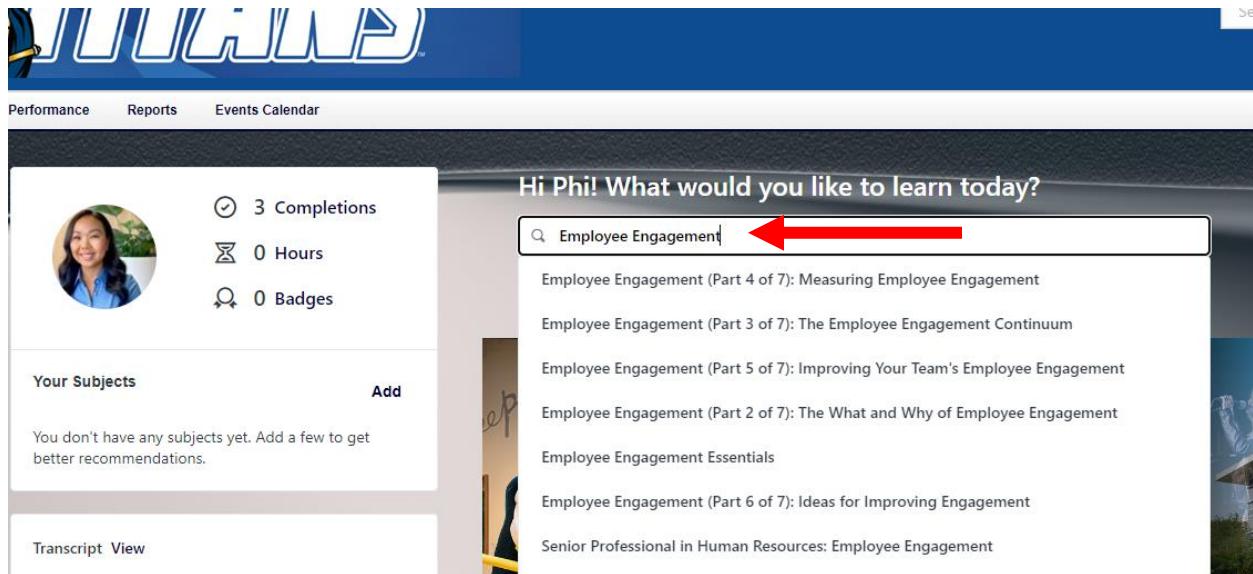


How to Assign Training to Direct Reports

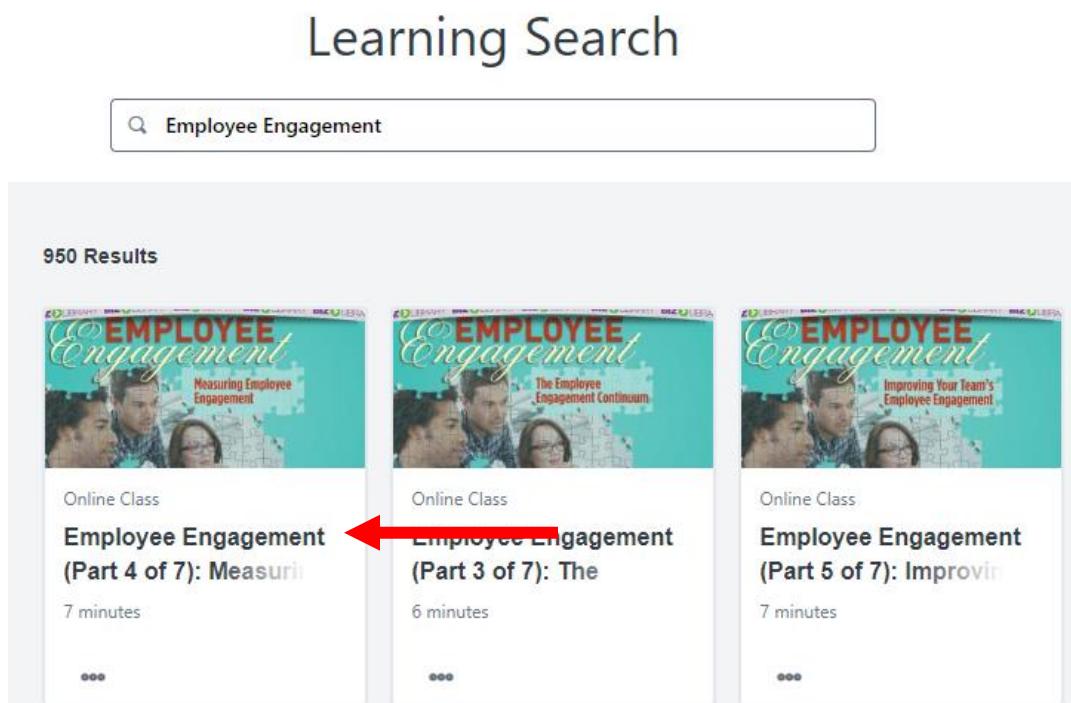
1. From your Cornerstone homepage, search for the training you would like to assign.



