Employee Learning and Development Plan Guide

Not all required trainings are offered in PageUp Learning. Please check the learning and trainings page for details. For the department-specific required trainings, contact your supervisor for more information.

The PageUp Learning portal not only provides training to employees it also supports employees' individual professional development plans. It captures learning activities an employee has taken, or is taking, and the employee can share and showcase their professional accomplishments and aspirations with their supervisor.

Home dashboard
Explore your Profile
- Position Details
- Career achievement & Aspirations
- Languages and Professional Affiliations
- Education History

Explore your development plan
Enrolling in a training
- Book online Self-paced Training
- Book in-person Training

Remove enrolment

If you have any questions about PageUp Learning reach out to: benny.musonda@wwu.edu

Log in

Begin by going to the Learning Library here.

Home dashboard

The home dashboard will have 'My Development' and Onboarding portal' widgets. Depending on your permission level and if you are a supervisor your home dashboard may also have these widgets Recruitment and My Performance, My Team Performance. Remember, the Performance module is not operational at the moment.

The widgets are movable you can drag them into the order you want.

About me ⌄   My team ⌄   My community ⌄   Reports ⌄   ⊕ Create

⊕ Journal entry   Benny ⌄   ⓘ

Click Home

Welcome Benny, you are logged in

Required trainings booked or in-progress. Completed ones not listed

🍃 **My Development**   —

My Mandatory Activities   ›

My Development Activities   ›

lists self selected or assigned trainings

Learning Management

🍃 **Recruitment**

Only visible to Recruitment administrators with permission

Administration

🍃 **My Performance Reviews**

In-process of implementation (In future will show employee evaluation reviews)

🍃 **Team Performance Reviews**   —

In-process of implementation (In future will show employee evaluation reviews to their supervisor)

🍃 **Onboarding**

Onboarding

Links to the New employee Onboarding

Explore your Profile

Position Details

The profile position details are drawn from Banner. It will have Position Title, division, and department. It will also have your supervisor's name and next level Supervisor 's name.

Career Achievement and Aspirations

Write down and celebrate your accomplishments and set your goals for individual professional development. Having a clear career map will help you in achieving your career aspirations

Languages & Professional Affiliations

You can list the languages you speak, or learning. And you can also list your professional affiliations

Education History

You can record your education history

Explore your Development Plan

'My development plan' can be accessed by selecting 'About me' the choose 'Development plan'
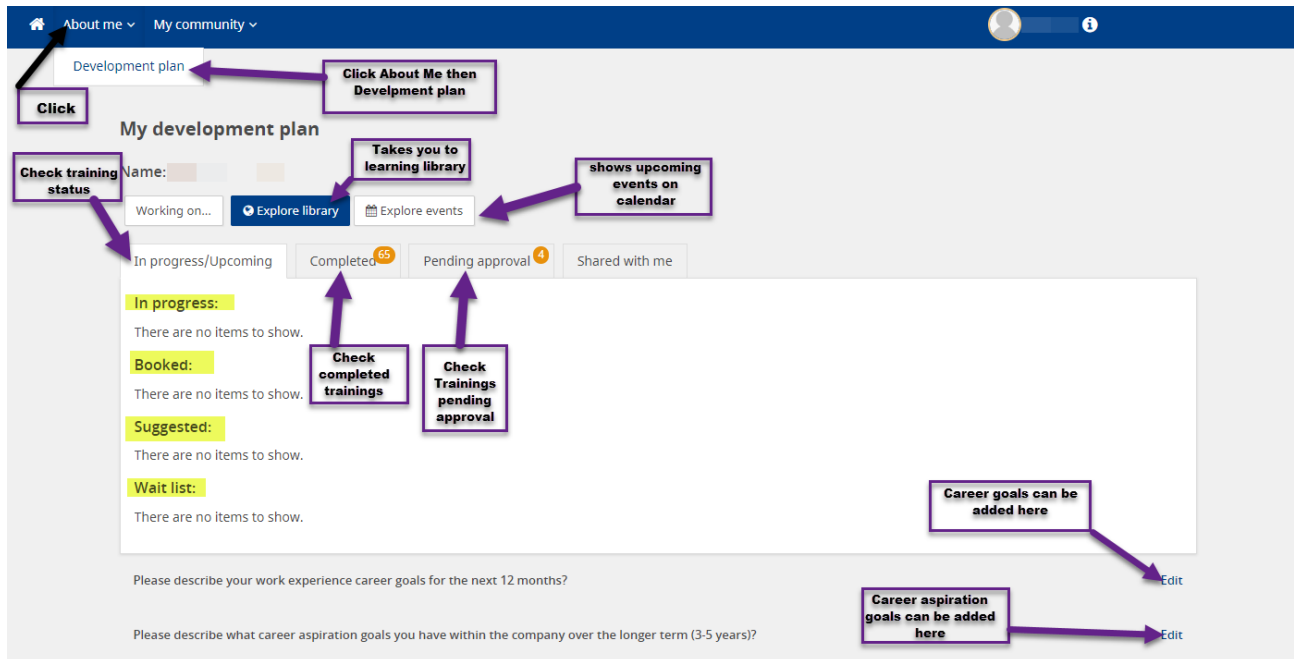
'My development plan' shows learning activities in the following statuses: in-progress or upcoming, completed, pending approval, and shared with you as above

Enrolling in a Training

Search for the training

Book Online self-paced Training.

