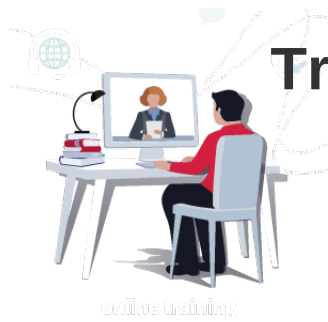


# Training for Employees



## Training for Employees



**YouGrow**

[Click here to access YouGrow](#)



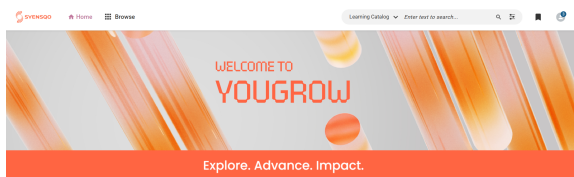
[FAQ - Click here to see Frequently Asked Questions](#)

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

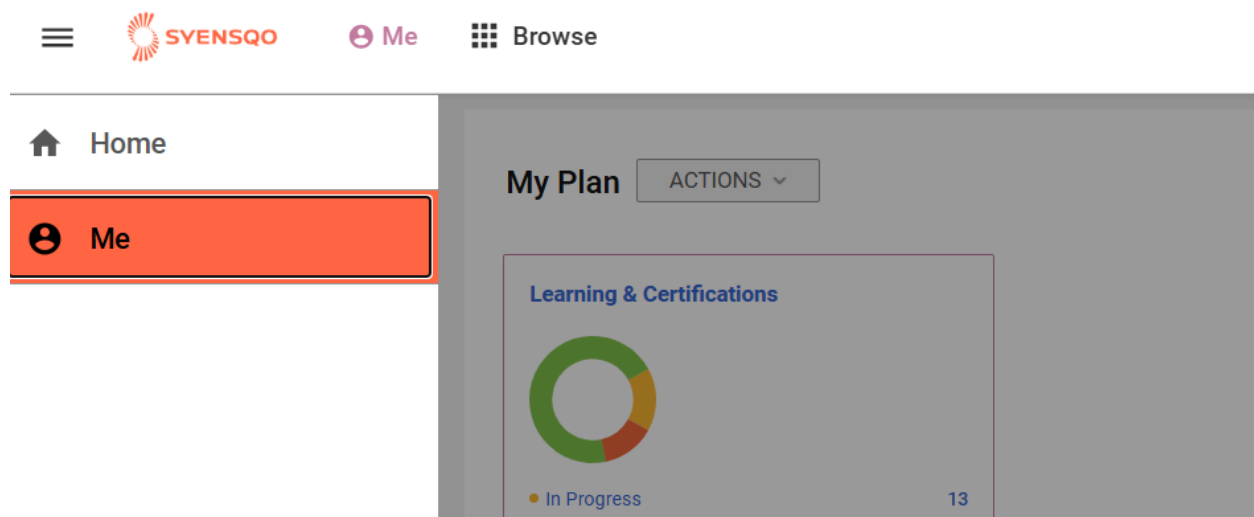
**Step 2)** Click on SEE CLASSES AVAILABLE

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

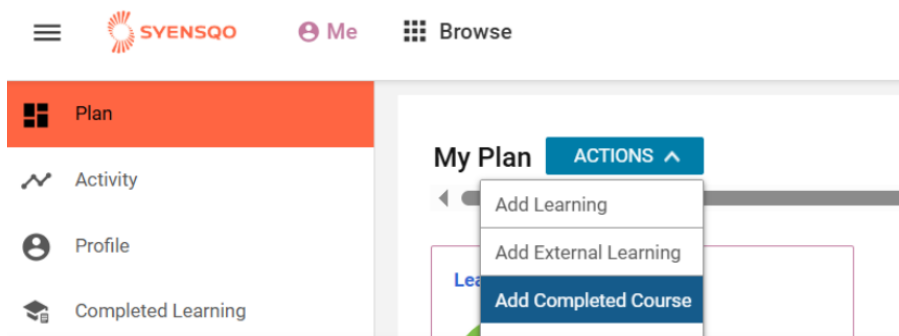


💡 **ON THE JOB TRAINING** - If the employee acquires the knowledge by **work shadowing**, the hours training hours should be recorded

