

# THR95

## **SAP SuccessFactors Career Development Planning and Mentoring Academy**

### **COURSE OUTLINE**

Course Version: 2405  
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

*Example text*

Window title

*Example text*

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# Course Overview

## **TARGET AUDIENCE**

This course is intended for the following audiences:

- Application Consultant





# UNIT 1

# Configuring SAP SuccessFactors Career Development Planning

## Lesson 1: Exploring the SAP SuccessFactors Career Development Planning Modules and Tools

### Lesson Objectives

After completing this lesson, you will be able to:

- Explain the benefits associated with SAP SuccessFactors Career Development Planning to a customer
- Explore the Latest Goal Management features

## Lesson 2: Enabling SAP SuccessFactors Career Development Planning Functionality

### Lesson Objectives

After completing this lesson, you will be able to:

- Activate relevant CDP Provisioning switches in Company Settings
- Assign Role-Based Permissions for CDP users and admins in the Admin Center

## Lesson 3: Configuring AI Capabilities for Development Goal Management

### Lesson Objectives

After completing this lesson, you will be able to:

- Review the AI Service Administration capabilities for Development Goal Management



## UNIT 2

# Using Competencies and Roles in Career Development Planning

### Lesson 1: Identifying Competencies

#### Lesson Objectives

After completing this lesson, you will be able to:

- Define Competencies

### Lesson 2: Defining Competency Libraries, Competency Attributes, and Performance Details

#### Lesson Objectives

After completing this lesson, you will be able to:

- Define Competency Libraries, Competency Attributes, and Performance Details

### Lesson 3: Managing Competencies and Competency Libraries

#### Lesson Objectives

After completing this lesson, you will be able to:

- Manage Competencies and Competency Libraries and map competencies to job roles

### Lesson 4: Creating and Using Writing Assistant and Coaching Advisor Content

#### Lesson Objectives

After completing this lesson, you will be able to:

- Use Writing Assistant and Coaching Advisor content to provide feedback details on a competency assessment

### Lesson 5: Exploring the Talent Intelligence Hub

#### Lesson Objectives

After completing this lesson, you will be able to:

- Explore the Talent Intelligence Hub
- Configure the Talent Intelligence Hub Settings



## Lesson 1: Exploring Development Goal Plans

### Lesson Objectives

After completing this lesson, you will be able to:

- Explore the Development Goal Plan elements

## Lesson 2: Setting Up Development Goal Plan Templates

### Lesson Objectives

After completing this lesson, you will be able to:

- Add a V12 Development Plan Template from the SuccessStore and from Provisioning
- Convert a legacy Development Plan Template for use with Latest Goal Management

## Lesson 3: Configuring Development Goal Plans Using Admin Center

### Lesson Objectives

After completing this lesson, you will be able to:

- Modify Development Plan General Settings
- Configure categories and fields in a Development Plan Template using Admin Center

## Lesson 4: Managing Development Goals

### Lesson Objectives

After completing this lesson, you will be able to:

- Understand Development Goal creation options
- Create a new Development Goal.
- Edit a Development Goal.

## Lesson 5: Using Generative AI in Development Goal Management

### Lesson Objectives

After completing this lesson, you will be able to:

- Identify the SAP Business AI capabilities applicable to Development Goal Management

## **Lesson 6: Configuring Development Goal Plan Using XML**

### **Lesson Objectives**

After completing this lesson, you will be able to:

- Modify the General Settings for a Development Plan Template using XML
- Configure standard and custom fields in a Development Plan template in XML
- Set up Action and Field permissions in a Development Plan template using XML
- Edit the Plan Layout of a Development Plan template using XML
- Configure Development Plan Template switches
- Configure the Competencies field

## **Lesson 7: Configuring the People Profile to Display Development Goals**

### **Lesson Objectives**

After completing this lesson, you will be able to:

- Configure the Background Element in the Data Model
- Add the Development Objectives Portlet in Configure People Profile
- Enable Role-Based Permissions for the Development Objectives Portlet
- Publish the Development Goals in the People Profile

## **Lesson 8: Enabling E-mail Notifications for Development Goals**

### **Lesson Objectives**

After completing this lesson, you will be able to:

- Enable e-mail notifications for Development Goals

## **Lesson 9: Adding Activities to Development Goals**

### **Lesson Objectives**

After completing this lesson, you will be able to:

- Add CPM activities to development goals
- Edit activities linked to development goals

## Lesson 1: Exploring Career Worksheets

### Lesson Objectives

After completing this lesson, you will be able to:

- Explore Career Worksheets

## Lesson 2: Adding Career Worksheet Templates

### Lesson Objectives

After completing this lesson, you will be able to:

- Upload a V12 Career Worksheet template in Provisioning

## Lesson 3: Configuring a Role-Readiness Form

### Lesson Objectives

After completing this lesson, you will be able to:

- Configure a Role-Readiness form

## Lesson 4: Configuring the Career Worksheet XML

### Lesson Objectives

After completing this lesson, you will be able to:

- Configure fields in the Career Worksheet XML
- Set up field permissions and the plan layout in a Career Worksheet template
- Utilize the Readiness Meter
- Calculate options for Career Role Readiness
- Attach Role Readiness forms to the Career Worksheet for future roles
- Configure the Career Worksheet Gap Graph
- Display Development Goals in the Career Worksheet
- Manage Suggested Roles

## **Lesson 5: Managing Career Paths V2**

### **Lesson Objectives**

After completing this lesson, you will be able to:

- Manage Career Paths V2

## **Lesson 6: Configuring Additional Features in Career Worksheets**

### **Lesson Objectives**

After completing this lesson, you will be able to:

- Configure Preferred Next Move in the Career Worksheet template in XML
- Configure Links to current employees in positions in the Career Worksheet template XML



## **Lesson 1: Integrating Development Plans with SAP SuccessFactors Learning**

### **Lesson Objectives**

After completing this lesson, you will be able to:

- Describe SAP SuccessFactors Learning Integration Features

## **Lesson 2: Configuring Learning Activities for non-SAP SuccessFactors LMS Customers**

### **Lesson Objectives**

After completing this lesson, you will be able to:

- Identify Learning Activities for non-SAP SuccessFactors LMS Customers



## Lesson 1: Using SAP SuccessFactors Mentoring

### Lesson Objectives

After completing this lesson, you will be able to:

- Describe SAP SuccessFactors Mentoring
- Explain how to activate Mentoring
- Describe the steps for granting permissions for Mentoring
- Describe the types of Mentoring programs
- Explain how to create a Mentoring program
- Explain how to create an Open Enrollment Mentoring Program
- Describe the localization for Mentoring custom texts
- Describe Mentoring program statuses
- Describe Program Archiving
- Describe the mentor and mentee experience
- Describe the Admin matching experience

## Lesson 2: Managing Custom Program Types with Text Replacement

### Lesson Objectives

After completing this lesson, you will be able to:

- Manage Custom Program Types with Text Replacement



## Lesson 1: Exploring Development Goal Plans

### Lesson Objectives

After completing this lesson, you will be able to:

- Explore the Development Goal Plan elements

## Lesson 2: Setting Up Development Goal Plan Templates

### Lesson Objectives

After completing this lesson, you will be able to:

- Add a V12 Development Plan Template from the SuccessStore

## Lesson 3: Configuring Development Goal Plans Using Admin Center

### Lesson Objectives

After completing this lesson, you will be able to:

- Modify Development Plan General Settings
- Configure categories and fields in a Development Plan Template using Admin Center

## Lesson 4: Configuring Development Goal Plan Using XML

### Lesson Objectives

After completing this lesson, you will be able to:

- Modify the General Settings for a Development Plan Template using XML
- Configure standard and custom fields in a Development Plan template in XML
- Set up Action and Field permissions in a Development Plan template using XML
- Edit the Plan Layout of a Development Plan template using XML
- Configure Development Plan Template switches
- Configure the Competencies field

## **Lesson 5: Configuring the People Profile to Display Development Goals**

### **Lesson Objectives**

After completing this lesson, you will be able to:

- Configure the Background Element in the Data Model
- Add the Development Objectives Portlet in Configure People Profile
- Enable Role-Based Permissions for the Development Objectives Portlet
- Publish the Development Goals to the People Profile

## **Lesson 6: Enabling E-mail Notifications for Development Goals**

### **Lesson Objectives**

After completing this lesson, you will be able to:

- Enable e-mail notifications for Development Goals

## Lesson 1: Accessing Supplemental Resources

### Lesson Objectives

After completing this lesson, you will be able to:

- Locate and access links to implementation and product documentation resources that will help during implementation