

OTHER WAYS OF LEARNING

The **Other Ways of Learning** section is the area where all the training you added to the Learning and Development Gateway through the **Other CPD** section appears.

Here you can add any type of learning be it online, reading books or journals, watching videos or on the job training; anything that you have done outside the Gateway.

Try This Yourself:

Before trying this ensure that you have logged on to the Gateway and accessed the My CPD area

1 Click the **Other Ways of Learning** tab

Your other ways of learning history will appear

2 To add new learning click **Add Other Learning Opportunity**

3 Click the drop down arrow and select the learning activity you have carried out

4 Complete the rest of the form with the relevant information

5 Click **Add**

A message will appear saying **You have successfully added a new learning opportunity**

6 Click **Back to other Learning Opportunities**

Your learning will now be added

My CPD

Basic Details | Employment History | Qualifications | Training History | **Other Ways of Learning** | Professional Membership | Performance Review | Training Needs Identified | Download My CPD

| Add Other Learning Opportunity |

Please enter any other Learning or Development you have undertaken.

Online Learning Activity: Introduction To Emergency Response
Course Summary: Our collective responsibilities in emergencies means that everyone at the Council must understand how the organisation responds, and what may be expected of you. This course is made up of 4 modules designed to illustrate that. They follow an emergency scenario affecting residents in the county.
Date Completed: 17/03/2014
Completion Status: Pass

Online Learning Activity: Managing a Diverse Team
Course Summary: WSCC employs a wonderfully diverse range of staff so you may have questions around how you can best manage your team whilst ensuring everyone is treated fairly. Don't worry, you're not alone! During this course, you'll be able to follow the progress of a manager as she takes on a series of case study situations. You'll be able to suggest a course of action and find out how things turn out. And you'll get clear practical guidance every step of the way, so that you understand exactly what you have to do, and why.
Date Completed: 11/10/2012
Completion Status: Pass

Online Learning Activity: Managing a Diverse Team - Assessment
Course Summary: This is the assessment module for the Managing a Diverse Team elearning course.
Date Completed: 13/11/2014
Completion Status: Pass

Online Learning Activity: An Introduction to Customer Service in West Sussex
Course Summary: In this course we will look at how we can provide customer service and some of the real benefits that this can bring.
Date Completed: 12/05/2014
Completion Status: Pass

Online Learning Activity: Using Display Screen Equipment Safely
Course Summary: This course will show you how to set up your workstation so it's safe to use. You'll also learn a few techniques to help you prevent aches and strains.
Date Completed: 07/05/2014
Completion Status: Pass

My CPD

Basic Details | Employment History | Qualifications | Training History | **Other Ways of Learning** | Professional Membership | Performance Review | Training Needs Identified | Download My CPD

Other Learning Opportunity

Select Learning Activity: Select learning activity

Main Learning Points

Cost

Date: 8 / Jul / 2015

Add **Cancel**

Other Learning Opportunity

You have successfully added a new learning opportunity
[Back to Other Learning Opportunities](#)

For Your Reference...

1. If your course is not listed click **My Learning Activity Is Not Listed**
2. Enter the new learning activity

Handy to Know...

- All online learning carried out through the Gateway appears in this section
- You can amend any of your learning opportunities here by clicking **edit**