About me ˅   My community ˅   Brit

Comparing Argos, Tableau, and PowerBI

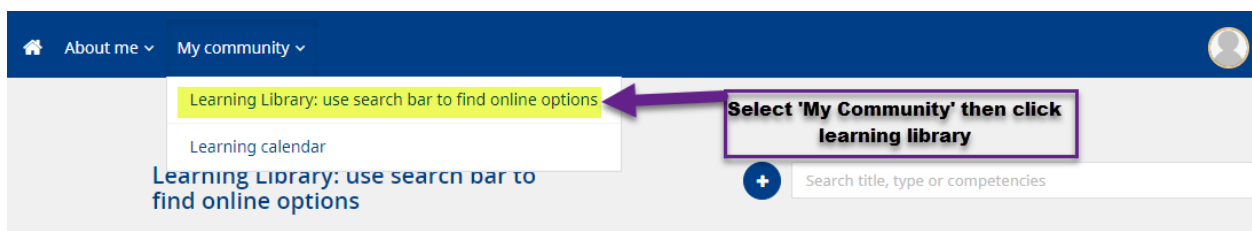|	
👤 Created by	Andy Samuel
⏱ Created	17 Dec 2021
🗂 Type	Data Literacy and Report
👍 Popularity	0 people like this

Comparing Argos, Tableau, & PowerBI

Andy Samuel
Office of Institutional Effectiveness

Wrapping up our series of reporting tools, this session examines how differently Argos, PowerBI, and Tableau perform when doing the same task. Seeing how the different tools behave will allow users to better understand their strengths and weaknesses.

Select 'learn now' to start the training

Select 'Book' to add training to development plan

Learn now   Add to plan ▾   Share

Book
Mark as in progress
Mark as completed

Book in-person Training

New Employee Orientation 2024

👤 Created by	Buffi Jones
⏱ Created	11 Sep 2023
🗂 Type	HR Professional Development
👍 Popularity	0 people like this
⏳ Duration	3 hours

All new permanent staff are invited to attend and will receive email invitations directly. Also open to any continuing or temporary employees, as well as faculty who would like to participate (new faculty have a seperate orientation each Sept.). Please contact HR.Onboarding@wwu.edu with any questions!

click to pick the training timeslot

Select a timeslot   Share

New Employee Orientation 2024

Do you have anything to add before we change the activity to 'Booked'?

Planned action steps   List the actions you will take to achieve your objective. Ensure that these actions are specific, measurable, achievable, realistic and timebound.

Desired outcomes   What outcomes do you hope to achieve as a result of your planned action steps? Set a timeline for completion. Also consider how you will track ongoing progress, and by which measures you will assess your development.

Mandatory learning activity

Supporting documents   [Upload document]

Select the date you plan to attend

Local time (show in venue time)	Venue		Available positions
17 Apr 2024 9:00 AM - 12:00 PM (-07:00)	**Zoom** Washington, United States		49
15 May 2024 9:00 AM - 12:00 PM (-07:00)	**Zoom** Washington, United States		50
19 Jun 2024 9:00 AM - 12:00 PM (-07:00)	**Zoom** Washington, United States		50
17 Jul 2024 9:00 AM - 12:00 PM (-07:00)	**Zoom** Washington, United States		50
21 Aug 2024 9:00 AM - 12:00 PM (-07:00)	**Zoom** Washington, United States		50
18 Sep 2024 9:00 AM - 12:00 PM (-07:00)	**Zoom** Washington, United States		50
16 Oct 2024 9:00 AM - 12:00 PM (-07:00)	**Zoom** Washington, United States		50
20 Nov 2024 9:00 AM - 12:00 PM (-08:00)	**Zoom** Washington, United States		50
18 Dec 2024 9:00 AM - 12:00 PM (-08:00)	**Zoom** Washington, United States		50

Book to reserve the slot

[Book] [Cancel]

Remove Enrolment from Training

About me ⌄   My team ⌄   My community ⌄   Reports ⌄   ⊕ Create   Journal entry   Benny ⌄ ⓘ

Journal

Select 'About me' then Development plan

Development plan

Tasks   earning Library: use search bar to   Search title, type or competencies   🔍 📅
ind online options

Performance reviews

1-on-1   Level ⌄   Type ⌄   Competencies ⌄   Campus Location ⌄   Cost ⌄   Availability ⌄   Archived ⌄

Recommended   Recommended   Recommended

My development plan

Name: Benny Musonda

[Working on...] [🌐 Explore library] [📅 Explore events]

| In progress/Upcoming ⁷ | Completed ⁵⁸ | Pending approval | Shared with me |

In progress:

SQL 301 - Advanced	⌄

SQL 201 - Intermediate	⌄

Online Equal Opportunity & Affirmative Action Training 👍 6	⌄

Comparing Argos, Tableau, and PowerBI	⌄

Anti-Racism: Books, Articles and Tools	⌄

I've lived as a man & a woman -- here's what I learned	Paula Stone Williams 👍 4	⌄

Supervisor Quick Start Training in Canvas 👍 1	⌃

💬 View 1 comment   📑 Type: HR Professional Development   ⏳ Duration: 2 hours

The following online training covers content for the following areas: Labor Relations, Hiring, FMLA/Disability, and Performance Evaluations. Completing the online training fulfills the requirements for these trainings in the place of live classroom trainings.

Competencies: Leadership - Level Leadership   Policy & Compliance - Level Policy & Compliance

Intended completion date:
Actual completion date:
Due date:
Planned action steps:
Desired outcomes:
Document:

[Learning actions & outcomes] [Learn now] [Mark as completed] Remove

Select Remove then click Confirm on the pop-up window