All Procedure:

Learning Management for Employees

OVERVIEW

Learning Management in ADP allows employee to complete courses in the course library.

1. Employee navigation

2. Lean Training Study Guides

STEP-1: EMPLOYEE NAVIGATION

1. Employees may access assigned courses on a work computer with ADP Workforce Now.

2. Use this url: https://workforcenow.adp.com/ & log in using their username and password.

3. Navigate to **Myself > Talent > My Learning** to access to the assigned learning courses.

4. Click on **Assigned Courses.**

5. Click **Start** to begin the selected course.

6. Log out after completing the course(s).

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STEP-2: LEAN TRAINING STUDY GUIDES

1. **Lean Training Study Guides** are also available on ADP.

2. Employees may self enroll into any available course and complete it off the clock (during their own time).

3. Employees can access course completion certificates using the following steps:

   a. Navigate to **Myself > Talent > My Learning** and select **View History** to bring up the list of completed courses.

   b. Select **View Certificate** link for the completed course where certificates are enabled.

Lean Training Study Guides (3)

Lean Terminology Study Guide
10h
☆ ☆ ☆ ☆ ☆ (0)
Enroll people   ...

8 Wastes
5h
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Enroll people   ...

Guide To Labels Terminology
20h
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Enroll people   ...

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