How to Assign a Course to Individual Staff Members

Training · https://cclearninghub.co.uk/docs/how-to-assign-a-course-to-individual-staff-members/

How to Assign a Course to Individual Staff Members

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Kieran Worth

This guide explains how to assign a training course to an individual staff member within the Training Area of Care Control’s HR app. Rather than relying solely on automatic assignment rules, this allows you to manually assign a specific course directly to a staff member’s record, giving you full control over individual training requirements. This step-by-step guide walks you through locating the staff member, selecting the appropriate course, and setting the renewal period before saving.

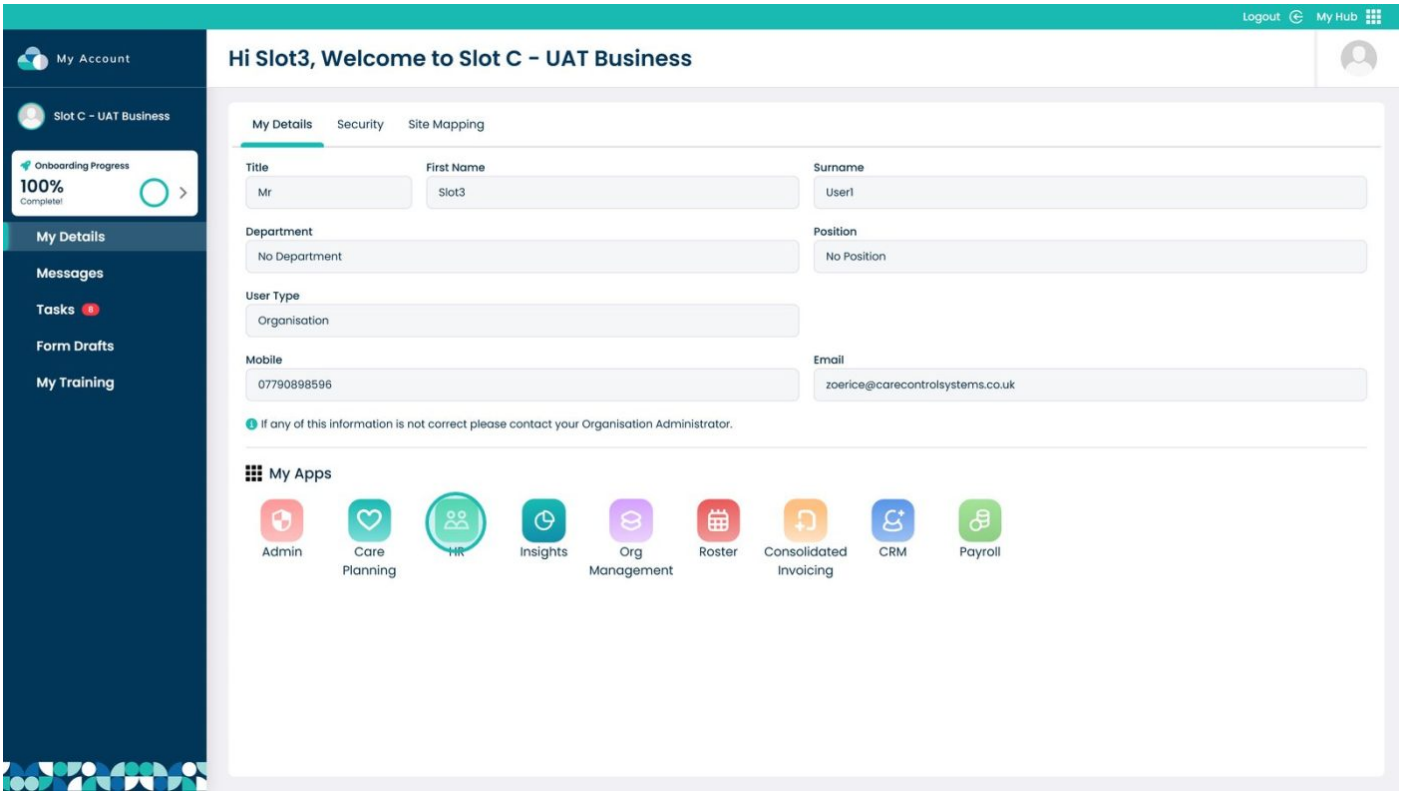
Interactive Guide

Embedded media:

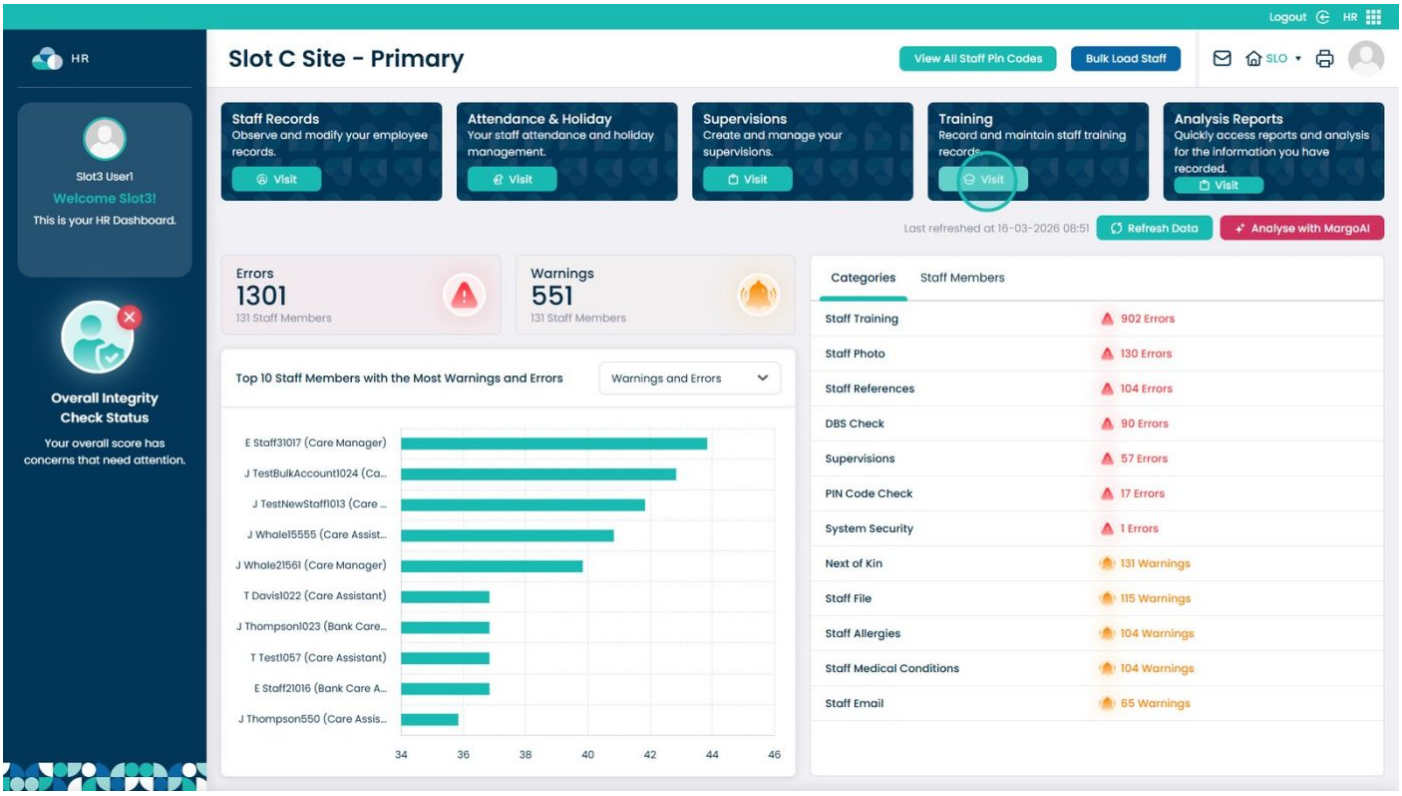
https://demo.arcade.software/RTwjUU1fXC5cXj1v8rxp?embed&embed_mobile=tab&embed_desktop=inline&show_copy_link

