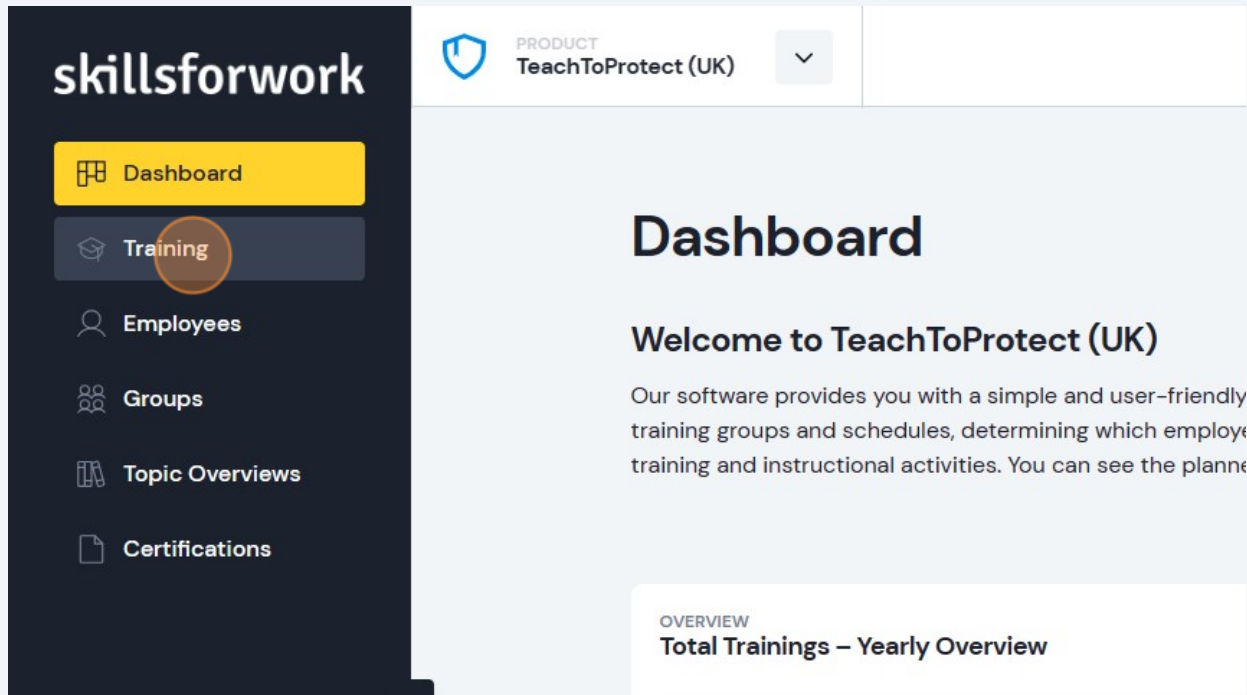# Adding Training

1   Click **Training** in the left-hand menu.

2 In the Trainings overview, you can see which trainings you have already arranged and the status of it. To add a training topic, click **Add Training**.

3 Use the **TOPIC** drop-down menu to select the topic.

4 Then select the **TYPE OF PRESENTATION** using the drop-down. Here you can choose between e-learning, online training and onsite training.

5 Next, choose who is to be added to the training. You can select and entire group, individual, or both.

6 When you've selected this, click the drop-down below to add groups and/or employees. You can also amend the name of the training here if you require.
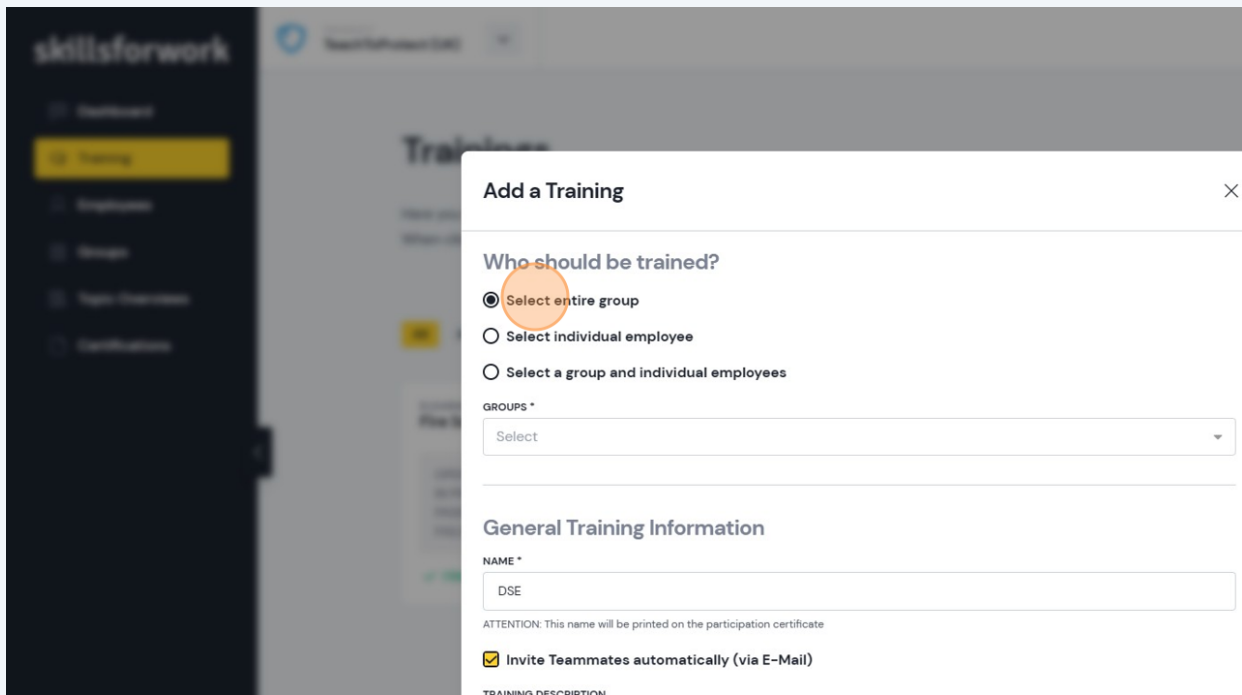
Who should be trained?

◉ Select entire group

○ Select individual employee

○ Select a group and individual employees

GROUPS *
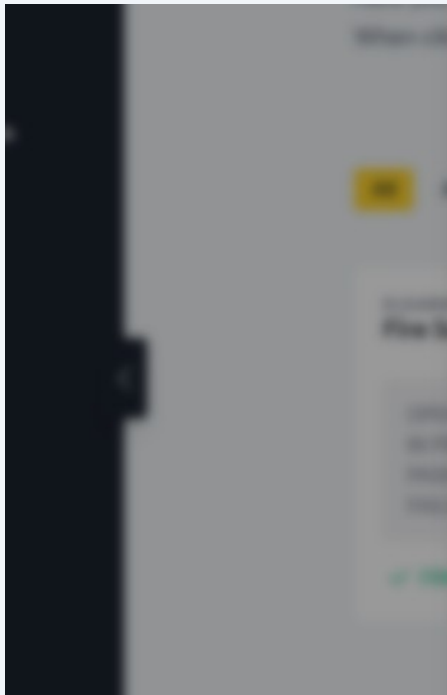
Select

General Training Information

NAME *

DSE

ATTENTION: This name will be printed on the participation certificate

7 Next, you have the option to add a **TRAINING DESCRIPTION** (if required). Then add in the **TRAINING END DATE** by clicking the calendar icon at the end of the row.
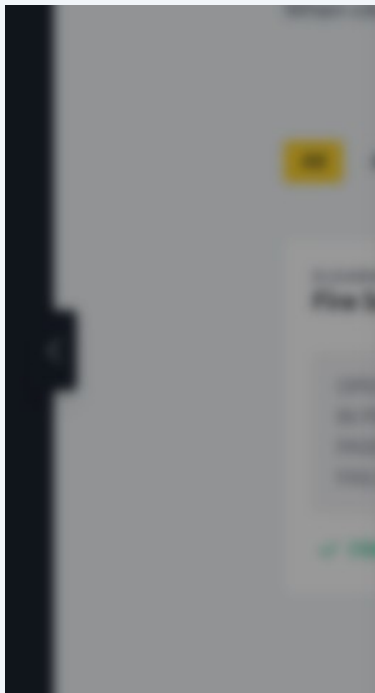
☑ Invite Teammates automatically (via E-Mail)

TRAINING DESCRIPTION

TRAINING END DATE *

dd/mm/yyyy

Repetition

☐ Activate Automatic Repetition

8 You then have the option to activate automatic repetition of the training. If you wish to do so, click the checkbox.

9 Then click on the repetition type from **Days**, **Months**, **No Repetition**, or **Years**.

10 Click the REPETITION INTERVAL field to select the repetition.
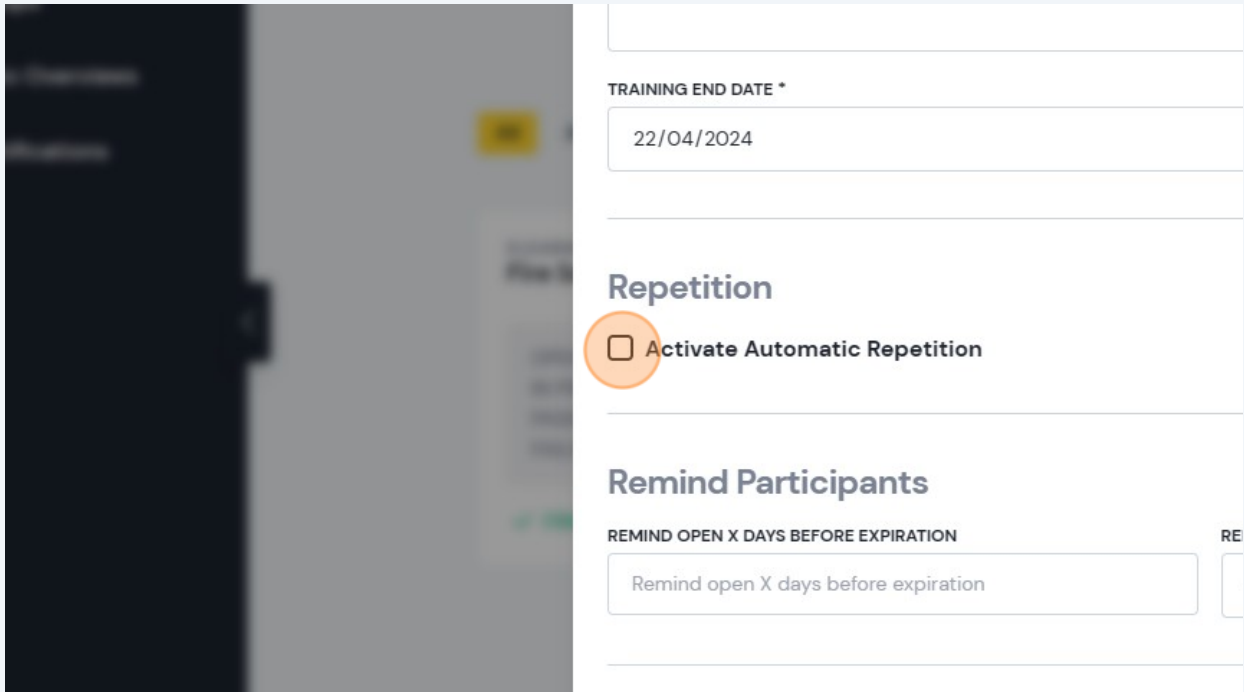
TRAINING END DATE *

22/04/2024

Repetition

☑ Activate Automatic Repetition

REPETITION UNIT TYPE

Years

REPETITION INTERVAL

1

Remind Participants

REMIND OPEN X DAYS BEFORE EXPIRATION

Remind open X days before expiration

REMIND PARTICIPANTS ON DATE

dd/mm/yyyy

11 Next, add a reminder (if required) to let participants know that the training is due soon by clicking **Remind open X days before expiration**. Alternatively, you can select a specific date to remind participants.

REPETITION UNIT TYPE

Years

REPETITION INTERVAL

1

Remind Participants

REMIND OPEN X DAYS BEFORE EXPIRATION

Remind open X days before expiration

REMIND PARTICIPANTS ON DATE

dd/mm/yyyy

→ Cancel

12 Then click **Save Training** to finish.

REPETITION INTERVAL

1

REMIND PARTICIPANTS ON DATE

dd/mm/yyyy

→ Save Training

13 You will then be taken back to the **Training** overview where you can see the training you've just added. If you need to make any amends, simply click on **Edit Training** in the top right-hand corner.

skillsforwork

PRODUCT
TeachToProtect (UK)

Member front

Dashboard
Training
Employees
Groups
Topic Overviews
Certifications

Trainings

+ Add Training

Here you keep an overview: You can see which trainings you have selected and assigned, which employees have participated, who needs to be trained soon, or is already over
When clicking on the training, you will find more details. From here, you can also create new trainings; please click on "Add Training".

All   Active   Closed

Sort by...   🔍 Quick Search

ELEARNING
DSE

OPEN	4
IN PROGRESS	0
PASSED	0
FAILED	0

⧗ DUE ON   22.04.2024

GROUPS
HR

ELEARNING
Fire Safety

OPEN	0
IN PROGRESS	0
PASSED	1
FAILED	0

✓ FINISHED   29.03.2024

ELEARNING
First Aid

OPEN	0
IN PROGRESS	0
PASSED	0
FAILED	1

✗ FAILED   22.03.202

...ION ADMINISTRATION
...ead Office