



Removing an item from a subordinate's learning plan

1. Click the My Employees link in the Main Menu
2. Click the Learning Plan Sub-Menu link
3. Select the Remove Items radio button
4. Click the Next button
5. Select the checkbox for each subordinate you wish to remove training assignments
6. Click the Add Checked button
7. Click the Next button
8. Uncheck the Exact Phrase option
9. Perform a keyword search to find the training or curriculum you wish to remove from selected subordinates
10. Click the Search button
11. Select the Add checkbox for each desired training item or curriculum you wish to have removed from the designated subordinate learning plans
12. Click the Add Checked button
13. Click the Next button
14. Click the Finish button

This completes the task.