How to Complete and Track Training

MyHub · https://cclearninghub.co.uk/docs/how-to-view-my-training-records-and-complete-training-courses/

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Kieran Worth

This guide explains how to use the **My Training** section to view, manage, and update your training records. Within this area, you can quickly see which courses are mandatory, which are up to date, and any training that is due soon or overdue. You can also mark training as complete, add completion dates, and review your full training history.

Keeping your training records up to date ensures you remain compliant with required learning and helps your organisation maintain accurate and reliable staff training information.

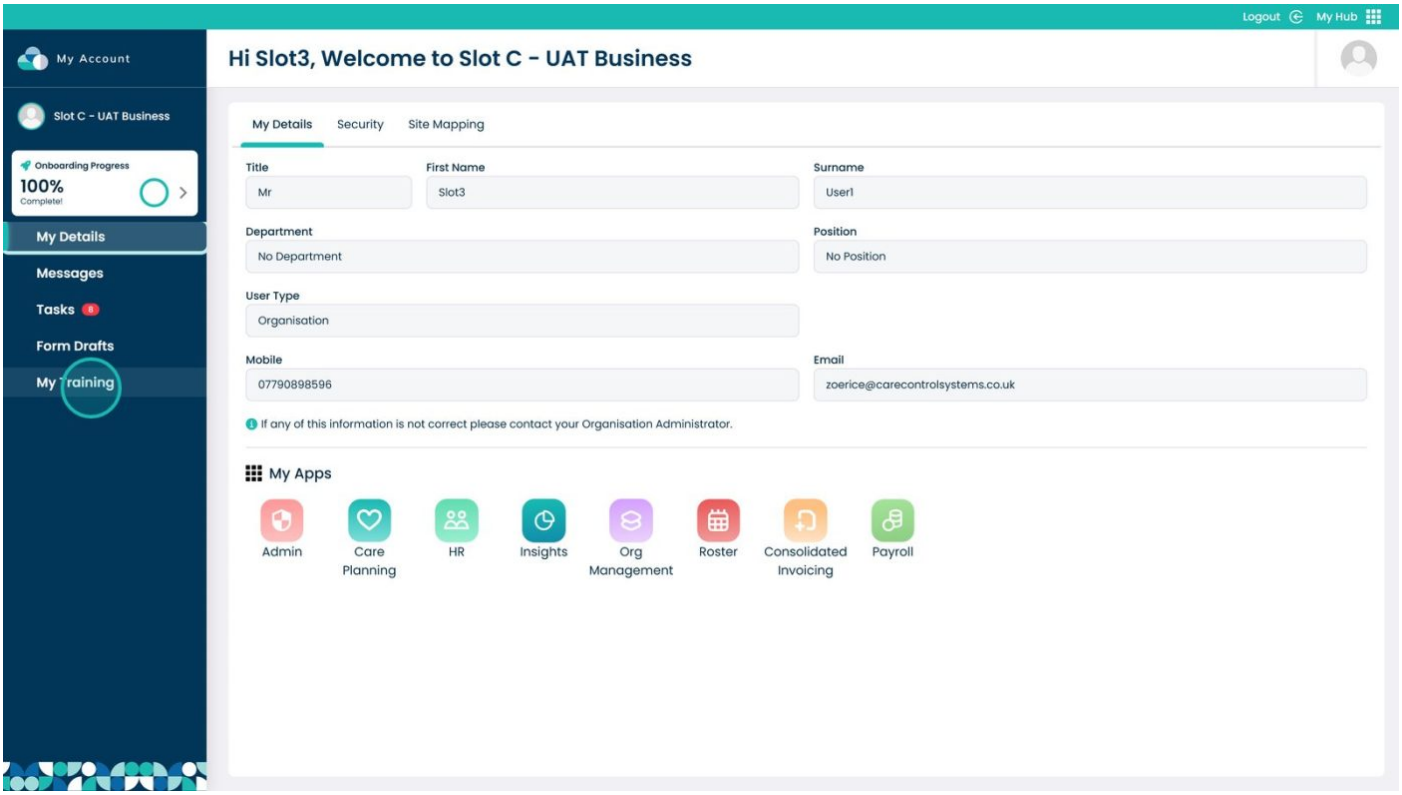
Interactive Guide

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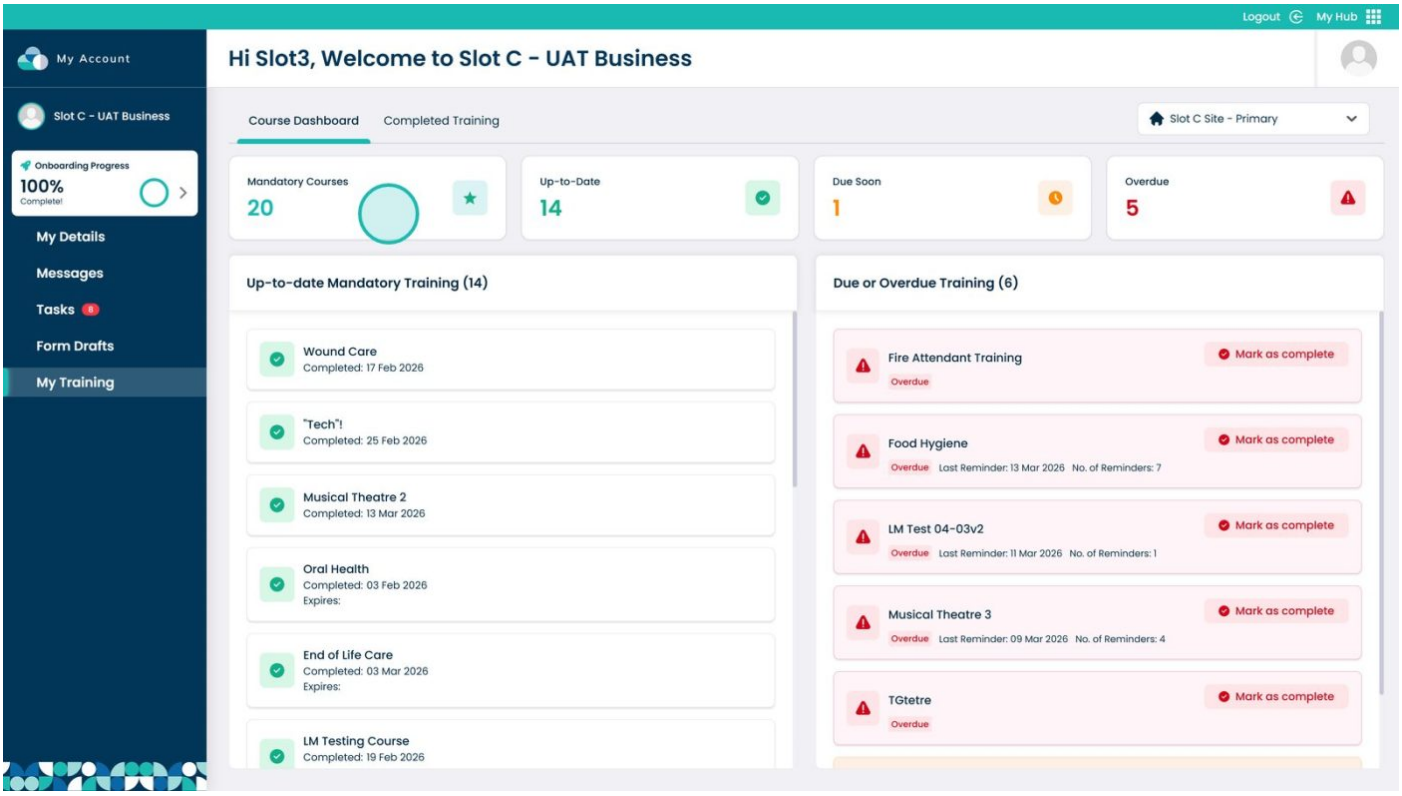
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Text based guide

