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.
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.
Comparing Argos, Tableau, and PowerBI

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.

Book in-person Training

New Employee Orientation 2024

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 separate orientation each Sept.). Please contact HR.Onboarding@wwu.edu with any questions!
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

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

Select the date you plan to attend
Book to reserve the slot

Remove Enrolment from Training

Select ‘About me’ then Development plan

Learning Library: use search bar to find online options

Level Type Competencies Campus Location Cost Availability Archived

Recommended Recommended Recommended
## My development plan

**Name:** Benny Musonda

<table>
<thead>
<tr>
<th>In process/Upcoming</th>
<th>Completed</th>
<th>Pending approval</th>
<th>Shared with me</th>
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<tbody>
<tr>
<td>SQL 301 - Advanced</td>
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<tr>
<td>SQL 201 - Intermediate</td>
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<td>Online Equal Opportunity &amp; Affirmative Action Training</td>
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<td>Comparing Argos, Tableau, and PowerBI</td>
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<td>Anti-Racism: Books, Articles and Tools</td>
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<td>I've lived as a man &amp; a woman – here’s what I learned</td>
<td>Paula Stone Williams</td>
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<td>Supervisor Quick Start Training in Canvas</td>
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**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:

[Select Remove then click Confirm on the pop-up window]