

HR 842

SAP SuccessFactors Career Development Planning Administration

COURSE OUTLINE

Course Version: 2311

Course Duration:

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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	<i>Example text</i>
Window title	<i>Example text</i>

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Course Overview

TARGET AUDIENCE

This course is intended for the following audiences:

Lesson 1: Introducing the Course

Lesson Objectives

After completing this lesson, you will be able to:

- Describe the general information about the course

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