Hi Phi! What would you like to learn today?

- Employee Engagement (Part 4 of 7): Measuring Employee Engagement
- Employee Engagement (Part 3 of 7): The Employee Engagement Continuum
- Employee Engagement (Part 5 of 7): Improving Your Team's Employee Engagement
- Employee Engagement (Part 2 of 7): The What and Why of Employee Engagement
- Employee Engagement Essentials
- Employee Engagement (Part 6 of 7): Ideas for Improving Engagement
- Senior Professional in Human Resources: Employee Engagement

2. When you have found the training you want to assign, click on the training tile.



950 Results

Online Class	Online Class	Online Class
Employee Engagement (Part 4 of 7): Measuring Employee Engagement	Employee Engagement (Part 3 of 7): The Employee Engagement Continuum	Employee Engagement (Part 5 of 7): Improving Your Team's Employee Engagement
7 minutes	6 minutes	7 minutes
...

3. After clicking on the training, an option to “Launch” or “Assign” will appear. Click on “Assign”.



Performance Reports Events Calendar

ONLINE CLASS

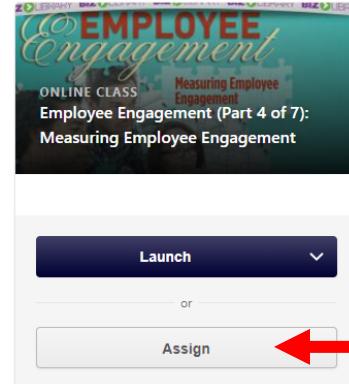
Employee Engagement (Part 4 of 7): Measuring Employee Engagement

