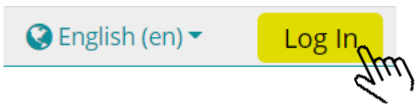
How to

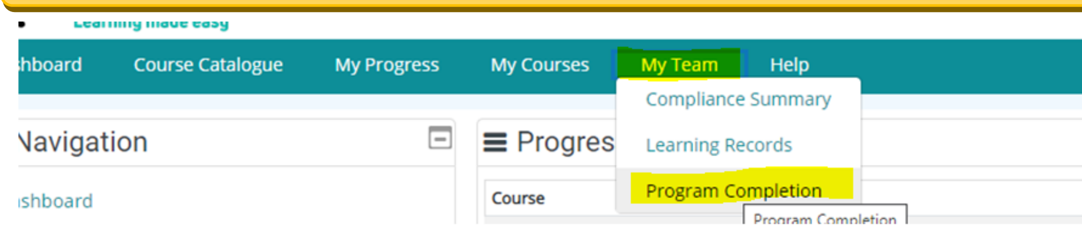
Check training compliance for your team

You must have staff reporting to you to use this functionality.

1 Login to the [KIWI LMS]

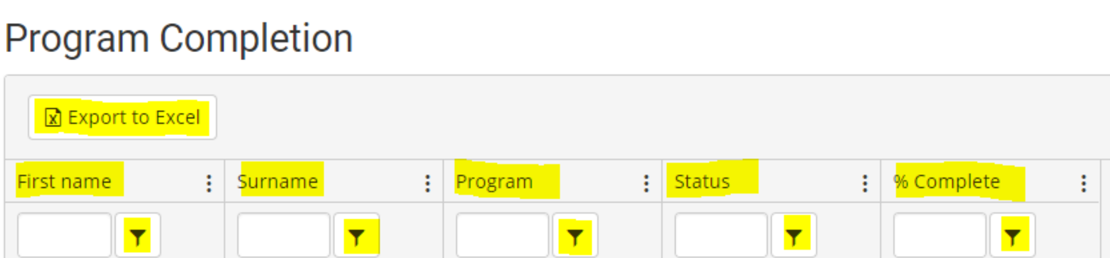


2 Click on *My Team* in the Header Bar, and choose *Program Completion*.



*N.B. All mandatory courses will be assigned to users through programs- programs are bundles of courses that are pertinent to those users based on their role in the organization.

3 You will now see all staff who report directly to you, which **programs** they are assigned to, and whether or not they are compliant with that program.



You can sort and filter any of the columns to show only the information that is relevant to your needs. You may also export the report to excel by clicking the Export to Excel button.

4 Clicking on a learner's name bring you to the learner's progress report. Each column in the report can be filtered on and the report is automatically filtered for team supervisors to ensure that they can only see their staff and not users from other departments.

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Why do I see some of my staff more than once when I pull a program completion report?

The program completion report will show one line, per staff, per program. If your employee is assigned to multiple programs, they will appear in the report once for each program they are assigned.