

HR842

SAP SuccessFactors Career Development Planning Administration

COURSE OUTLINE

Course Version: 2405
Course Duration:

SAP Copyrights, Trademarks and Disclaimers

© 2024 SAP SE or an SAP affiliate company. All rights reserved.

No part of this publication may be reproduced or transmitted in any form or for any purpose without the express permission of SAP SE or an SAP affiliate company.

SAP and other SAP products and services mentioned herein as well as their respective logos are trademarks or registered trademarks of SAP SE (or an SAP affiliate company) in Germany and other countries. Please see <https://www.sap.com/corporate/en/legal/copyright.html> for additional trademark information and notices.

Some software products marketed by SAP SE and its distributors contain proprietary software components of other software vendors.

National product specifications may vary.

These materials may have been machine translated and may contain grammatical errors or inaccuracies.

These materials are provided by SAP SE or an SAP affiliate company for informational purposes only, without representation or warranty of any kind, and SAP SE or its affiliated companies shall not be liable for errors or omissions with respect to the materials. The only warranties for SAP SE or SAP affiliate company products and services are those that are set forth in the express warranty statements accompanying such products and services, if any. Nothing herein should be construed as constituting an additional warranty.

In particular, SAP SE or its affiliated companies have no obligation to pursue any course of business outlined in this document or any related presentation, or to develop or release any functionality mentioned therein. This document, or any related presentation, and SAP SE's or its affiliated companies' strategy and possible future developments, products, and/or platform directions and functionality are all subject to change and may be changed by SAP SE or its affiliated companies at any time for any reason without notice. The information in this document is not a commitment, promise, or legal obligation to deliver any material, code, or functionality. All forward-looking statements are subject to various risks and uncertainties that could cause actual results to differ materially from expectations. Readers are cautioned not to place undue reliance on these forward-looking statements, which speak only as of their dates, and they should not be relied upon in making purchasing decisions.

Typographic Conventions

American English is the standard used in this handbook.

The following typographic conventions are also used.

This information is displayed in the instructor's presentation



Demonstration



Procedure



Warning or Caution



Hint



Related or Additional Information



Facilitated Discussion



User interface control

Example text

Window title

Example text

Contents

vii Course Overview

1 Unit 1: Introducing the Course

1 Lesson: Introducing the Course

3 Unit 2: Exploring Career Development Planning

3 Lesson: Exploring Career Development Planning

3 Lesson: Exploring Career Development Tools

5 Unit 3: Exploring CDP Permissions

5 Lesson: Assigning Role-Based Permissions

5 Lesson: Assigning Administrator Permissions

5 Lesson: Assigning User Permissions

7 Unit 4: Exploring Development Plan v12

7 Lesson: Reviewing Purpose and Permissions of Development Plan v12

7 Lesson: Creating or Copying a Development Plan Template v12

7 Lesson: Modifying a Development Plan v12

7 Lesson: Publishing Development Goals in the Profile

9 Unit 5: Exploring Career Worksheet v12

9 Lesson: Reviewing Purpose, Permissions and Features of Career Worksheet v12

9 Lesson: Creating or Updating the Career Worksheet v12

11 Unit 6: Managing Career Path within CDP

11 Lesson: Reviewing Purpose of Career Path

11 Lesson: Activating Career Path Function

13 Unit 7: Exploring CDP Capabilities and Learning

13 Lesson: Integrating CDP and LMS

13 Lesson: Reviewing Additional Features in Admin Center

13 Lesson: Learning Activities for non-LMS Customers

15 Unit 8: Mentoring Programs

15	Lesson: Activating the Mentoring Features
15	Lesson: Assigning Role-Based Permissions for Mentoring
15	Lesson: Creating, Managing, and Archiving Mentoring Programs
15	Lesson: Matching Interaction for Supervised Programs
15	Lesson: Exploring the Program Experience of the Mentor/Mentee
15	Lesson: Reviewing Additional Materials for Mentoring

Course Overview

TARGET AUDIENCE

This course is intended for the following audiences:

UNIT 1

Introducing the Course

Lesson 1: Introducing the Course

Lesson Objectives

After completing this lesson, you will be able to:

- Describe the general information about the course

UNIT 2

Exploring Career Development Planning

Lesson 1: Exploring Career Development Planning

Lesson Objectives

After completing this lesson, you will be able to:

- Describe the purpose and general navigation of Career Development Planning
- Discuss the usage of Career Development Planning deep links on the home page

Lesson 2: Exploring Career Development Tools

Lesson Objectives

After completing this lesson, you will be able to:

- Identify the main features available in Career Development Planning

Lesson 1: Assigning Role-Based Permissions

Lesson Objectives

After completing this lesson, you will be able to:

- Identify and grant access to the Role-Based Permissions needed for Career Development Planning

Lesson 2: Assigning Administrator Permissions

Lesson Objectives

After completing this lesson, you will be able to:

- Identify and grant access to the Administrator Role the permissions needed to modify or activate features within Career Development Planning

Lesson 3: Assigning User Permissions

Lesson Objectives

After completing this lesson, you will be able to:

- Identify and grant permissions to the End User role needed to view or edit features within Career Development Planning

Lesson 1: Reviewing Purpose and Permissions of Development Plan v12

Lesson Objectives

After completing this lesson, you will be able to:

- Identify the purpose of a development plan and grant permissions necessary to create or modify the associated template

Lesson 2: Creating or Copying a Development Plan Template v12

Lesson Objectives

After completing this lesson, you will be able to:

- Discuss the steps needed to create a new development plan or copy from an existing development plan template

Lesson 3: Modifying a Development Plan v12

Lesson Objectives

After completing this lesson, you will be able to:

- Discuss the steps needed to change an existing development plan template

Lesson 4: Publishing Development Goals in the Profile

Lesson Objectives

After completing this lesson, you will be able to:

- Publish development goals to the profile

Lesson 1: Reviewing Purpose, Permissions and Features of Career Worksheet v12

Lesson Objectives

After completing this lesson, you will be able to:

- Identify the purpose of a career worksheet and grant permissions necessary to view the associated template

Lesson 2: Creating or Updating the Career Worksheet v12

Lesson Objectives

After completing this lesson, you will be able to:

- Identify the best way to create or update the Career Worksheet v12

Lesson 1: Reviewing Purpose of Career Path

Lesson Objectives

After completing this lesson, you will be able to:

- Determine the purpose of Career Path for the Employee
- Create a Career Path as the System Administrator or other Assigned Roles

Lesson 2: Activating Career Path Function

Lesson Objectives

After completing this lesson, you will be able to:

- Discuss the pre-requisites and set up necessary steps to activate Career Path

Lesson 1: Integrating CDP and LMS

Lesson Objectives

After completing this lesson, you will be able to:

- Identify the next steps to integrate these two modules

Lesson 2: Reviewing Additional Features in Admin Center

Lesson Objectives

After completing this lesson, you will be able to:

- Discuss the additional administration features after integration
- Import Learning Activities with Development Goals

Lesson 3: Learning Activities for non-LMS Customers

Lesson Objectives

After completing this lesson, you will be able to:

- Describe options regarding Learning Activities for non-SAP SuccessFactors LMS Customers

Lesson 1: Activating the Mentoring Features

Lesson Objectives

After completing this lesson, you will be able to:

- Identify the next steps to use Mentoring

Lesson 2: Assigning Role-Based Permissions for Mentoring

Lesson Objectives

After completing this lesson, you will be able to:

- Identify the specific permissions to enable within Admin Center

Lesson 3: Creating, Managing, and Archiving Mentoring Programs

Lesson Objectives

After completing this lesson, you will be able to:

- Demonstrate the creation of new mentoring program using the setup wizard
- Define open enrollment mentoring programs and how to validate mentors

Lesson 4: Matching Interaction for Supervised Programs

Lesson Objectives

After completing this lesson, you will be able to:

- Define the steps for the matching interaction for supervised programs

Lesson 5: Exploring the Program Experience of the Mentor/Mentee

Lesson Objectives

After completing this lesson, you will be able to:

- Define the steps and process of the Mentor/Mentee Experience

Lesson 6: Reviewing Additional Materials for Mentoring

Lesson Objectives

After completing this lesson, you will be able to:

- Identify the location of the Mentoring Administration Guide