Last Updated 02/22/2024 Duration 7 minutes

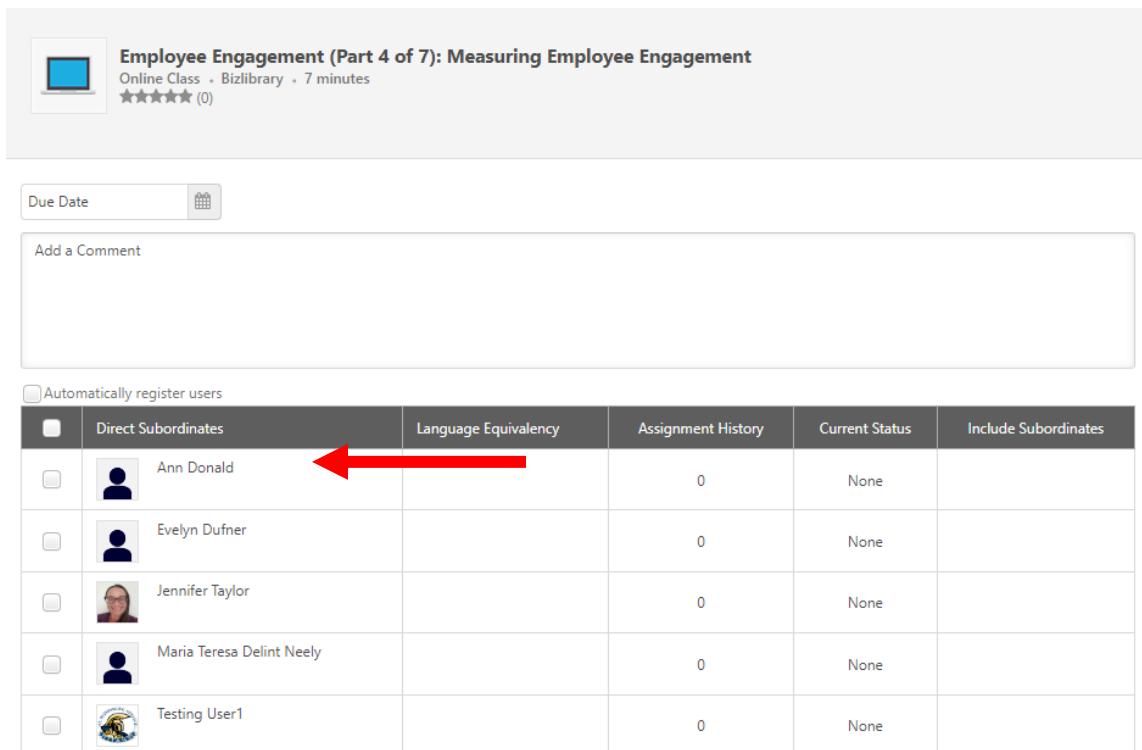
Details

Welcome to our video course on “Employee Engagement.” This is the fourth video out of seven, and it covers people analytics and information on how measuring employee engagement is a key performance indicator. This seven-part series discusses what passes for employee engagement at many organizations, how to measure employee engagement, and how you can actually improve employee engagement. The series list is included as a reference to the suggested viewing order. This content is also translated in Spanish, German, and French.

[Show More](#)



4. A list of your direct reports will appear.



Employee Engagement (Part 4 of 7): Measuring Employee Engagement
Online Class • Bizlibrary • 7 minutes
★★★★★ (0)

Due Date

Add a Comment

Automatically register users

	Direct Subordinates	Language Equivalency	Assignment History	Current Status	Include Subordinates
<input type="checkbox"/>	 Ann Donald		0	None	
<input type="checkbox"/>	 Evelyn Dufner		0	None	
<input type="checkbox"/>	 Jennifer Taylor		0	None	
<input type="checkbox"/>	 Maria Teresa Delint Neely		0	None	
<input type="checkbox"/>	 Testing User1		0	None	

5. Here, you can choose a due date and add comments if desired. Click on “Automatically register users” and choose which direct reports you want to assign the training to. Then click “Submit”.

4/29/2024 

I think this training will help you develop skills useful for your day to day.

Automatically register users

	Direct Subordinates	Language Equivalency	Assignment History	Current Status	Include Subordinates
<input type="checkbox"/>	Ann Donald		0	None	
<input type="checkbox"/>	Evelyn Dufner		0	None	
<input checked="" type="checkbox"/>	Jennifer Taylor		1	Registered	
<input type="checkbox"/>	Maria Teresa Delint Neely		0	None	
<input type="checkbox"/>	Testing User1		0	None	

Indirect Subordinates Language Equivalency Assignment History Current Status

[Cancel](#) **Submit**

6. An email will be sent to your direct report indicating that a training item has been assigned to them. The email will come from:

ProfessionalDevelopment@csod.mail.spcollege.edu

 ProfessionalDevelopment@csod.mail.spcollege.edu 
To: Jennifer Taylor

Dear Jennifer Taylor:

You have been assigned the following training item:

Title: Employee Engagement (Part 4 of 7): Measuring Employee Engagement

Class Description: Welcome to our video course on "Employee Engagement." This is the fourth video out of seven, and it covers people engagement is a key performance indicator. This seven-part series discusses what passes for employee engagement at many organizations can actually improve employee engagement. The series list is included as a reference to the suggested viewing order. This content is also

Training Hours: 0 Hours 7 Minutes

Training Due: 4/29/2024