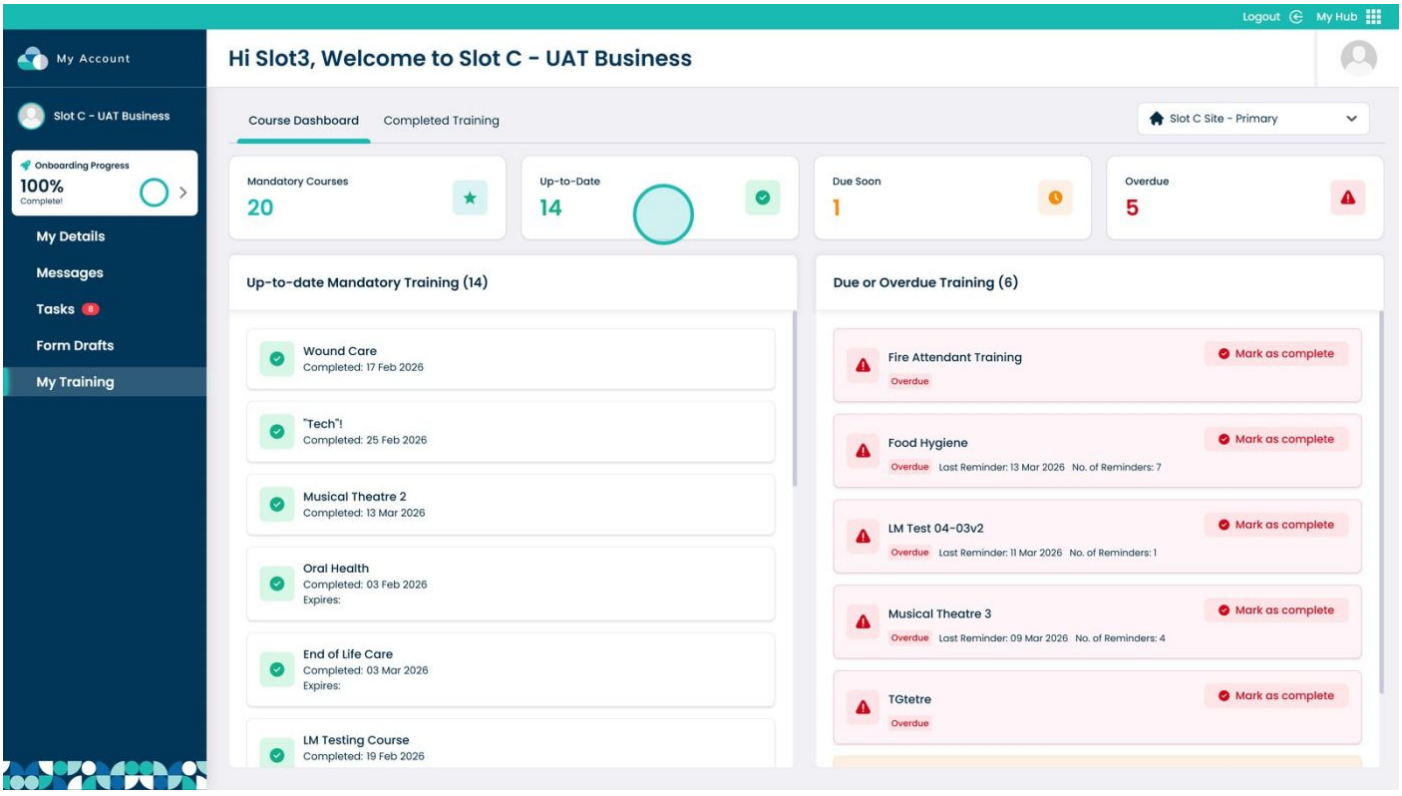
Click My Training



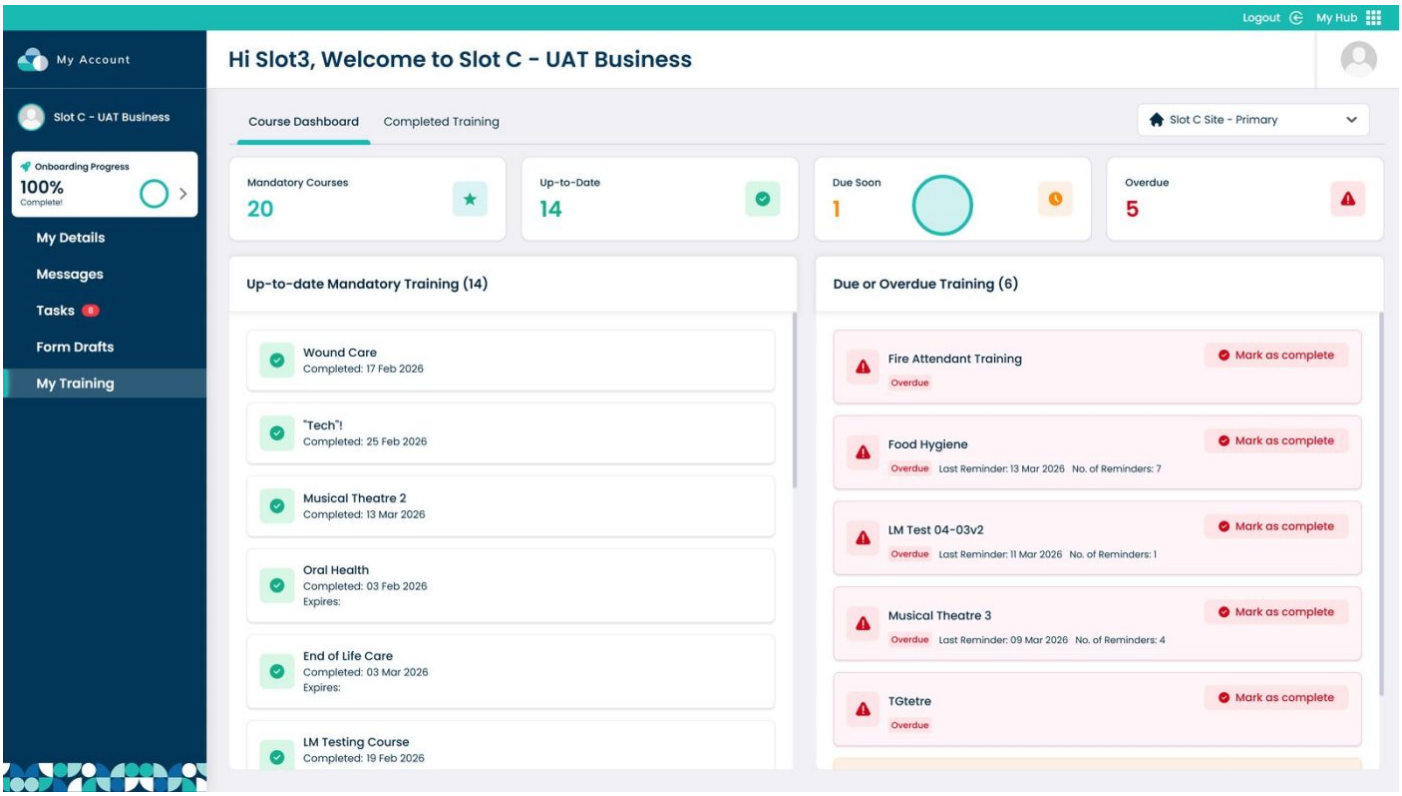
