## Electric Theme – how to enter a personal learning event (Monthly 121s and PDRs)

1) Select the person/learning events/New Personal Learning Event

		-	LINKS	
> Employment	> Employee Details	> Absence	> Pay	✓ Learning Events
Personal Learning Ev	vents New Personal Lea	rning Event		

Personal learning event det	ails New 🗸 MENU		ⓒӚ║
ent			
Event title			
Interna	al 📃		
Start date	2.	<b></b>	
End dat	e	<b>—</b>	
Duratio	n	•	
Learning hour	s		
Learning activity nam	e	० 🛛	
Learning activity typ	e	•	
Learning event cod	e		
Renewal dat	e	<b>—</b>	
ost			
Cos	t		
Currenc	y British Pound	•	
core			
Complete	d 🔲		
Scor	e		
Faile	d 🔲		

## 2) Enter details as below for Monthly 121s (use the magnifying glass for Learning Activity name)

Personal learning event detai	S New 🗸 MENU		€ € 0
Event			
Event title •	Monthly 121		
Internal	<b>v</b>		
Start date •	01/10/2019		
End date	01/10/2019	<b>—</b>	
Duration			
Learning hours			
Learning activity name	Monthly 121	୦ 🛇	
Learning activity type	Management	•	
Learning event code			
Renewal date			
Cost			
Cost			
Currency	British Pound 🔹		
Score			
Completed	<b>«</b>		
Score			
Failed			
	SAVE		

## 3) Enter details as below for PDRs (use the magnifying glass for Learning Activity name)

Personal learning event detail	S New 🗸 MENU		0 8 0
Event			
Event title •	PDR - Individual Meeting		
Internal			
Start date •	01/10/2019		
End date	01/10/2019		
Duration	<b>T</b>		
Learning hours			
Learning activity name	PDR - Individual Meeting	० 😣	
Learning activity type	Management	•	
Learning event code			
Renewal date			
Cost			
Cost			
Currency	British Pound 🔹		
Score			
Completed			
Score			
Failed			
	SAVE		

## 4) SAVE