Supervisor Job Aid
Navigate Employee Learning Plan
Supervisor Job Aid: Navigate Employee Learning Plan

Purpose

The purpose of this job aid is to guide you through the step-by-step process of navigating your employees’ Learning Plans in TMS 2.0.

In this job aid, you will learn how to:

- Navigate employee Learning Plan
**Navigate Employee Learning Plan**

1. After logging into the TMS 2.0, navigate to your My Team page.

2. A list of employees displays on the left. Select the employee whose Learning Plan you would like to view. The My Learning displays to the right of the list of employees.
3. Change the view of the assigned learning using the **Switch to Card View**, **Switch to List View**, and **Filter** buttons.

4. Use the Filter bar, which is displayed using the Filter button in step 3, to locate an assigned learning.

5. Select the drop-down arrow for a selected item to view additional options. In the image below, **Remove** is an option.

6. Select a course to learn more about it, such as learning hours and any scheduled offerings.

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**Talent Management System**

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My Learning: A0003 DMLMUSER

Keyword Search

~ DUE ANYTIME ~

**OPTIONAL**

(B1405) TMS Upgrade Training
VA 3892729

**OPTIONAL**

Privacy Webinar Series: Privacy Controls, Part 1 (VHA Session) (Live)
VA 4401844

**OPTIONAL**

VA Privacy Officer Professionalization Training: Privacy Fundamentals
VA 4079419

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