View how many courses are mandatory



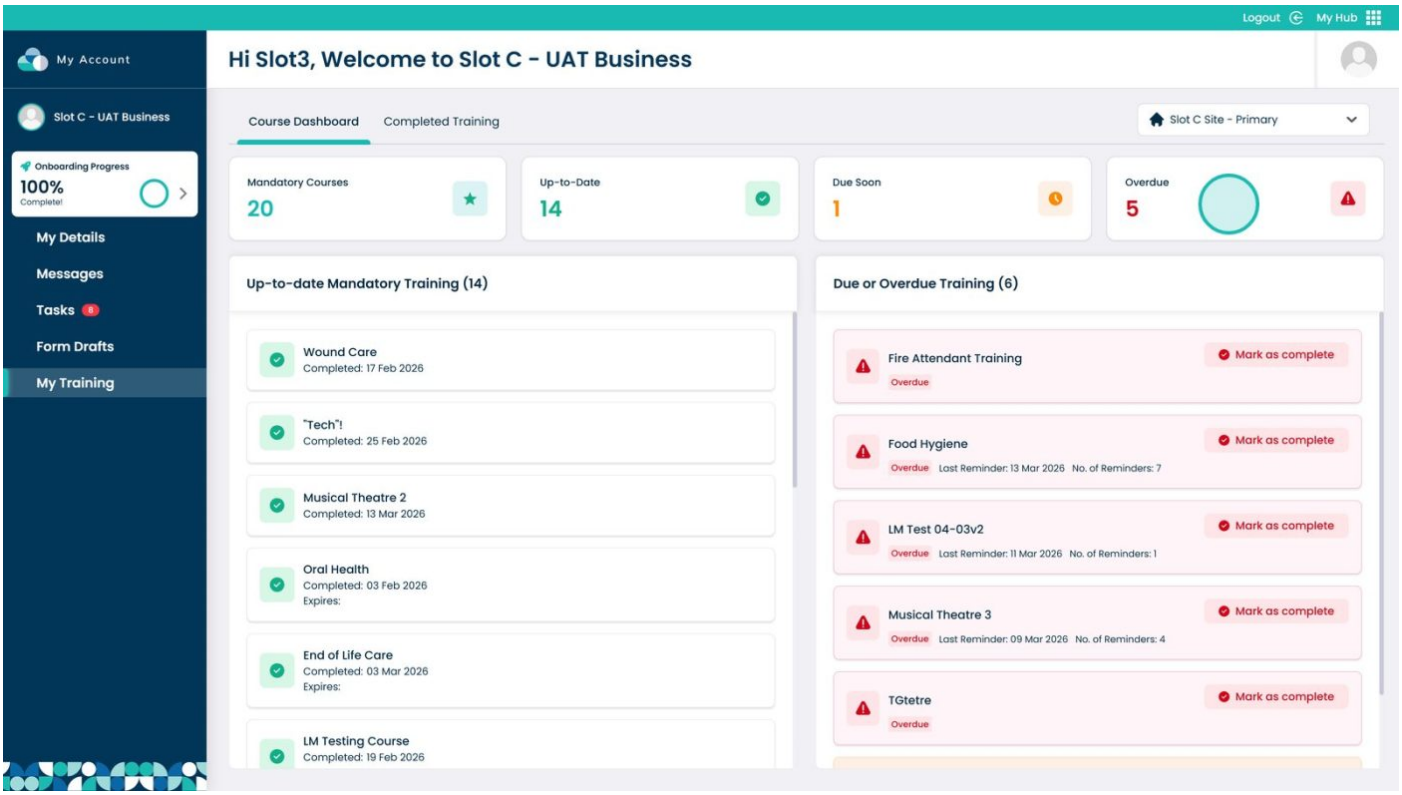
See how many courses are up to date and complete



