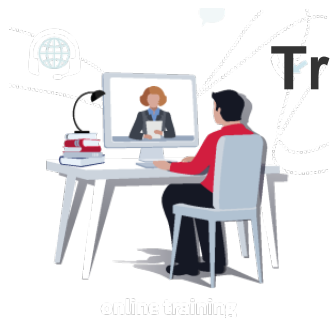


Training for Employees



Training for Employees



YouGrow

[Click here to access YouGrow](#)



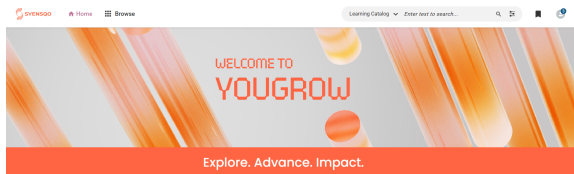
[FAQ - Click here to see Frequently Asked Questions](#)

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

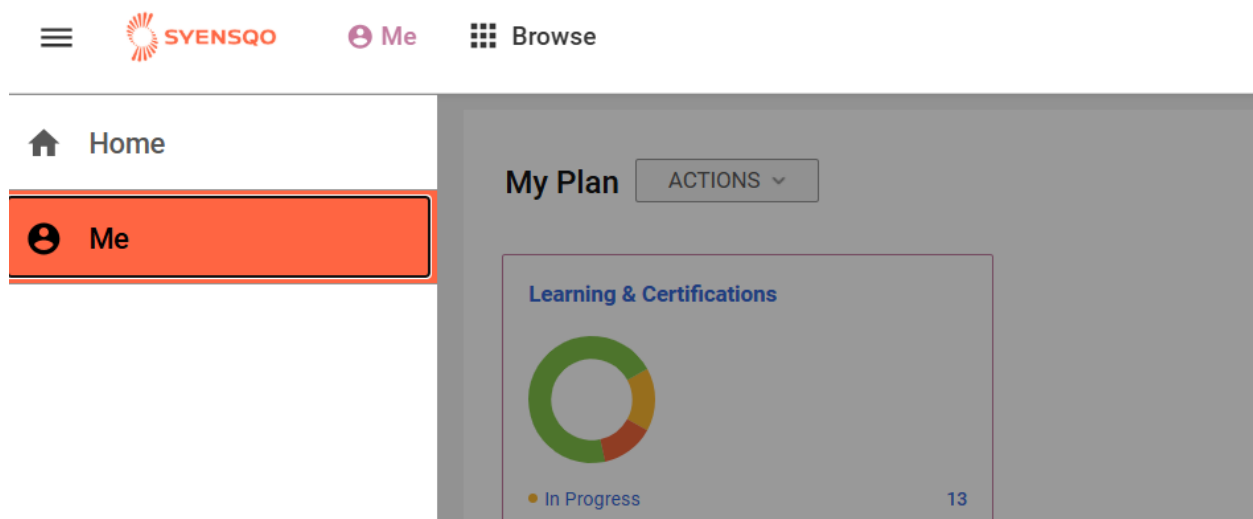
- Enroll in the classes available

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

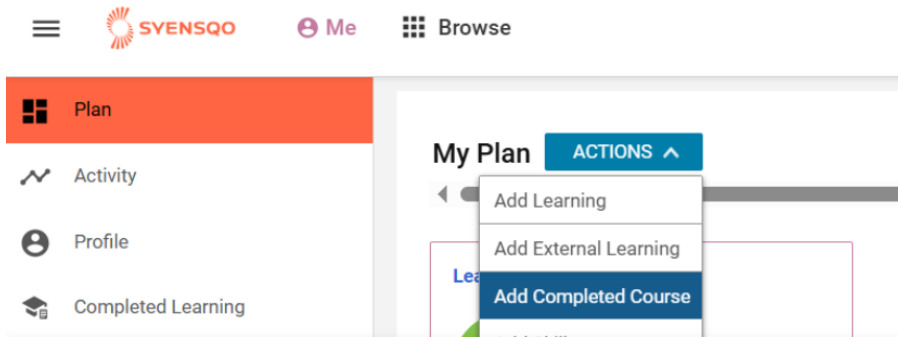


💡 ON THE JOB TRAINING - If the employee acquires the knowledge by **work shadowing**, the hours training hours should be recorded

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 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

📅

📅

Score

⬆
⬇

Additional Details

Registration Date

📅

Delivery type

▼

Location

Duration

[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**.

☰
 SYENSQO
Me
☰ Browse

🏠 Home

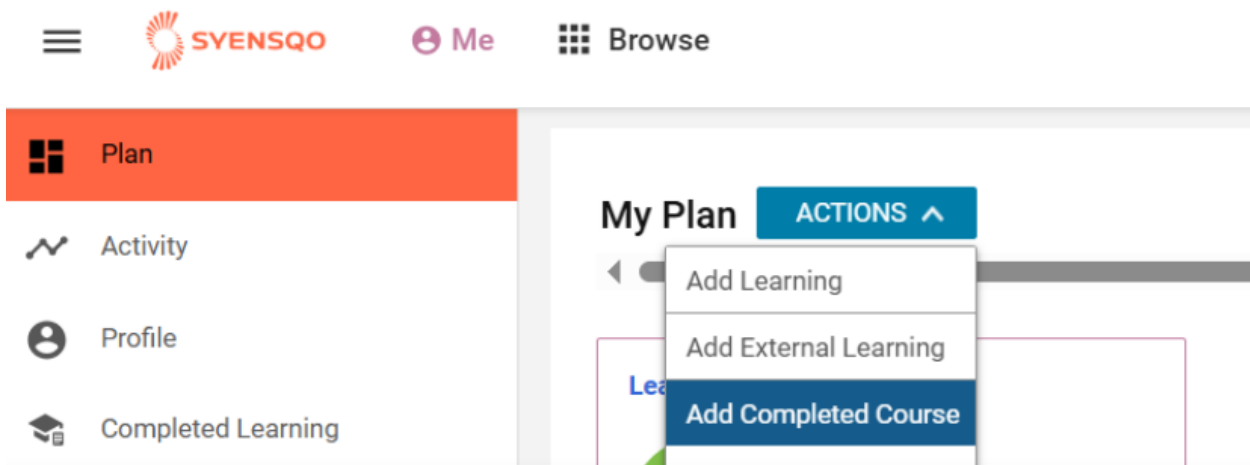
👤
Me

My Plan ACTIONS ▼

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 with the placeholder text 'Search' and an 'OR' separator. To the right of the separator is a blue button labeled 'ADD NEW'. There is also a close button (X) in the top right corner.

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 input fields: 'Course name*' (with 'ARA - Equity & Tax' entered), 'Description' (empty), 'Completed Date*' (with '17-May-2019' and a calendar icon), and 'Class End Date' (with '17-May-2019' and a calendar icon). 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

Delivery type

Location

Duration

Attachments

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

Workflow history

This view shows the 5 most recent entries. The complete workflow log is available from the 'Document Activity' menu item.

Apr 07, 2026	Actor	Type	Activity	Version
Published	LI, Qiaosi (Joice)	Edit	updated the page at 7:31 am	
	LI, Qiaosi (Joice)	State	changed state to Published at 5:33 am	v125
Draft	LI, Qiaosi (Joice)	State	gave <i>Approvers</i> approval at 5:33 am	
		State	changed state to Draft at 5:31 am	v124
Mar 02, 2026				
Published	LI, Qiaosi (Joice)	Edit	updated the page at 7:19 am	
	LI, Qiaosi (Joice)	State	changed state to Published at 6:26 am	v123