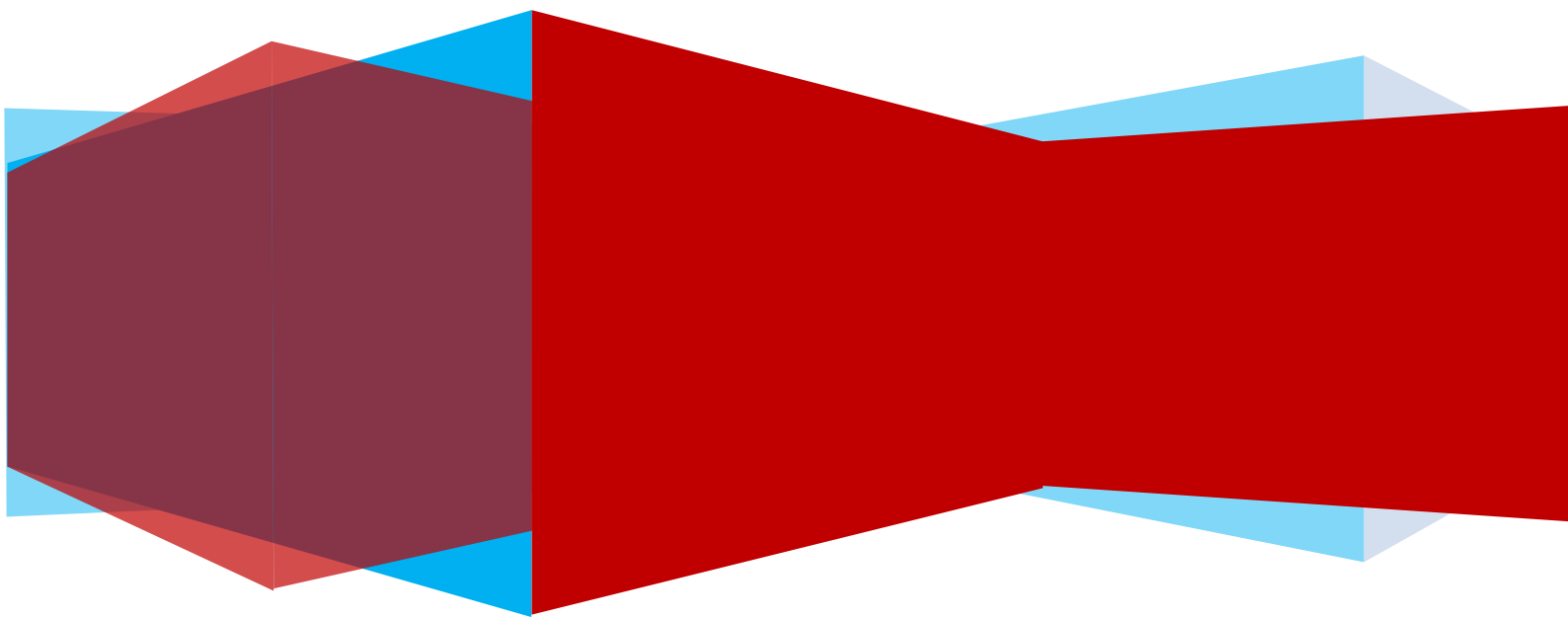


The Hub User Guide

Part 2 – Managers' Guide

Leicestershire Social Care Development Group (LSCDG)



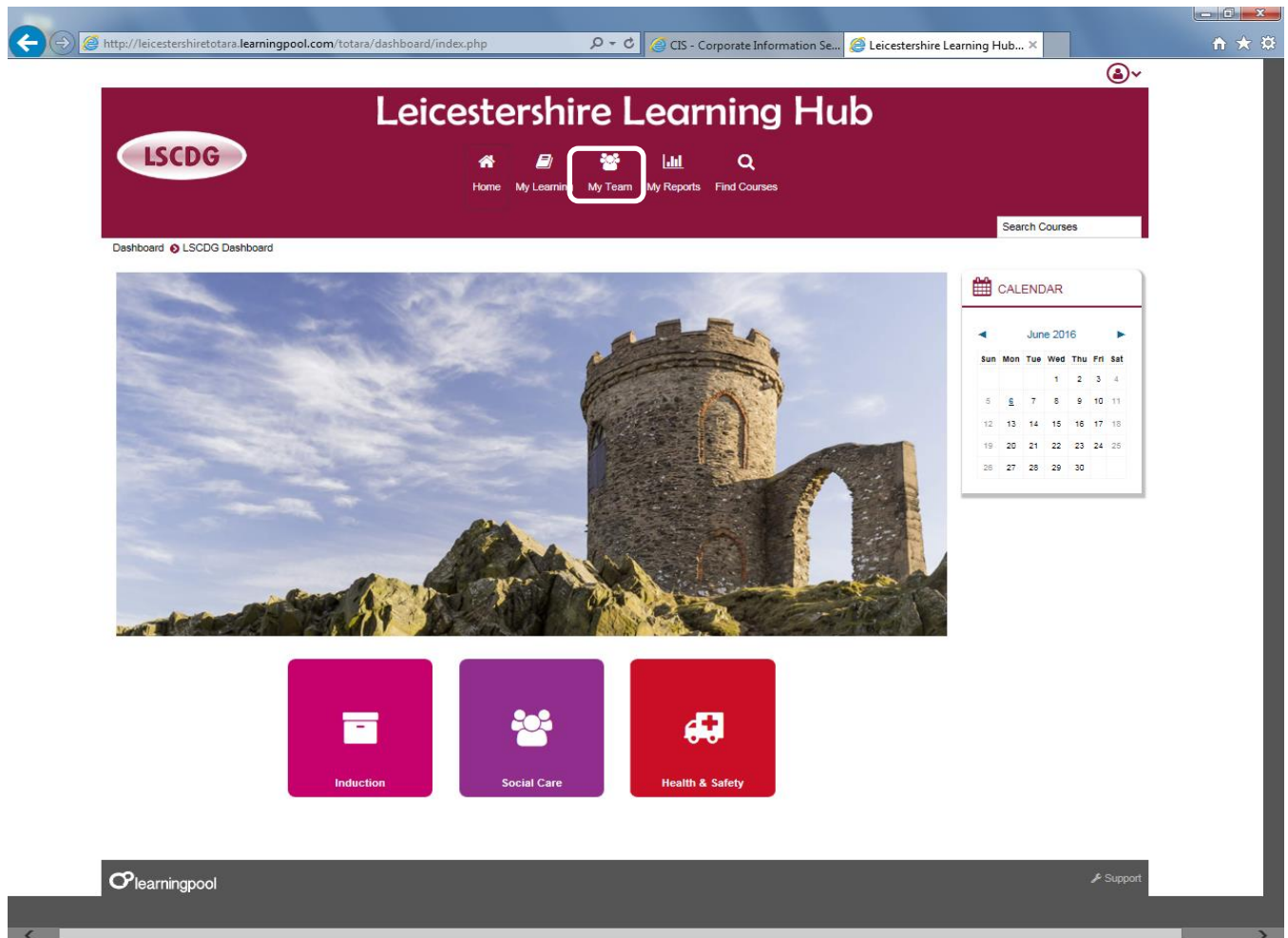
This guide is designed to illustrate the additional permissions a manager has within the Hub that enable them to view the training records of the workers that they supervise and how they can book or reserve places on courses for these workers.

