



VCU employee's home for learning, performance management, and career development.

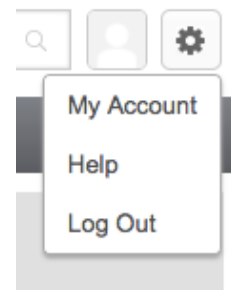
Instructions to Enroll in Leadership Development Training

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Talent @VCU

Help Resources

- **Talent@VCU Instructional Materials**
- **Online Help** – When you click on the Help option information will display in a new window for the screen that you are currently on in Talent@VCU. This will allow you to move between the screens for easier access to the help information.
- **Your Human Resources Professional/Consultant**
- **VCU IT Service Desk**
<https://servicedesk.vcu.edu/>
select Talent@VCU

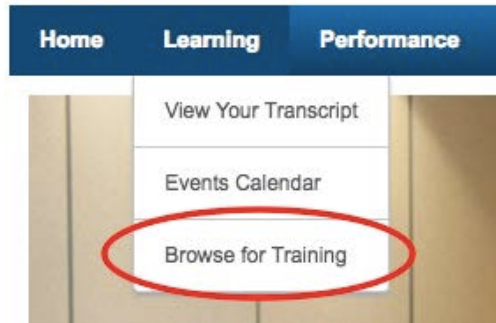


HOW TO ENROLL IN TRAINING

1) Login to Talent@VCU (go.vcu.edu/talentatvcu)

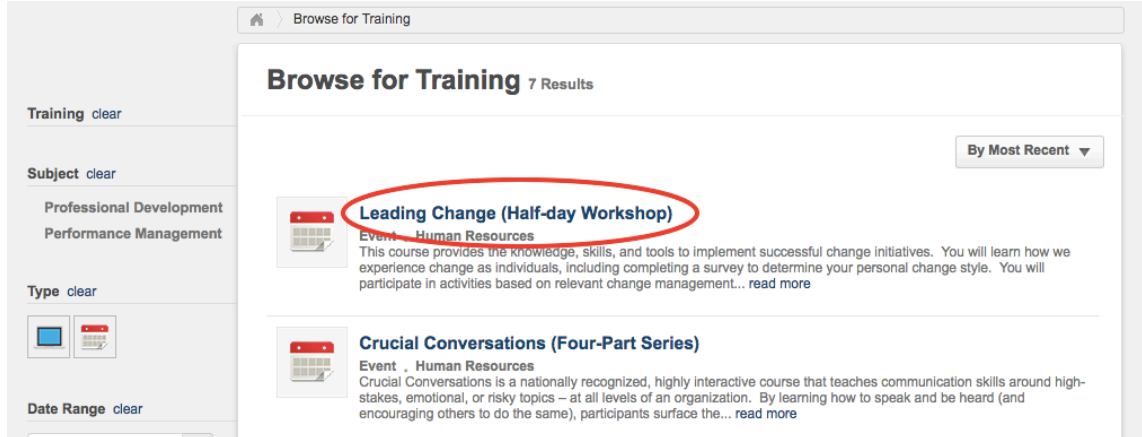
You will be directed to the Talent@VCU Welcome Page

2) Hover your cursor over the Performance tab and select “Browse for Training.”



Current Page: Browse for Training

3) To select the training you would like to attend **click** on the training title.




Current Page: Training Details


- 4) Select the session you would like to attend by clicking the blue “Request” button next to the selected session.

Note: If you click the “Request” button at the top of the page, you will have to take an additional step to select the session you would like to attend. It is simpler to scroll down and request the specific session.

Training Details

**Leading Change (Half-day Workshop)**
Event · Human Resources · 3 hours, 30 minutes · \$0.00

This course provides the knowledge, skills, and tools to implement successful change initiatives. You will learn how we experience change as individuals, including completing a survey to determine your personal change style. You will participate in activities based on relevant change management theories and best practices, with actionable tools for managers to lead your teams through the types of changes that are experienced at VCU.

**Leading Change - May**
Session · Human Resources · 3 hours, 30 minutes · \$0.00

Location
HR Training Room

Duration
5/17/2018, 8:30 AM EST - 5/17/2018, 12:00 PM EST

20 Openings Available

Current Page: ADA Request Form

- 5) If you require an accommodation to access and/or complete the training, please fill out the ADA request form, then **click** “Submit.” If you do not, leave the form blank and **click** “Submit.”

Current Page: User Transcript

Note: When you have completed registering for the course, you will be redirected to your transcript and will see the course listed as active.

Transcript: Jane Doe

From this page, you can view all current and completed training. In addition, you can archive your completed training. After 2 years completed training is automatically moved to the archive tab.

