



The Learning Hub User Guide

Manager Guide – Booking Your Direct Team Members onto Events



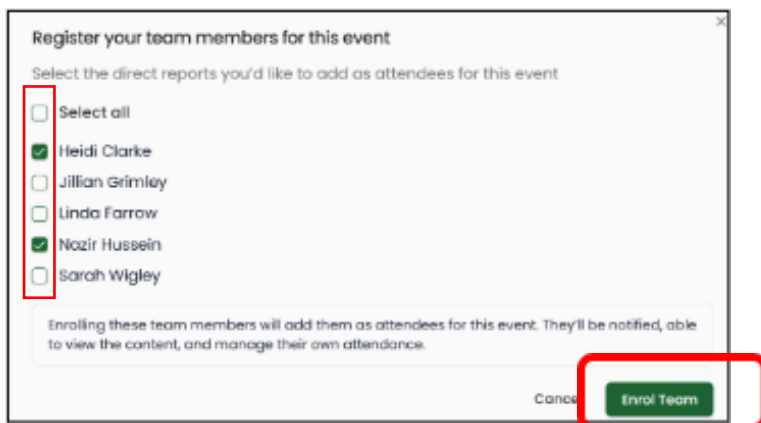
Booking your direct team members on training events

Please note: This function is not available on all events on the Learning Hub. If you wish to book a direct team member on an event that does not have this function, please contact the event host or email learning&development@leics.gov.uk.

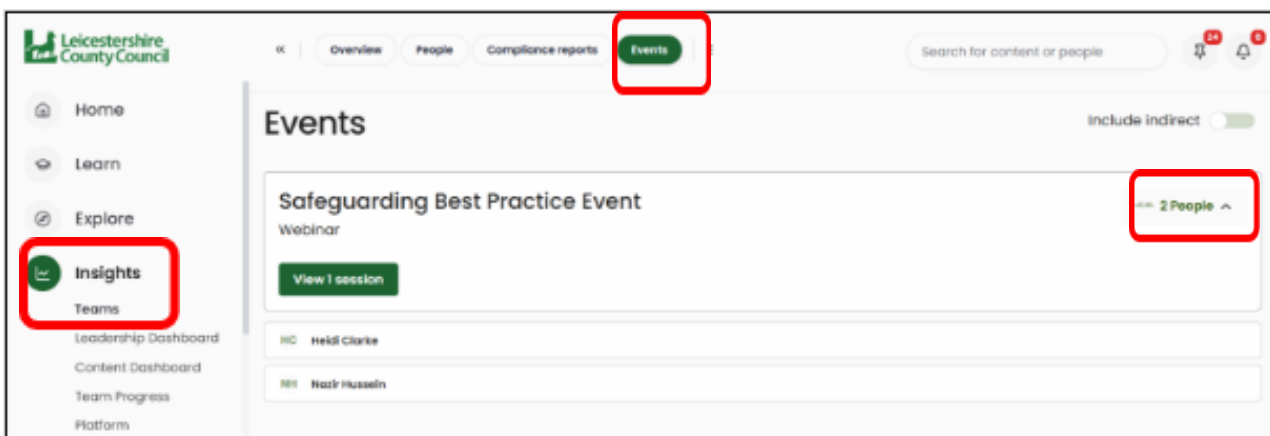
1. As the manager, go to the event on the Learning Hub that you wish to book a team member on to. Select 'Enrol Team'. Please ensure that you are booking the team member on the correct event (Check your team member's Required Learning and follow the link to the event to make sure you are booking them on the correct course).



2. Select the team members that you wish to book a place for and select 'Enrol Team'.



3. You will then be able to see all the events that your team are booked on to in the 'Insights – Teams' section of your Learning Hub page.



As a manager, you are not able to cancel a booking for your team member. They need to do that themselves. If your team member is absent or has no digital access, then please email the event host or lscdg@leics.gov.uk on their behalf. Remember that a non-attendance may apply for late notice cancellation or failure to attend. (see page 3)

Important Notes:

If the course is Required Learning, please ensure you sign-up your team member in line with the timeframe.

An incorrect booking can also result to non-attendance charge for the course

Please ask your team member to not share the course with other team members using the 'Share' option on the content page

Terms & Conditions for LSCDG Bookings

Delegates are expected to fully engage and attend all elements of all learning activities.

- Any cancellation with more than 2 calendar days' notices no charge.
- Any cancellation with 2 calendar days or less notice will incur a charge as detailed in the table below.

- **All courses**

Cancellation with 2 calendar days or less (However, if a replacement person can attend there will be no charge)	Half-a-day course £25 £50 charge per day for course so a 2-day course non- attendance charge will be £100
Non-attendance on the course	Half-a-day course £25 £50 charge per day for course so a 2-day course a non- attendance charge will be £100
Late arrival 30 minutes or more after the course has commenced	Delegate may be turned away from the training at the discretion of the trainer and this may lead to a charge as above.