To see how to access the Hub, view your own records of learning and how to book onto a course etc. see the User Guide part 1.

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Viewing Staff Records

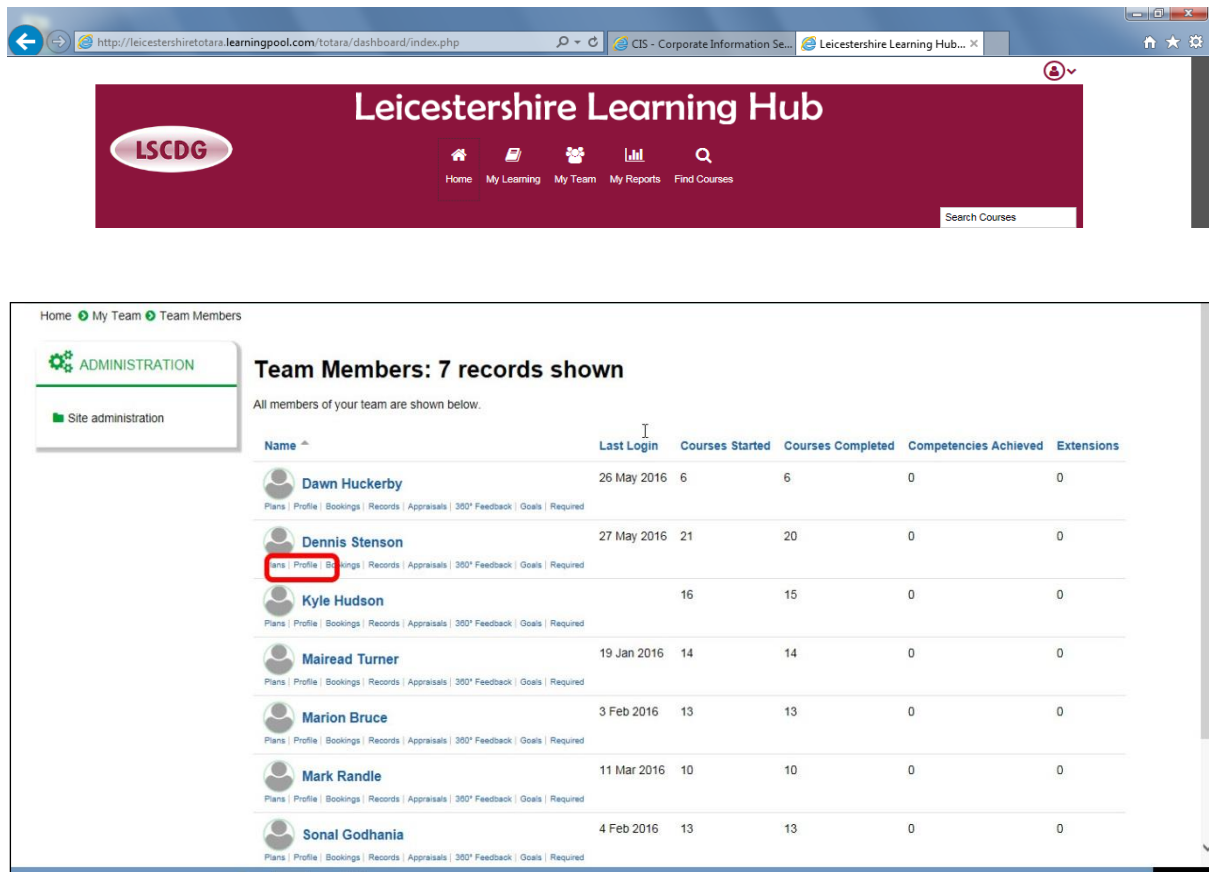


On the main banner managers have an additional button – **My Team**.

This gives access to the training records of those workers who they immediately supervise.

Click the **My Team** button.

Profile



The screenshot shows the Leicestershire Learning Hub dashboard. The top navigation bar includes links for Home, My Learning, My Team, My Reports, and Find Courses. The main content area is titled 'Team Members: 7 records shown' and lists the following team members:

Name	Last Login	Courses Started	Courses Completed	Competencies Achieved	Extensions
Dawn Huckerby	26 May 2016	6	6	0	0
Dennis Stenson	27 May 2016	21	20	0	0
Kyle Hudson	16	15	0	0	
Mairead Turner	19 Jan 2016	14	14	0	0
Marion Bruce	3 Feb 2016	13	13	0	0
Mark Randle	11 Mar 2016	10	10	0	0
Sonal Godhania	4 Feb 2016	13	13	0	0

Each team member's name is followed by a list of links: Plans | Profile | Bookings | Records | Appraisals | 360° Feedback | Goals | Required. The 'Profile' link under 'Dennis Stenson' is highlighted with a red box.

This will open the page above.

You will be presented with a list of the workers you manage and some training and access information.

To check details of a particular worker click the **Profile** link under their name.

The screenshot shows a web browser window with the URL <http://leicestershirelearningpool.com/totara/dashboard/index.php>. The page header features the Leicestershire Learning Hub logo and navigation links: Home, My Learning, My Team, My Reports, and Find Courses. A search bar is also present.

The main content area displays the user profile for Dennis Stenson. The profile includes a user icon, a 'Message' button, and sections for 'User details', 'User position details', 'Learning', 'Course details', 'Miscellaneous', and 'Login activity'.

User details

- Timezone: Europe/London
- Hierarchy Path: LCC Business Group ~ R0001 Corporate Resources ~ R0400 Corporate Services ~ R0700 HR & OD ~ R0714 Organisation Development Service ~ R0719 Team 3
- Org Framework: Internal

User position details

- Position: 14199 Learning & Development Advisor...
- Organisation: R0719 Team 3
- Manager: Paul Lewis

Learning

- **Record of Learning** (highlighted with a red box)

Course details

- Course profiles
 - Emergency First Aid
 - Food Safety Level 3
 - Demonstration of Declare Interest
 - Demonstration Course

Miscellaneous

- Forum posts
- Forum discussions

Login activity

- First access to site: Wednesday, 20 January 2016, 2:46 PM (133 days 22 hours)
- Last access to site: Thursday, 2 June 2016, 12:54 PM (53 mins)

The footer of the page includes the 'learningpool' logo and a 'Support' link.

You will now be able to see the profile of the worker.

Click on the **Record of Learning** link.

