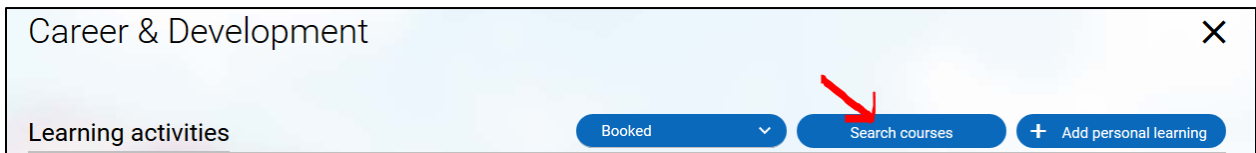


## Learning Events – How to book onto Training Courses

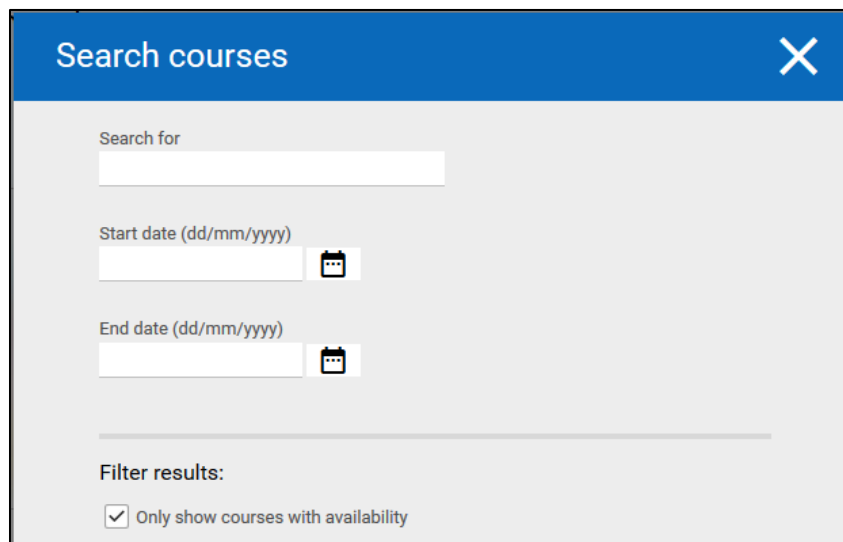
1. Log into MyWorkplace
2. Once logged in you will be able to select 'Career & Development' at the top of home screen



3. To book onto a course select 'Search Courses'



4. You can do a blank search and this will return all courses where there is availability or you can search for a specific course name (course names must be entered just as their titles otherwise they will not come up in the search. The course names will be available on the Portal)



**Search courses** [X]

Search for  
[Input field]

Start date (dd/mm/yyyy)  
[Input field] [Calendar icon]

End date (dd/mm/yyyy)  
[Input field] [Calendar icon]

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Filter results:  
 Only show courses with availability

**6. Once you have completed the search click the course you want to book onto**

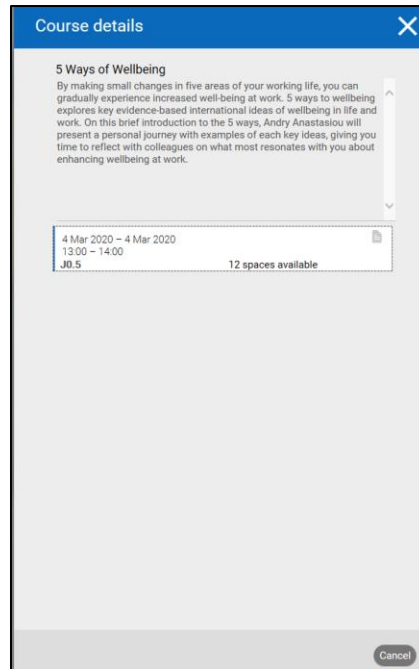
Filter results:

Only show courses with availability

Results: 4 items

5 Ways to Wellbeing <b>Wellbeing</b>	2 Sep 2019 – 3 Sep 2019	10:00 – 12:00	H2.5 - Boardroom & H2.6 - Boardroom
HR for Managers: Managing Performance <b>Leadership and Management</b>	9 Jul 2019 – 9 Jul 2019	10:00 – 13:00	

**7. Once you have selected the course the 'Course details' screen will appear, this will display the course overview. You can book onto the course by clicking on the number of spaces available. If you want to book onto the waiting list please contact [staffdev@sgul.ac.uk](mailto:staffdev@sgul.ac.uk) who will do this for you.**



