


How Do I Check My Staff's Upcoming Workshops?

- Click on the **Team** tab
- Under each staff's name, there is a hyperlink to open up their **Profile, Bookings, Records** and **Required** (Learning Programs)
- Click on the **Bookings** hyperlink under the staff's name

Team Members: 12 records shown
All members of your team are shown below.

Name	Last Login	Courses Started	Courses Completed	Competencies Achieved	Extensions
 Mike Jones Profile Bookings records Required		11	11	0	0

- Listed here will be any future workshops that this staff has requested to attend. The status will show whether the workshop is “Booked”, “Requested”, or “Declined”

[Future Bookings](#) [Past Bookings](#)
Bookings for Mike Jones: 1 record shown

[Show/Hide Columns](#)

Course Name	Event Name	Session Start	Event Start Time	Event Finish Time	Status
Working with Aboriginal Families Workshop (putting The Other Side of the Door into Practice)	Working with Aboriginal Families Workshop (putting The Other Side of the Door into Practice)	8 April 2019, 9:00 AM	09:00	16:30	Booked
Secondary Traumatic Stress in Child Welfare	Secondary Traumatic Stress in Child Welfare	4 October 2019, 9:30 AM	09:30	12:30	Requested
AOP (Anti-Black Racism) - Make up Training Session	ABR	3 April 2019, 9:30 AM	09:30	12:30	Declined