Development workflow and stakeholders accountability

Take a look to the development workflow process and your role and accountabilities to assure success in this high investment program.

Development workflow

Employee takes ownership of their development
Employee reviews the available programs, specifically their recommended Learning Curriculum. S/he collaborates with their manager to build their short and long term Learning plan (over 12-24 months).

Employee manages course registration in YOUGrow

With their managers approval, employee enrolls in classes via YOU Grow.

Employee is accountable for following academy policies and managing their training plan accordingly.

Manager supports their employee's development

Managers consistently follow-up with their employee to ensure their development plan is on track.

They are committed to allowing their employees the required time to dedicate to training.

A robust development plan includes a focus on both technical and behavioral skills

Employee is responsible for completing required prerequisites and course pre-work

Managers review their employee's upcoming program descriptions and completes the 'Expectations of Line Manager' actions

Employee Accountability

Employees are expected to review the available programs, specifically their recommended Learning Curriculum and collaborate with their manager to build their short and long term Learning plan (over 12-24 months). Employees manage their Learning plan in YOUGrow, registering directly for classes on their development plan.

Explore the timeline of program launches, program descriptions, and much more in the **I nnovation Academy Booklet**.

Employees are expected to:

- successfully manage their short and long-term development plan, understanding classes can not be dropped within thirty (30) days of the start date
- promptly register for classes, understanding classes are available on a first come, first serve basis
- manage their own schedule, keeping in mind business and personal conflicts
- complete all required course prerequisites and pre-work, seeking clarification from the trainer when needed

Manager Accountability

Managers play a key role in ensuring the success of these high investment programs. Managers must commit to limiting distractions (messages, emails, etc.), allowing participants the required time to dedicate to the training. Managers may also register their team member's for open classes in YOUGrow.

Explore the timeline of program launches, program descriptions, and much more in the **I nnovation Academy Booklet**.

Managers are expected to:

- limit distractions (messages, emails, etc.), allowing their employees the required time to dedicate to their training
- manage their team's training via the 'My Team' tab in YOUGrow and 'Assign Learning' directly, as needed
- educate their new hires/employees new to roles on the Innovation Academy programs and self-registration processes

HR Accountability

HR Business Partners are Syensqo's development allies. HRBPs encourage employees and managers to follow their individual development plans, completing training in a timely manner. They also help educate new hires/employees new to roles in their scope on the Innovation Academy programs and the self-registration processes.

Explore the timeline of program launches, program descriptions, and much more in the **I nnovation Academy Booklet**.

HR Business Partners are expected to;

- encourage employees and managers to follow their individual development plans, completing training in a timely manner
- educate their new hires/employees new to roles on the Innovation Academy programs and self-registration processes

support managers with reporting as needed, reference this YOUGrow Analytics Guide for helpful information.