How To Approve Training

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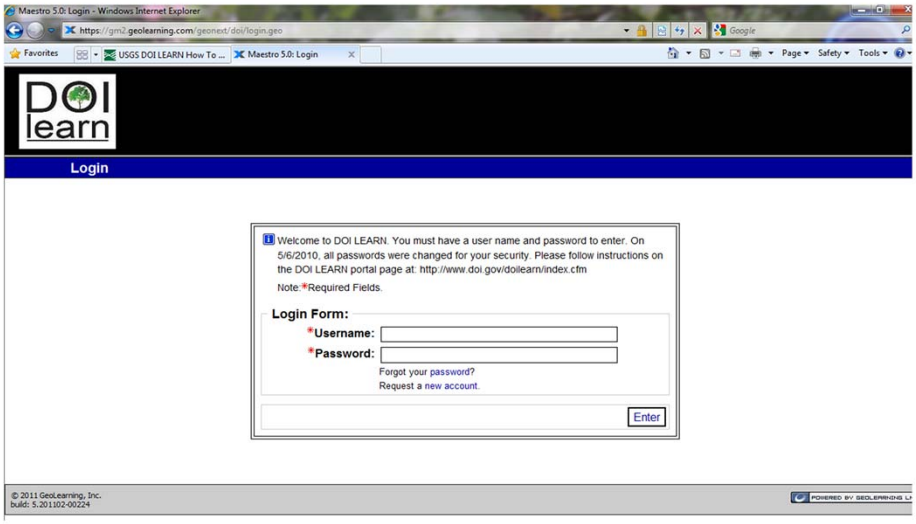
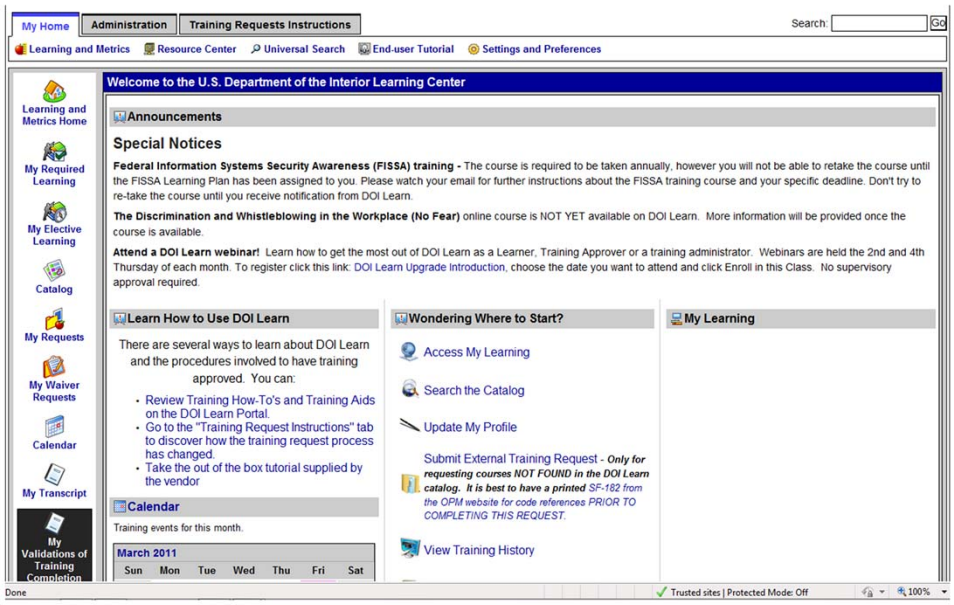
Log In Home Page



