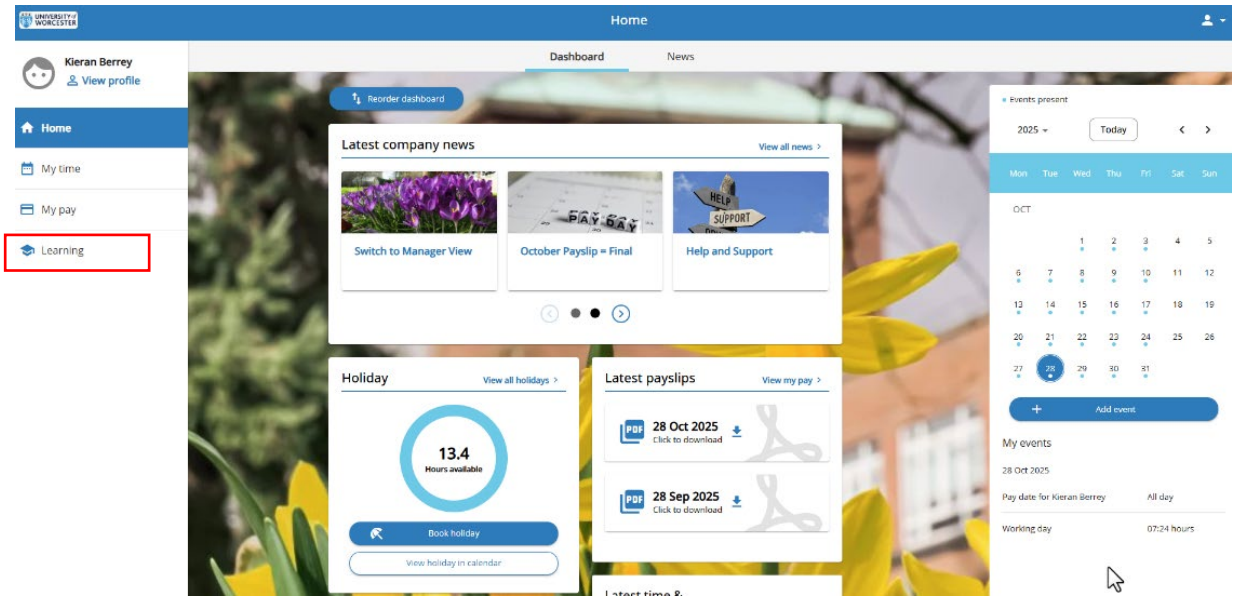
My View

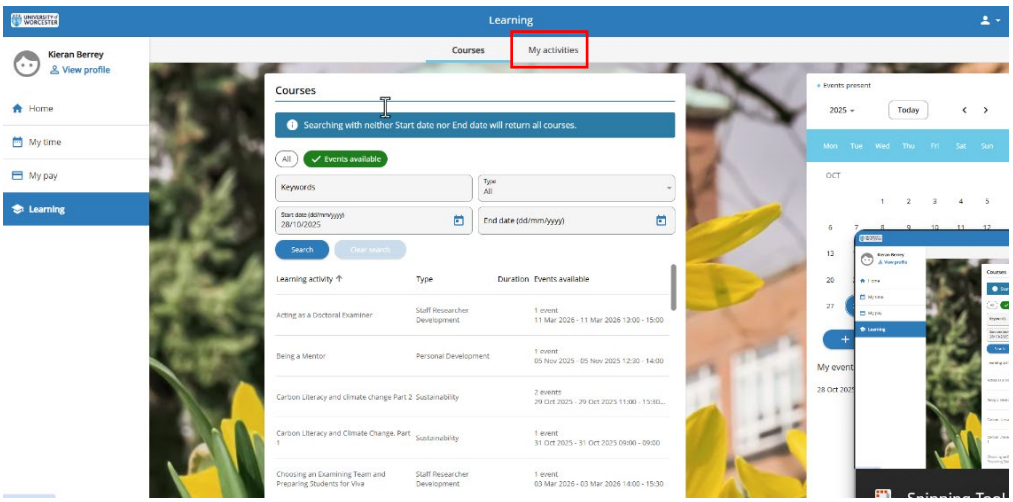
Recording Personal Development

As an employee at the ***University of Worcester***, there are plenty of opportunities for personal development.

When you complete this we recommend you track your personal development in ***iTrent***.

