Training for Employees

Training for Employees

YouGrow

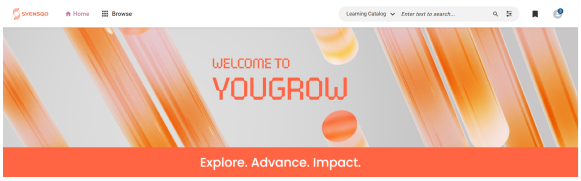
Click here to access YouGrow

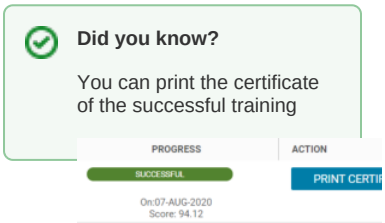
FAQ - Click here to see Frequently Asked Questions

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.





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

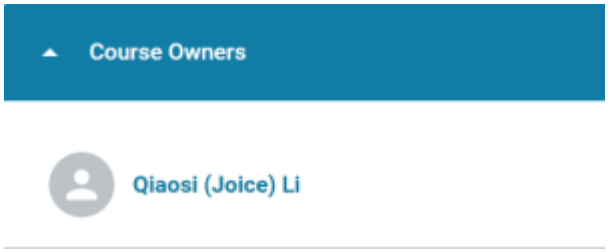
⭐ ALL USERS ⭐

Step 1) Go to the Course page

Step 2) Click on SEE CLASSES AVAILABLE