Record of Learning

The screenshot shows the Leicestershire Learning Hub interface. The top navigation bar includes the LSCDG logo and links for Home, My Learning, My Team, My Reports, and Find Courses. The main header is 'Leicestershire Learning Hub'. Below this, the breadcrumb trail is 'Home > My Team > Record of Learning for Dennis Stenson > All Courses'.

The left sidebar contains the following sections:

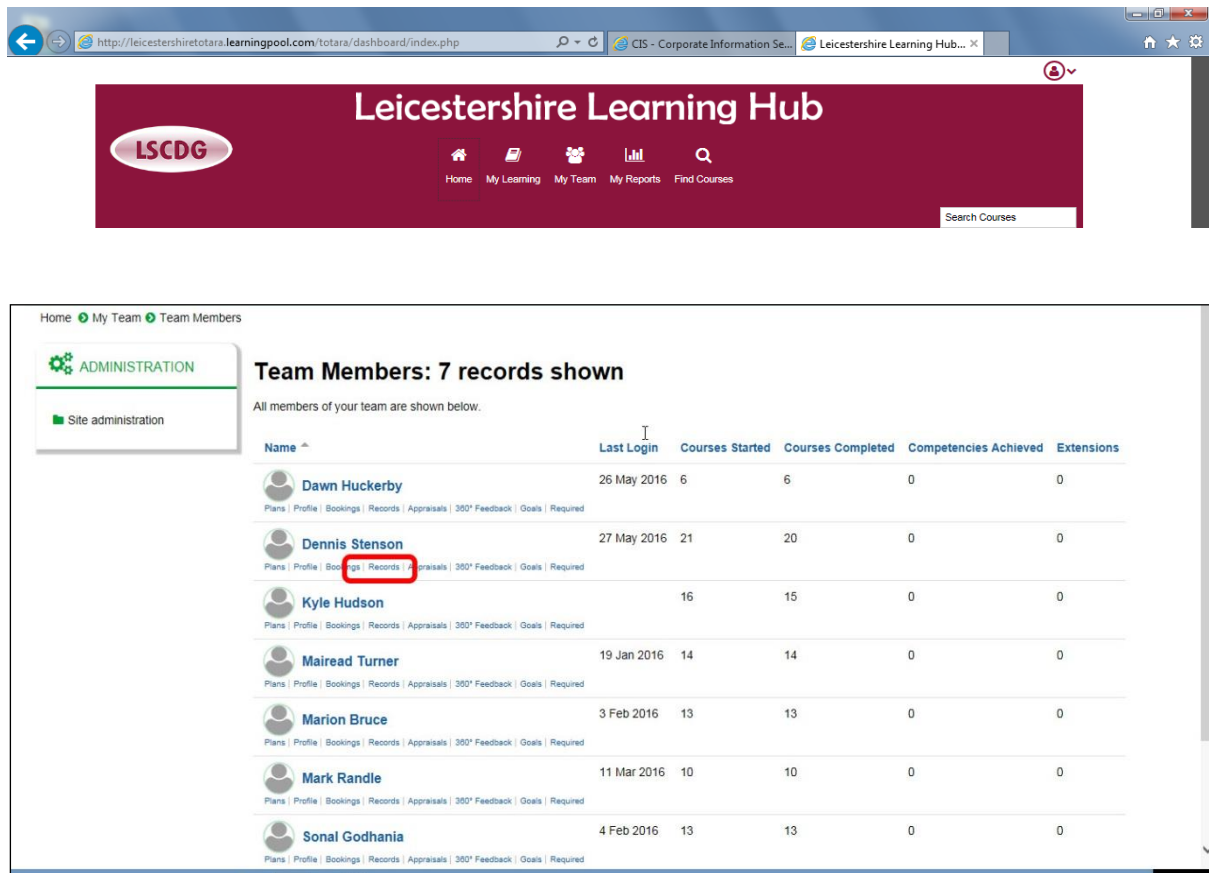
- LEARNING PLANS**
 - TEAM MEMBERS
 - All Team Members
 - DENNIS STENSON
 - Learning Plans
 - Manage plans
 - Record of Learning
 - All Learning
 - Active Learning
 - Completed Learning
 - ADMINISTRATION
 - Site administration

The main content area is titled 'Record of Learning for Dennis Stenson : All Courses'. It includes tabs for 'Courses', 'Other Evidence', and 'Certifications'. Below the tabs, it states '21 records shown'. There is a search section with a 'Search by' label, a 'Course Title' input field, a dropdown menu set to 'contains', and 'Search' and 'Clear' buttons. A 'Show/Hide Columns' button is located on the right side of the table.

Type	Course Title	Progress	Course completion date	Previous Completions
ACAS Employing People		100%	18 Jan 2012	
Adobe Captivate Training		100%	20 Mar 2013	
Brain Friendly Learning		100%	28 Jun 2011	2
Briefings on Mental Health First Aid for Potential Instructors		100%	1 Dec 2011	
ContrOCC		100%	8 Jul 2014	3
Demonstration Course		0%		
Demonstration of Declare Interest		0%		
DFH Key Trainer		100%	14 Apr 2014	
Dyanamic Learning Enviroment Workshop		100%	17 Nov 2011	
Emergency First Aid		100%	14 Apr 2016	
Food Safety Level 3		100%	22 Feb 2016	
FS Level 2		100%	14 Dec 2015	
Introduction to Myers Briggs Personality Profiles		100%	7 Jan 2013	
Liquid Logic and ContrOCC Training		100%	19 May 2014	
Managing Challenging Behaviour Introduction (LD)		100%	5 Apr 2013	
MHFA		100%	13 Feb 2012	
Moving & Handling People 2015		100%	27 Jan 2015	
Moving & Handling People Conference		100%	30 Jan 2014	
Personality Disorders		100%	11 Feb 2015	
Recruitment & Selection		100%	6 Dec 2011	
Whole Systems Approach Workshop		100%	9 Aug 2013	

This will allow you to see the individual training record of the worker.

You can also access a worker's **Record of learning** from the **My Team** link:



The screenshot shows the Leicestershire Learning Hub interface. The top navigation bar includes links for Home, My Learning, My Team, My Reports, and Find Courses. The 'My Team' link is highlighted. Below the navigation bar, the 'Team Members' page is displayed, showing a list of 7 team members. The 'Records' link under the 'Dennis Stenson' team member is highlighted with a red box.

