

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

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. 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](#)