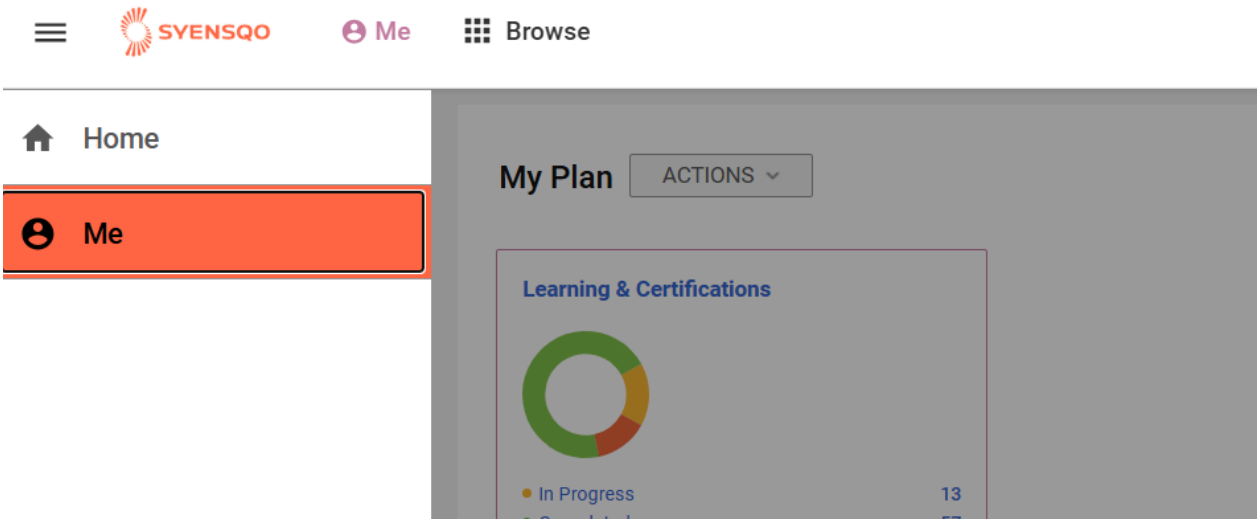
- Enroll in the classes available

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

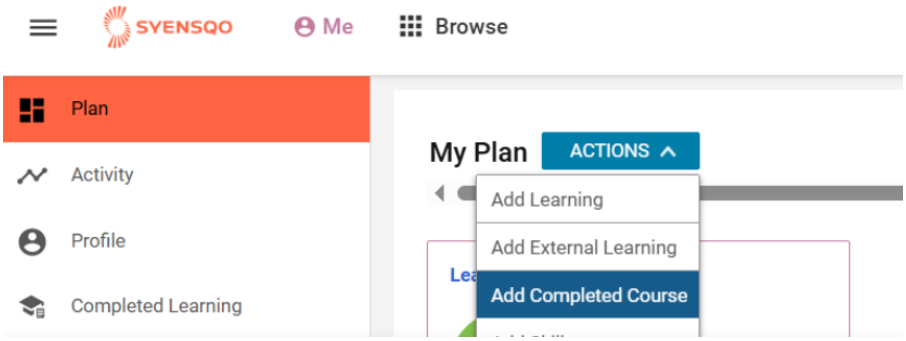


💡 **ON THE JOB TRAINING** - If the employee acquires the knowledge by **work shadowing**, the hours training hours should be recorded

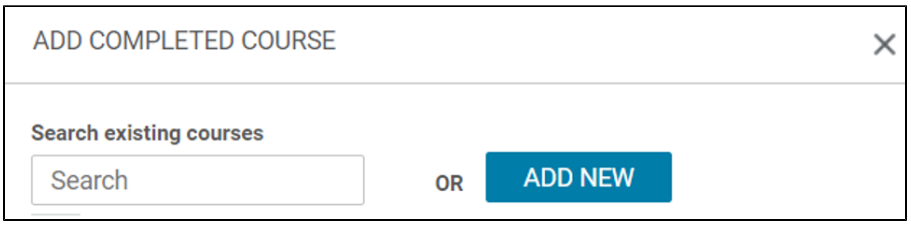
Step 1) Go to your profile by clicking on the **primary navigation** button followed by **Me**.

