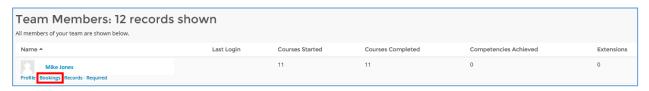
How Do I Check My Staff's Upcoming Workshops?

- 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



- 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"