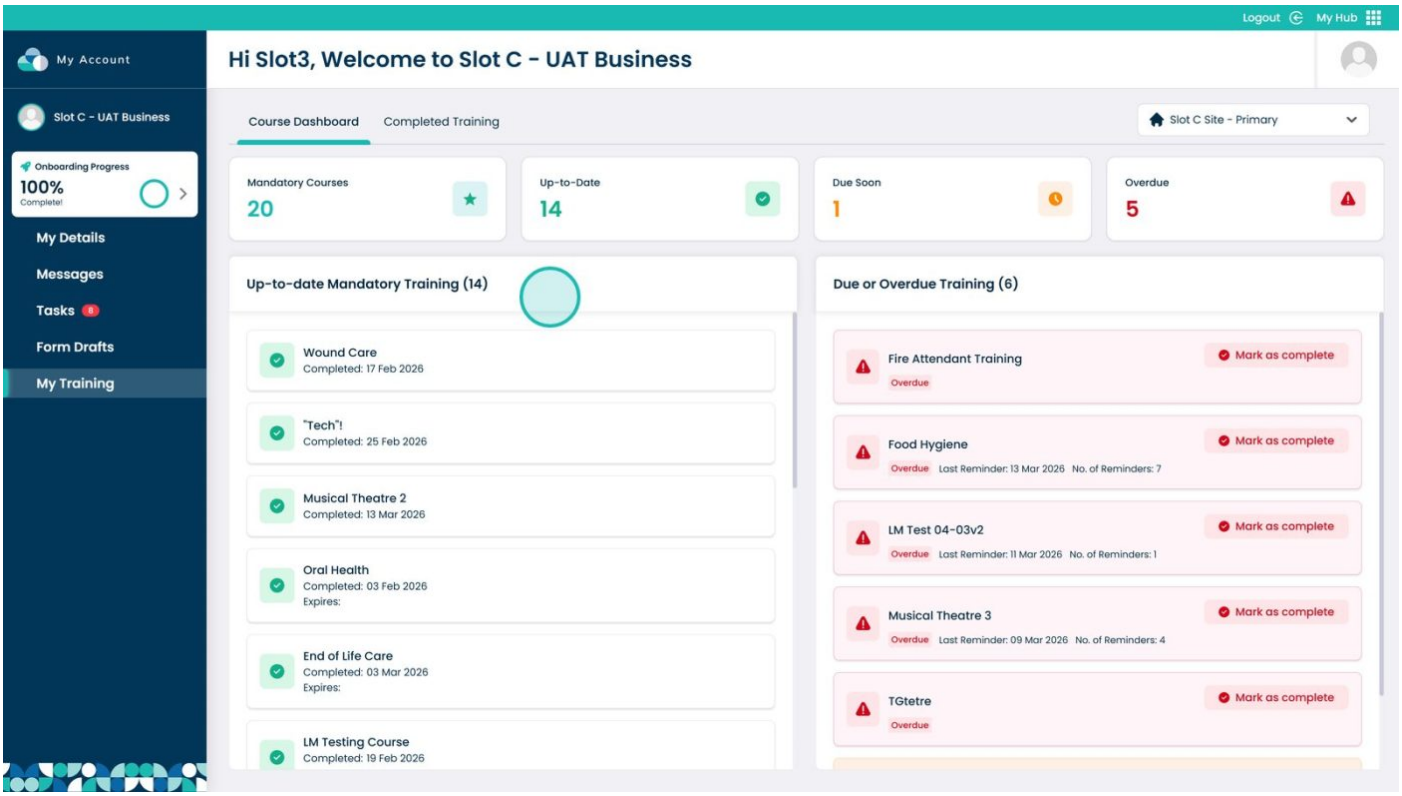
View courses that are due soon



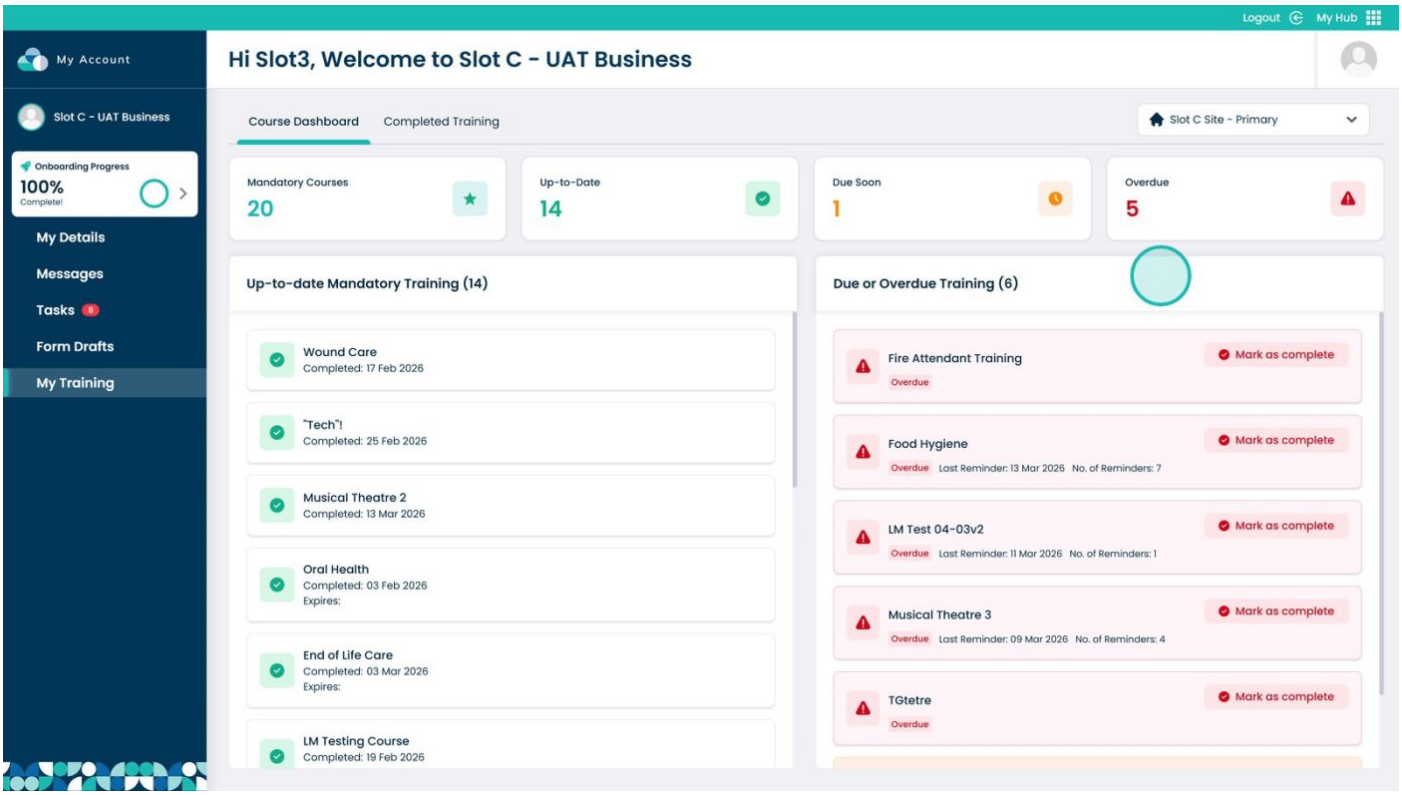