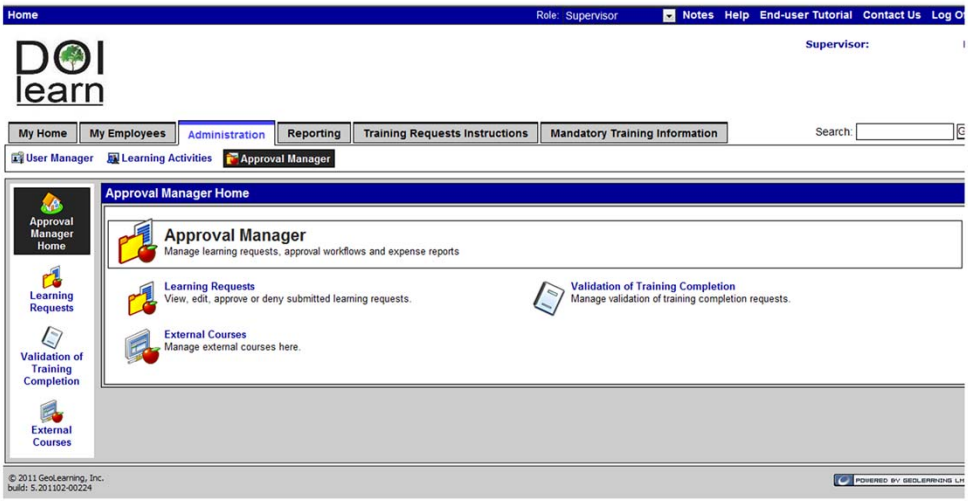
Log into DOI LEARN: https://gm2.geolearning.com/geonext/doi/login.geo

Learner Home Page



Log into DOI LEARN: https://gm2.geolearning.com/geonext/doi/login.geo

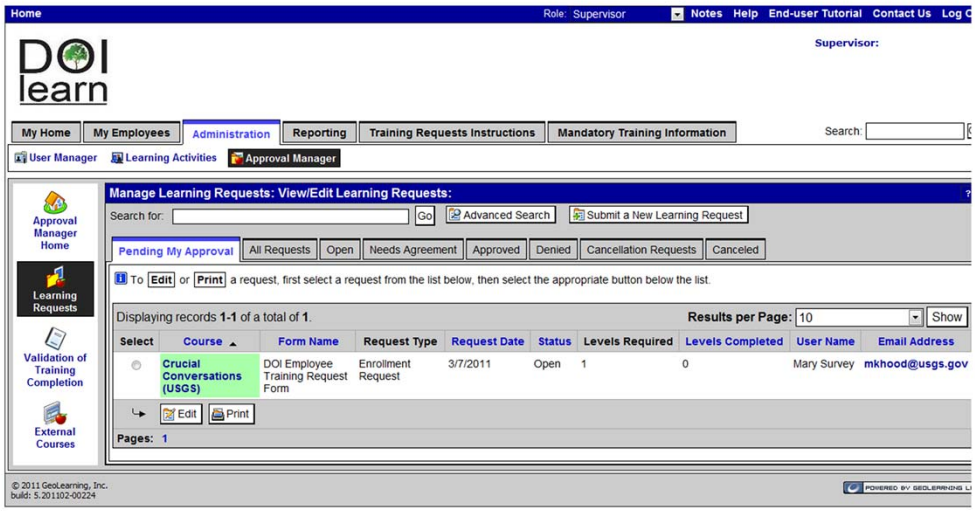
To Access the Approval Manager



Make sure your role = Supervisor

- Click on the **Administration tab**
- Select **Approval Manager**
- Select **Learning Requests**

