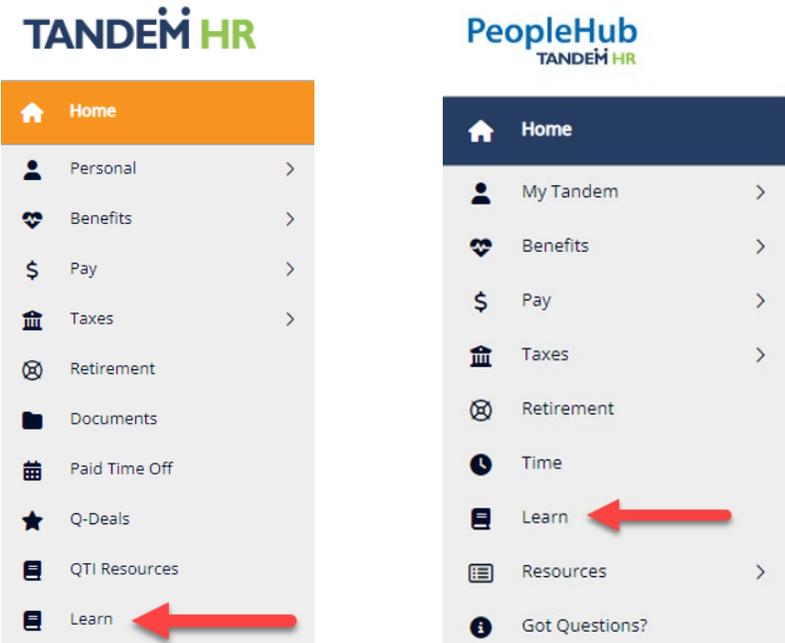


## Tandem Learn Quick Guide

Tandem HR's online learning management system is a valuable learning and development platform that can be used to instruct employees. They may be assigned specific courses or choose to enhance their personal or career development by self-selecting courses.

### How to navigate to Learn:

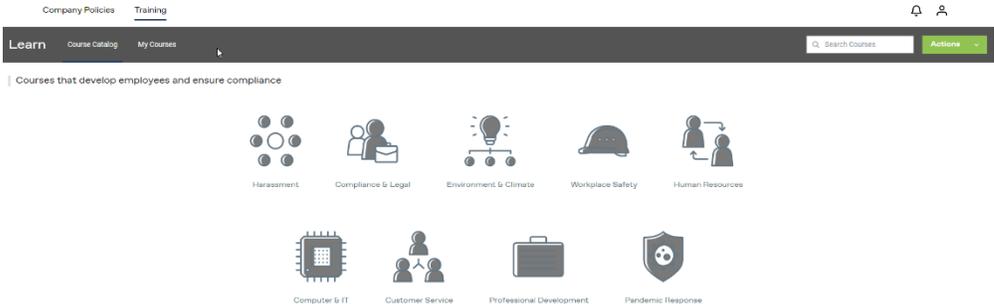
1. Log in to your Employee Portal or PeopleHub and select **Learn** from the menu.



2. Once the dashboard appears, hover over the **Training** option at the top left-hand corner.



- **Course Catalog** displays all categories of courses as shown below.
- **My Courses** displays courses assigned to the employee in a learning track created by Tandem HR.



Learn Course Catalog My Courses  Actions

My Certificates

Active Courses

TOTAL: 1

Course Name	Start Date	Due Date	Complete Date	Status	Actions
Professional Etiquette	Mar 16, 2023	Sep 9, 2023		REGISTERED	<a href="#">i</a> <a href="#">o</a> <a href="#">e</a>

RECORDS PER PAGE: 10

## How to Assign Learn Courses

There are two different ways you may assign Learn courses:

### 1) Formal Learning Track:

If you want to set up and assign a Formal Learning Track to employees, contact your HR Business Partner and provide the following information:

- Name of the course(s)
- Start and completion date for the track
- Names or titles of employees that will be required to complete the track

Once the training is set up, employees will receive an email with instructions to log in to their Employee Portal and complete the assigned courses. Courses will be located in the **Learn** → **My Courses** tab, as shown above.

If you want proof of completion, instruct your employee to send you a copy of their completion certificate or ask your HR Business Partner to send a completion report.

### 2) Informal Learning Track:

Send an internal communication to instruct employees to take specific courses. Provide the title(s) and due date (if applicable).

Employees will access courses from the **Course Catalogue** and enter the course title in the search field. They can stop a course and continue without starting over.

If you want to track completion, you can instruct them to send you a copy of their completion certificate for record keeping or ask your HR Business Partner to send a completion report.