



How to create a PDP in ESAGLearningZone

Step 1:

On the Welcome screen of ESAGLearningZone, click the menu button at the upper right corner and select **Learn** → **Personal Development plans**.

The screenshot shows a web browser window displaying the ESAGLearningZone learner home page. The page features a teal header with the ESAGLearningZone logo and the tagline "Grow. Lead. Inspire.". Below the header, there is a user profile section for Enrico Quiogue Sayo, a Senior Learning & Development Executive, with a profile picture and a close button. The main content area includes a greeting "Hello Enrico! What would you like to learn today?" and a search bar. A large purple and blue banner reads "A modern way to learn" with the text "Access over 14,000 engaging online courses and videos taught by real world experts with industry experience." and an "Ai" logo. On the right side, a dropdown menu is open, showing options: Home, Learn (expanded), View your training records, Browse for Training, Classroom Training Calendar, Personal Development plans (highlighted with a green box and a green arrow), Interests and Waitlists, Playlists, Exemption tracking, Express Class, Add external training, and Manager Delegation. The bottom of the page shows a Windows taskbar with various application icons and the system clock displaying 1:22 PM on 9/28/2020.

Step 2:

Click **Create New Plan** to create a new PDP.

The screenshot displays the ESAG LearningZone interface for a user named Enrico Quiogue Sayo. The user is currently viewing their 'Personal Development Plan' (PDP) management page. The page features a navigation bar with options like Profile, Feedback, Training record, Actions, Achievements, and User Record. Below the navigation, there is a breadcrumb trail: Home > Enrico Quiogue Sayo > Achievements > Personal Development Plan. The main heading is 'Personal Development Plan'. A green arrow points to a 'Create New Plan' button, which is highlighted with a green box. Below this, there is a section for 'Primary Plan' showing a 'PDP 2019' with a due date of 31/12/2019, a status of 'Complete', and a creation date of 01/08/2019. A progress bar indicates '100% COMPLETE'. Underneath, there is a section for 'Other plans' with a 'Sort by: Create Date' dropdown and checkboxes for 'Display cancelled plans' and 'Hide completed and overdue plans'. A 'PDP 2020' is listed with a due date of 31/12/2020, a status of 'Draft', and a creation date of 18/02/2020. The bottom of the screen shows the Windows taskbar with various application icons and the system clock displaying 1:22 PM on 9/28/2020.

Step 3:

Type a title and description for your PDP.

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Snapshot > Dev Plans List > Create a plan

Create a plan

Define your development plan by adding objectives and action steps

General Information

Plan Title*
PDP 2020

Category
Annual PDP

Description
My personal development goals for 2020.

Type here to search

1:23 PM 9/28/2020

Step 4:

Scroll down and click the **Add Objective** button to add your learning objectives.

The screenshot shows a web browser window with the URL `algurgtalent.csod.com/ui/devplans/blueprints/add`. The page header includes the ESAG LearningZone logo and navigation icons. The main content area is titled "Development objectives" and contains a message: "There are no development objectives. Would you like to add one?". A green arrow points to a button labeled "Add Objective". The Windows taskbar at the bottom shows the time as 1:24 PM on 9/28/2020.

Step 5:

Type a title for your learning objective and indicate the *Category* that best describes this objective. Next, click the **Search for learning** button to search for available courses.

The screenshot shows a web browser window with the URL `alguntalent.csod.com/ui/devplans/blueprints/add/objective/-1`. The page header includes the ESAG LearningZone logo and navigation icons. The breadcrumb trail is: `Snapshot > Dev Plans List > Create a plan > Add development objective`. The main heading is "Add development objective" with a subtext: "Development Objectives represent what you need to learn or do in order to complete your development plan."

The form contains the following elements:

- Objective title:** A text input field containing "Develop my communication skills". A green arrow points to this field.
- Category:** A dropdown menu with "Professional" selected. The dropdown list shows options: "Select...", "Leadership", "Regulatory", "Professional" (highlighted), and "Technical". A green arrow points to the dropdown.
- Learning and development:** A section containing two buttons: "Search for learning" and "Add development action". A green arrow points to the "Search for learning" button.

Below the buttons, there are two descriptive sentences:

- Under "Search for learning": "Find learning opportunities to help you achieve your objective."
- Under "Add development action": "Create your own actions to make your objective happen."

The Windows taskbar at the bottom shows the search bar, system tray, and the date/time: 1:25 PM, 9/28/2020.

Step 6:

Type the name of the course in the search field and press the **Enter** key. You can select as many courses as you wish by clicking the **Add to objective** button below the name of the course.

