How to Approve or Reject a Training Request

1. You will receive an email to prompt you to approve or reject each time someone who reports to you registers for a course in Core HR.
2. The email will contain a link to Core HR. Click the link to log in to your account.
3. When you log in to your Core account, you’ll notice a number at the top beside the flag icon. Click the number to reveal your employee requests. As you can see requests to attend learning and development courses are labelled ‘Training Request’.

4. When you click on a request, the details of the course is displayed. You enter a comment into the Comments field, confirm that you have validated the details by selecting the checkbox and then click **Reject** or **Approve**.
Building Your Resilience

Course Title

Course Description

“Poet and civil rights activist Maya Angelou once said "I can be changed by what happens to me. But I refuse to be replaced by it."

Life is full of setbacks, challenging events, unwanted pressures and stressful situations. But it’s how you react to these that matters.

Drawing on a range of disciplines, including psychology and philosophy, this two-part workshop explores evidence-based techniques to build personal resilience. It considers how we can identify the sources of unwanted pressure and stress, manage the "worry mind" and understand the barriers to behavioural change. Its purpose is to help you develop a personal resilience plan.”

Enter Comments

confirm that I have validated these details

View Details

Reject Approve