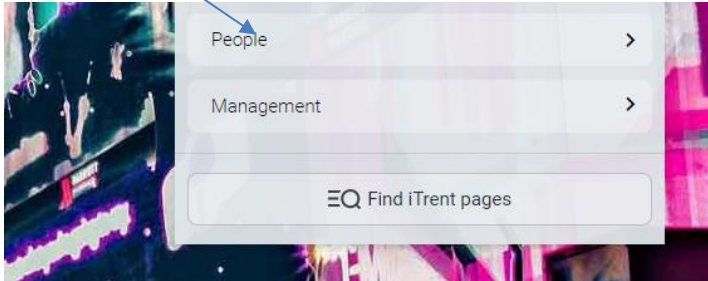


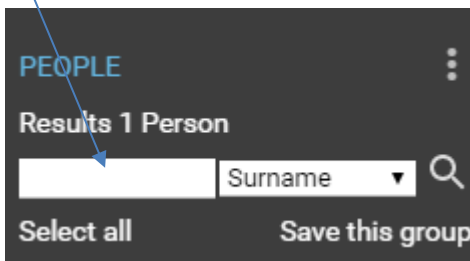
How to export personal learning events to excel

This is useful for preparation for 121s or PDRs

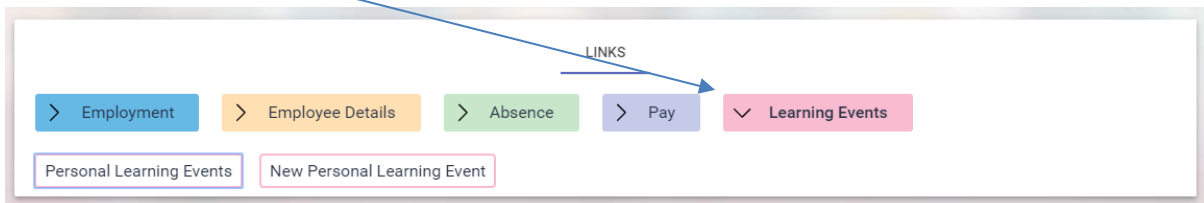
Select People in your links menu.



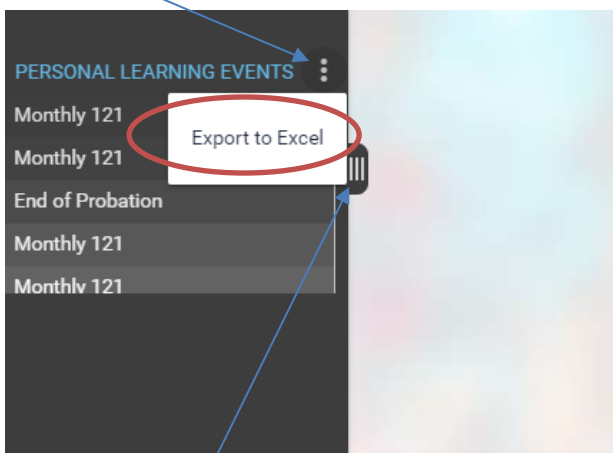
Search for the employee if they don't appear in the left hand column



Select Learning Events (pink box) followed by Personal Learning Event



The learning events for that person will appear in the left hand column. Click on the three dots followed by export to excel. A spreadsheet will appear in the bottom left hand corner of your screen.



Remember you can expand the left hand screen here to view more information about the learning event.