'; 'Description' with a large text area; 'Completed Date*' with a date picker showing '17-May-2019'; and 'Class End Date' with a date picker showing '17-May-2019'. A blue arrow with the number '1' points to the 'Course name' field, and another blue arrow with the number '2' points to the 'Class End Date' field.

Step 5) Select delivery type "**On job training**" and insert the duration of the training.

▼Additional Details

Registration Date
17-May-2019 

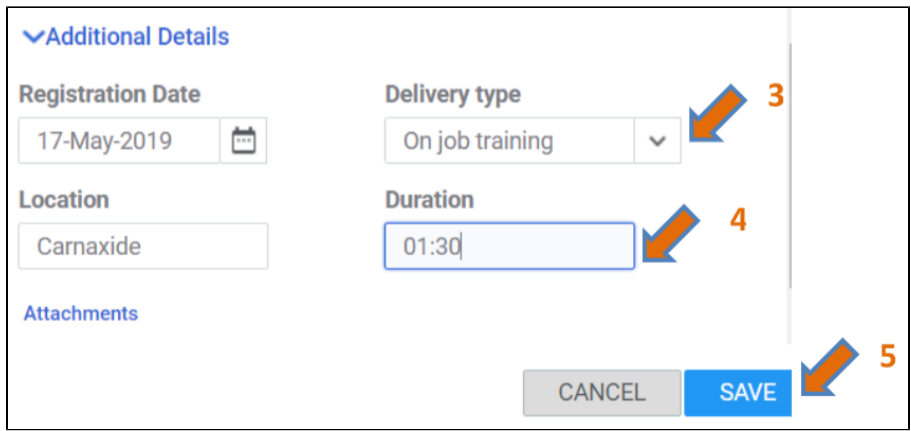
Delivery type
On job training 

Location
Carnaxide

Duration
01:30

Attachments

CANCEL SAVE



You can also find below more **learning resources for GBS**.