



## Adding Item: Subordinate Learning Plan

1. Click the My Employees link in the Main Menu
2. Click the Learning Plan Sub-Menu link
3. Select the Add Items and Curricula radio button
4. Click the Next button
5. Select the checkbox for each subordinate you wish to add training assignments
6. Click the Add Checked button
7. Click the Next button
8. Perform a keyword search to find the training or curriculum you wish to assign to selected subordinates
9. Click the Search button
10. Select the Add checkbox for each desired training item or curriculum you wish to assign from this search
11. Click the Add Checked button
12. Change options on the Edit Information screen as needed
13. Click the Next button
14. Set the deadline for completing the training in the Required Date field
15. Click the Finish button

This completes the task.