View courses that are overdue



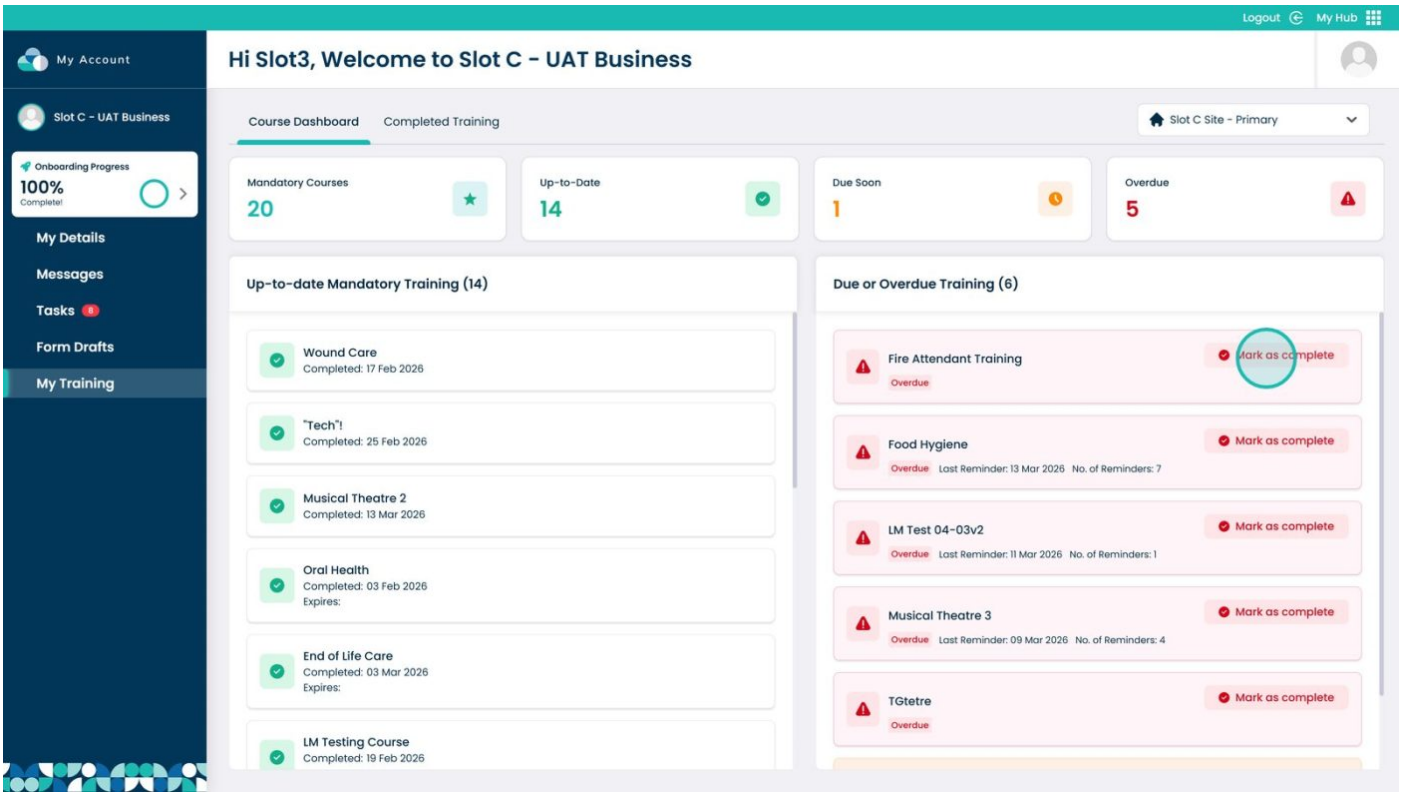
View mandatory training that is up to date