Name	Last Login	Courses Started	Courses Completed	Competencies Achieved	Extensions
Dawn Huckerby	26 May 2016	6	6	0	0
Dennis Stenson	27 May 2016	21	20	0	0
Kyle Hudson	16	15	0	0	
Mairead Turner	19 Jan 2016	14	14	0	0
Marion Bruce	3 Feb 2016	13	13	0	0
Mark Randle	11 Mar 2016	10	10	0	0
Sonal Godhania	4 Feb 2016	13	13	0	0

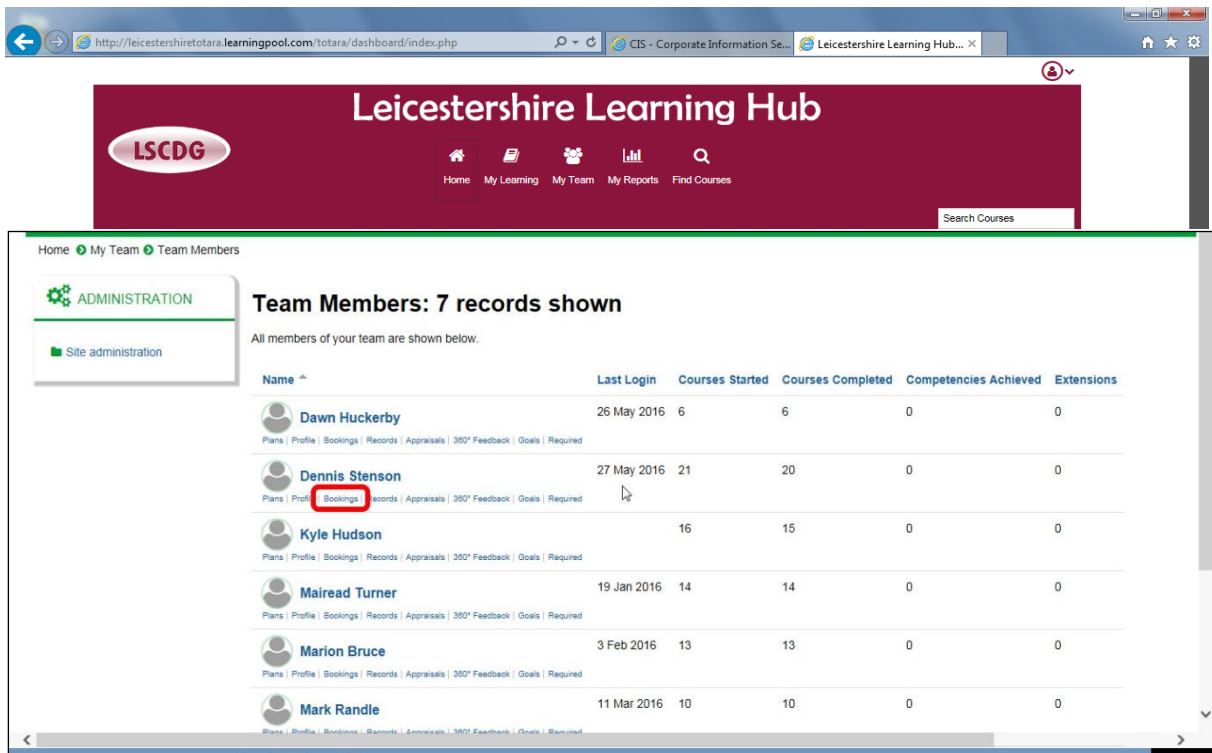
Go to the **My Team** page and click **Records** link under the worker.

And you will see the Record of learning of that worker.

The screenshot shows the Leicestershire Learning Hub interface. The header includes the LSCDG logo and navigation links: Home, My Learning, My Team, My Reports, and Find Courses. The main content area is titled 'Record of Learning for Dennis Stenson : All Courses'. It features a search bar with a dropdown menu set to 'contains' and buttons for 'Search' and 'Clear'. Below the search bar is a table with 21 records. The table has columns for Type, Course Title, Progress, Course completion date, and Previous Completions. The records are listed as follows:

Type	Course Title	Progress	Course completion date	Previous Completions
ACAS Employing People	ACAS Employing People	100%	18 Jan 2012	
Adobe Captivate Training	Adobe Captivate Training	100%	20 Mar 2013	
Brain Friendly Learning	Brain Friendly Learning	100%	28 Jun 2011	2
Briefings on Mental Health First Aid for Potential Instructors	Briefings on Mental Health First Aid for Potential Instructors	100%	1 Dec 2011	
ContrOCC	ContrOCC	100%	8 Jul 2014	3
Demonstration Course	Demonstration Course	0%		
Demonstration of Declare Interest	Demonstration of Declare Interest	0%		
DFH Key Trainer	DFH Key Trainer	100%	14 Apr 2014	
Dyanamic Learning Enviroment Workshop	Dyanamic Learning Enviroment Workshop	100%	17 Nov 2011	
Emergency First Aid	Emergency First Aid	100%	14 Apr 2016	
Food Safety Level 3	Food Safety Level 3	100%	22 Feb 2016	
FS Level 2	FS Level 2	100%	14 Dec 2015	
Introduction to Myers Briggs Personality Profiles	Introduction to Myers Briggs Personality Profiles	100%	7 Jan 2013	
Liquid Logic and ContrOCC Training	Liquid Logic and ContrOCC Training	100%	19 May 2014	
Managing Challenging Behaviour Introduction (LD)	Managing Challenging Behaviour Introduction (LD)	100%	5 Apr 2013	
MHFA	MHFA	100%	13 Feb 2012	
Moving & Handling People 2015	Moving & Handling People 2015	100%	27 Jan 2015	
Moving & Handling People Conference	Moving & Handling People Conference	100%	30 Jan 2014	
Personality Disorders	Personality Disorders	100%	11 Feb 2015	
Recruitment & Selection	Recruitment & Selection	100%	6 Dec 2011	
Whole Systems Approach Workshop	Whole Systems Approach Workshop	100%	9 Aug 2013	

Bookings



The screenshot shows the Leicestershire Learning Hub interface. The top navigation bar includes links for Home, My Learning, My Team, My Reports, and Find Courses. The main content area displays the 'Team Members' page with 7 records shown. The table lists team members with columns for Name, Last Login, Courses Started, Courses Completed, Competencies Achieved, and Extensions. The 'Bookings' link under the 'Dennis Stenson' profile is highlighted with a red box.

Name	Last Login	Courses Started	Courses Completed	Competencies Achieved	Extensions
Dawn Huckerby <small>Plans Profile Bookings Records Appraisals 360° Feedback Goals Required</small>	26 May 2016	6	6	0	0
Dennis Stenson <small>Plans Profile Bookings Records Appraisals 360° Feedback Goals Required</small>	27 May 2016	21	20	0	0
Kyle Hudson <small>Plans Profile Bookings Records Appraisals 360° Feedback Goals Required</small>		16	15	0	0
Mairead Turner <small>Plans Profile Bookings Records Appraisals 360° Feedback Goals Required</small>	19 Jan 2016	14	14	0	0
Marion Bruce <small>Plans Profile Bookings Records Appraisals 360° Feedback Goals Required</small>	3 Feb 2016	13	13	0	0
Mark Randle <small>Plans Profile Bookings Records Appraisals 360° Feedback Goals Required</small>	11 Mar 2016	10	10	0	0

Click the **Bookings** link below the name.

