

How to Guides - Manager

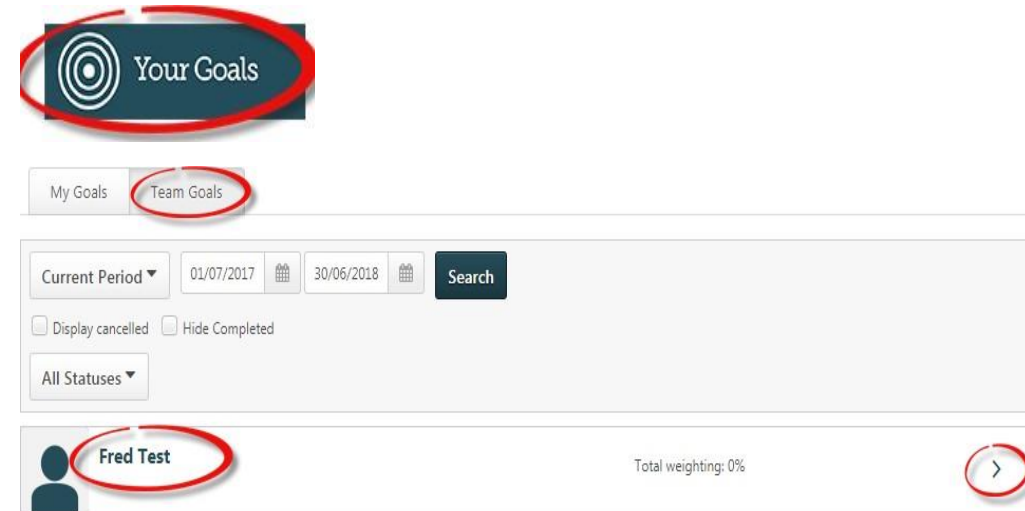
View your teams' goals and development plans

Team Goals

Step 1: To view your team members goals click on the 'Your Goals' icon or under the 'Your Focus' tab on the homepage

Step 2: Click the 'Team Goals' tab

Step 3: Click the arrow across from the team member listed to view their goals



Development Plans

Step 1: To view your team members development plan(s) click on the 'Your Team' tab on the homepage and then click on the 'Your Team' drop down.

Step 2: Click on your team member, then 'Performance' and then 'DevPlans'