**Course details**

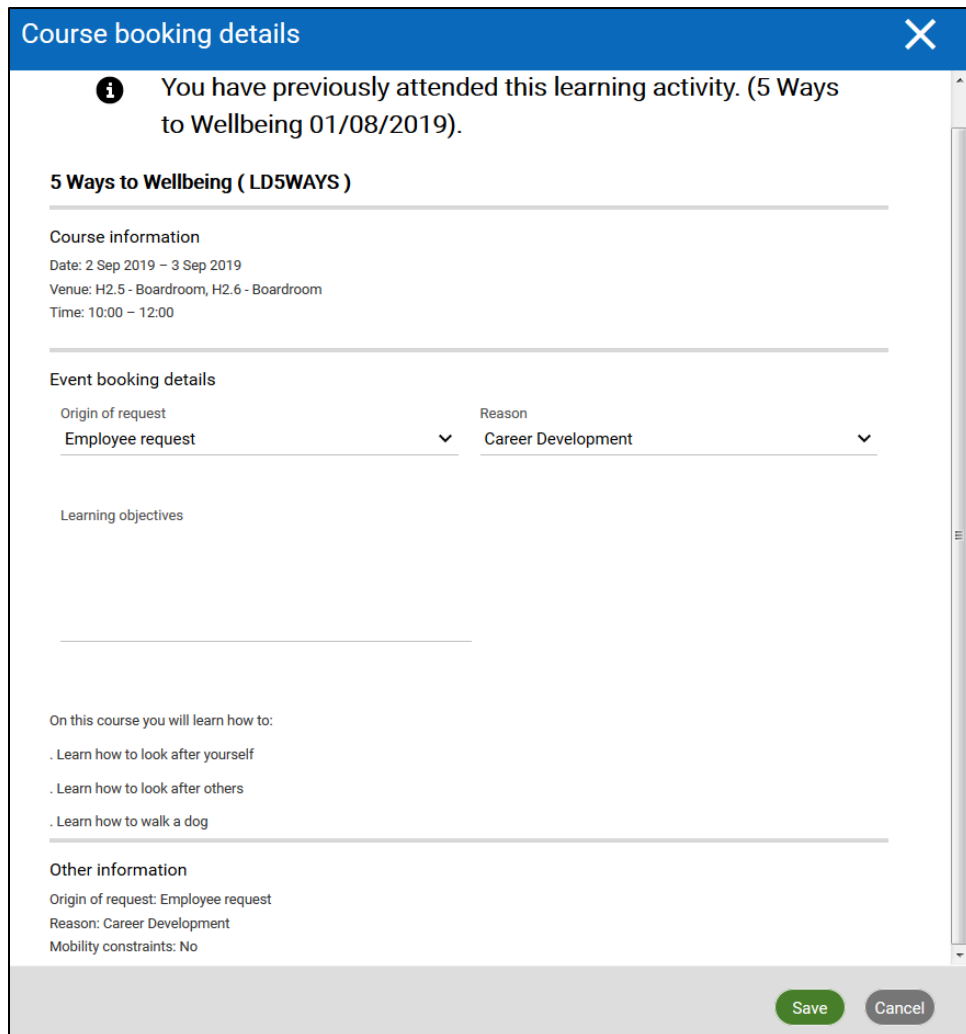
**5 Ways of Wellbeing**

By making small changes in five areas of your working life, you can gradually experience increased well-being at work. 5 ways to wellbeing explores key evidence-based international ideas of wellbeing in life and work. On this brief introduction to the 5 ways, Andry Anastasiou will present a personal journey with examples of each key ideas, giving you time to reflect with colleagues on what most resonates with you about enhancing wellbeing at work.

4 Mar 2020 – 4 Mar 2020  
13:00 – 14:00  
J0.5      12 spaces available

Cancel

8. If you have selected to book onto the course you will be taken to the 'Course booking details' screen. This will display more information on the course, such as venue details.
9. You will be able to select an 'Origin of request' and 'Reason' under 'Event booking details' this is not a mandatory field. You can also add any 'Learning objectives' you have. Once you are ready to progress click the save button. This will book you onto the course and the system will email you a calendar diary invite. Please note if you decided not to attend and cancel the course you will need to remove the diary event from your calendar manually.



**Course booking details** X

**i** You have previously attended this learning activity. (5 Ways to Wellbeing 01/08/2019).

**5 Ways to Wellbeing (LD5WAYS)**

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**Course information**  
Date: 2 Sep 2019 – 3 Sep 2019  
Venue: H2.5 - Boardroom, H2.6 - Boardroom  
Time: 10:00 – 12:00

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**Event booking details**

Origin of request: Employee request ▼ Reason: Career Development ▼

Learning objectives

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On this course you will learn how to:

- . Learn how to look after yourself
- . Learn how to look after others
- . Learn how to walk a dog

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**Other information**  
Origin of request: Employee request  
Reason: Career Development  
Mobility constraints: No

Save Cancel