

# Training For Managers



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**YouGrow**

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## ROLE & RESPONSIBILITIES

1. Discuss the **training plan** with your team.

Use the **GBS Finance Learning Catalog** to discuss the training objectives with your team.

The Newcomers should have the GBS Finance Certification Curriculum

2. Record the training plan in **YouGrow**.  
According to your preference:

[Link](#)

a. The Team Leader can assign curriculum/courses in the plan OR

b. Each team member can request /enroll in the training

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## MANAGERS' TRAINING



**Yougrow training** for Managers:

[Class link](#)

# REPORTS FOR MANAGERS

There are 5 reports in YouGrow for Managers:

| Letter | # | Name                                                         | Description                                                                                                                                                                                                                                                                                 | Format    | Category      |
|--------|---|--------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|---------------|
| M      | 1 | M1-Certification of my team                                  | Follow your Direct & indirect report's certification. check their status                                                                                                                                                                                                                    | Flat List | Certification |
| M      | 2 | M2-My team's completed courses                               | Allows you to extract all your direct & indirect report's attendance within a specific time frame.                                                                                                                                                                                          | Flat List | Learning      |
| M      | 3 | M3- My Team's training plan                                  | Extract your team's training plan for a specific period including Course added to plan + enrollments to a class                                                                                                                                                                             | Flat List | Learning      |
| M      | 4 | M4-Employee's self recorded training participation*          | List of self-recorded external trainings followed by your direct & indirect reports and registered by them in YouGrow (this report does not contain training participation managed within YouGrow)                                                                                          | Flat List | Learning      |
| M      | 5 | M5-Code of Business Integrity (COBI) Certification Follow up | See your direct and indirect COBI certification details (status & due date) by employee and location.<br>If you want to see only your direct reports you can either filter the column "manager" on your name in excel or in the Filter Select "No" in the filter "include Manager Hierarchy | Flat List | Certification |



Know more about how to [Enroll in training - YouGrow Guidelines](#). To enroll your team follow [YouGrow training for Managers](#)