Manage Requests

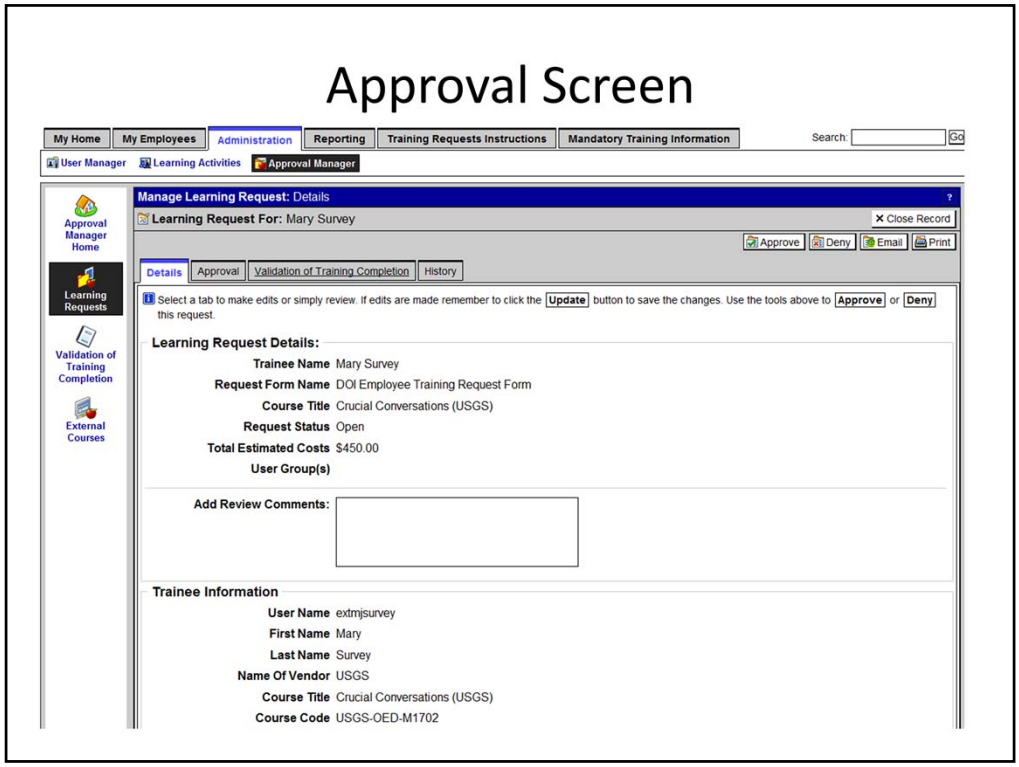


Once you click on **Learning Requests:**

-It will default to the **Pending My Approval** tab. You may need to change it to **All requests** to see your employees requests.

- Select the **radio button** next to the request you would like to approve or deny
- Click **Edit**

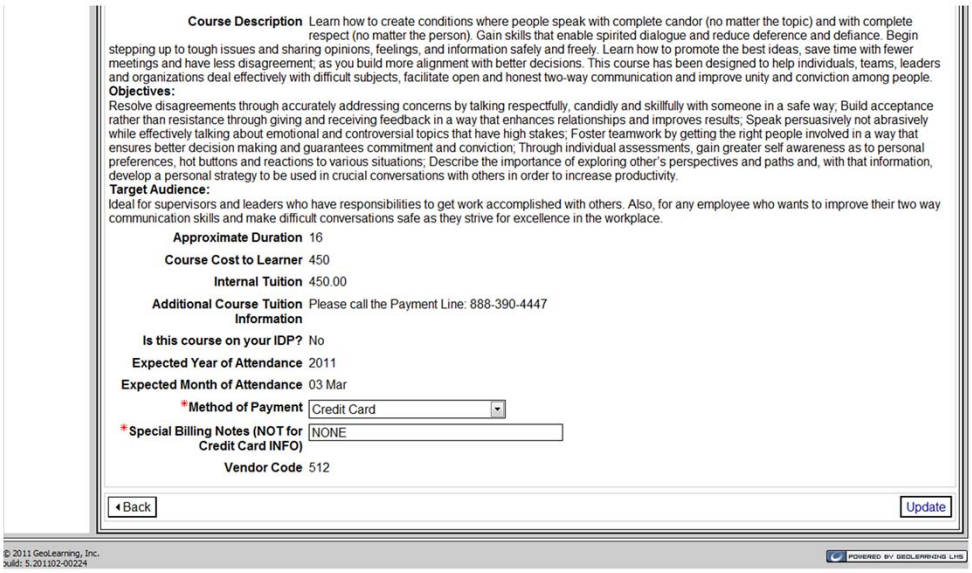
You can also search for the specific request in the **Search fields**.
You can change the **results per page** you see, but note that the more results per page to show, the longer the loading time.



Once you select the requests to edit, the **Learning request details** screen will appear:

- Regardless of your decision it is recommended that you fill in the **Review Comments;** these will appear in an email sent to the employee.
- **After filling in the review comments section, scroll down for more information and fields to fill in.**

Approval Screen Cont.



Course Description Learn how to create conditions where people speak with complete candor (no matter the topic) and with complete respect (no matter the person). Gain skills that enable spirited dialogue and reduce deference and defiance. Begin stepping up to tough issues and sharing opinions, feelings, and information safely and freely. Learn how to promote the best ideas, save time with fewer meetings and have less disagreement; as you build more alignment with better decisions. This course has been designed to help individuals, teams, leaders and organizations deal effectively with difficult subjects, facilitate open and honest two-way communication and improve unity and conviction among people.