The screenshot shows the Leicestershire Learning Hub dashboard. At the top is a maroon header with the LSCDG logo and navigation links: Home, My Learning, My Team, My Reports, and Find Courses. Below the header, the breadcrumb trail reads: Home > My Team > Bookings for Dennis Stenson. Two tabs, 'Future Bookings' and 'Past Bookings', are visible at the top of the content area, with 'Future Bookings' highlighted by a red rectangle. The main heading is 'Bookings for Dennis Stenson: 1 record shown'. To the right of this heading is a 'Show/Hide Columns' button. Below the heading is a table with the following data:

Course Name	Event Name	Session Start	Event Start Time	Event Finish Time	Status
Demonstration Course	Demonstration Course	7 July 2016	9:00 AM Europe/London	9:30 AM Europe/London	Requested

Below the table, there is a 'CSV' dropdown menu and an 'Export' button. At the bottom of the page, there is a dark grey footer with the 'learningpool' logo on the left and a 'Support' link on the right.

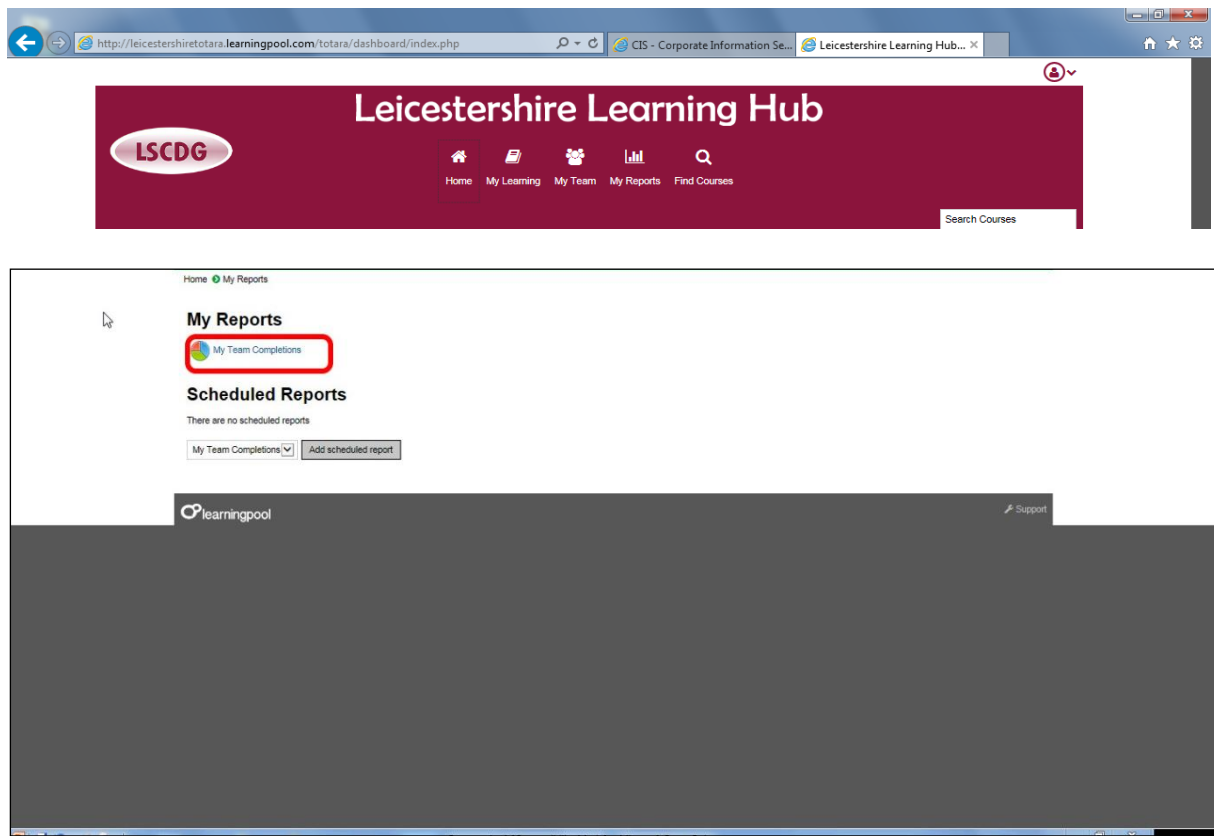
You will be able to see the bookings of the worker, you can move between future and past bookings by clicking on the tabs at the top as you can with your own personal training record.

Reports

You can also view the training records of the workers you manage from the **My Reports** button.



Click the **My Reports** button



Click the **My Team Completions** link.

The screenshot shows the Leicestershire Learning Hub interface. The top navigation bar includes links for Home, My Learning, My Team, My Reports, and Find Courses. The main content area is titled 'My Team Completions: 126 records shown'. Below this is a search bar with a dropdown menu set to 'contains'. A table of completion records is displayed, showing columns for User's Fullname, Course Name, User's Organisation Name, User's Position, Completion Status, and The completion date. At the bottom of the table, there is an 'Excel' dropdown menu and an 'Export' button, which are highlighted with a red box.

User's Fullname	Course Name	User's Organisation Name	User's Position	Completion Status	The completion date
Dennis Stenson	Food Safety Level 3	R0719 Team 3	14199 Learning & Development Advisor...	Complete	22 Feb 2016
Dennis Stenson	Course Set-Up	R0719 Team 3	14199 Learning & Development Advisor...	Not yet started	
Paul Lewis	ILM3	R0719 Team 3	14193 Senior Learning & Development Advisor...	Complete via rpl	10 May 2011
Mark Randle	L&D Corporate Resources Team Workshop	R0719 Team 3	14195 Learning & Development Advisor.Corp Resources & Chief Execs.	Complete via rpl	17 Nov 2011
Dennis Stenson	MHFA	R0719 Team 3	14199 Learning & Development Advisor...	Complete via rpl	13 Feb 2012
Marion Bruce	Procurement Essentials	R0719 Team 3	14199 Learning & Development Advisor...	Complete via rpl	29 Feb 2012
Dennis Stenson	Recruitment & Selection	R0719 Team 3	14199 Learning & Development Advisor...	Complete via rpl	6 Dec 2011
Marion Bruce	Safeguarding Adults Briefing Session	R0719 Team 3	14199 Learning & Development Advisor...	Complete via rpl	18 Jan 2012
Dennis Stenson	Adobe Captivate Training	R0719 Team 3	14199 Learning & Development Advisor...	Complete via rpl	20 Mar 2013
Kyle Hudson	Dealing With Difficult Conversations	R0719 Team 3	14199 Learning & Development Advisor...	Complete via rpl	15 Mar 2013
Paul Lewis	Dealing With Difficult Conversations	R0719 Team 3	14193 Senior Learning & Development Advisor...	Complete via rpl	28 Nov 2012
Mairead Turner	CSC Ecomms Train the Trainer	R0719 Team 3	14199 Learning & Development Advisor...	Complete via rpl	20 Nov 2013
Mairead Turner	CSC Highways Email training (train the trainer)	R0719 Team 3	14199 Learning & Development Advisor...	Complete via rpl	12 Jul 2013
Mairead Turner	CSC Home to School OPA Briefing	R0719 Team 3	14199 Learning & Development Advisor...	Complete via rpl	30 Apr 2013
Sonal Godhania	Developing and Maintaining Trust (Learn and Lead)	R0719 Team 3	14199 Learning & Development Advisor...	Complete via rpl	5 Feb 2014
Kyle Hudson	Domestic Abuse and Adult Mental Health Conference	R0719 Team 3	14199 Learning & Development Advisor...	Complete via rpl	12 Nov 2013
Marion Bruce	Domestic Abuse Learning day	R0719 Team 3	14199 Learning & Development Advisor...	Complete via rpl	20 Jun 2012