The screenshot shows a web browser window with the URL `alguntalent.csod.com/ui/devplans/blueprints/add/objective/-1/trainingsearch`. The page header includes the ESAG LearningZone logo and navigation icons. The main heading is "Add learning to new objective". A search input field contains the text "Communication skills" and is highlighted with a green box and a green arrow pointing to it from the left. Below the search field, there are 1384 results. On the left side, there are filter options for TYPE, TOPIC, and DURATION. The results are displayed as a grid of course cards. The first card is for an "Event" titled "Effective Communication Skill" and has an "Add to objective" button highlighted with a green box and a green arrow pointing to it from the left. Other cards include "Communication Skills for Service Technicians", "Tech Soft Skills: Effective Technical", and "The Key to Good Communication: You". Each card also has an "Add to objective" button.

Step 7:

You can use the filter option on the left to refine your search. Selecting 'Event' will show available classroom and virtual workshops, while 'Online course' will show available LinkedIn Learning courses.

The screenshot shows a web browser window with the URL `algunrtalent.csod.com/ui/devplans/blueprints/add/objective/-1/trainingsearch`. The page title is "Add learning to new objective". A search bar contains the text "Communication skills". Below the search bar, a filter panel is open, showing the "TYPE" section with the following options: Curriculum (unchecked), Event (checked), External content (unchecked), Material (unchecked), Online course (checked), Test (unchecked), and Video (unchecked). The "TOPIC" and "DURATION" sections are also visible but collapsed. To the right of the filter panel, there are 1379 results displayed in a grid. The first row shows four items: two "Event" cards titled "Effective Communication Skill" and "Communication Skills for Service Technicia", and two "Online course" cards titled "Tech Soft Skills: Effective Technical" and "The Key to Good Communication: You". Each item has an "Add to objective" button. A green arrow points to the filter panel on the left. The Windows taskbar is visible at the bottom of the screen.

Step 8:

Once you have added all your preferred courses, scroll down and click the *Return to objective* button.

The screenshot shows a web browser window with the URL `algrgtalent.csod.com/ui/devplans/blueprints/add/objective/-1/trainingsearch`. The page displays a grid of four online course cards, each with an 'Add to objective' button. The courses are:

- Changeement et communication
- La communication interpersonelle
- High-Stakes Communication
- Project Management Foundations:

At the bottom of the page, there is a dark grey bar with two buttons: 'Discard selections' on the left and 'Return to objective' on the right. The 'Return to objective' button is highlighted with a green rectangular box, and a green arrow points to it from the right. Below the page content, the Cornerstone logo is visible on the left, and the footer text reads: 'Powered by Cornerstone OnDemand, Inc. ©2000-2020 All Rights Reserved. Terms - Privacy - Cookies - Feedback'. The Windows taskbar at the bottom shows the time as 9:47 AM on 10/1/2020.

Step 9:

All the courses you have added will now show in this screen. You can adjust the *Due date* of each learning objective as necessary, or leave it as is. Next, click the **Add development action** button.



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alгурtalent.csod.com/ui/devplans/blueprints/add/objective/-1

Learning and development

Find learning opportunities to help you achieve your objective.

Create your own actions to make your objective happen.

 **Effective Communication Skills** Learning type: **Event** Due date: 31/12/2020  ✕

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Type here to search 9:48 AM 10/1/2020

Step 10:

Development actions are skills or behaviours that you would like to start, stop, or continue doing in relation to your learning objective. You can also select 'External Training' under **Activity type** to add learning objectives that are not available as a classroom or online course. Click the **Done** button when complete.

Development action

Description*

Start being more assertive in my communication

Activity type

Learn from experience

Due date*

31/12/2020

Progress

0

Note: The completion status of a Development action needs to be manually updated in this field. Enter a percentage (%) to indicate your progress. (Ex. 25%, 50%, 75%, 100%). For a new PDP, leave this field as-is.

Cancel Done

Save and add another Save and return to plan

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9:50 AM
10/1/2020

Step 11:

The development action that you have added will now show in this screen. You can add more courses or development actions as you wish by clicking the respective buttons. Once you are done, click the **Save and return to plan** button.

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Learning and development

Search for learning **Add development action**

Find learning opportunities to help you achieve your objective. Create your own actions to make your objective happen.

Start being more assertive in my communication Activity type: **Learn from experience** Progress: **0%** Due date: **31/12/2020**

Effective Communication Skills Learning type: **Event** Due date: **31/12/2020**

Discard changes **Save and add another** **Save and return to plan**

Type here to search 9:50 AM 10/1/2020

Step 12:

Click the **Submit plan** button to submit your PDP to your line manager for approval.

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Effective Communication Skills
Learning type: **Event** Due date: **31/12/2020**

Assignment

Select the criteria that define who will be included in this assignment

Self only

Custom assignment

Designate this as the primary plan for assignees

Discard changes Save as Draft **Submit plan**

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Type here to search 9:52 AM 10/1/2020

For any questions, concerns, and feedback please contact the L&D team by sending an email to esaglearning@algurg.ae