Text based guide

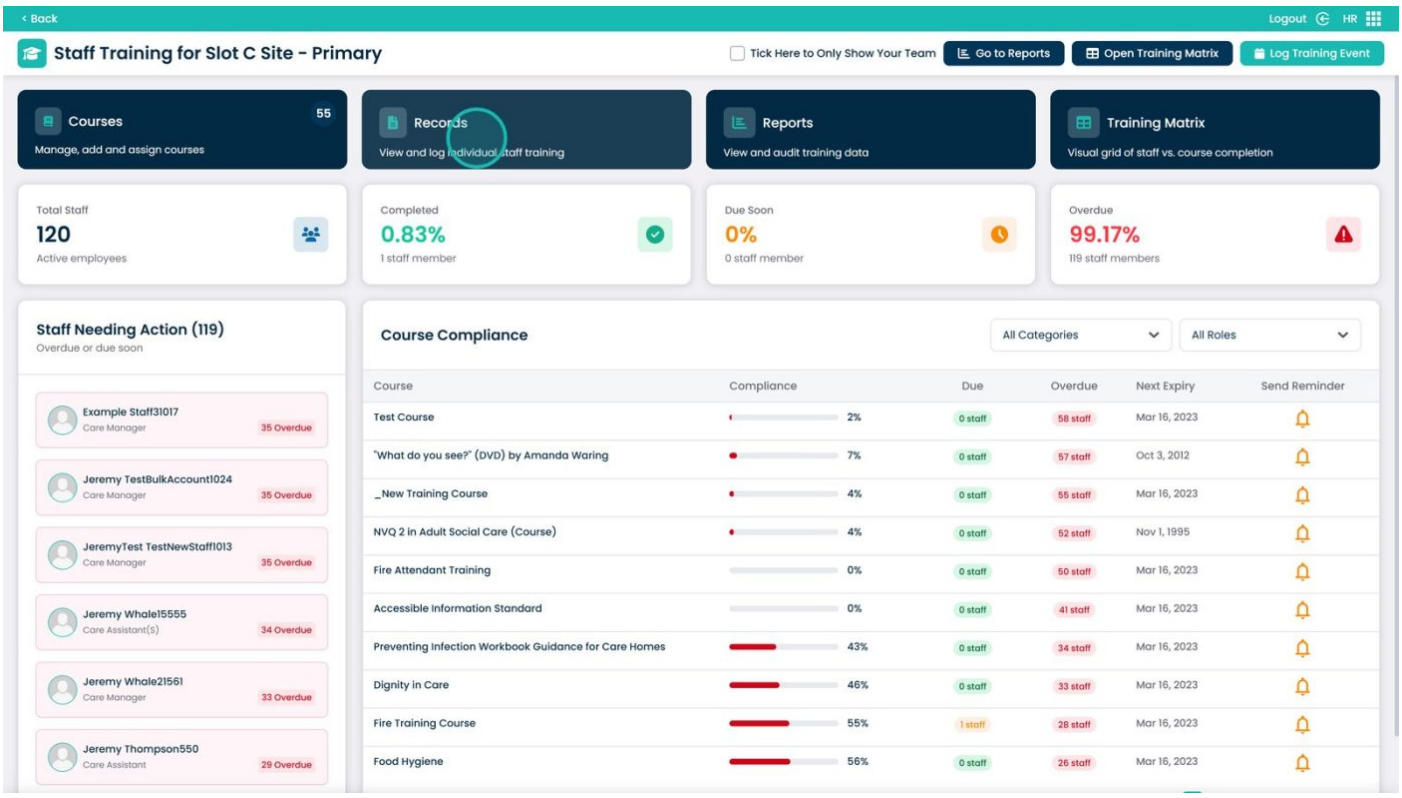
Enter the HR App



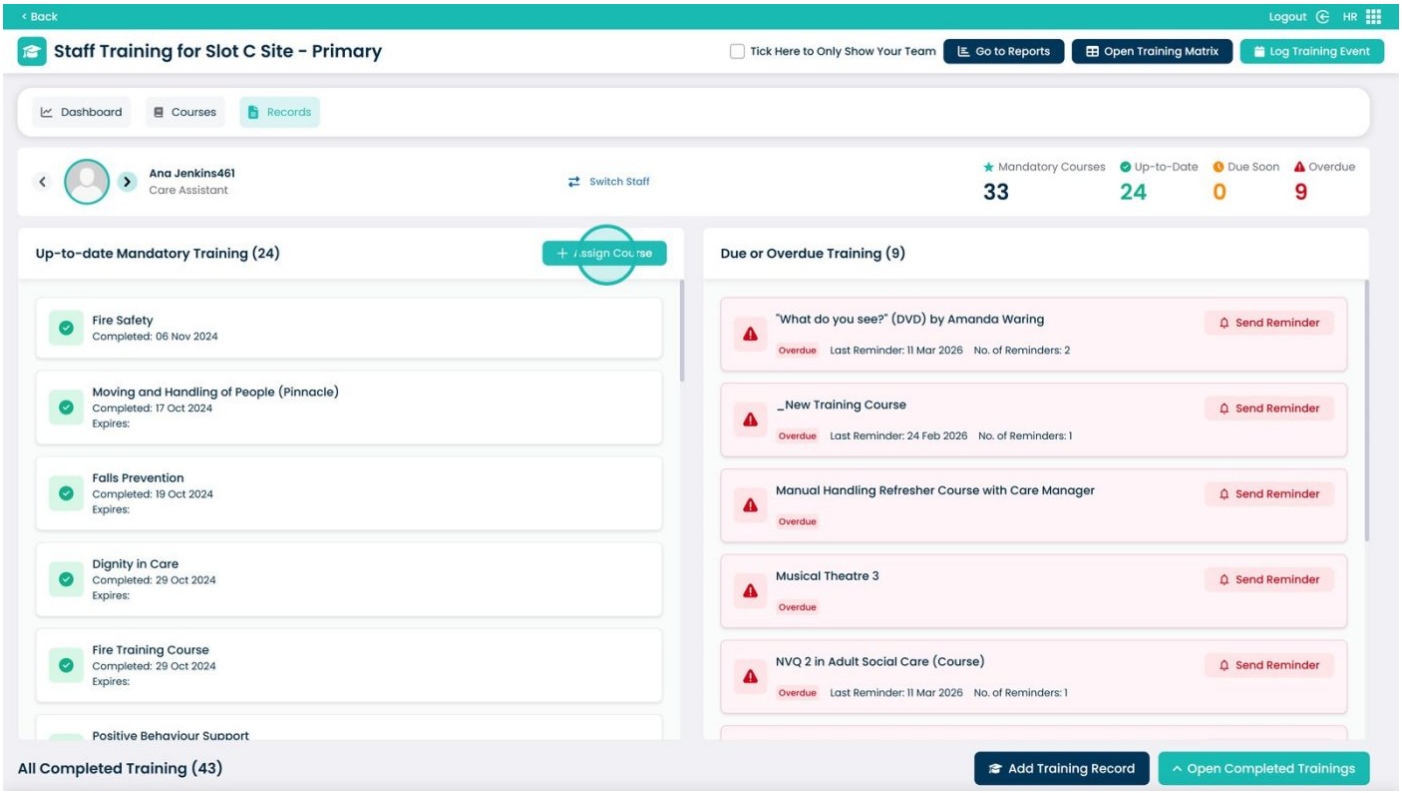
