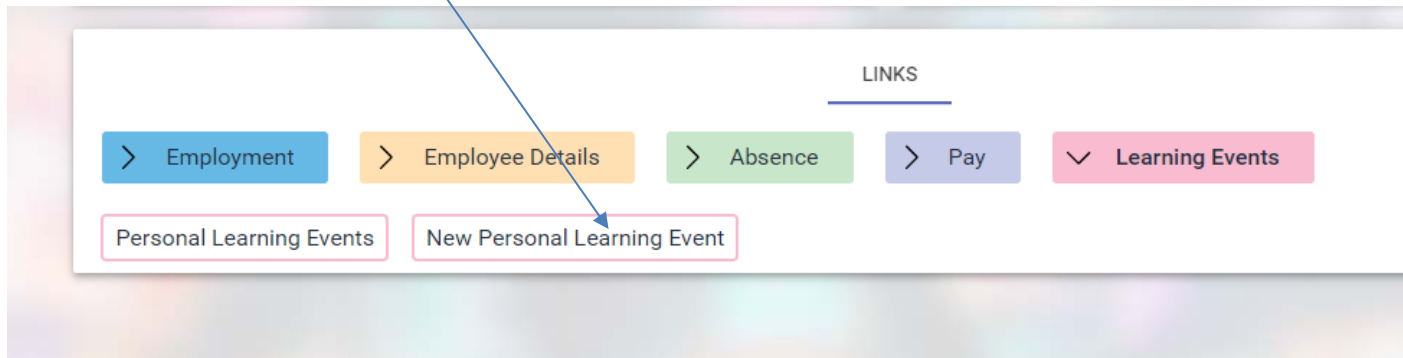


Electric Theme – how to enter a personal learning event (Monthly 121s and PDRs)

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



Personal learning event details New ▼ MENU ↻ 🖨️ 📎

Event

Event title

Internal

Start date 📅

End date 📅

Duration ▼

Learning hours

Learning activity name 🔍 ✕

Learning activity type ▼

Learning event code

Renewal date 📅

Cost

Cost

Currency ▼

Score

Completed

Score

Failed

SAVE

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

Personal learning event details New ▼ MENU ↻ 🖨 📎

Event

Event title

Internal

Start date 📅

End date 📅

Duration

Learning hours

Learning activity name 🔍 ✕

Learning activity type ▼

Learning event code

Renewal date 📅

Cost

Cost

Currency ▼

Score

Completed

Score

Failed

SAVE

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

Personal learning event details New ▼ MENU ↻ 🖨 📎

Event

Event title •

Internal

Start date • 📅

End date 📅

Duration

Learning hours

Learning activity name 🔍 ✕

Learning activity type ▼

Learning event code

Renewal date 📅

Cost

Cost

Currency ▼

Score

Completed

Score

Failed

SAVE

4) SAVE