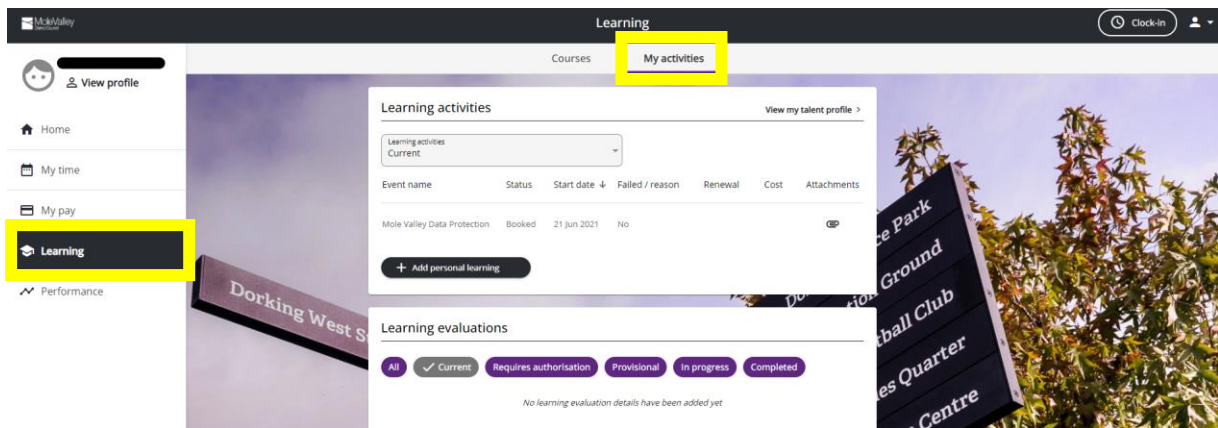
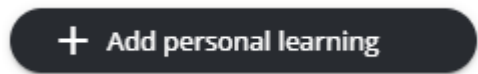


Inputting Learning Activity / Monthly 121 / PDR

Select **Learning** on the left hand menu and then **My Activities**



Then select add personal learning:



Monthly 121

< Back to My activities

Personal learning event details

* Event title (required)

Internal

* Start date (dd/mm/yyyy) (required)

End date (dd/mm/yyyy)

Duration

Learning hours

Learning activity name

Learning activity type

Learning event code

Renewal date (dd/mm/yyyy)

Completed

Score

Failed

Event title: **Monthly 121**

Internal: **Please tick**

Enter start and end date (this will be the same date)

Search the drop down for the course – **Monthly 121**

Activity Type is **Management**

Completed: **Please tick**

SAVE


PDP


< Back to My activities

> Personal learning event details

* Event title (required)

Internal

* Start date (dd/mm/yyyy) (required)
 

End date (dd/mm/yyyy)
 


Duration

Learning hours

Learning activity name

Learning activity type

Learning event code

Renewal date (dd/mm/yyyy)
 

Completed

Score

Failed

Event title: **PDR**

Internal: **Please tick**

Enter start and end date (this will be the same date)

Search the drop down for the course – **PDR – Individual Meeting**

Activity Type is **Appraisal**

Completed: **Please tick**

SAVE

You can view your activity by selecting **All** from the drop down list:

Learning activities View my talent profile >

Learning activities
All

Event name	Status	Start date ↓	Failed / reason	Renewal	Cost	Attachments
Mole Valley Data Protection	Booked	21 Jun 2021	No			
[REDACTED]	Completed	11 Mar 2021	No			
[REDACTED]	Completed	27 May 2020	No			
[REDACTED]	Completed	26 Feb 2020	No			
[REDACTED]	Completed	10 Feb 2020	No			
[REDACTED]	Completed	29 Jan 2020	No			
[REDACTED]	Completed	27 Nov 2019	No			
Mental Health Awareness for Managers	Completed	21 Nov 2019	No			

[+ Add personal learning](#)

Learning evaluations

All Current Requires authorisation Provisional In progress Completed

No learning evaluation details have been added yet

To input other Learning Events/Activities - follow the instructions above. You can leave Learning Activity Name blank if your activity is not listed.