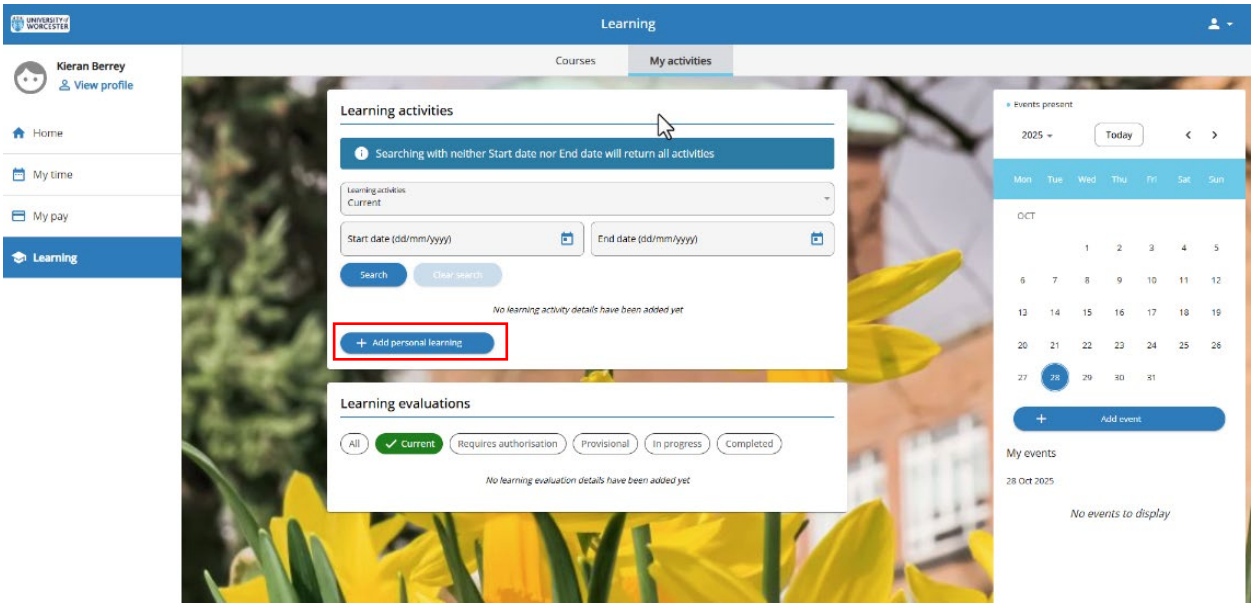
From the home screen select ***Learning.***





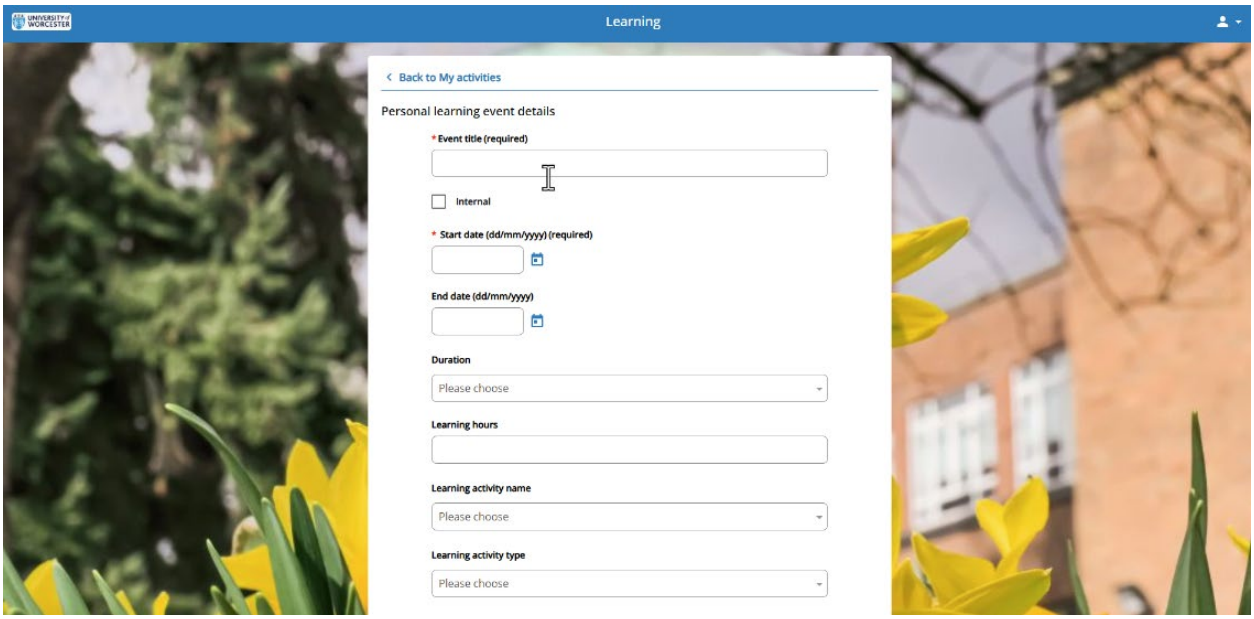
My Activities.