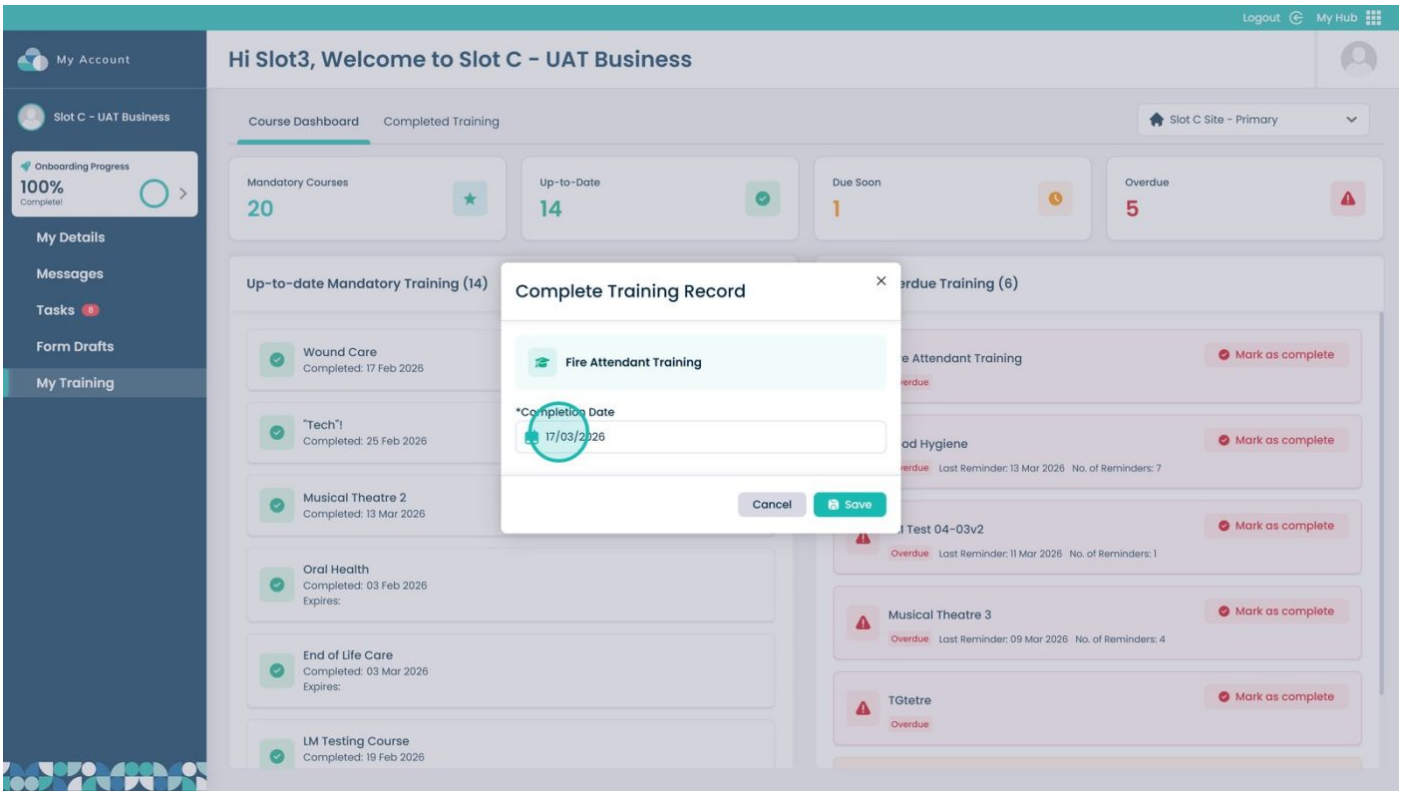
View overdue or due soon training



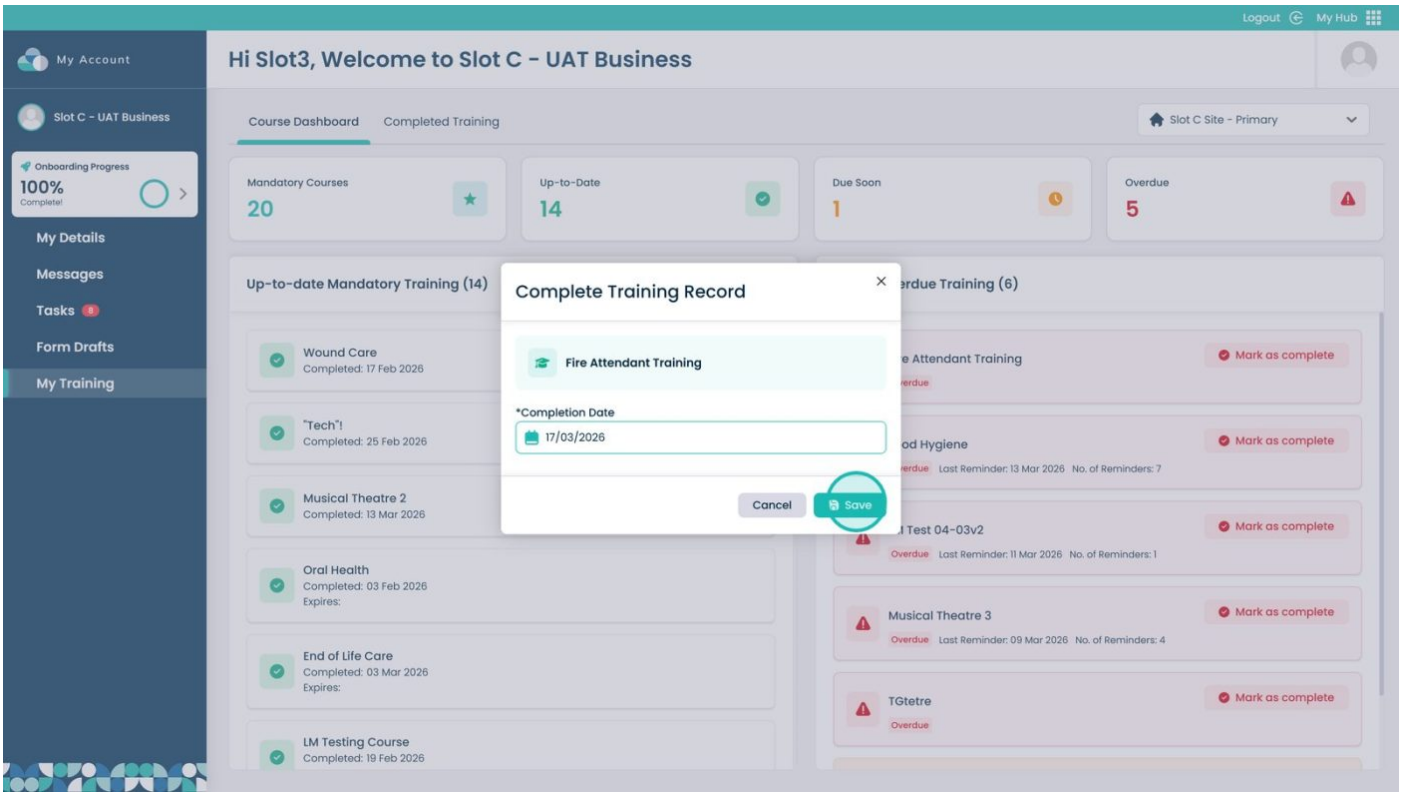
Click Mark as Complete



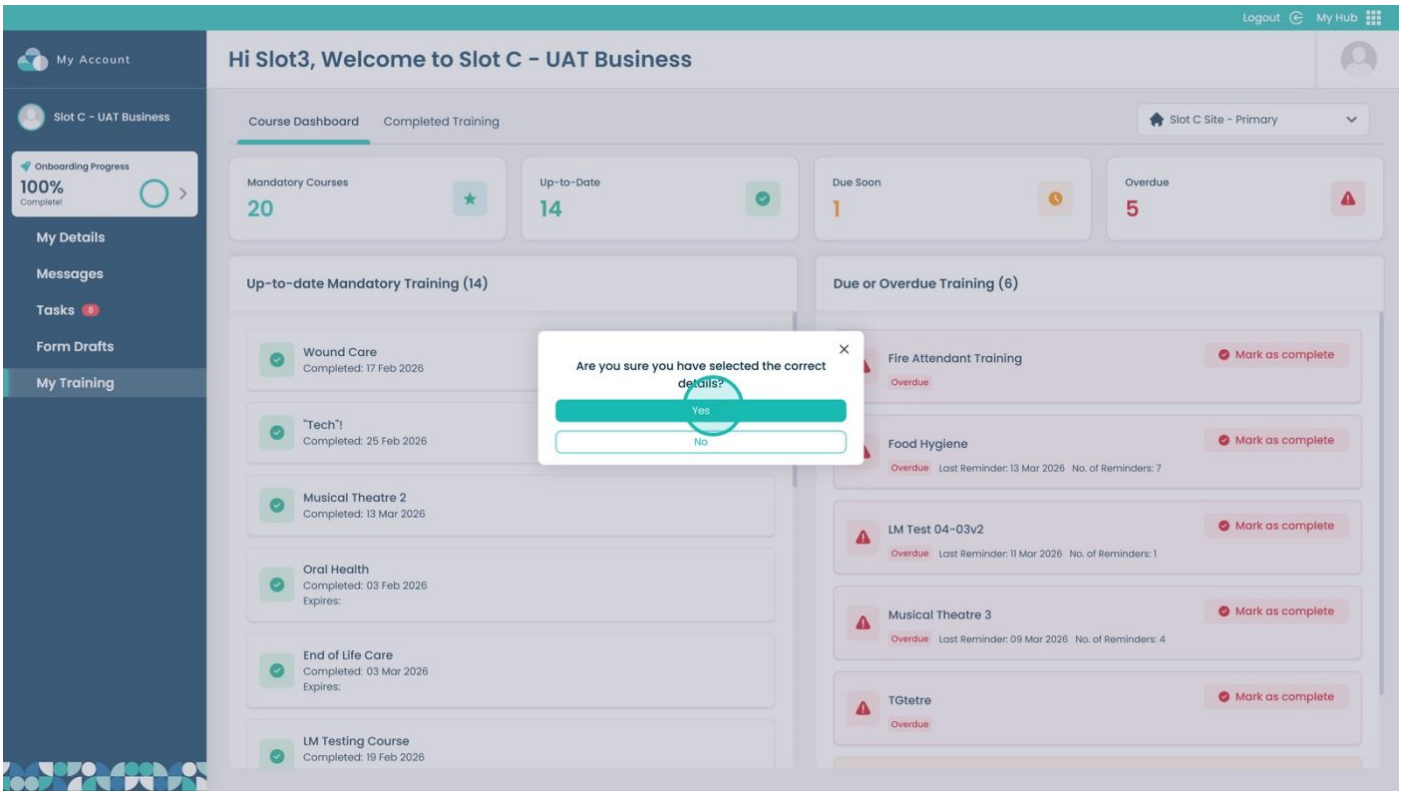
