



Job Aid: Introduction to Learning Needs Management

Purpose

The purpose of the Introduction to Learning Needs Management job aid is to provide an overview of the core items and concepts that make up the Talent Management System model.

In this Job Aid, you will learn how to:

- Define Talent Management System Terminology
- Identify and Use Help



Task A. Define Talent Management System Terminology

- **User:** Any person for whom a record has been created in the Users section of the User Management area, including employees, contractors, and others for whom you wish to keep learning records and to register for courses. A user is anyone, with administrative access to the application, whose information has been recorded in the system. The system uses the user's information to restrict his/her access to the application. A user's privilege is comprised of one or more roles.
- **Item:** Referred to as learning item, this is an assignable unit for which completion can be tracked and recorded. Items are usually learning-related such as a required course or training activity. Items can be web-based, instructor-led, or identified as required reading materials or videos.
- **Curriculum:** A grouping of items and/or subcurricula that allows you to more easily assign a given set of learning items to a user, and to track the completion and maintenance of required learning.
- **Learning Plan:** The learning plan is a list of items that a user must complete, with respective target or deadline completion dates for each. To view the learning plan for any user, bring the user's information into view in the User's section, and click the Learning Plan tab.
- **Learning Event:** A user's completion or attempted completion of a learning item. For example, when a user's attendance or participation in a learning item is recorded, a corresponding learning event is added to each user's learning history. Although most learning events relate to a specific item, learning events can also be created for learning that does not relate to a learning item (external events).
- **Learning History:** A detailed list of all of the recorded learning events for a user.