Add personal learning.

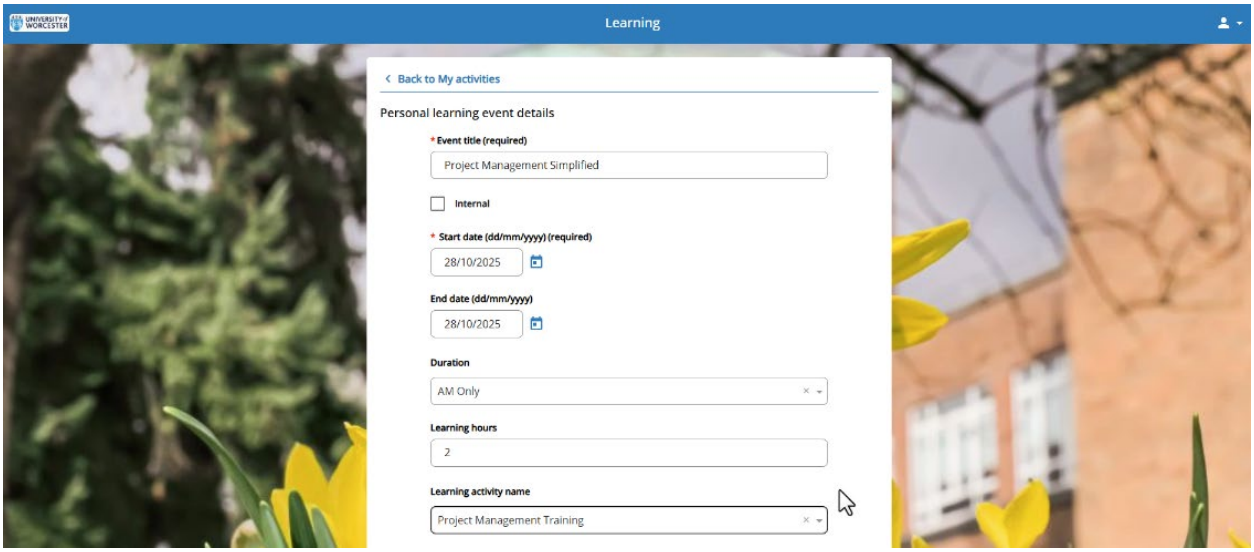


This will bring you to the ***Personal learning event details*** page.

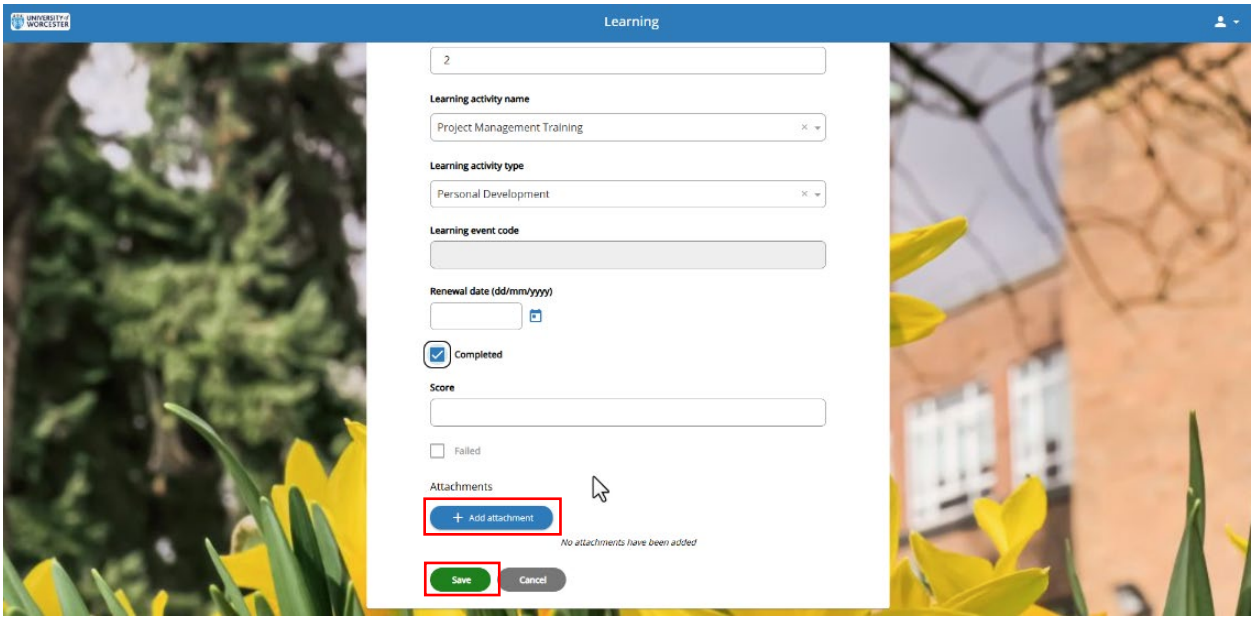
From here you can enter the details for the personal development you have completed.