Enter the training date



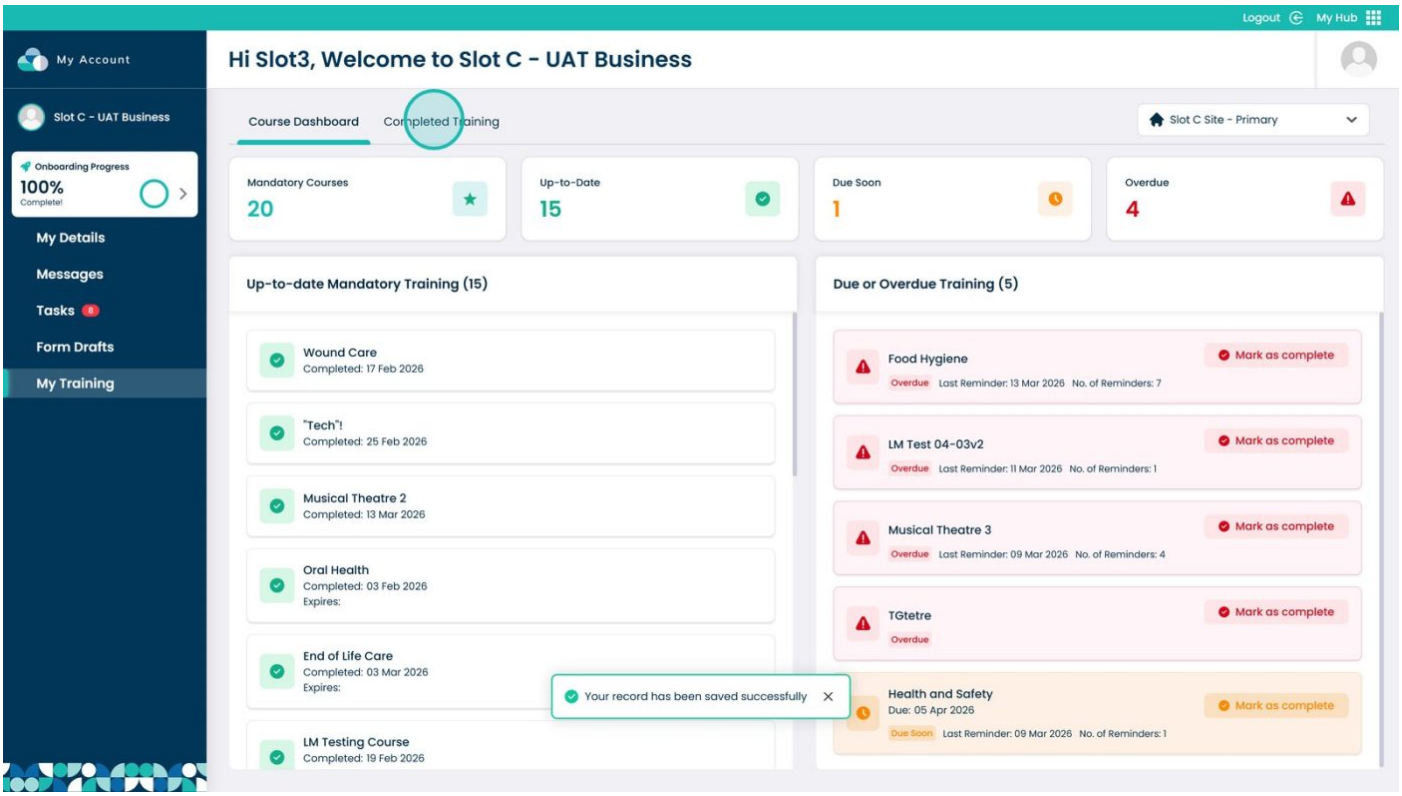
Click Save to complete the training



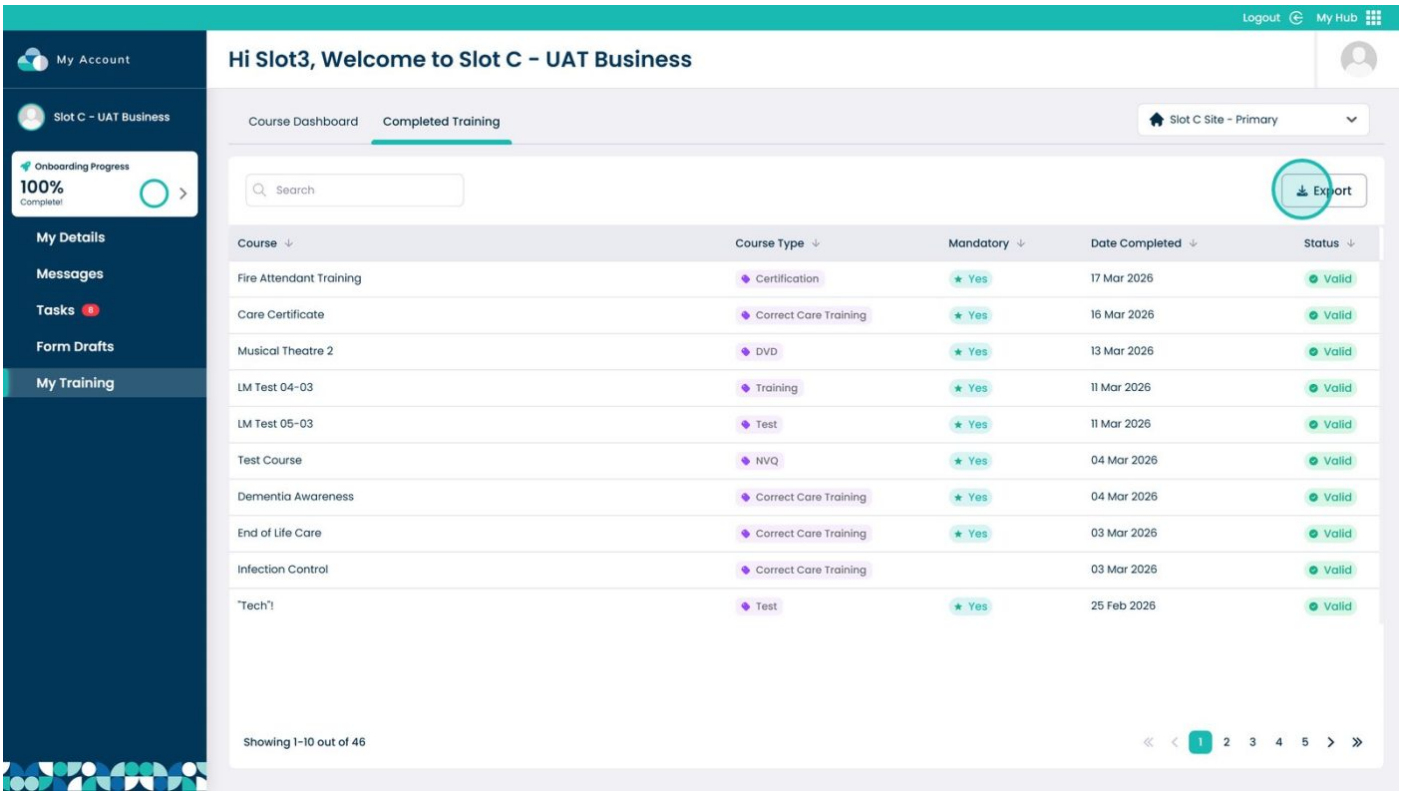
Confirm by selecting Yes



Open the Completed Training tab



Export completed training as a CSV file



Was it helpful ?

- Happy
- Normal
- Sad

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