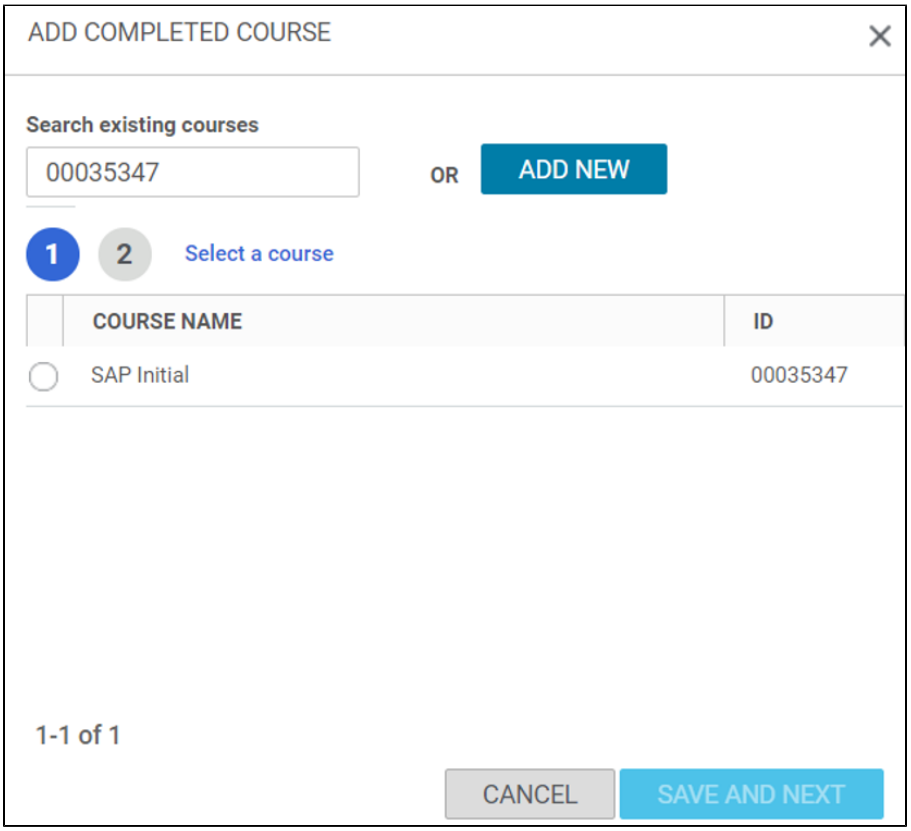


Step 2) Click on **Actions** followed by **Add Completed Course**

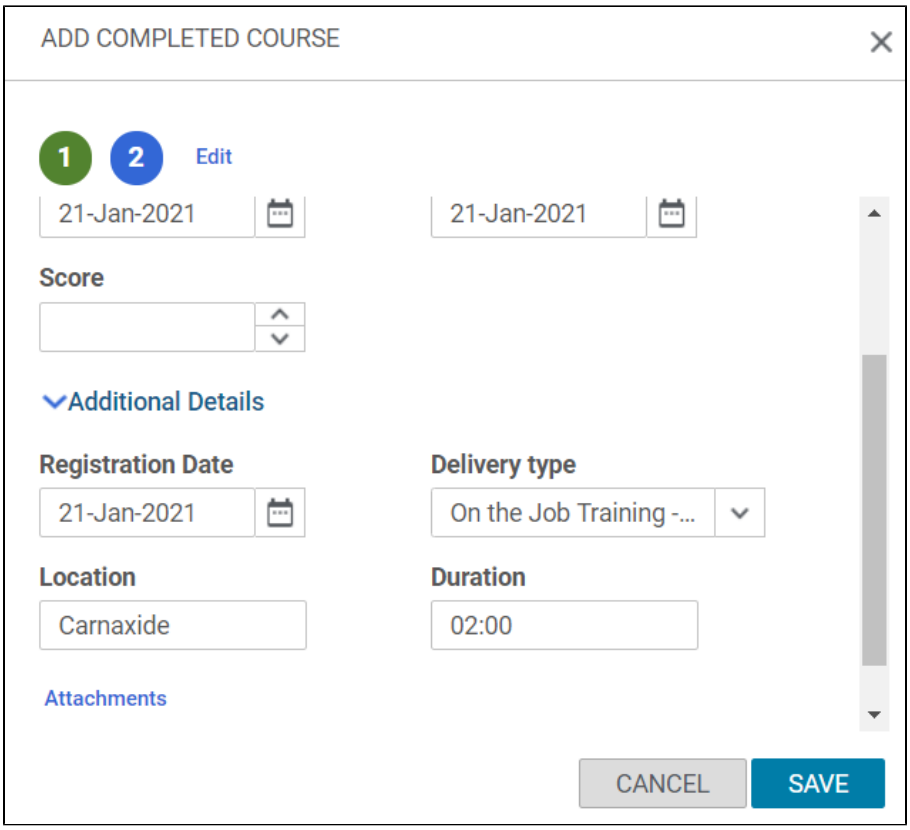


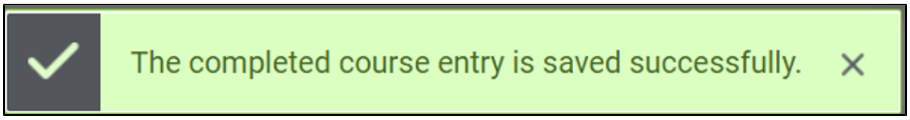
Step 3) Type in the **Search existing courses** the course name or the course ID (easier to find), select it and click on **Save and Next**. Then, select the date (mandatory) and other details (not mandatory).



