To Assign Training to Your Subordinates

1. From the Welcome page of Talent Management (My Sam>Employees tab>Human Resources>Talent Management), click on the Course Catalog icon.
2. Select a subject or search for training by name using the SEARCH box at the top right corner of the page. In this case, we'll use the Subject feature to search for the *Sam Houston New Employee Orientation* curriculum. Select the *New Hire* Training subject.
3. Locate the title of the training you wish to assign and click the tile to display it.
4. The training details will display. Click Assign to assign the training.
5. A list of your subordinates will display. Click the checkbox next to the user or users to whom you want to assign the training. Add a due date and a comment. Click Submit.

![Assign Training](image)

6. The employee(s) will receive an e-mail notifying them that they have been assigned the training. You will also receive an e-mail notification indicating that you have assigned the training to your employee(s).