

Manager's Guide

You must have staff reporting to you, or have delegated access to use these functions.

[Assigning a Delegate in KIWI](#)

KIWI automatically defines a team hierarchy such that a manager or supervisor can track the participation and progress of their direct reports without seeing other learners that do not report to him/her. Some managers however may want to delegate some of their tracking or reporting duties to other people. Managers may only assign a delegate if that person reports directly to them. If you need to delegate access to someone **who does not report to you**, email learning@bruyere.org to request that person be added as a delegate for your group.

[Tracking your Team](#)

As a manager or supervisor, you may want to track the participation and progress of your team (e.g. your direct reports) in mandatory courses. There are 3 key reports that can help you accomplish just that. KIWI will automatically email you a copy of the Program Completion report at a regular interval (usually on the 1st day of each month). This means that you can view your team's progress and compliance without having to log in the system.

[Approving course equivalencies](#)

Learners can apply for course equivalencies if they feel they have already taken a course that meets the objectives of a course offered by Bruyère. Once a learner applies for an equivalency, KIWI will send you an email notification and it is then up to you, their manager, to accept or reject their application.

Bruyère managers can approve as equivalencies any eModules developed/delivered by our partners in the region (Montfort, CHEO, TOH, The Royal and QCH). For any other eModules developed by other providers, you should consult with [Learning](#) before approving.

[Approving in-person sessions](#)

Unless there is a cost associated with the course, employees will no longer have to fill out a request to attend form to attend an in-person session offered through KIWI. Once the employee signs up, you (their manager) will receive an e-mail with a link to Approve/Decline/Decide later if an employee can attend.