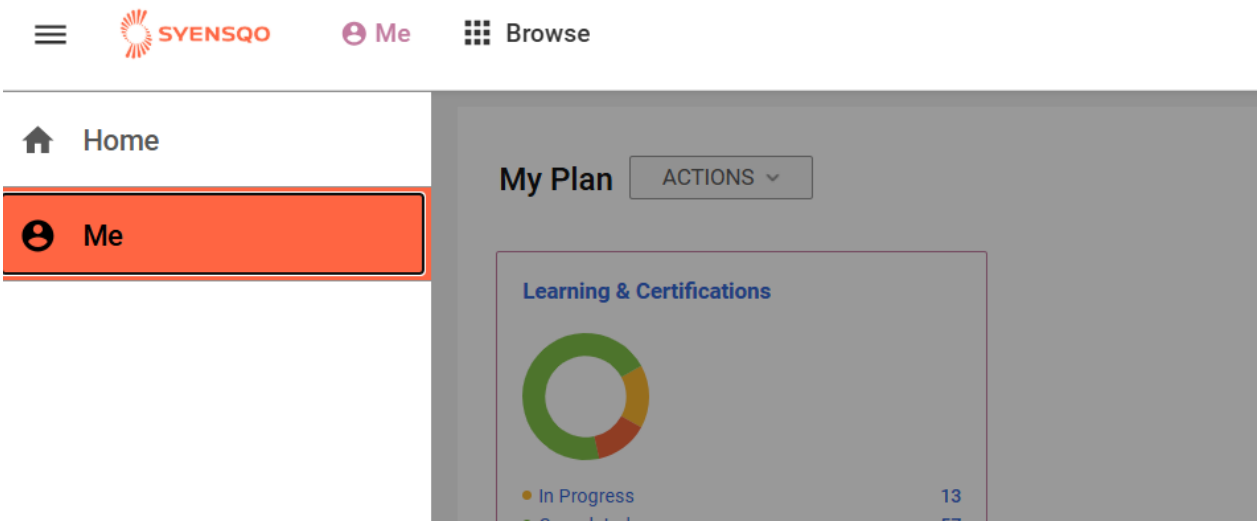


Step 4) Select delivery type "**On job training**" and insert the duration of the training.

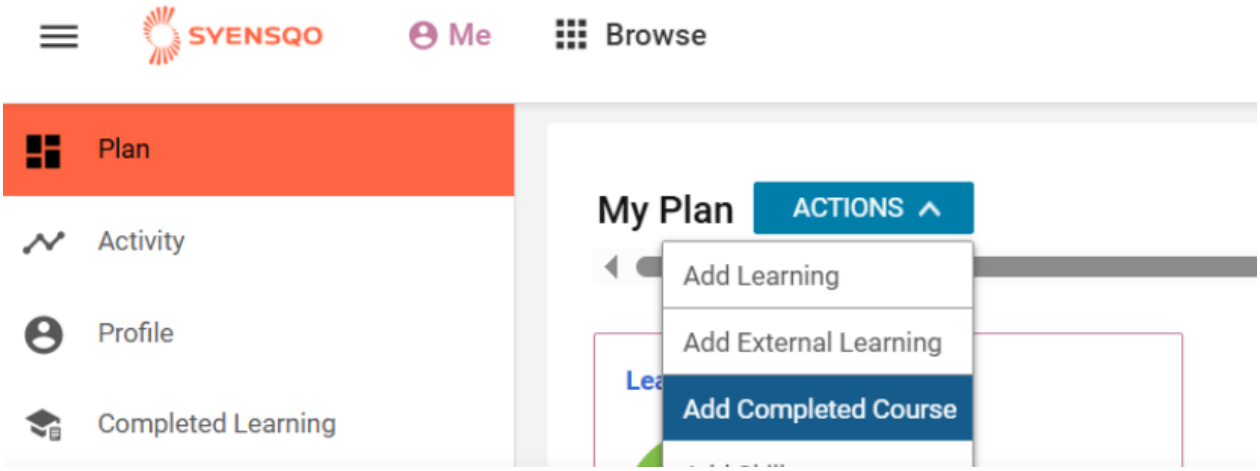




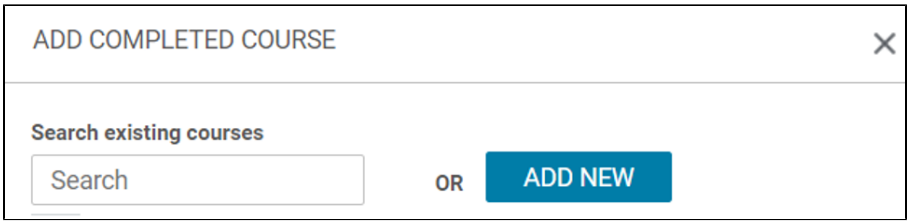
Step 1) Go to your profile by clicking on the **primary navigation** button followed by **Me**.



