Cornerstone Training Guide
Manager Assigns Unit-Specific Competency Training

Introduction

In this scenario, Managers will assign employees to unit-specific competency training.

1. Use the **Global Search Box** in the upper right-hand corner to search for a Unit-Specific Competency training title.

   Note: Unit-Specific Competency training titles can be found on the Unit-Specific Competency Guideline.

2. Locate the correct Unit-Specific Competency and **click the title** to open the Training Details.
3. Select **Assign**.

4. Complete the following steps:

4a. Select **due date**: June 30, 2021

4b. (Optional) Add a **comment** that will appear in the notification email to assigned participants.

4c. Select **Automatically register users**.

4d. Click the **Direct Subordinates** box to select all of your direct reports.

OR

4e. Select the box next to each individual to enroll specific subordinates.

4f. Click **Submit** and a notification email will be sent to your selected subordinates.
| 5. | Repeat steps to assign each Unit-Specific Competency to your employees. |