Click Visit on the Training Area



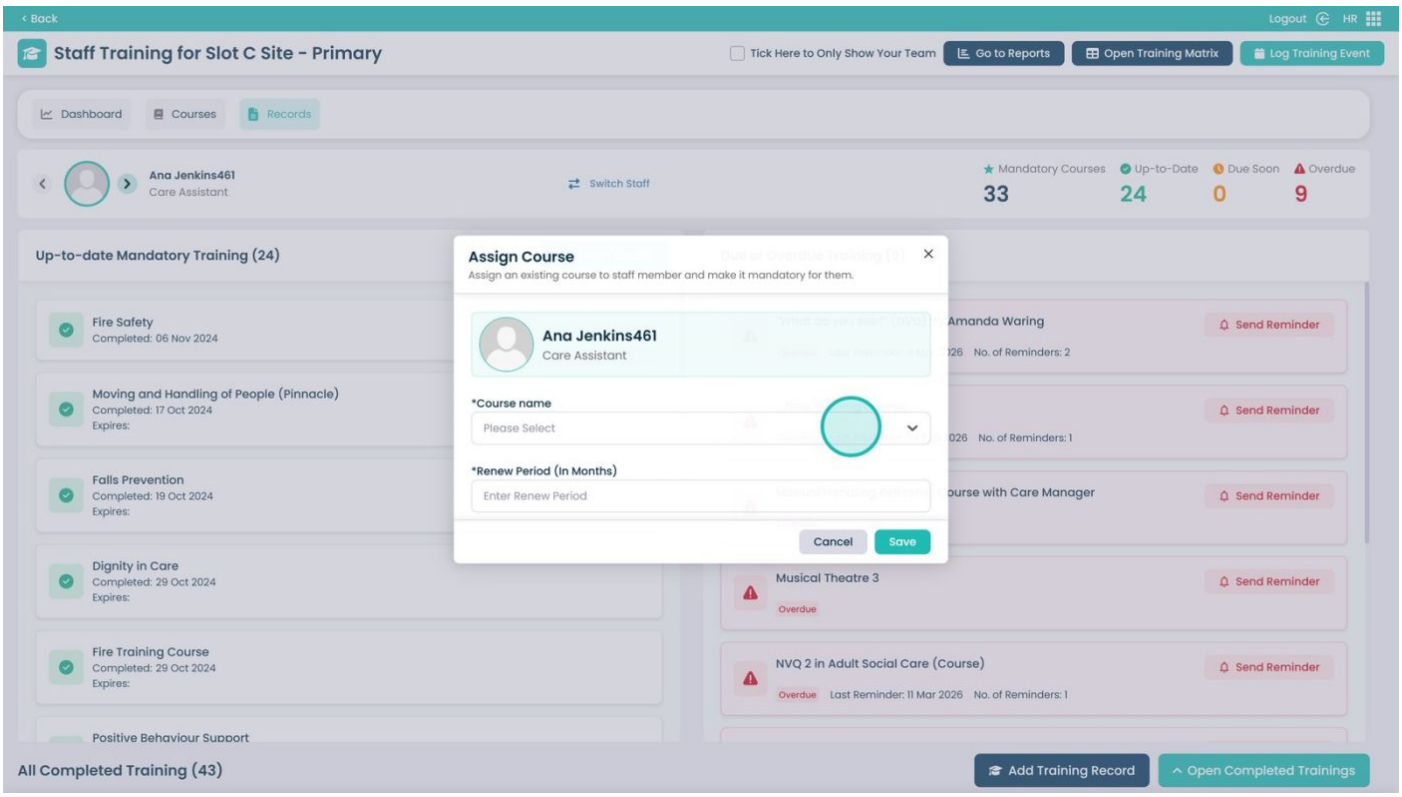
Select the Records box



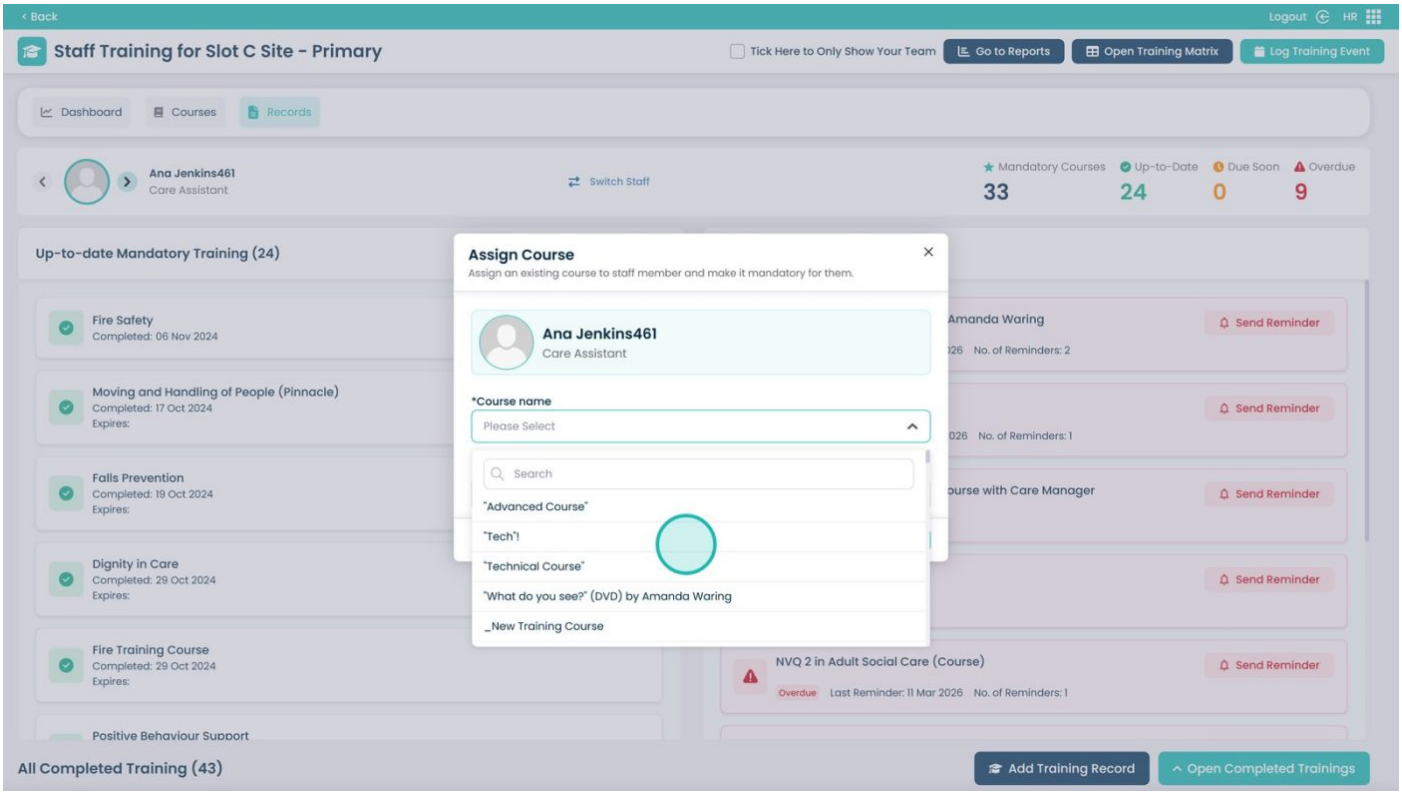