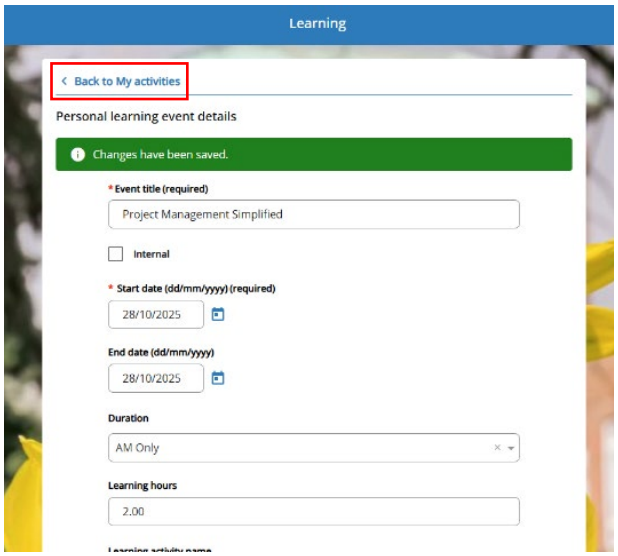
In this example we will be inputting that we completed a 2-hour LinkedIn Learning course related to the Project Management Training session.



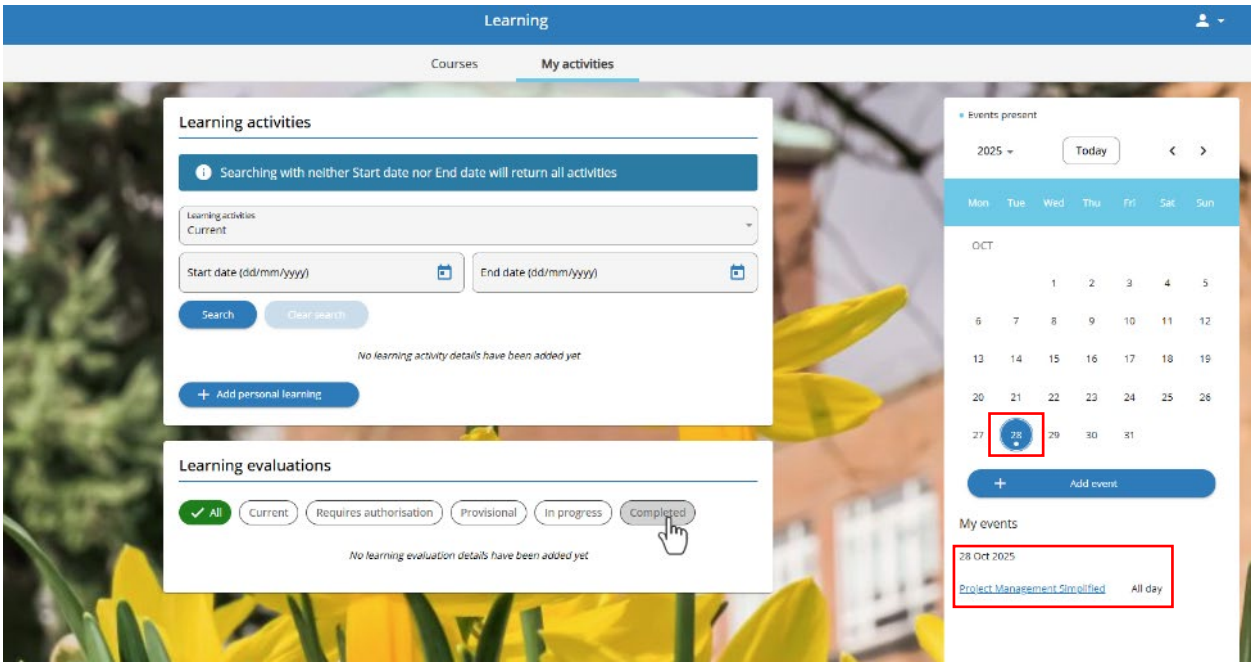
Once you have filled in the relevant boxes for your development, you can add any certificates as attachments, and select ***Save***.



Once you have saved the record, you can go back to ***My activities.***



You will be able to see the record appear in the calendar to the right, on the day it was completed.



You can then select this and make any edits if you need to. You will also be notified of these by email.