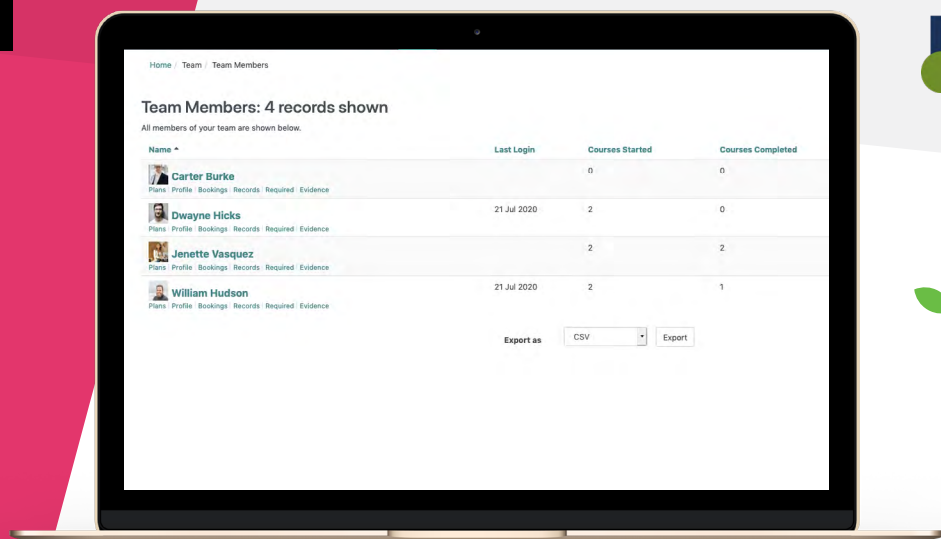**Hubken** group | **totara**

totara learn

TEAM MANAGEMENT

Help your team succeed.

Totara Learn provides managers a range of tools to ensure your team members' individual learning plans, assigned competencies and learning objectives align with their development goals as well as the goals of the wider team and the organisation.

VIEW TEAM PROGRESS AND ACTIVITY FROM A DEDICATED DASHBOARD

Managers are provided with a customised team dashboard, displaying up-to-date information about staff activity and one-click access to team members' learning plans, user profiles and course bookings.

Team dashboards also provide high-level data on courses and competencies started and achieved by each team member alongside search and filtering functionality.
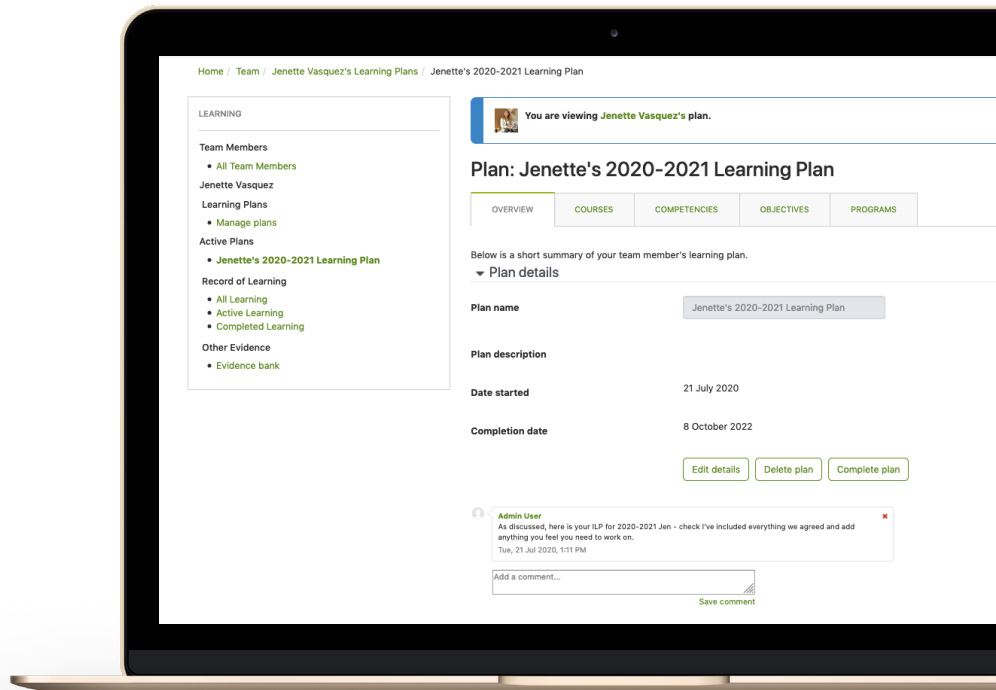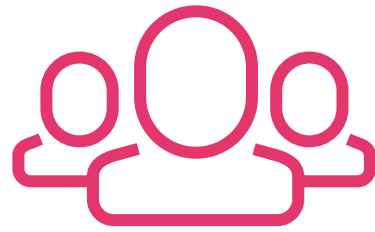
RECEIVE PERSONALISED ALERTS AND TASKS

Tasks advise managers of any actions they need to undertake, such as changes to a learning plan or approving or rejecting requests for attendance at scheduled learning events.

Alerts notify the manager of any updates and important information relating to their team's learning activity, such as new objectives added to a learning plan or an overdue recertification.

HELP DRIVE TEAM MEMBERS' DEVELOPMENT AND PROFESSIONAL GROWTH

Managers have full access to their team's learning plans, record of learning and course booking records and can create, update, delete and approve plans.

With the ability to add new courses, competencies, comments and objectives to learning plans as well as update competency ratings, priorities and due dates, managers can take a hands-on and proactive approach to their team's learning and development.