Objectives:

Resolve disagreements through accurately addressing concerns by talking respectfully, candidly and skillfully with someone in a safe way; Build acceptance rather than resistance through giving and receiving feedback in a way that enhances relationships and improves results; Speak persuasively not abrasively while effectively talking about emotional and controversial topics that have high stakes; Foster teamwork by getting the right people involved in a way that ensures better decision making and guarantees commitment and conviction; Through individual assessments, gain greater self awareness as to personal preferences, hot buttons and reactions to various situations; Describe the importance of exploring other's perspectives and paths and, with that information, develop a personal strategy to be used in crucial conversations with others in order to increase productivity.

Target Audience:

Ideal for supervisors and leaders who have responsibilities to get work accomplished with others. Also, for any employee who wants to improve their two way communication skills and make difficult conversations safe as they strive for excellence in the workplace.

Approximate Duration 16

Course Cost to Learner 450

Internal Tuition 450.00

Additional Course Tuition Information Please call the Payment Line: 888-390-4447

Is this course on your IDP? No

Expected Year of Attendance 2011

Expected Month of Attendance 03 Mar

***Method of Payment** Credit Card

***Special Billing Notes (NOT for Credit Card INFO)** NONE

Vendor Code 512

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Update

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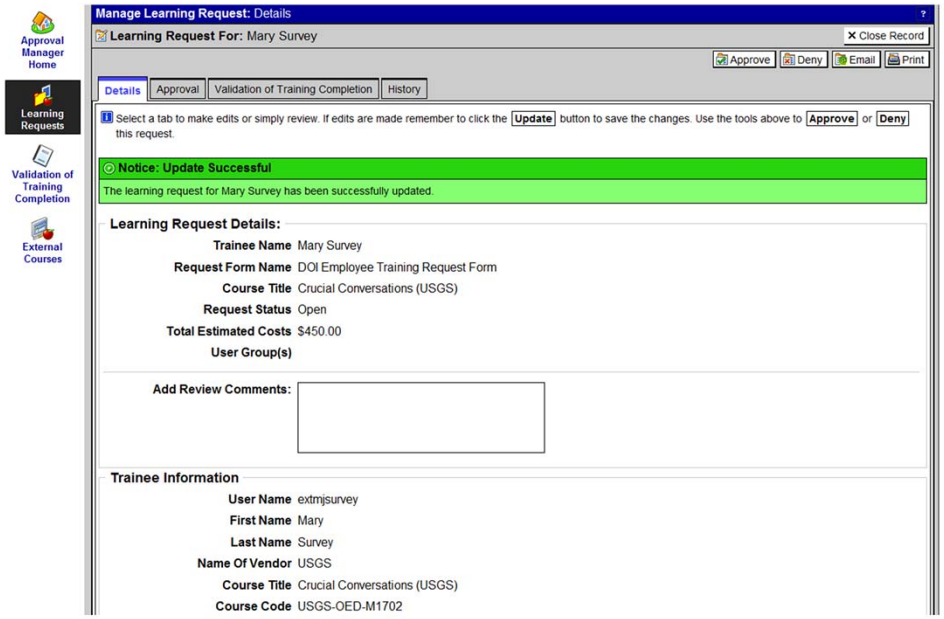
- Even if there is NO cost, choose the Drop down next to Method of Payment and choose **No Payment Required**
- If there is a cost, choose a payment method – preferred Credit Card be used then call the phone number located under the My Employees tab on the main screen to pay over the phone.
- Type **NONE** in the Special Billing Notes or anything you need to tell the financial folks. This is a required field.
- Click **Update** in lower right corner