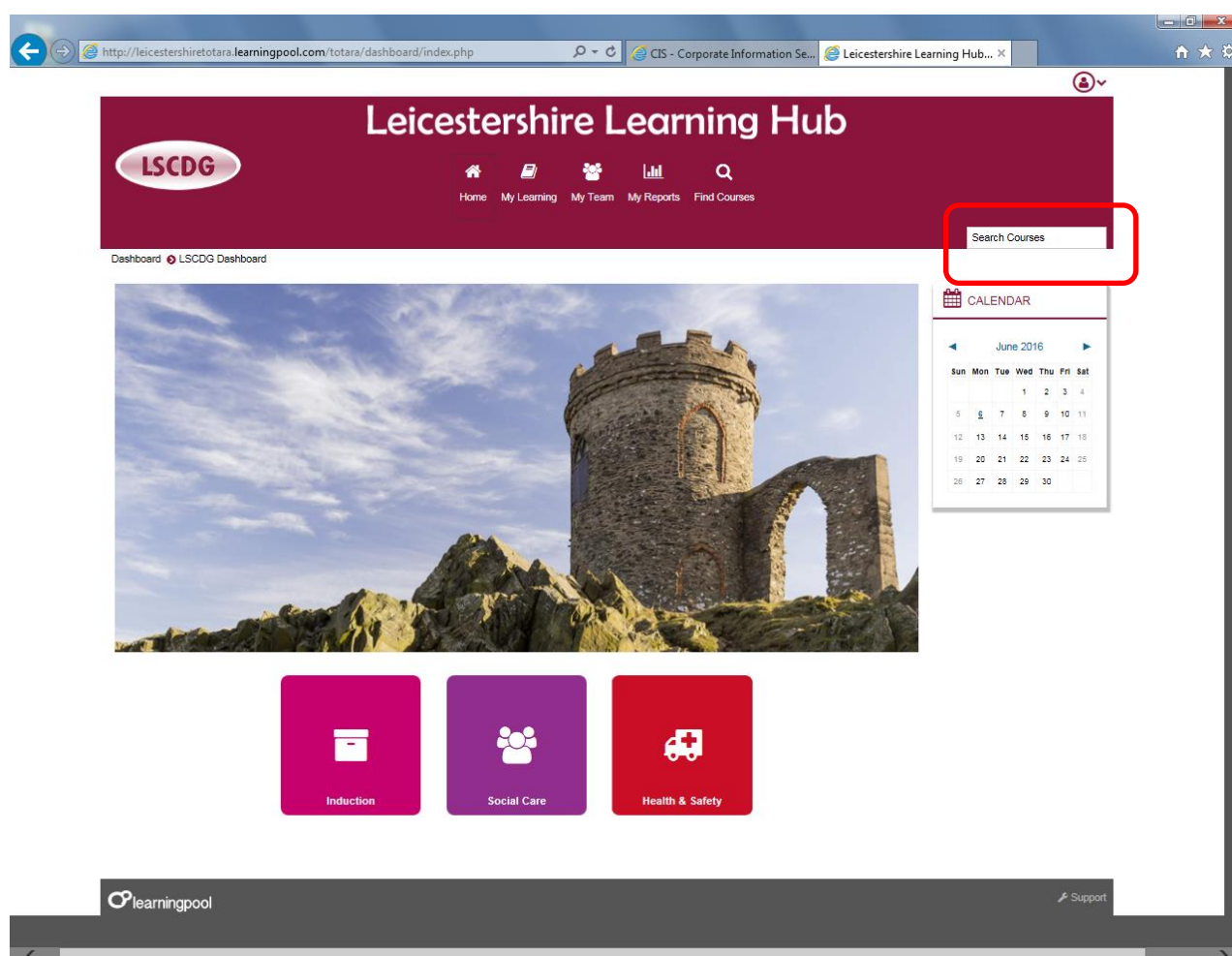
You will see the complete learning record of the workers you manage as shown above – you can export this information in various formats including Excel and pdf.

Booking Staff Members onto a Course

The Hub is intended to be used as a self-service centre and the expectation is that all workers who are able to will book themselves on learning events.

However there are some members of workers who work for the Council who do not have an email address or access to the internet – these workers should be booked on to any learning event by their line manager.

To book a worker onto a course:



Search and enrol on the course in the usual manner.

The screenshot shows the Leicestershire Learning Hub interface. The top navigation bar includes the LSCDG logo and links for Home, My Learning, My Team, My Reports, and Find Courses. The main content area is titled 'Demonstration Course' and shows course details such as duration (30 mins) and audience (All staff). A sidebar on the left displays the course completion status. A 'Workshop' section is highlighted, and a table lists available workshop slots. A red box highlights the 'Allocate spaces for team (D10)' link in the 'Options' column of the table.

Date	Time and Time Zone	Room	Seats available	Status	Options
7 July 2016	9:00 AM - 9:30 AM Europe/London	Basset Street, Wigston Rm 2 Basset Street, Wigston (Room details)	7	Booking open	Allocate spaces for team (D10) Reserve spaces for team (D10) Sign-up
15 July 2016	11:30 AM - 12:30 PM Europe/London	County Hall Room 102 (ICT Training Room) County Hall, Glenfield (Room details)	9	Booking open	Allocate spaces for team (D10) Reserve spaces for team (D10)

Click the **Allocate spaces for team** link.

The screenshot shows the Leicestershire Learning Hub interface. The top navigation bar includes the LSCDG logo and links to Home, My Learning, My Team, My Reports, and Find Courses. The main content area is titled 'Demonstration Course' and displays course details such as Duration (00:30:00), Event date/time (7 July 2016, 9:00 AM - 9:30 AM Europe/London), and Seats available (7). A sidebar on the left contains an 'ADMINISTRATION' menu with options like Seminar administration, Declared interest report, Course administration, and Site administration. The main content area also features a section for 'Current allocations (0 / 10)' and 'Potential allocations (10 left)'. A red box highlights the 'Add' button (labeled 2) and a list of potential allocations (labeled 1).

