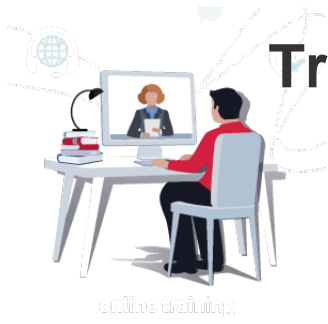


Training for Employees



Training for Employees



YouGrow

[Click here to access YouGrow](#)



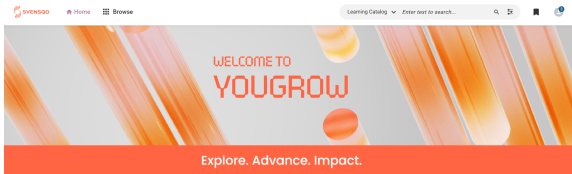
[FAQ - Click here to see Frequently Asked Questions](#)

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

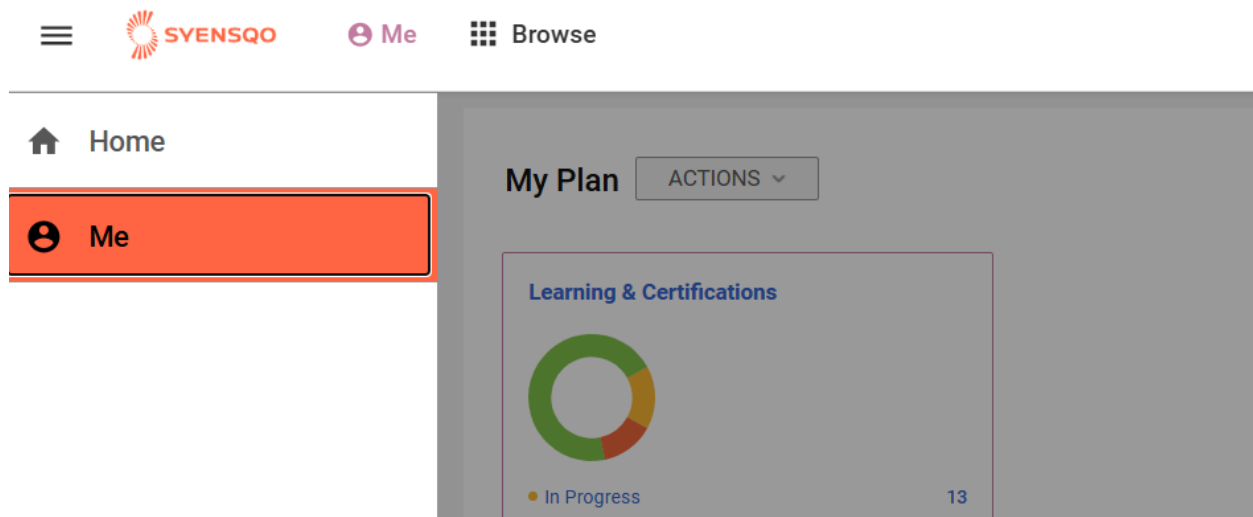
- Enroll in the classes available

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

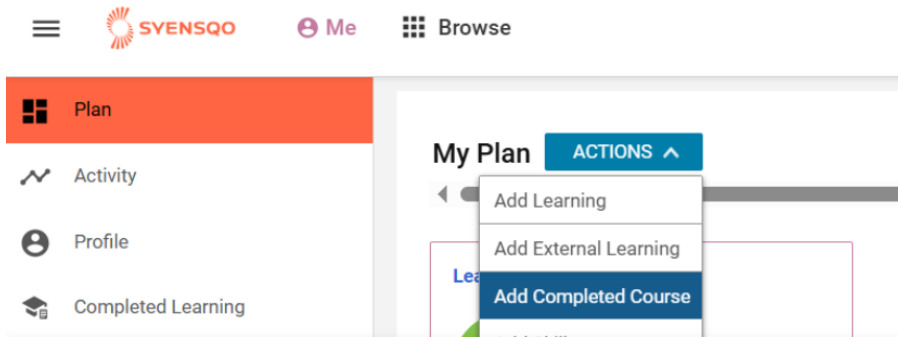


💡 ON THE JOB TRAINING - If the employee acquires the knowledge by **work shadowing**, the hours training hours should be recorded

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).

The screenshot shows the 'ADD COMPLETED COURSE' dialog box. It has a title bar with a close button (X). Below the title bar, there is a section titled 'Search existing courses' with an input field containing the text 'Search'. To the right of the input field is the word 'OR' and a blue button labeled 'ADD NEW'.

The screenshot shows the 'ADD COMPLETED COURSE' dialog box with search results. The 'Search existing courses' input field now contains the course ID '00035347'. To the right of the input field is the word 'OR' and a blue button labeled 'ADD NEW'. Below the input field, there are two numbered steps: '1' (highlighted in blue) and '2' (labeled 'Select a course'). Below the steps is a table with two columns: 'COURSE NAME' and 'ID'. The table contains one row with a radio button next to 'SAP Initial' and the ID '00035347'. At the bottom left, it says '1-1 of 1'. At the bottom right, there are two buttons: 'CANCEL' and 'SAVE AND NEXT' (highlighted in blue).

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

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

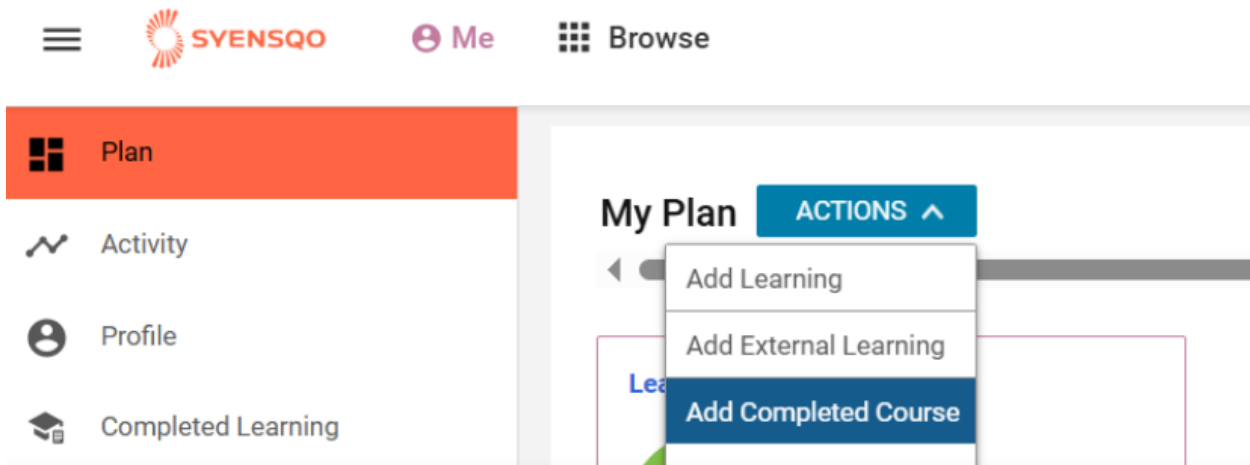
My Plan

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 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*' (containing 'ARA - Equity & Tax'), 'Description' (empty), 'Completed Date*' (containing '17-May-2019'), and 'Class End Date' (containing '17-May-2019'). Each date field has a calendar icon. An orange arrow with the number '1' points to the 'Course name' field. Another orange 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 

3
4
5

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