

# VIEWING EVENTS STAFF ARE DUE TO ATTEND

Using the Gateway makes it quick and easy to see at a glance what events your staff members are booked on. You can also view the details of the events so that you

can make sure your staff are booked on the correct ones.

## Try This Yourself:

Before trying this ensure that you have logged into the Gateway

To access the **Line Manager Tools** click **My Learning** on the shortcut bar

- 1 Click **events staff are due to attend**

A list of events with staff members names will now appear

- 2 You can view the details of the event by clicking on **Show details**

Switch your current Establishment  | [Back to My Learning](#)

89 bookings found

1 2 3 4 5

<b>Event:</b> Working With Self-Neglect	<a href="#">Show details</a>
<b>Date and time:</b> Monday 8 December 2014 09:30 - 16:30	<b>Code:</b> AD 14/442
<b>Venue:</b> Worthing - Centenary House, Durrington Lane, BN13 2QB   <a href="#">Map</a>	
<b>Libby Hill</b> - L&D Operations Team	Booking status: Confirmed
<b>Event:</b> Fire Safety - An Introduction (Private Provider Care Services)	<a href="#">Show details</a>
<b>Date and time:</b> Friday 16 January 2015 09:30 - 12:30	<b>Code:</b> AD 14/240
<b>Venue:</b> University of Warwick, Kirby Corner Road, CV4 7AL   <a href="#">Map</a>	
<b>Kevin Flores</b> - L&D Operations Team	Booking status: Unconfirmed
<b>Event:</b> Signs of Safety Group Supervision for Team Managers	<a href="#">Show details</a>
<b>Date and time:</b> Monday 19 January 2015 13:30 - 16:30	<b>Code:</b> CH 15/003
<b>Venue:</b> Worthing - Centenary House, Durrington Lane, BN13 2QB   <a href="#">Map</a>	
<b>Kevin Flores</b> - L&D Operations Team	Booking status: Unconfirmed
<b>Event:</b> Foundation Children and Families (Part Time Route)	<a href="#">Show details</a>
<b>Date and time:</b> Thursday 29 January 2015 09:30 - 16:30	<b>Code:</b> CH 14/469
<b>Venue:</b> Horsham - County Hall North, ChartWay, RH12 1XA   <a href="#">Map</a>	
<b>Libby Hill</b> - L&D Operations Team	Booking status: Unconfirmed
<b>Event:</b> Care and Legal Aspects for Children in Care	<a href="#">Show details</a>
<b>Date and time:</b> Tuesday 10 February 2015 09:30 - 16:30	<b>Code:</b> CH 15/019
<b>Venue:</b> Horsham - County Hall North, ChartWay, RH12 1XA   <a href="#">Map</a>	
<b>Kevin Flores</b> - L&D Operations Team	Booking status: Confirmed

## For Your Reference...

1. If you have a lot of staff members due to attend events there may be several pages to view

## Handy to Know...

- Staff member's names in **red** indicate bookings that have been unconfirmed. If you have any concerns about unconfirmed bookings please contact Learning and Development admin on 01243 756834