- 1: Select the worker you wish to book a place for.
- 2: Click the **Add** button.

The screenshot displays the Leicestershire Learning Hub (LSCDG) interface. The top navigation bar includes links for Home, My Learning, My Team, My Reports, and Find Courses. The main content area is titled 'Demonstration Course' and provides details such as Duration (00:30:00), Event date/time (7 July 2016, 9:00 AM - 9:30 AM Europe/London), and Seats available (6). It also lists 'Current allocations (1 / 8)' and 'Potential allocations (7 left)'. The 'Current allocations' list includes Kyle Hudson and Denise Stenson (Self booked). The 'Potential allocations' list includes Marion Bruce, Sarah Goddard, Dawn Huckerby, Mark Randle, and Maired Turner. A sidebar on the left contains an 'ADMINISTRATION' menu with options for Seminar administration, Declared interest report, and Course administration.

The place is now booked.

Removing a Worker from a Course

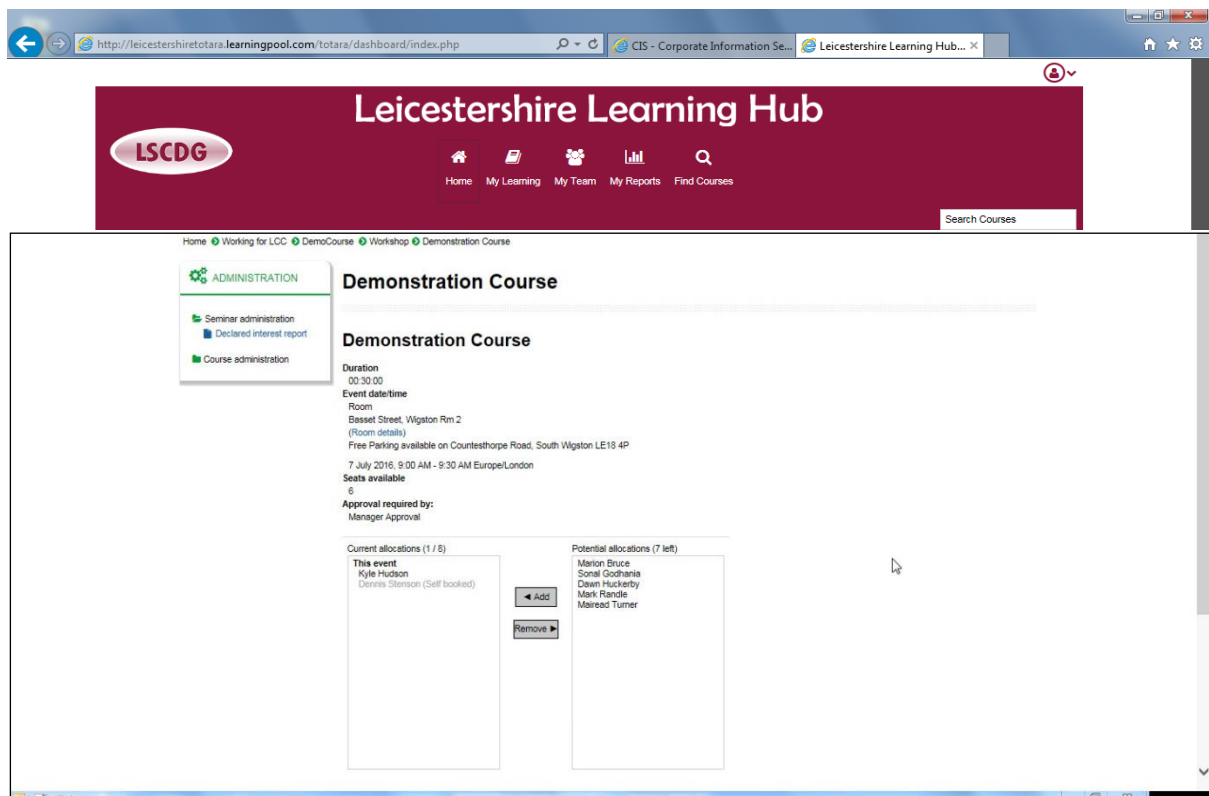
You can remove a worker from a course in the same way.

Go to the course you wish to remove them from.

The screenshot shows the Leicestershire Learning Hub interface. The top navigation bar includes the LSCDG logo and links to Home, My Learning, My Team, My Reports, and Find Courses. The main content area is titled 'Demonstration Course' and shows course details such as duration (30 mins), audience (All staff), and a description. A sidebar on the left contains 'COURSE COMPLETION STATUS' and 'ADMINISTRATION' sections. The 'Workshop' section displays a table of available dates and rooms. A red box highlights the 'Allocate spaces for team (0/10)' link in the 'Options' column of the first row.

Date	Time and Time Zone	Room	Seats available	Status	Options
7 July 2016	9:00 AM - 9:30 AM Europe/London	Besset Street, Wigston Rm 2 Besset Street, Wigston (Room details)	7	Booking open	Allocate spaces for team (0/10) Reserve spaces for team (0/10) Sign-up
15 July 2016	11:30 AM - 12:30 PM Europe/London	County Hall Room 102 (ICT Training Room) County Hall, Glenfield (Room details)	9	Booking open	Allocate spaces for team (0/10) Reserve spaces for team (0/10)

Click on the **Allocate places for team** link.



1: Select on the name of the worker you wish to remove.

2: Click the **Remove** button.

The screenshot shows the Leicestershire Learning Hub interface. The top navigation bar includes the LSCDG logo and links for Home, My Learning, My Team, My Reports, and Find Courses. The main content area is titled 'Demonstration Course' and displays the following details:

- Duration:** 00:30:00
- Event date/time:** 7 July 2016, 9:00 AM - 9:30 AM Europe/London
- Room:** Bassett Street, Wigston Rm 2 (Room details)
- Free Parking:** available on Countesthorpe Road, South Wigston LE18 4P
- Seats available:** 7
- Approval required by:** Manager Approval

Below the details, there are two lists of allocations:

- Current allocations (0 / 10):** This event (Dennis Slomson (Blocked by another manager))
- Potential allocations (10 left):**
 - Marion Bruce
 - Sonal Godhania
 - Dawn Huckerby
 - Mark Randle** (highlighted)
 - Mark Randle
 - Maread Turner

The interface includes an 'Add' button and a 'Remove' button for managing the allocations. The bottom of the page features the 'learningpool' logo and a 'Support' link.

The worker is removed from the course.

Reserving Places for Workers

The Hub allows managers to reserve spaces on a learning event for workers whom they manage. The place will only be reserved for **2 days**, this should give you the opportunity to discuss with your team or individuals and confirm the need for a place.

Search and enrol on the course in the usual manner.