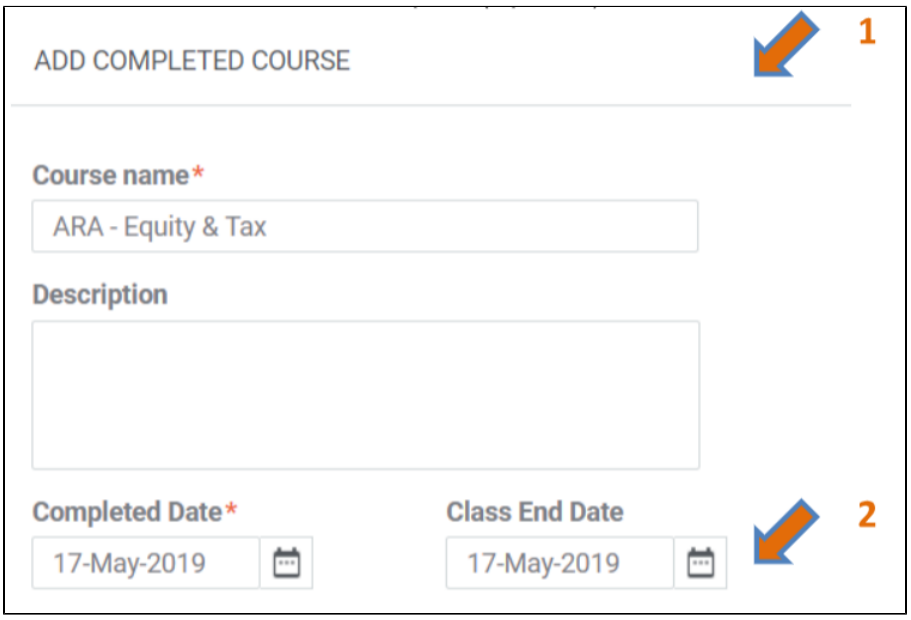
Step 2) Click on **Actions** followed by **Add Completed Course**



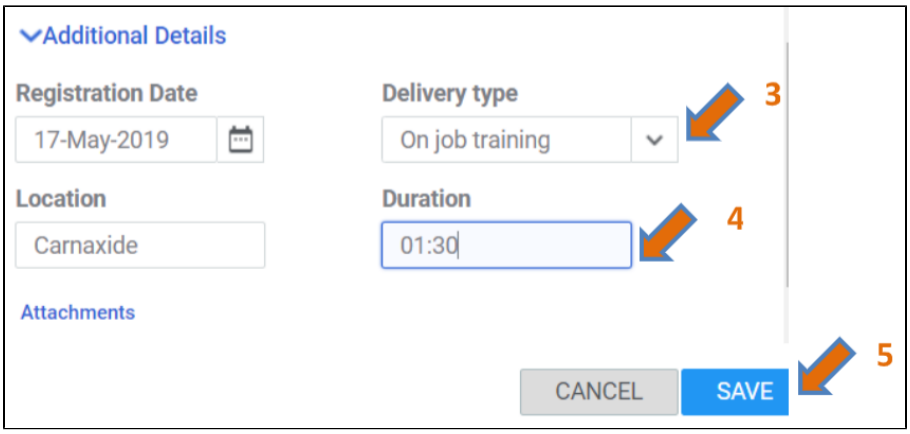
Step 3) Click on **ADD NEW**



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



Step 5) Select delivery type "**On job training**" and insert the duration of the training.



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