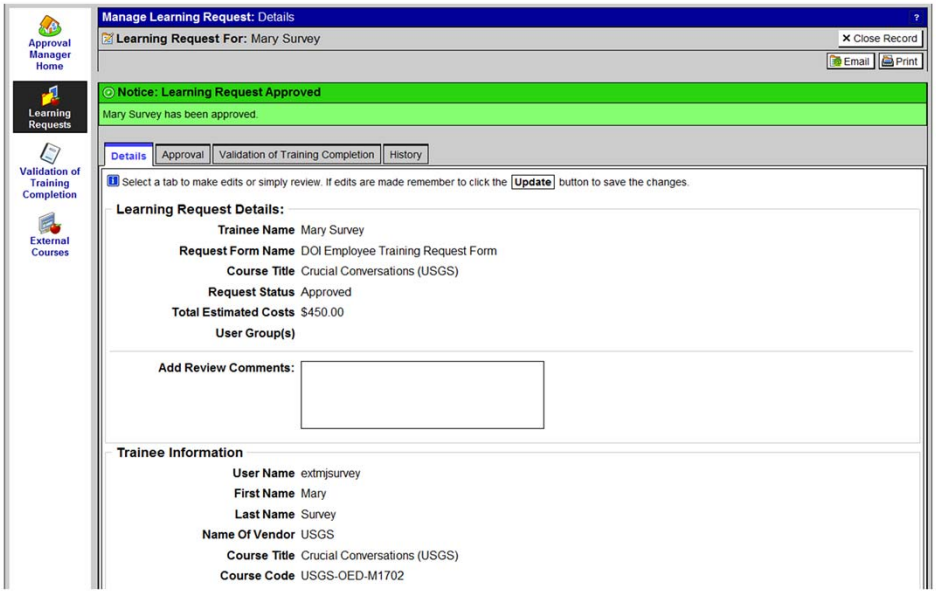
Update Successful, Now Approve or Deny



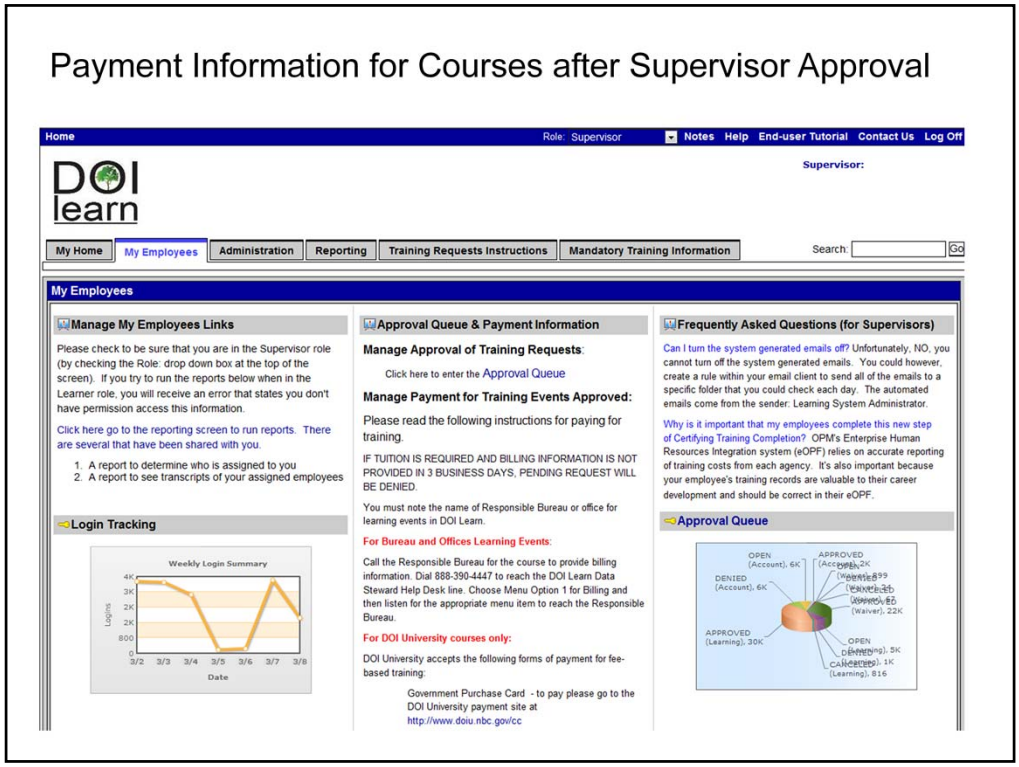
- The Screen refreshes with Update Successful
- Click **Approve or Deny** at the top right of the screen.

IF THE SCREEN ERRORS IN RED, READ THE ERROR, MAKE THE PROPER CHANGES and this time click Update before Approve

Example of an approved request



- A **green bar** will appear at the top; if the bar is red your submission did not go through. You must read the notice and fix the errors to continue.
- You can **print** this confirmation for your records if you wish.
- After you are finished with the request, you must click on **Close Request Record**



-Click the **My Employees** tab to see the payment information.

Note: The class name or course code shows the abbreviation of the bureau sponsoring training so you know who to call to provide payment.

We also have these slides and many more Helpful slides at this URL:
http://www.usgs.gov/humancapital/ecd/ecd_trainingdoi.html