Click Assign Course



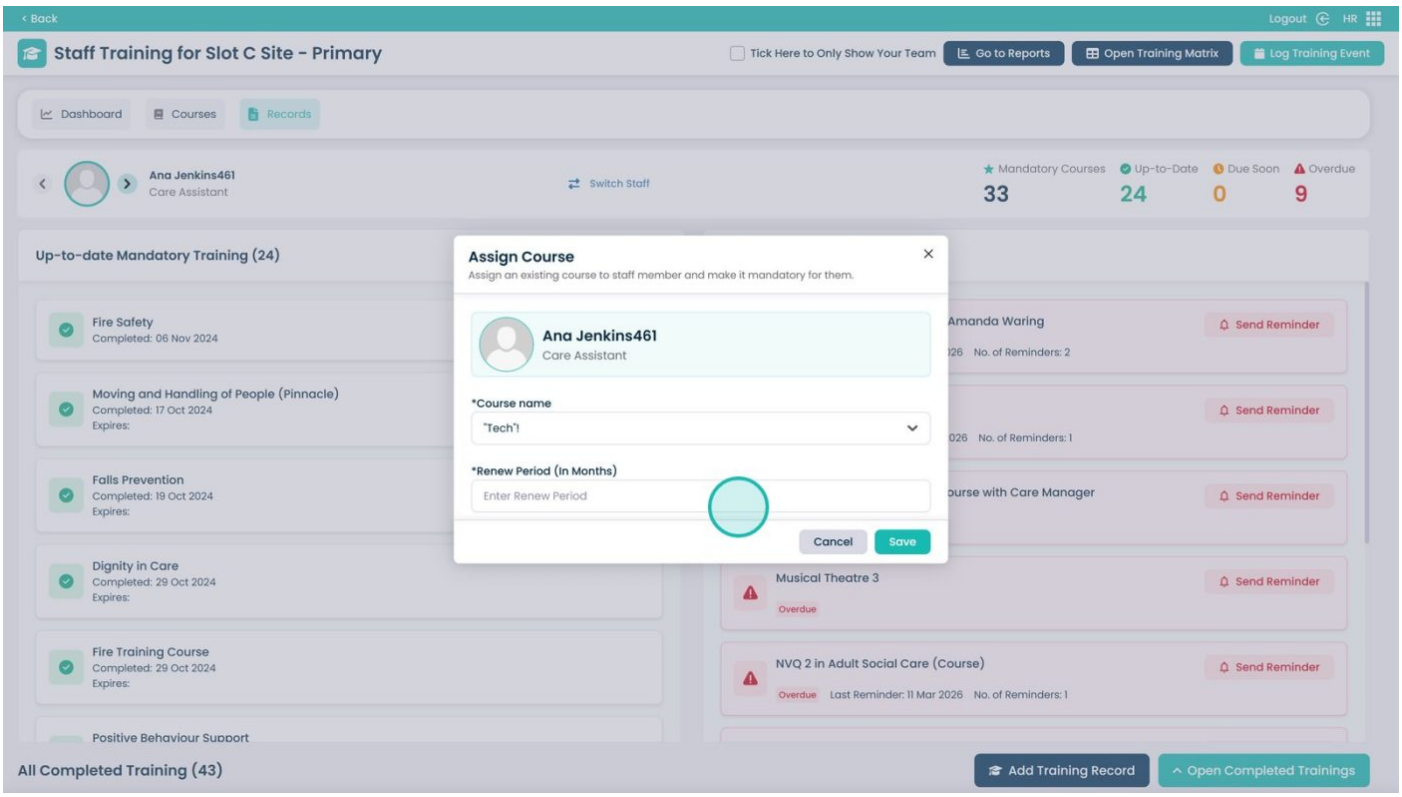
Open the Course name dropdown