The screenshot shows the Leicestershire Learning Hub interface. The top navigation bar includes the LSCDG logo and links for Home, My Learning, My Team, My Reports, and Find Courses. The main content area is titled 'Demonstration Course' and lists 'All events in Demonstration Course'. A sidebar on the left contains an 'ADMINISTRATION' menu with options like Seminar administration, Declared interest report, Course administration, and Site administration. The main content area includes a section for 'Upcoming events' with a table of event details. A red box highlights the 'Reserve spaces for team (D9)' link in the 'Options' column for the first event.

Duration	Date	Time and Time Zone	Room	Seats available	Status	Signup period	Options
00:30:00	7 July 2016	9:00 AM - 9:30 AM Europe/London	Basset Street, Wigston Rm 2 Basset Street, Wigston (Room details)	6	Booking open	25 May 2016 8:00 AM Europe/London to 6 July 2016 8:00 AM Europe/London	Allocate spaces for team (D9) Reserve spaces for team (D9) Sign-up
00:30:00	15 July 2016	11:30 AM - 12:30 PM Europe/London	County Hall Room 102 (ICT Training Room) County Hall, Glenfield (Room details)	9	Booking open	25 May 2016 8:00 AM Europe/London to 14 July 2016 8:00 AM Europe/London	Allocate spaces for team (D9) Reserve spaces for team (D9) Sign-up
00:30:00	26 July 2016	2:30 PM - 3:30 PM Europe/London	County Hall Room 101 County Hall, Glenfield (Room details)	9	Booking open	25 May 2016 8:00 AM Europe/London to 25 July 2016 8:00 AM Europe/London	Allocate spaces for team (D9) Reserve spaces for team (D9) Sign-up

Click the **Reserve spaces for team** link.

The screenshot shows the Leicestershire Learning Hub interface. The top navigation bar includes the LSCDG logo and links to Home, My Learning, My Team, My Reports, and Find Courses. The main content area displays the 'Demonstration Course' details, including duration (00:30:00), event date/time (7 July 2016, 9:00 AM - 9:30 AM Europe/London), room (Basset Street, Wigston RM 2), and seats available (6). A dropdown menu for 'Approval required by:' is set to 'Paul Lewis'. A 'Reserve spaces for team' dropdown is set to '1'. The 'Update' button is highlighted.

1: This is the approver – ensure that this is your name in this box.

2: Select the number of spaces you wish to reserve.

3: Click the **Update** button to confirm.

The screenshot shows the Leicestershire Learning Hub (LSCDG) interface. The top navigation bar includes links for Home, My Learning, My Team, My Reports, and Find Courses. The main content area displays the 'Demonstration Course' details, including duration (00:30:00), event date/time (15 July 2016, 11:30 AM - 12:30 PM Europe/London), and room (County Hall Room 102 (ICT Training Room)). A sidebar on the left lists administrative options: Seminar administration, Declared interest report, Course administration, and Site administration. The 'Approval required by:' section shows 'Manager Approval' with a dropdown menu set to 'Paul Lewis' and a 'Select manager' button. Below this, there is a section for 'Bookings in other events' which is highlighted with a red box. This section contains a table with two columns: 'Event date/time' and 'Your bookings / reservations'. The table shows one reservation for the event on 7 July 2016, 9:00 AM - 9:30 AM Europe/London, with 1 reservation(s).

Leicestershire Learning Hub

LSCDG

Home My Learning My Team My Reports Find Courses

Search Courses

Home Working for LCC DemoCourse Workshop Demonstration Course

ADMINISTRATION

- Seminar administration
- Declared interest report
- Course administration
- Site administration

Demonstration Course

Duration
00:30:00

Event date/time
Room
County Hall Room 102 (ICT Training Room)
(Room details)

Please note that Parking is limited and not guaranteed at County Hall. If you do not have a Staff Parking Permit please contact the property helpdesk to arrange a pass. If you are not an LCC employee, please ensure that you arrive in time to report to the Security Office at the back of the visitors car park where you will be issued with a temporary parking permit, which must be displayed in your window, as cars may be clamped without.

15 July 2016, 11:30 AM - 12:30 PM Europe/London

Seats available
9

Approval required by:
Manager Approval

Paul Lewis ☐ Select manager

You can use this form to change the number of reservations you have for this event - to cancel existing reservations, just reduce the number below.

Reserve spaces for team: None

Update Cancel

Bookings in other events

Event date/time	Your bookings / reservations
7 July 2016, 9:00 AM - 9:30 AM Europe/London	1 reservation(s)

Confirmation of your reservation.

Leicestershire Learning Hub

Home My Learning My Team My Reports Find Courses

Search Courses

Home Working for LCC DemoCourse Workshop Demonstration Course

ADMINISTRATION

- Seminar administration
- Declared interest report
- Course administration
- Site administration

Demonstration Course

All events in Demonstration Course

Duration

Audience

This course is designed as a demonstration course for the Leicestershire Learning Hub

Upcoming events

Last reservations are 3 days before the event starts. Unallocated reservations will be deleted 2 days before the event starts.

Duration	Date	Time and Time Zone	Room	Seats available	Status	Signup period	Options
00:30:00	7 July 2016	9:00 AM - 9:30 AM Europe/London	Besset Street, Wigston Rm 2 Besset Street, Wigston (Room details)	6	Booking open	25 May 2016 8:00 AM Europe/London to 6 July 2016 8:00 AM Europe/London	Allocate spaces for team (0/6) Reserve spaces for team (1/6) Sign-up
00:30:00	15 July 2016	11:30 AM - 12:30 PM Europe/London	County Hall Room 102 (ICT Training Room) County Hall, Glenfield (Room details)	7	Booking open	25 May 2016 8:00 AM Europe/London to 14 July 2016 8:00 AM Europe/London	Allocate spaces for team (0/7) Reserve spaces for team (2/7) Sign-up
00:30:00	26 July 2016	2:30 PM - 3:30 PM Europe/London	County Hall Room 101 County Hall, Glenfield (Room details)	9	Booking open	25 May 2016 8:00 AM Europe/London to 25 July 2016 8:00 AM Europe/London	Allocate spaces for team (0/7) Reserve spaces for team (0/7) Sign-up

<http://leicestershirelearningpool.com/mod/faceface/reserve.php?action=allocate&s=1350&backtoallsessions=1>

The number of reservations you can now make has reduced.

Accessing Help

If you are having problems with the Hub there are two ways to access:

Learning Pool

For problems with lost passwords, unable to log on

Call 0845 074 4114 or email support@learningpool.com

There is a forgotten password facility on the log-in page, please remember that this will only work if you have an email address or you have added your personal email address to your account.

Leicestershire Social Care Development Group (LSCDG)

For problems concerning courses, setting up new users:

Email: lscdg@leics.gov.uk

Tel: 0116 305 7438 or 0116 305 7363

www.lscdg.org