**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).

ADD COMPLETED COURSE

Search existing courses

OR

ADD NEW

ADD COMPLETED COURSE

Search existing courses

OR

ADD NEW

1

2

Select a course

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

1-1 of 1

CANCEL

SAVE AND NEXT

**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

CANCEL

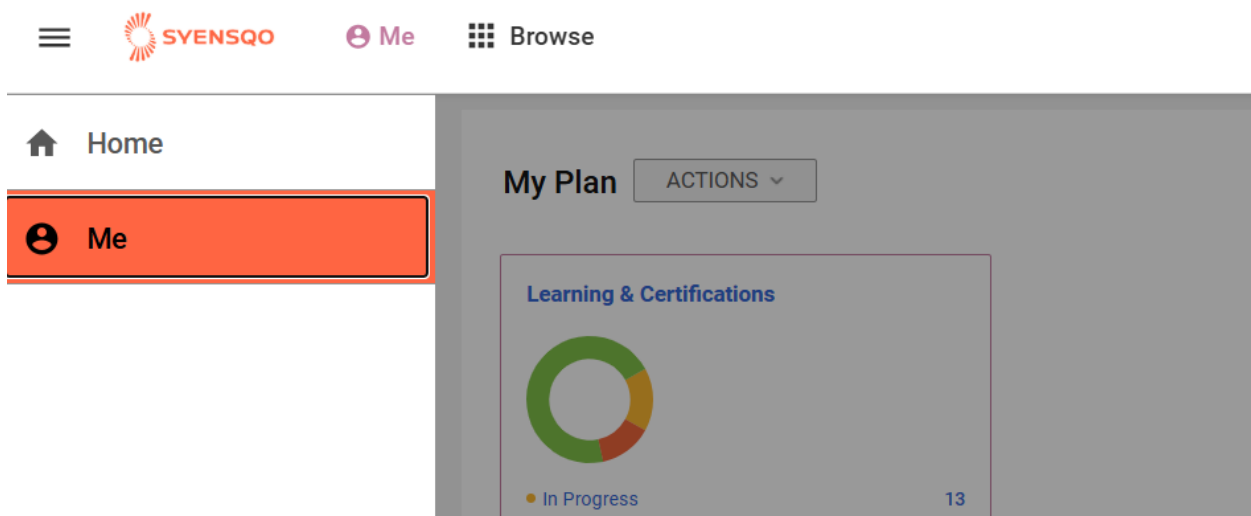
SAVE

✓

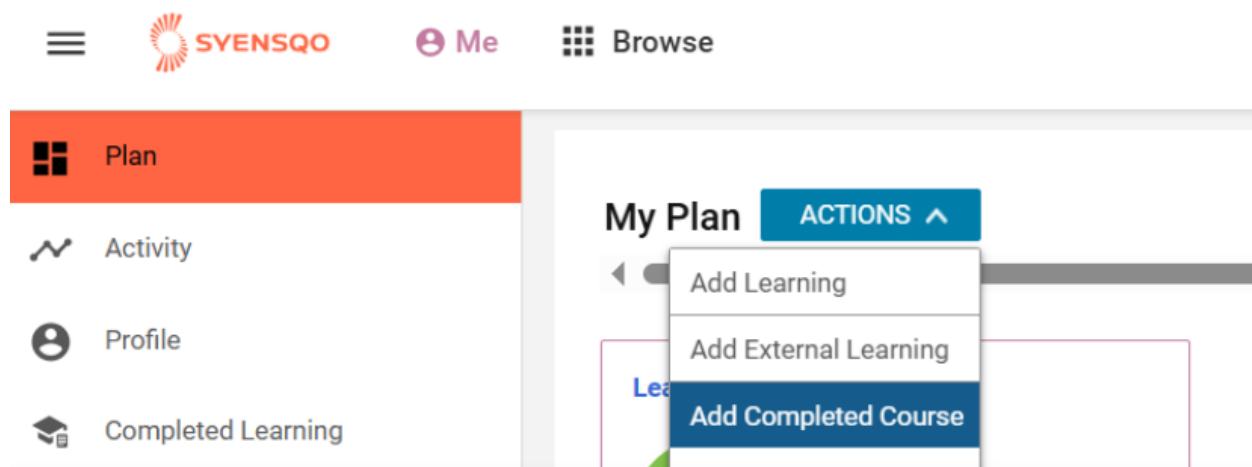
The completed course entry is saved successfully.

✕

**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)** Click on **ADD NEW**

The screenshot shows a modal window titled 'ADD COMPLETED COURSE'. It has a search bar labeled 'Search existing courses' and a text input field. To the right of the search bar is the word 'OR' and a blue button labeled 'ADD NEW'. There is a close button (X) in the top right corner of the modal.

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

The screenshot shows the 'ADD COMPLETED COURSE' form with the following details: 'Course name\*' is 'ARA - Equity & Tax'; 'Description' is an empty text area; 'Completed Date\*' is '17-May-2019'; and 'Class End Date' is '17-May-2019'. An orange arrow with the number '1' points to the top right corner of the form. Another orange arrow with the number '2' points to the date selection icons for 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

3

4

5

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