


Health and Safety Training – Booking Training

myhr[®] Log into MyHR and click 'Training'



Training
Please use this Module to book a Health and Safety training course

myhr[®] Your training/holiday summary will be displayed – scroll to the bottom of the screen and click on [Request Training] in the bottom right hand corner.

myhr[®] Use the search criteria to search for a keyword, date range or training type or select search to display all.

myhr[®] Use the scroll bar to view all the available courses and select your required course.

myhr[®] Select the course event you wish to attend, if you do not know a date and want to be added to the Waiting list for that course select [Training Waiting List] in the bottom right hand corner.

myhr[®] When you have completed the form, click [Submit] – you will receive a screen confirmation. Your line manager will receive an email notification of your request.

myhr[®] Once your line manager (or delegated person) has responded to your request you will receive an email.

myhr[®] Please note that any requests not responded to within 14 days will be escalated to the next line manager, unless a delegation has been set up. After a further 7 days, the request will time out and automatically be rejected.