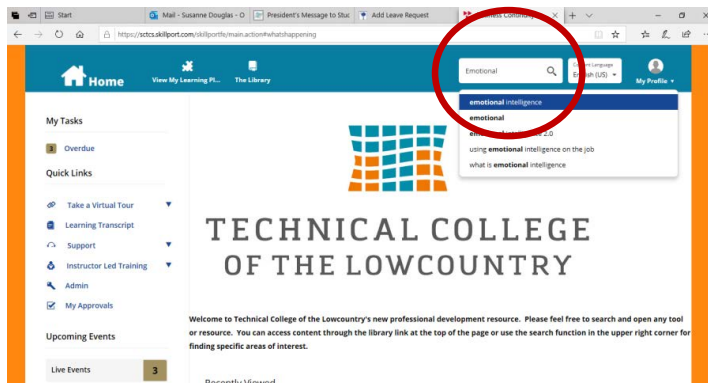


# Supervisor Guide to Assigning Courses

As a supervisor, you have the ability to assign specific courses to your employees.  
Your staff will be able to complete assigned course and print a certificate for their records.

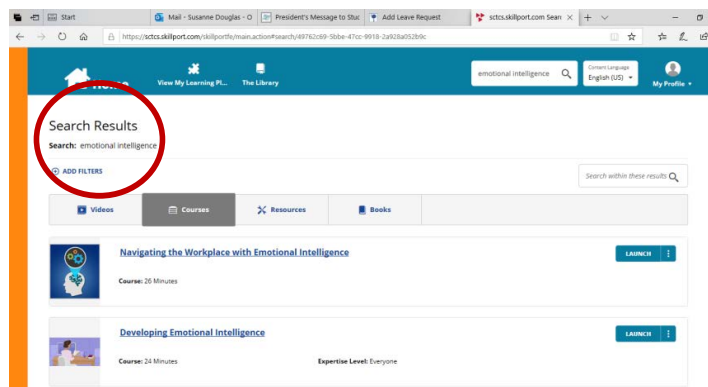


For example, your employee needs to improve their Emotional Intelligence (EI) in the workplace.

Simply type “**Emotional Intelligence**” in the Search bar.

Available courses will be listed for you.

Choose the course(s) you would like to assign to the employee.



Once you decide which course(s) are required for your employee(s), compile a list by employee name and required the course(s). Send an email with this information to Susanne Douglas, HR Training Manager. HR will assign the required courses to your employee(s).

Please allow 1 to 2 days for the course(s) to be assigned and available to your employee(s) through their individual "Required Employee Training".

Employees should access the courses by logging into SkillSoft, **click** "View My Learning Plan", **click** "Required Employee Training" and then **launch** the course as required by the supervisor.

Once staff complete their course(s), they can save the Certification as a PDF and send to you for their records.