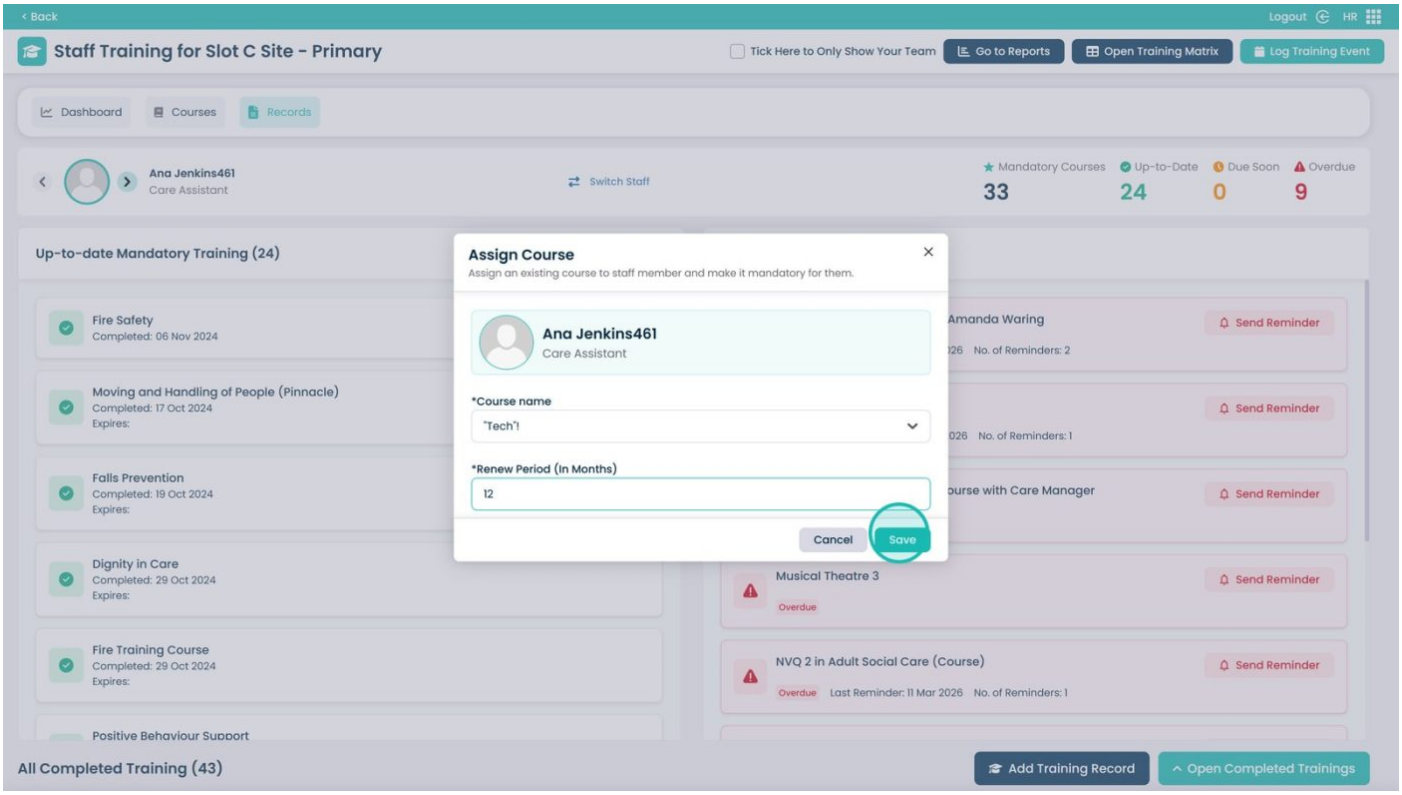
Pick a course from the list



Type in the renewal period in this box



Click Save when finished



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- Happy
- Normal
- Sad

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