Purpose

This is for a Worker to add External Training to her/his record in Workday.

TEAMMATE – Add External Training

1. Navigate to profile (click the person icon in the upper right-hand corner).
2. Click Career in the blue section on the left.
3. Select Training.
4. From the Training screen, click Add.
5. On the Add Training screen, fill in the listed fields.
6. Click Add to input another external training or click Submit for direct people leader's approval.

PEOPLE LEADER – Approve External Training

1. On homepage, click Manage Training task in Awaiting Your Action.
2. Look over the info related to the external training entered by the teammate.
3. Make decision on request.
   a. Approve – to finalize the request.
   b. Send Back – use to request teammate makes an edit, add additional info, etc. Once changes in place, submit the request again.
   c. Deny – People Leader does not approve request; business process is terminated.