0 HRS
AGGREGATE TRAINING COMPLETED


FISCAL YEAR ENDING
6/30/2018

COST
\$0.00

Active ▾ By Due Date ▾ All Types ▾

Search for training

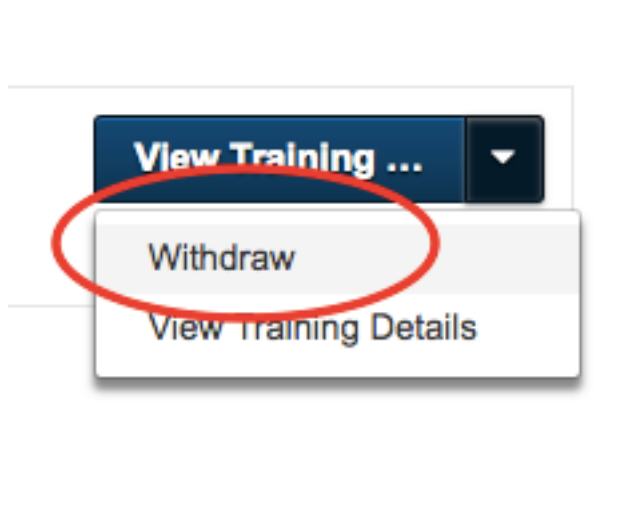
Search Results (1)

 **Leading Change (Half-day Workshop) (Starts 5/17/2018)**
Due: No Due Date Status: Registered [View Training ...](#)

HOW TO WITHDRAW FROM TRAINING

Current Page: User Transcript

- 1) If you need to withdraw from the course, click ▼ next to “View Training...” and **select** “Withdraw.”



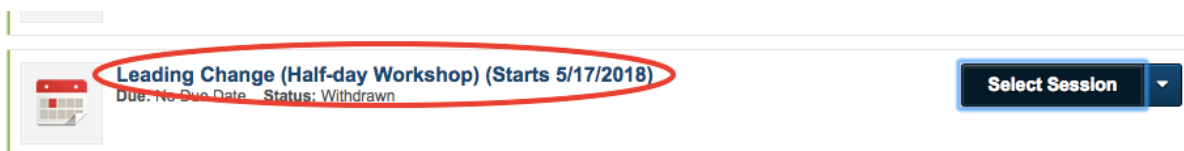
Current Page: Withdrawal Page

- 2) Select a reason for withdrawal from the drop down list and fill in the comment box with your reason. Once you have finished filling out the form, **click** “Submit.”

NOTE: When you withdraw from a course, it will remain active on your transcript until you archive it. We recommend that if you withdraw from a course, to **immediately** move it to your archive transcript.

Current Page: User Transcript

- 3) To archive the training, from the user transcript, click on the training title.



Current Page: Training Details

4) From the **Training Details** page, click on “Move to Archived Transcript.”

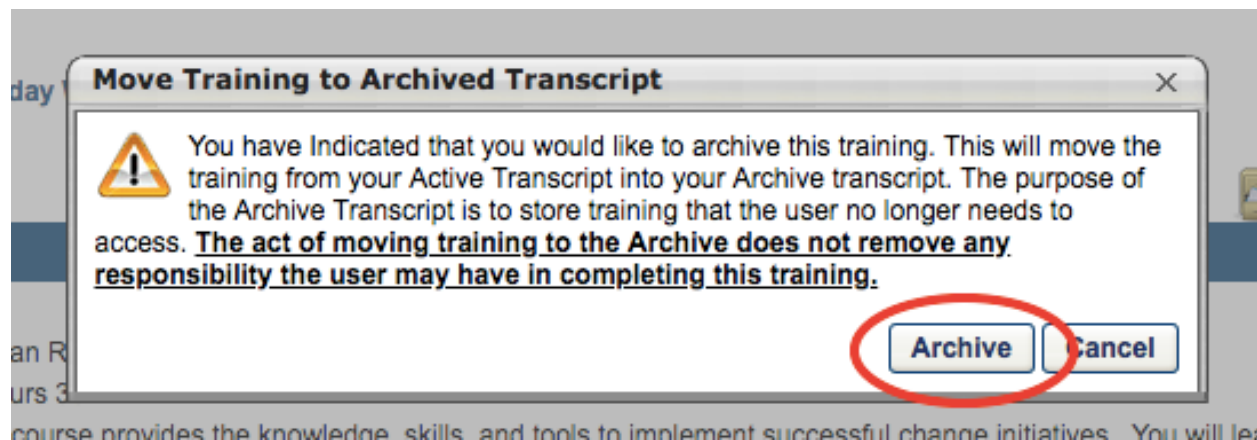
Leading Change (Half-day Workshop)

Event: Leading Change (Half-day Workshop)

› Edit Transcript Details



5) Click “Archive.”



Current Page: User Transcript

NOTE: You will be redirected back to your active transcript. To review any archived training, select “Archive” from the Transcript Status tab:

