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# Important informations



## Introduction

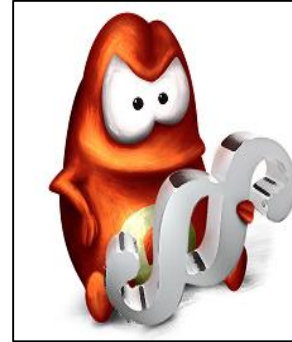
Dear colleague, we would like to tell you about new additions to the Learning module in myFox, which are related to classroom courses with a lecturer.

The additions to the module bring a lot of new functionality. First of all, let's introduce the general logic of the types of courses available in the module. Our monsters will help you.

# Item – an online or classroom course with a lecturer, courses are one-off and do not repeat.



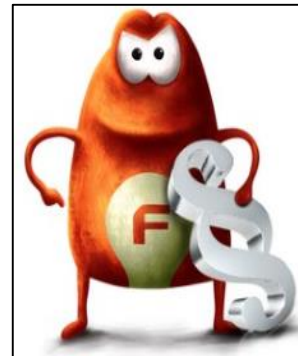
Monster for one-off professional online courses of soft and hard skills



Monster for one-off online statutory courses



Monster for one-off professional classroom courses of soft and hard skills



Monster for one-off classroom statutory courses

**Curricula – a repeated course that can be both classroom-based or online. With some courses, you can choose the type. It is marked by the repeat sign.**



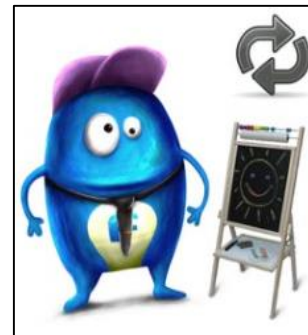
Monster for repeated online professional courses of soft and hard skills



Monster for repeated classroom statutory courses



Monster for repeated online statutory courses



Monster for repeated classroom professional courses of soft and hard skills



## Important informations

For some course types, the prerequisite is to first take the given course in its classroom form with a lecturer. We call this a „**Prerequisite**“. If you encounter such a course in the system, you will be automatically directed to the prerequisite course. If the prerequisite is not met, the system will not allow you to attend the course in its online/other form.

For some repeated courses, you can choose the form. We call this a „**Requirement**“, which is when the system offers you all forms of the course and you only have to complete a single form. After completion, you will be unassigned from all other course forms.

**Program** – is a group of trainings (courses/workshops), which cover the same topic or are linked in some other way.



**To access courses in myFox, you will no longer have log in via Training Registration in inFox. Learning is now all done in a single system – myFox!**

## Searching in the library – instructor-led courses

Searching for classroom courses is done in the same as for online trainings. When searching, you can use different types of filters and key words.

The screenshot displays a search interface for instructor-led courses. At the top, there is a search bar with the word "Search" and a magnifying glass icon. To the left of the search bar is a "Browse by Categories" button, and to the right is a "Language & Currency" button. Below the search bar, it indicates "7 COURSES". To the right of the course count are "Calendar View" and "Relevance" options. Below the search bar, there are two filter tags: "Instructor L..." and "Classes o...". On the left side, there is a "Refine By" section with a "Clear All" button. Under "Learning Type", the "Instructor Led" option is selected and highlighted with a red box. Below this, there are checkboxes for "Show courses with online content" (unchecked) and "Classes only" (checked). Under "Course Dates", there are "Begins after" and "Begins before" filters. Under "Location", there is a dropdown menu. Under "Training Area", there is another dropdown menu. The main content area shows two course cards. The first card is for "Effective Communication (COURSE Elect, Com, CI)" and the second is for "First Aid Training (COURSE FirstAid, CZ)". Each card features a cartoon character and a "See All Classes" link. At the bottom of each card, there is an "Assign to Me" button and a "More" link, both of which are highlighted with a red box.



## Prerequisites and requirements for attending a course

**Item** – is a one-off course that can be both in the classroom or online.

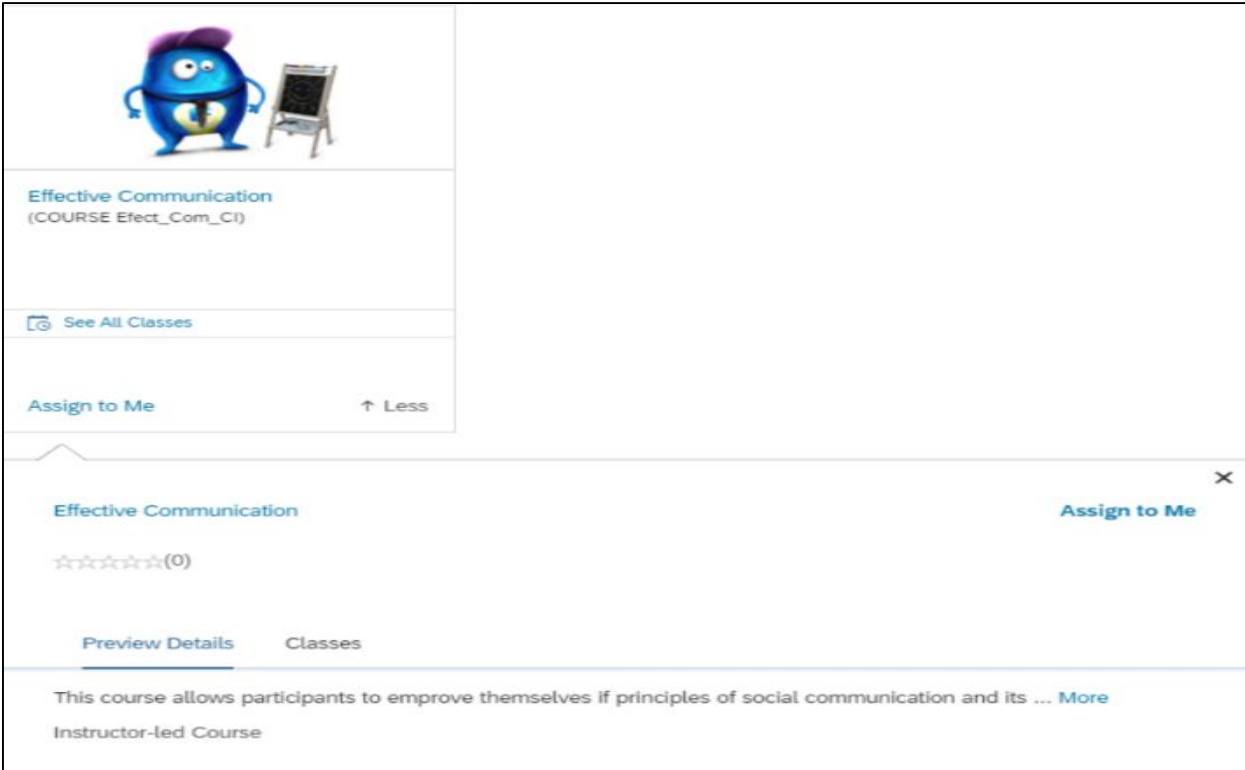
**Curricula** – Is a repeated type of course that can be both in the classroom or online. The system automatically checks the validity date. If you want to assign a course and a curriculum is available, always assign a curriculum. By doing this, you will ensure that the course will be repeated after its validity ends. If unsure, ask the **Training and Development team**.

The screenshot shows a search results page for the keyword "aid". At the top, it indicates "Results for 'aid'" and "3 COURSES". There are navigation options for "Calendar View" and a "Relevance" dropdown menu. On the left, there are "Refine By" filters for "Learning Type" and "Training Area", both with dropdown menus. The main content area displays three course cards, each featuring a cartoon mascot character. The first card is for "First Aid (ONLINE FirstAid\_OZ)", which is free and has one review. It includes a note: "You have unmet prerequisites. View Prerequisites" and a "More" link. The second card is for "First Aid Training (COURSE FirstAid\_CZ)", which is also free and includes a note: "Already Assigned. Assign to Others" and a "More" link. The third card is for "First Aid Training - repeated course", which is also free and includes a note: "Already Assigned. Assign to Others" and a "More" link.

# Registration

Did the Effective Communication workshop catch your eye and you would like to find out more about it? Click „**More**“ to see details. You will see more about the course content and what class dates are available.

When you assign the workshop to yourself, choose from available dates in the following step. If there are no classes available, you can request one (see more in the Requesting a class section).



Effective Communication  
(COURSE Efect\_Com\_CI)

See All Classes

Assign to Me [↑ Less](#)

Effective Communication [Assign to Me](#)

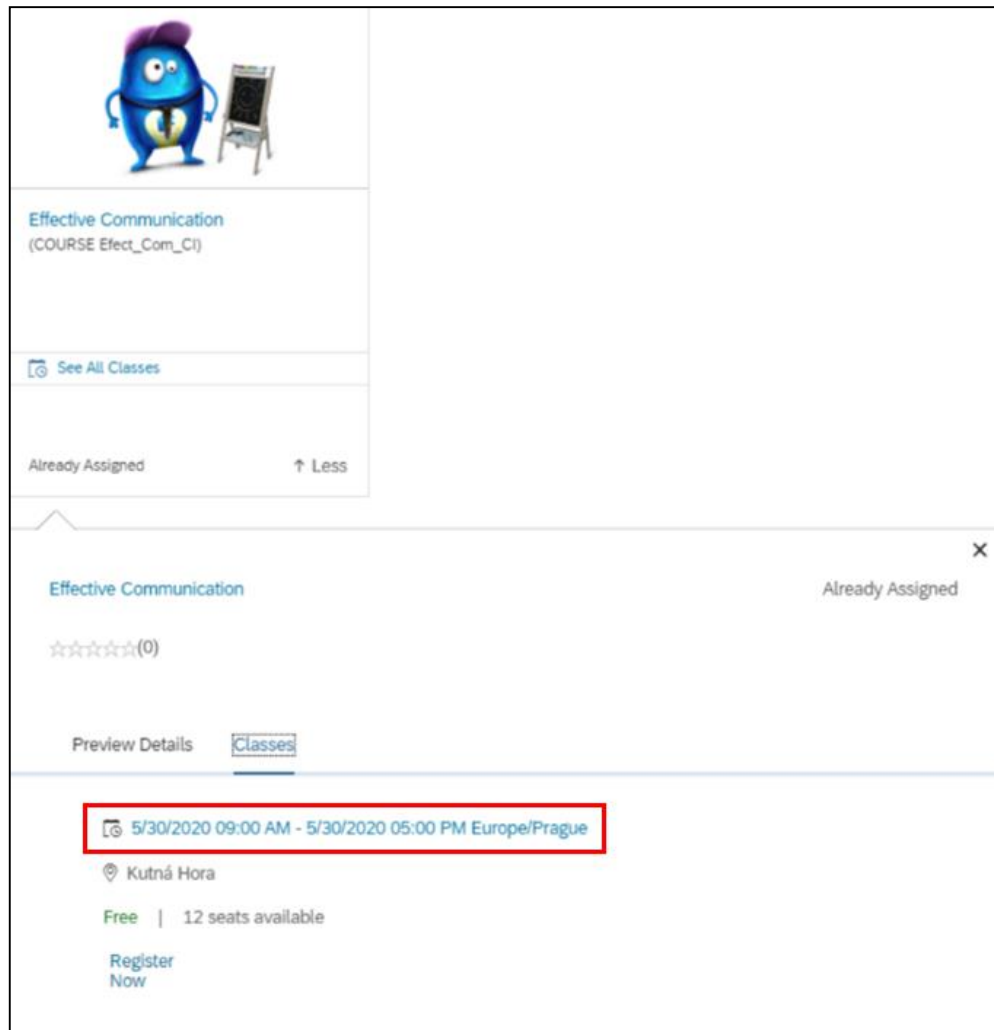
☆☆☆☆(0)

Preview Details [Classes](#)

This course allows participants to improve themselves if principles of social communication and its ... [More](#)

Instructor-led Course

Did you pick a date that is best for you and you want to know more?  
Click on it to see more details.



The screenshot shows a course registration interface. At the top left is a blue cartoon character with a purple tuft of hair and a yellow tie, standing next to a flipchart. Below the character, the course title "Effective Communication" is displayed in blue, with the course ID "(COURSE Effect\_Com\_CI)" underneath. A button labeled "See All Classes" with a calendar icon is visible. Below that, it says "Already Assigned" with an upward arrow and the word "Less".

A dropdown menu is open, showing the course title "Effective Communication" and "Already Assigned" on the right. Below the title are five empty star icons followed by "(0)". There are two buttons: "Preview Details" and "Classes" (which is highlighted with a blue underline). Below the buttons, a date and time range "5/30/2020 09:00 AM - 5/30/2020 05:00 PM Europe/Prague" is highlighted with a red rectangular border. Below this, the location "Kutná Hora" is shown with a location pin icon. The text "Free | 12 seats available" is displayed. At the bottom, there is a "Register Now" button.

If you like it, click on “**Register**” , the system confirms your registration unless approval is required.

The screenshot shows a course registration interface. At the top left, the course ID '422' is displayed. The main title is 'Effective Communication'. Below this, a summary box contains the following information: '12 seats available', 'Start: Tuesday, 5/26/2020 09:00 AM', 'End: Tuesday, 5/26/2020 05:00 PM', 'Primary Location: Pardubice', and 'Price: Free'. A blue 'Register' button is highlighted with a red rectangle. Below the summary box, there is a section titled 'Class Information' which includes 'Class Agenda (all times are shown in this class's time zone)' and 'Instructors'. The class agenda for 'Day 1: Tuesday, 5/26/2020' shows the time '09:00 AM - 05:00 PM' and the location 'Cisco m.room, 1th floor (CISCO), U Zámečku 27, Pardubice'. The instructor listed is 'Pavel Všechnálek' with a 'PV' profile picture. A note at the bottom right of the summary box states 'Registration closes 5/26/2020 at 09:00 AM'.

422

## Effective Communication

12 seats available

Start	Primary Location	Price
Tuesday, 5/26/2020 09:00 AM	Pardubice	Free
End		
Tuesday, 5/26/2020 05:00 PM		

[Register](#)

Registration closes 5/26/2020 at 09:00 AM


### Class Information

Class Agenda (all times are shown in this class's time zone)

Day 1: Tuesday, 5/26/2020


09:00 AM - 05:00 PM Cisco m.room, 1th floor (CISCO), U Zámečku 27, Pardubice

### Instructors

 Primary  
Pavel Všechnálek

Your registration was successful. You will see thumbs up to confirm that. Do you want to check class details after registration? Click “**See Class Details**”.




## Confirmation

 **Your registration status is: Registered on Training Activity**  
Congratulations Tomáš Marrný, Your seat is successfully reserved.  
An email notification is sent to mkrskova@cz.foxconn.com

Here is your class information

422


### Effective Communication

 Start	 Primary Location	Primary Instructor
Tuesday, 5/26/2020 09:00 AM	<b>Pardubice</b>	 Primary
End		Pavel Všeználek
Tuesday, 5/26/2020 05:00 PM		

[See Class Details](#)



After click, you will see more details, as on screen below.

[Back](#) [Go to Course Overview](#)

 You are registered for this class. [See Registration Confirmation](#)

422

## Effective Communication


 Start	 Primary Location	Price
<b>Tuesday, 5/26/2020 09:00 AM</b>	<b>Pardubice</b>	Free
End		
<b>Tuesday, 5/26/2020 05:00 PM</b>		

Last day to withdraw from this class is 5/26/2020 at 05:00 PM [Withdraw](#)


### Class Information

#### Class Agenda (all times are shown in this class's time zone)

Day 1: Tuesday, 5/26/2020

09:00 AM - 05:00 PM  Cisco m.room, 1th floor (CISCO), U Zámečku 27, Pardubice

#### Instructors

 Primary  
Pavel Všeználek

In the „**Learning**“ section, you will see all courses you have coming up. You can see classroom courses for which you registered by selecting “**Registrations**” in the filter.

The screenshot displays the 'My Learning' dashboard. At the top, there are tabs for 'My Learning' and 'My Team'. Below this, the 'My Learning Assignments' section is visible. It features a search bar with the placeholder text 'Course name or ID' and a dropdown menu currently set to 'Registrations', which is highlighted with a red box. To the right of the search bar is another dropdown menu labeled 'All Assignment Types'. Below the search bar, there is a section titled 'DUE ANYTIME' with a downward arrow. The main content area shows a course card for 'Effective Communication' with a blue character icon. The course details include 'COURSE Effect\_Com\_CI rev.1 5/18/2020', a location pin icon indicating it begins on 5/26/2020 at Pardubice, and a person icon indicating it is self-assigned. To the right of the course card, there is an 'ENROLLED' status with a downward arrow. On the right side of the dashboard, there is a 'My Curricula' section with a red circle icon and the text 'Overdue (8)'. Below that is a 'Learning History' section with a 'View All' button and a 'Rate 1 course' button with a star icon. At the bottom of the 'Learning History' section, there is a 'MOST RECENTLY ADDED' section featuring a course card for 'Labour law for leaders' with a green checkmark icon.

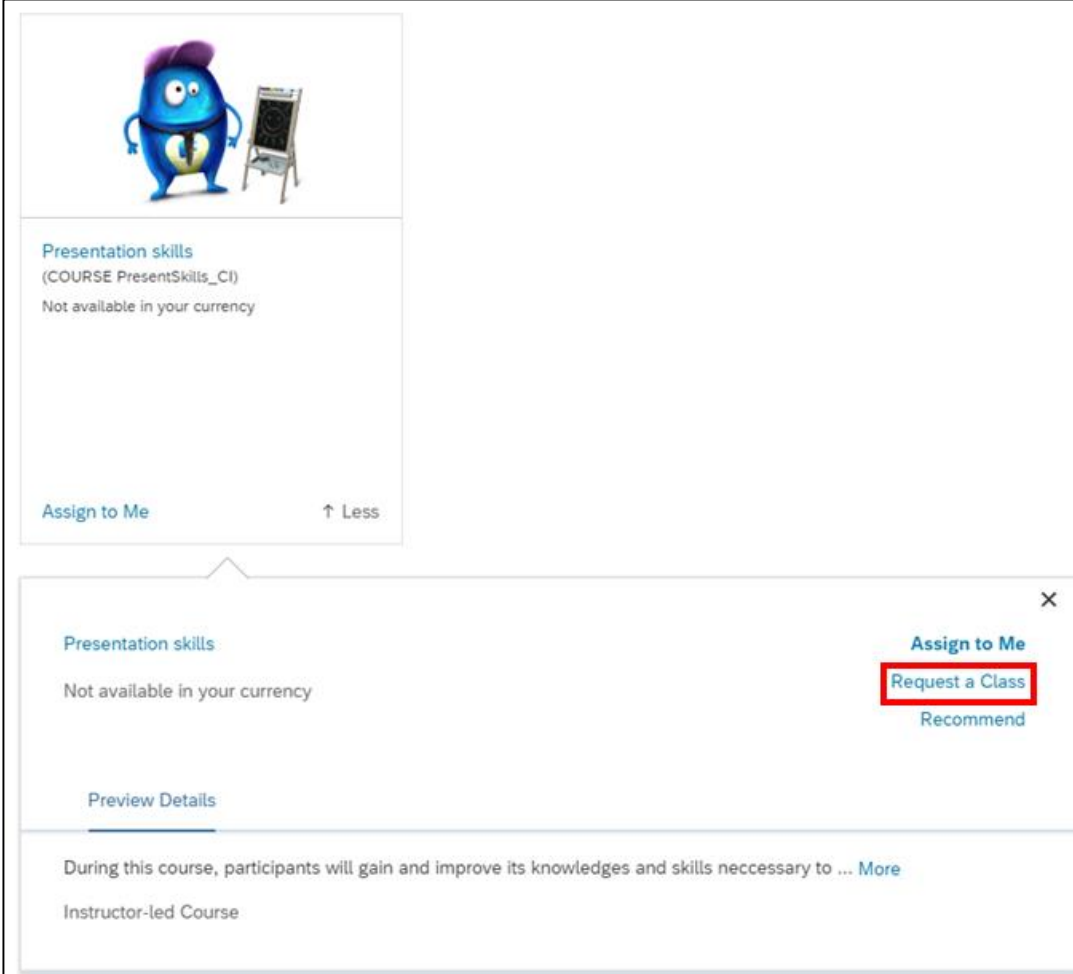


After a successful registration for a classroom course, the system will automatically send you an Outlook meeting. This way, you cannot forget about it.

The screenshot shows an Outlook interface with a meeting invitation. The ribbon at the top includes 'FILE' and 'MEETING' tabs, with various action buttons like 'Delete', 'Accept', 'Tentative', 'Decline', 'Respond', 'Meeting Notes', and 'Calendar'. The invitation is from 'system@successfactors.eu' with the subject 'Effective Communication'. It is marked as 'Required' and includes a warning: 'The organizer has not requested a response for this meeting. This appointment conflicts with another one on your calendar.' The meeting is scheduled for Tuesday, May 26, 2020, from 9:00 AM to 5:00 PM at 'Pardubice (Cisco m.room, 1th floor (CISCO), U Zámečku 27, Pardubice)'. A calendar view below shows the meeting slot from 9 AM to 10 AM. At the bottom, the course information is displayed: 'COURSE Efect\_Com\_CI 5/18/2020 10:22 AM Europe/Prague - Effective Communication - Time Slot 1'.

## Requesting a class

If you would like to attend a course and there are no classes available, you must request one. Classes can be requested in the course listing by clicking **“Request a Class”**.



The screenshot shows a course listing for "Presentation skills (COURSE PresentSkills\_CI)". The course is marked as "Not available in your currency". Below the course title, there are two buttons: "Assign to Me" and "Request a Class". The "Request a Class" button is highlighted with a red border. Below the course listing, there is a "Preview Details" section with a "More" link. The course is identified as an "Instructor-led Course".

Presentation skills  
(COURSE PresentSkills\_CI)  
Not available in your currency

Assign to Me    ↑ Less

×

Presentation skills  
Not available in your currency

Assign to Me  
**Request a Class**  
Recommend

Preview Details

During this course, participants will gain and improve its knowledges and skills necessary to ... [More](#)

Instructor-led Course

After clicking on **“Request a Class”**, a dialog will appear (see screenshot). Specify the date, location, and optionally add a comment. Click **“Request”** to send the request.

The screenshot shows a web interface for requesting a class. The top section displays course details: 'Presentation skills', 'COURSE PresentSkills\_CI', 'Revision: 1 - 5/18/2020 01:43 PM Europe/Prague', and 'Item Description: No Description'. Below this is a section for 'ASSIGNMENT INFORMATION' with fields for 'Required Date', 'Completion Date', 'Days Remaining', 'Assignment Type: REO', 'Assignment Date: 5/21/2020', and 'Assigned By: AdminMK, Kršková, Markéta Super'. Further down are sections for 'CURRENT REGISTRATION' and 'AVAILABLE CLASSES'. The 'REQUEST A CLASS' section is highlighted with a red border and contains the following fields: 'Need By Date: 05/31/2020' (with a calendar icon), 'Preferred Region:' (with a dropdown arrow), 'Preferred Location: Pardubice (PCE)' (with a dropdown arrow), and 'Comments: [Based on superior request I need to be trained]' (with a text area). A 'Request' button is located at the bottom right of this section.

A confirmation dialog will appear showing the requested date and location.

The screenshot shows a mobile application interface for course registration. At the top, there is a blue header with a back arrow and the text "Back Registration". Below the header, the course title "Presentation skills" is displayed with a globe icon. Underneath, it shows "COURSE PresentSkills\_CI", "Revision: 1 - 5/18/2020 01:43 PM Europe/Prague", and "Item Description: No Description". There are three expandable sections: "CURRENT REGISTRATION", "AVAILABLE CLASSES", and "REQUEST A CLASS". The "REQUEST A CLASS" section is expanded, showing a table with the following data:

Request Date	Need By Date	Preferred Region	Preferred Location	Reason to Highlight	Comments	Remove
6/24/2020	6/26/2020		Pardubice			<input type="checkbox"/>

Below the table, there is a "Remove" button.

When a class of the given course is made available, you will receive an email about it and can register.

## Joining a waitlist

If a class's capacity is filled, you can choose to join a **“Waitlist”**. If a spot is made available in the given class, the system will automatically sign you up and you will receive an email notification, see above.

The screenshot displays two course cards for 'First Aid' training. The left card is for an online course (FirstAid\_OZ) with a 5-star rating and a 'View Prerequisites' link. The right card is for a course-based training (FirstAid\_CZ) with an 'Assign to Me' button. A modal window for the 'First Aid Training' course is open, showing options to 'Assign to Me', 'Assign to Others', or 'Recommend'. The 'Assign to Me' option is selected, and a 'Waitlist' button is visible at the bottom of the modal. The modal also shows the course title 'First Aid Training' and a 'Preview Details' tab. The 'Classes' tab is active, showing a class for 5/23/2020 from 09:00 AM to 11:00 AM in Europe/Prague, located at Pardubice - Black Widow, 0st floor (HR), U Zámečku 27, Pardubice. The class is free and has 0 seats available.

Find a desired class date, click on it, and click **“Join Waitlist”**.

The screenshot displays a course page for 'First Aid Training' (ID 420). At the top, there are links for 'Back' and 'Go to Course Overview'. The course title 'First Aid Training' is prominently displayed. Below the title, it indicates '0 on the waitlist'. The course details are organized into three columns: 'Start' (Saturday, 5/23/2020 09:00 AM), 'Primary Location' (Pardubice), and 'Price' (Free). The 'End' time is Saturday, 5/23/2020 11:00 AM. A red rectangular box highlights the 'Join Waitlist' button, which is accompanied by the text 'Approval Required' and 'Waitlist closes 5/23/2020 at 09:00 AM'. Below the course details, there is a 'Class Information' section. The 'Class Agenda' section shows 'Day 1: Saturday, 5/23/2020' with a time slot of '09:00 AM - 11:00 AM' and a location of 'Black Widow, 0st floor (HR), U Zámečku 27, Pardubice'. The 'Instructors' section lists 'Primary Pavel Všeználek' with a profile icon.

After that, you will see a confirmation and your position on the waitlist.

The screenshot shows a web interface for a course registration. At the top, there is a navigation bar with a [Back](#) link and a [Go to Course Overview](#) link. Below this, a red-bordered box highlights a message: "1 Your position on the waitlist is 1." The course title "First Aid Training" is displayed in large font, with the number "420" above it. The course details are presented in a structured layout:

- 1 on the waitlist**
- Start:** Saturday, 5/23/2020 09:00 AM
- End:** Saturday, 5/23/2020 11:00 AM
- Primary Location:** Pardubice
- Price:** Free

Additional information includes "Approval Required" and "Last day to withdraw from this class is 5/23/2020 at 11:00 AM [Withdraw](#)".

**Class Information**

**Class Agenda (all times are shown in this class's time zone)**

Day 1: Saturday, 5/23/2020

09:00 AM - 11:00 AM [📍](#) Black Widow, Ost floor (HR), U Zámečku 27, Pardubice

**Instructors**

[PV](#) Primary Pavel Všechnálek

## Registering for a classroom course that requires approval

Registering for a course might require approval from your superior or other people. The system will notify you during registration. Take the First Air Training, for example. The process of registration is the same as describe above in the Registering for classroom courses section.

The screenshot displays a course registration interface for 'First Aid Training'. At the top, there is a link 'Go to Course Overview' and the course ID '414'. The course title 'First Aid Training' is prominently displayed. Below the title, key details are listed: '29 seats available', 'Start: Monday, 5/25/2020 09:00 AM', 'End: Monday, 5/25/2020 11:00 AM', 'Primary Location: Pardubice', and 'Price: Free'. A red rectangular box highlights a section on the right side of the course details, containing the text 'Approval Required' and a blue 'Register' button. Below this box, it states 'Registration closes 5/25/2020 at 09:00 AM'. The bottom section of the page is titled 'Class Information' and includes a 'Class Agenda' table and 'Contact Information' for Darina Papakiriaková.

Start	Primary Location	Price
Monday, 5/25/2020 09:00 AM	Pardubice	Free

Approval Required  
[Register](#)  
Registration closes 5/25/2020 at 09:00 AM

**Class Information**

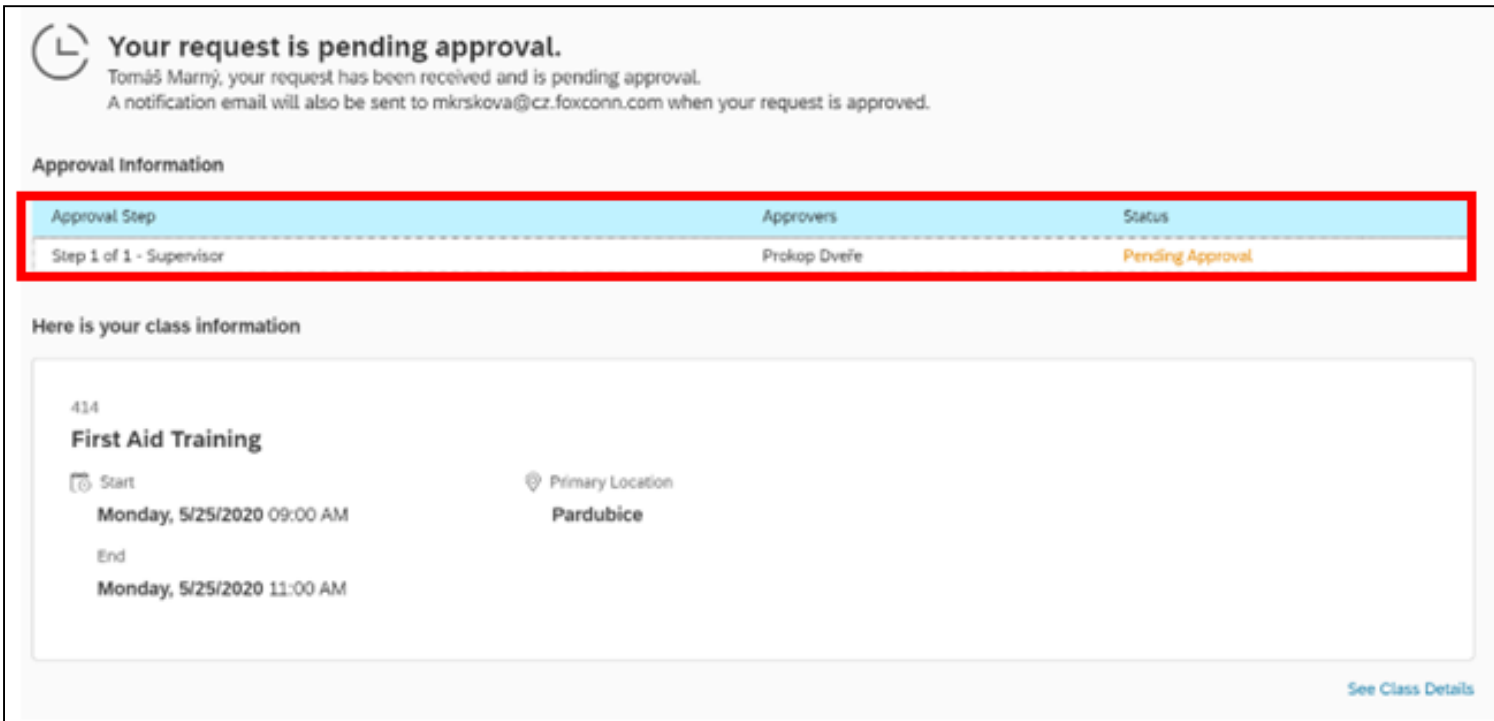
**Class Agenda** (all times are shown in this class's time zone)

Day	Time	Location
Day 1: Monday, 5/25/2020	09:00 AM - 11:00 AM	Shenzhen, 1st floor (HR), U Zámečku 27, Pardubice

**Contact Information**  
Darina Papakiriaková



After sending a registration request, the system will tell you that the approval by your superior or other people is required. You can monitor the approval status directly in the system, or by checking the email notifications which are automatically sent by the system. The person who is approving your request is also notified.



**Your request is pending approval.**  
Tomáš Marry, your request has been received and is pending approval.  
A notification email will also be sent to mkrskova@cz.foxconn.com when your request is approved.

**Approval Information**

Approval Step	Approvers	Status
Step 1 of 1 - Supervisor	Prokop Dveře	Pending Approval

**Here is your class information**

414  
**First Aid Training**

**Start**  
Monday, 5/25/2020 09:00 AM


**End**  
Monday, 5/25/2020 11:00 AM

**Primary Location**  
Pardubice

[See Class Details](#)

Once your registration has been approved, you will see in the system that you have been successfully registered and will receive an Outlook meeting.



## Confirmation

 **Your registration status is: Registered on Training Activity**  
Congratulations Tomáš Marný, Your seat is successfully reserved.

Here is your class information

414

### First Aid Training

 Start	 Primary Location
Monday, 5/25/2020 09:00 AM	Pardubice
End	
Monday, 5/25/2020 11:00 AM	

[See Class Details](#)

## Storno Policy

If there is a financial cost involved in the course (e.g. in case of external trainings), there are rules for withdrawing from a class. According to the rules, there is an amount that can be deducted even if you do not attend the course or if you withdraw in advance. The system will notify you about these rules before you complete your registration. To successfully complete a registration, you need to agree with the cancellation policy by checking the „**I have read and agree to the cancellation policy**“ checkbox.

439  
MS Excel - Level 1 - External

Start	Primary Location	Price
Friday, 5/29/2020 10:15 AM	Pardubice	900.00 CZK
End		
Friday, 5/29/2020 11:15 AM		

Order Details  
Attendee  
Tomáš Marj

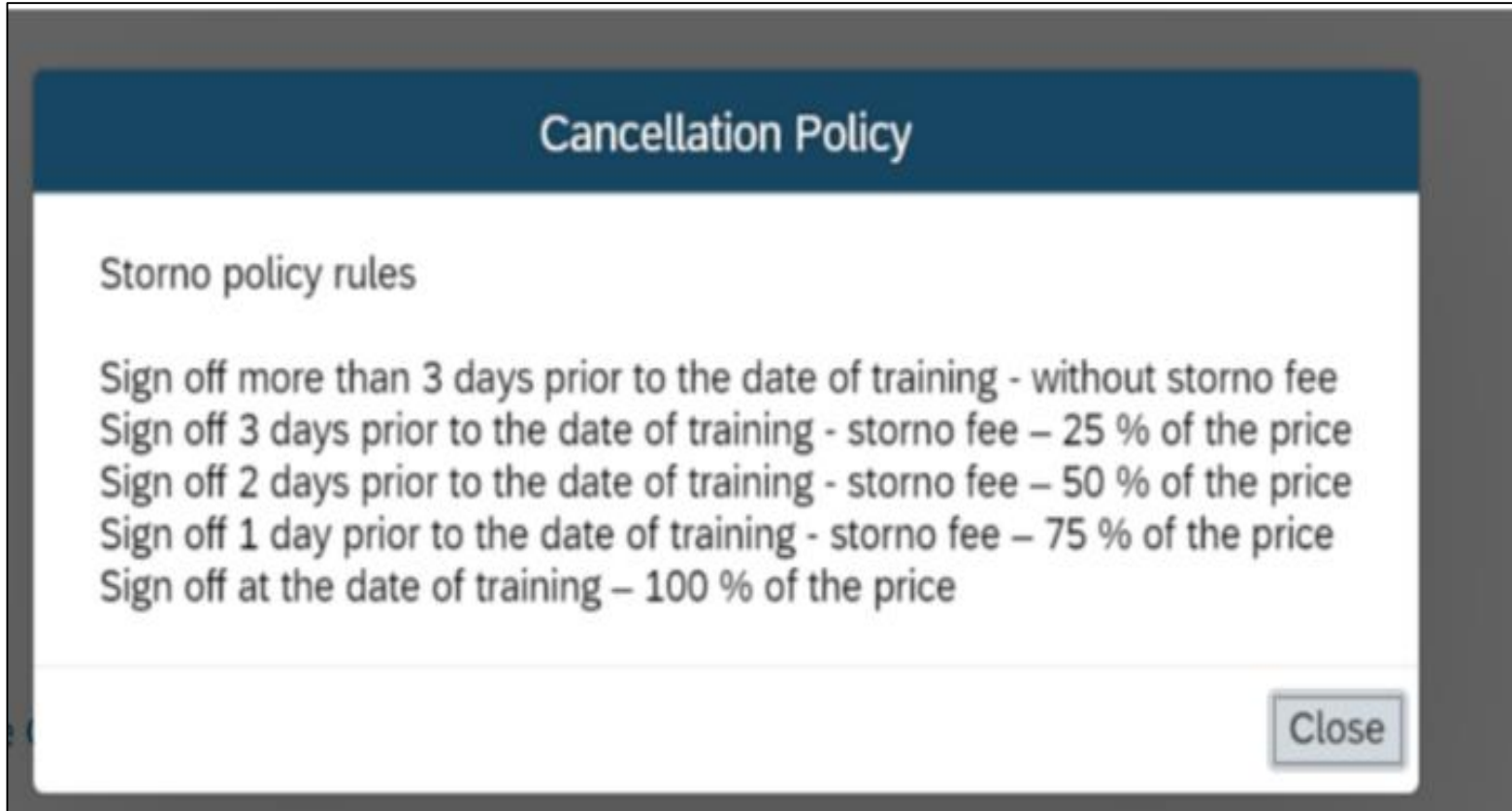
Approval Information  
Approval Step: Step 1 of 2 - Learning Admin  
Approvers: See All Approvers  
[See All Steps](#)

Payment Details  
Account Code  
C2C001-C2C001

\*Cancellation Policy  
 I have read and agree to the cancellation policy. [See Cancellation Policy](#)

[Review Registration](#) [Cancel](#)

To see more details, click **“See Cancellation Policy”**.

A screenshot of a 'Cancellation Policy' dialog box. The dialog has a dark blue header with the title 'Cancellation Policy' in white. Below the header, the text 'Storno policy rules' is displayed. A list of cancellation rules follows, detailing the storno fee as a percentage of the price based on the number of days prior to training. A 'Close' button is located in the bottom right corner of the dialog.

**Cancellation Policy**

Storno policy rules

- Sign off more than 3 days prior to the date of training - without storno fee
- Sign off 3 days prior to the date of training - storno fee – 25 % of the price
- Sign off 2 days prior to the date of training - storno fee – 50 % of the price
- Sign off 1 day prior to the date of training - storno fee – 75 % of the price
- Sign off at the date of training – 100 % of the price

Close

After agreeing with the cancellation policy and confirming the registration, you can register. If approval is required, you will need to wait for the approval.

### Almost Done! Review Your Information

419  
**MS Excel - Level 1 - External**

Start  Primary Location

**Friday, 9/29/2020 10:15 AM** **Pardubice**

End  
**Friday, 9/29/2020 11:15 AM**

#### Order Summary

Attendee	Number of Seats	Price Per Seat	Total
Tomáš Marný	1	900.00 CZK	900.00 CZK

#### Approval Information

Approval Step	Approvers
Step 1 of 2 - Learning Admin	Multiple Approvers

#### Payment Details

Account Code  
CZ0001-  
CZ0001

Cancellation Policy  
 I have read and agree to the cancellation policy.

[Complete Registration](#) [Edit](#)

If you withdraw less than 3 day before the course, you will be charged a percentage of the course fee according to the cancellation policy

### Warning


**Warning Details:**

- The refund amount you are going to get is 900.00 Czech Republic Koruna (CZK).
- [Cancellation Policy](#)

Do you wish to proceed?

No Yes



## Confirmation

 **Your registration status is: Registered on Training Activity**  
Congratulations Tomáš Marný, Your seat is successfully reserved.

Here is your class information

Order Number: [QRDNQ-123](#) [Cancellation Policy](#)

436  
**MS Excel - Level 1 - External**

 Start	 Primary Location
Saturday, 5/30/2020 09:00 AM	<b>Pardubice</b>
End	
Saturday, 5/30/2020 10:00 AM	

[See Class Details](#)

## Program

Registration for parts of programs is done in the same way as registration for courses; see the Registering for classroom courses section. To search for programs, use the „**Programs**“ filter.

The screenshot displays a user interface for managing learning assignments. At the top, the section is titled "My Learning Assignments". Below the title, there are options to "Sort By Date | Priority" and a "Filter" dropdown menu. The "Filter" dropdown is currently set to "Programs", which is highlighted with a red box. To the left of the filter is a search bar labeled "Keyword" with the placeholder text "Course name or ID". Below the search bar, there is a section titled "DUE ANYTIME". Under this section, there is a card for a program. The card features an icon of a blue globe on a book, the text "Next to complete: BLOK I", and a "VIEW PROGRAM" button, which is also highlighted with a red box. Below the icon, the text "REQUIRED" is shown in red, followed by "Labour law for leaders" in blue, and "PROGRAM Program\_Hanka\_Pravo" with a small input field. To the right of the main content area, there is a "My Curricula" section with a pie chart showing the status of assignments: "Overdue (8)" in red, "Due in 30 days (1)" in blue, and "Due Later (2)" in green. Below the pie chart, there are four panels: "History" with a clock icon and a red circle with "0", "Links" with "My QuickGuides", "Approvals", and "My Orders", "Recommen..." with a lightbulb icon and a red circle with "0", and "Featured" with a star icon and a red circle with "0".

After clicking „**View Program**“, you will see the program’s details. Rules for completing programs are stated (e.g. block 2 cannot be started before completing block 1, etc.). After completing a program, you can rate it voluntarily and anonymously using stars. If an evaluation survey is linked to a program, the system will ask you to complete it, see the Evaluation survey section.

The screenshot shows a user interface for a program titled "Labour law for leaders (Program\_Hanka\_Pravo)". At the top, there is a "Back" button and a rating section with five stars and the text "Not yet rated". Below this, there is an "Open-ended" section with a progress bar showing 0.00%. The program duration is listed as "2.00 HOUR(S) DURATION". A red star icon indicates that the program is "Required for Program Completion". The program is organized into four blocks: "BLOK I", "BLOK II", "BLOK III", and "BLOK IV". Under "BLOK I", there is a sub-section for "Labour law for leaders - part 1" with a "Request a Class" button. The interface uses a dark blue header and footer, with white content areas.



You can check the progress status of a program in the “**Learning**” section. For example, after completing block 1, the program displays the progress, see the screenshot below.

The screenshot displays a user interface for 'My Learning Assignments'. At the top, there are navigation options: 'Sort By Date | Priority | Filter'. Below this is a search bar with the placeholder 'Course name or ID' and a dropdown menu set to 'Programs'. The main content area is titled 'DUE ANYTIME' and features a blue globe icon with a graduation cap. The text indicates 'Next to complete: BLOK II' with a 'VIEW PROGRAM' button. A red box highlights the 'REQUIRED' status and the program name 'Labour law for leaders', along with a progress bar for 'PROGRAM Program\_Hanka\_Pravo' which is approximately 25% complete. On the right side, a 'My Curricula' section shows a pie chart with a legend: 'Overdue (8)' in red, 'Due in 30 days (1)' in blue, and 'Due Later (2)' in green. Below this is a 'Learning History' section with a 'View All' button. At the bottom right, a 'MOST RECENTLY ADDED' section shows 'Labour law for leaders - part 1' with a green checkmark icon.

You can also see the progress status of individual program parts in their overview, see the screenshot below.

— Back  
Labour law for leaders (Program\_Hanka\_Pravo) Not yet rated

Open-ended 25.00%

Labour law for leaders

2.00<sup>HOUR(S)</sup>  
DURATION

\* Required for Program Completion

∨ BLOK I ✓

👤 \* Labour law for leaders - part 1 Completed  
Labour law for leaders - part 1

∨ BLOK II

👤 \* Labour law for leaders - part 2 ∨  
Labour law for leaders - part 2

∨ BLOK III

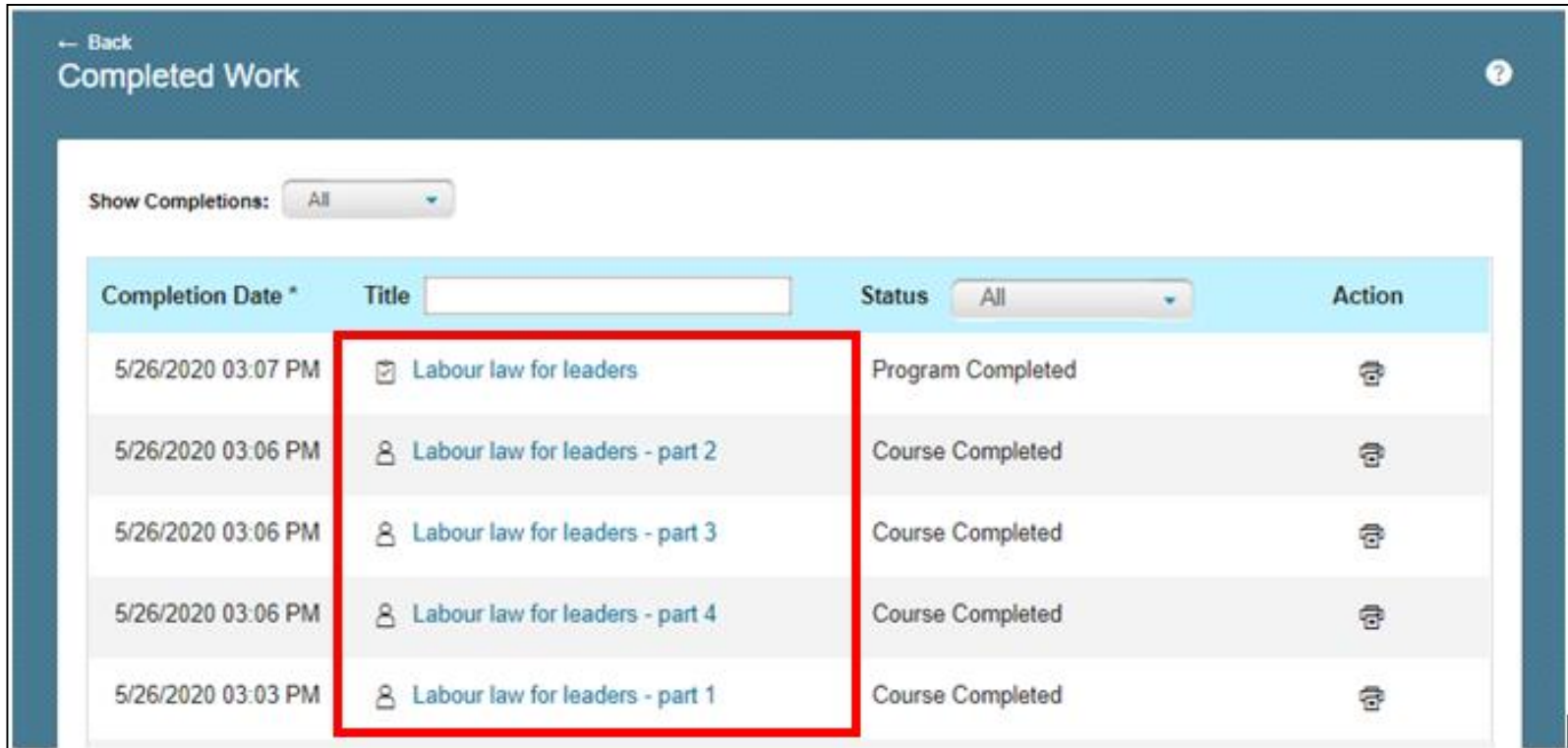
👤 \* Labour law for leaders - part 3  
Labour law for leaders - part 3

After completing all program parts and completing the evaluation survey (if required), the program will appear in your „**Learning History**“.

The process of completing the evaluation survey is the same as described in the Evaluation survey section.

The screenshot displays a user interface for managing learning assignments. The main area, titled "My Learning Assignments", contains a search bar for "Course name or ID" and filters for "Programs" and "All Assignment Types". It currently shows "There are no items matching your criteria." To the right, the "My Curricula" section features a pie chart summarizing assignment statuses: 8 Overdue (red), 1 Due in 30 days (blue), and 2 Due Later (green). Below this, the "Learning History" section is highlighted with a red border and includes a "View All" button and a list of "MOST RECENTLY ADDED" items, such as "Labour law for leaders" and "Labour law for leaders - part 4", each accompanied by a green checkmark icon.

Here you can see more details. In your learning history you can see completed program and all absolved parts of program.



← Back  
Completed Work

Show Completions: All

Completion Date *	Title	Status	Action
5/26/2020 03:07 PM	☑ Labour law for leaders	Program Completed	📄
5/26/2020 03:06 PM	👤 Labour law for leaders - part 2	Course Completed	📄
5/26/2020 03:06 PM	👤 Labour law for leaders - part 3	Course Completed	📄
5/26/2020 03:06 PM	👤 Labour law for leaders - part 4	Course Completed	📄
5/26/2020 03:03 PM	👤 Labour law for leaders - part 1	Course Completed	📄

← Back

## Completed Work



Show Completions: All

Completion Date *	Title		Action
5/21/2020 03:16 PM	Labour law for leaders	<u>Labour law for leaders</u>	📄
5/21/2020 03:16 PM	Labour law for leaders	Completion Date: 5/21/2020 03:16 PM 🔍 View Details 🖨️ Print Certificate 📄 View Program Ac...	📄
5/21/2020 03:16 PM	Labour law for leaders - part 4	Course Completed	📄
5/21/2020 03:15 PM	Labour law for leaders - part 2	Course Completed	📄
5/21/2020 03:12 PM	Labour law for leaders - part 1	Course Completed	📄
5/21/2020 02:53 PM	Effective Communication	Course Completed	📄
3/1/2019 02:08 PM	Incoming notification	Online Course Completed	📄

Items: 7

\* All dates are for Europe/Prague time zone.

# Another form of learning

Are you newbie in Foxconn and it is necessary to absolve other courses in Adaptation period? System myFOX will automatically assign you all these necessary courses. In some cases, your superior will approve any of these courses. How you can recognise these trainings and how you can absolve that, you will see these informations below.

You can absolve these courses via self-study or with your superior. After course completion, please click on „**Request observation**“ and ask your superior for confirmation.

The screenshot displays the 'My Learning Assignments' page in the myFOX system. At the top, there is a search bar with the text 'Keyword int', a 'Select All' button, and a dropdown menu for 'All Assignment Types'. Below this, a section titled 'DUE ANYTIME' contains a course card for 'Introduction with JD'. The course card includes a cartoon character icon, the word 'REQUIRED', and a 'REQUEST OBSERVATION' button highlighted with a red box. The course details are as follows:

DESCRIPTION	Basic information about JD
TYPE	Other Learning
DURATION	4 <sup>HOUR(S)</sup>

The right sidebar contains several sections: 'My Curricula' with a 'Due in 30 days (1)' indicator, 'History' with a 'recently added' section and a 'View All' link, 'Links' with 'My QuickGuides', 'Approvals', and 'My Orders', 'Recommen...', and 'Featured'.

Via „**Add observers**“ please choose your superior.

Manage Task Checklist Observers

### Introduction with Job Description

OTHER JD\_OTH2

Add one or more people to observe you complete the sequence of tasks. Submitted requests will appear on the Learning Plans of the corresponding individuals.

▼ SEND NEW OBSERVATION REQUESTS

**+ Add Observers**

There are no unsent observation requests.

**Sent Observation Requests**

There are no sent observation requests.



### User Help

**Search User**

Enter a value for each field that you want to use to filter your search. Click Search to display the results.

**User ID:** Starts With   
**Last Name:** Starts With   
**First Name:** Starts With   
**Job Codes:** Starts With   
**Organizations:** Starts With   
**Email Address:** Starts With

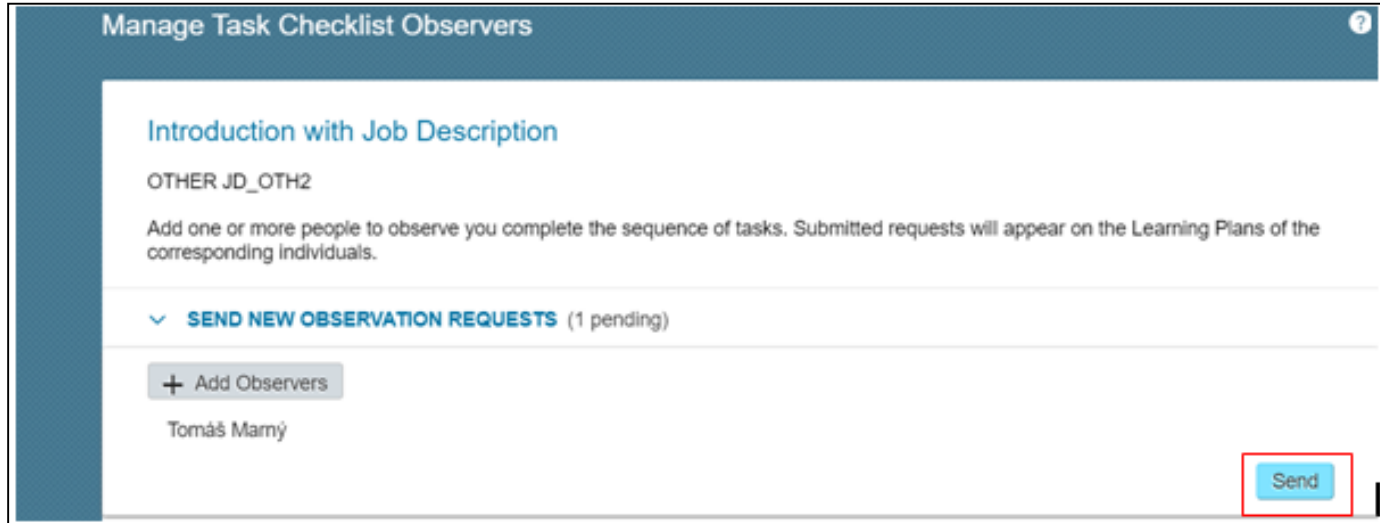
### User Help

> Search Results

#### View User Search Results

User Name	Job Code	Organization	Region	Add
Marný, Tomáš	21000212	CZC001		<input checked="" type="checkbox"/>

Please do not forget to send this request to your superior.



**Manage Task Checklist Observers** ?

### Introduction with Job Description

OTHER JD\_OTH2

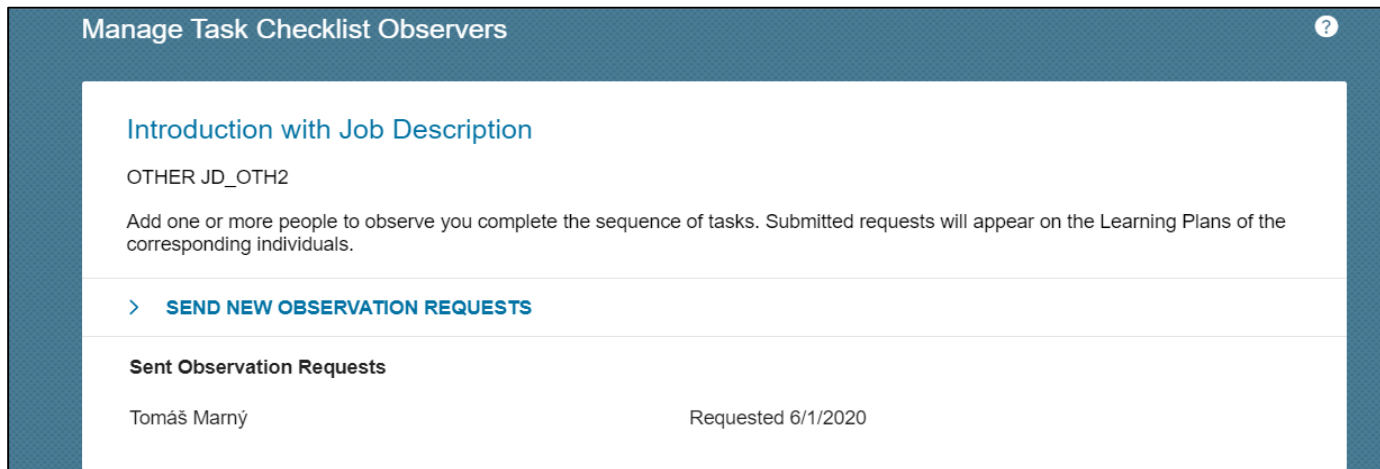
Add one or more people to observe you complete the sequence of tasks. Submitted requests will appear on the Learning Plans of the corresponding individuals.

▼ **SEND NEW OBSERVATION REQUESTS** (1 pending)

+ Add Observers

Tomáš Marný

**Send**



**Manage Task Checklist Observers** ?

### Introduction with Job Description

OTHER JD\_OTH2

Add one or more people to observe you complete the sequence of tasks. Submitted requests will appear on the Learning Plans of the corresponding individuals.

> **SEND NEW OBSERVATION REQUESTS**

**Sent Observation Requests**

Tomáš Marný	Requested 6/1/2020
-------------	--------------------

After that it is necessary to wait for superior's observation and this course will be recorded to your learning history.

The screenshot displays a learning management system interface with the following components:

- My Learning Assignments:** A section with a search bar (Keyword: Course name or ID), a 'Select All' button, and a dropdown for 'All Assignment Types'. It lists three assignments:
  - First Aid Training:** Due 6/25/2020, REQUIRED, ON WAITLIST. Course: FirstAid\_CZ rev.1 5/18/2020. Waitlisted for 6/17/2020 at Pardubice. Assigned by Tomáš Marný.
  - First Aid Training:** Due 6/28/2020. Curriculum Requirement - 1 items from item pool. Next Action - Complete next course by 6/28/2020. Part of First Aid Training - repeated course. A 'CHOOSE COURSES' button is visible.
  - MS Excel - Level 1 - External:** Due 6/28/2020, REQUIRED. Course: Excel1\_CE rev.1 5/21/2020. Assigned by Tomáš Marný.
- My Curricula:** A section with a 'Due in 30 days (1)' indicator.
- Learning History:** A section with a 'View All' button and a 'MOST RECENTLY ADDED' list:
  - Introduction with Job Description:** Marked with a green checkmark.
  - Effective Communication:** Marked with a green checkmark.

← Back  
Completed Work

Show Completions: All

Completion Date *	Title	Status	Action
6/1/2020 01:03 PM	Introduction with Job Description	Other education completed	
5/29/2020 10:54 AM	Effective Communication	Course Completed	

Items: 2

\* All dates are for Europe/Prague time zone.

After click you can see more details.

← Back  
Completed Work Details

[Introduction with Job Description](#)

Other Education JD\_OTH2

**Revision:** 1 - 6/1/2020 12:06 PM Europe/Prague

**Class ID:**

**Completion Date:** 6/1/2020

**Status:** Other education completed

Completed Work Details

**Grade:**

**Total Hours:** 4.00

**Credit Hours:**

**Contact Hours:** 4.00

**CPE Hours:**

**Primary Instructor:** Marný, Tomáš

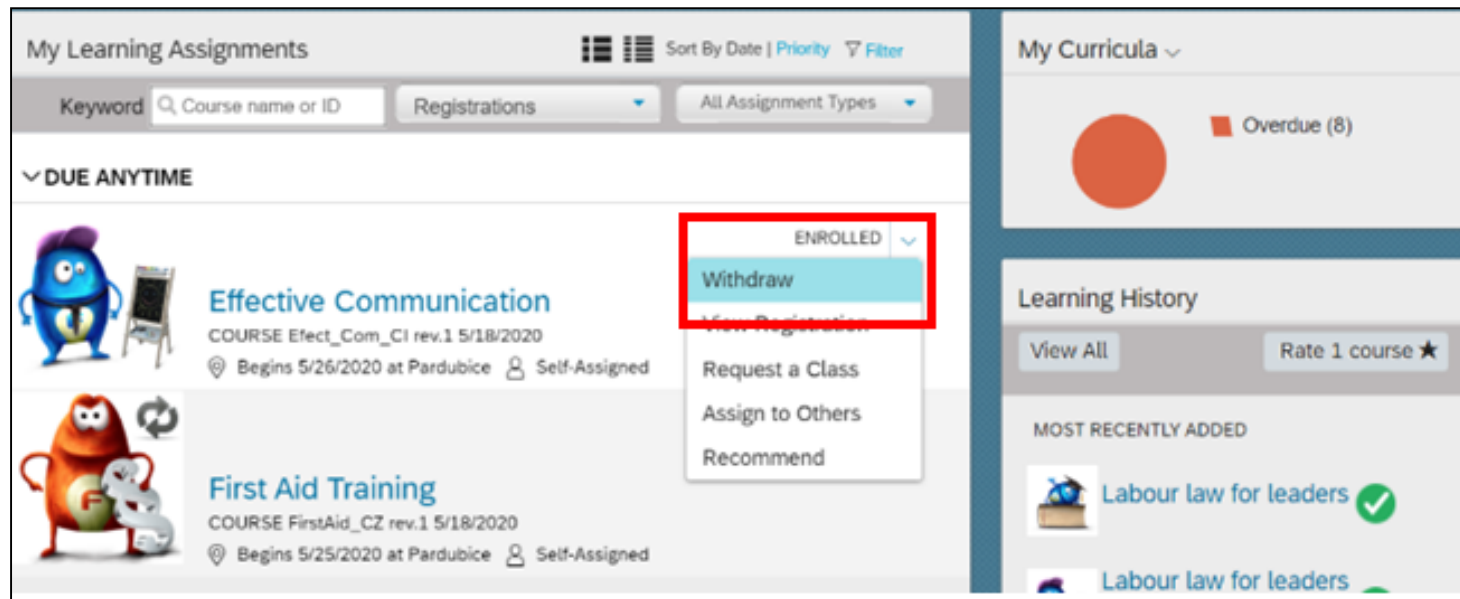
**Comments:** Společně jsme prošli detaily spojené s pracovní pozicí a potvrzují zaškolení.

**File Attachments (0)**

**Withdraw**

Have you decided not to attend the Effective Communication workshop or the date no longer suits you? You do not have to write to the course administrator. All you have to do is cancel your registration in the system by clicking „**Withdraw**“. If your superior or a Training and Development specialist signed you up for the course, you cannot withdraw yourself.

### 1. from “My Learning Assignments”



The screenshot displays the 'My Learning Assignments' dashboard. At the top, there are search filters for 'Keyword' (Course name or ID), 'Registrations', and 'All Assignment Types'. Below this, a section titled 'DUE ANYTIME' lists two courses: 'Effective Communication' and 'First Aid Training'. For the 'Effective Communication' course, a dropdown menu is open, showing the 'Withdraw' option highlighted in a red box. Other options in the menu include 'View Registration', 'Request a Class', 'Assign to Others', and 'Recommend'. The right sidebar shows 'My Curricula' with an 'Overdue (8)' indicator, 'Learning History' with a 'View All' button and a 'Rate 1 course' star, and 'MOST RECENTLY ADDED' with a list of courses including 'Labour law for leaders'.

## 2. from the course details

The screenshot shows a course details page for 'Effective Communication'. At the top, there is a 'Back' button and a link to 'Go to Course Overview'. A green notification bar states 'You are registered for this class. See Registration Confirmation'. The course number '426' is displayed above the title 'Effective Communication'. Below the title, there is a table with three columns: 'Start', 'Primary Location', and 'Price'. The 'Start' column shows 'Saturday, 5/30/2020 09:00 AM' and 'End' shows 'Saturday, 5/30/2020 05:00 PM'. The 'Primary Location' is 'Kutná Hora'. The 'Price' is 'Free'. A red box highlights the text 'Last day to withdraw from this class is 5/30/2020 at 05:00 PM' with a 'Withdraw' link. Below this is a 'Class Information' section with a 'Class Agenda' table showing 'Day 1: Saturday, 5/30/2020' from '09:00 AM - 05:00 PM'.

[Back](#) [Go to Course Overview](#)

✔ You are registered for this class. [See Registration Confirmation](#)

426

### Effective Communication

Start	Primary Location	Price
Saturday, 5/30/2020 09:00 AM	Kutná Hora	Free
End		
Saturday, 5/30/2020 05:00 PM		

Last day to withdraw from this class is 5/30/2020 at 05:00 PM [Withdraw](#)

#### Class Information

Class Agenda (all times are shown in this class's time zone)

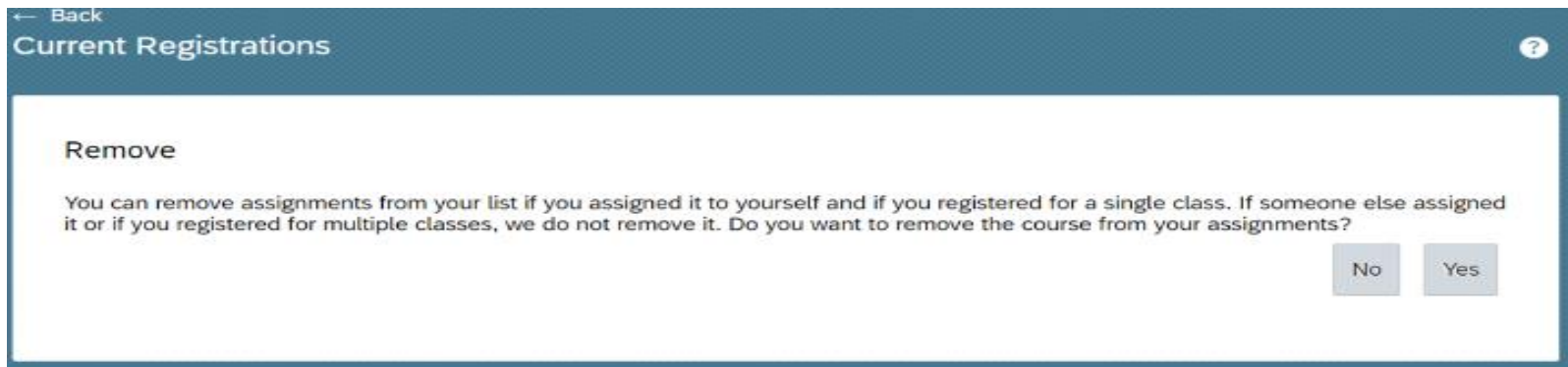
Day 1: Saturday, 5/30/2020
09:00 AM - 05:00 PM

System will ask you whether you really want to withdraw from the course and vacate a spot.

The screenshot displays a learning management system interface. At the top, there are tabs for "My Learning" and "My Team". Below this, the "My Learning Assignments" section is visible, featuring a search bar for "Course name or ID" and a "Registrations" dropdown menu. A "Confirmation" dialog box is overlaid on the screen, containing a red warning triangle icon and the text "Do you want to withdraw from this session?". The dialog box has "Yes" and "No" buttons at the bottom. In the background, two course cards are visible: "Effective Communication" (COURSE Effect\_Com\_CI rev.1 5/18/2020) and "First Aid Training" (COURSE FirstAid\_CZ rev.1 5/18/2020). The "Effective Communication" card shows a blue cartoon character and a chair, while the "First Aid Training" card shows an orange cartoon character and a first aid kit. The "My Curricula" section on the right shows "Overdue (8)" and "Rate 1 course".



If someone else registered you for the course, you cannot withdraw yourself. Ask the contact person of the given course.



← Back  
Current Registrations

Remove

You can remove assignments from your list if you assigned it to yourself and if you registered for a single class. If someone else assigned it or if you registered for multiple classes, we do not remove it. Do you want to remove the course from your assignments?

No Yes

When withdrawing from a course, please select a withdrawal reason and then submit the withdrawal.



← Back  
Withdrawal Reason

Withdrawal Reason

Please select a withdrawal reason ID

• Withdrawal Reason ID For business reasons (For business reasons) ▼

Submit

The withdrawal was successful. The system will automatically send an Outlook meeting cancellation, see screenshot below.

The screenshot displays the Outlook interface for an email from 'system@successfactors.eu'. The email subject is 'Effective Communication' and is marked as 'Required'. The body of the email contains a notification: 'This meeting request was updated after this message was sent. You should open a later update or open the item on the calendar.' Below this, the meeting details are listed: 'When: Tuesday, May 26, 2020 9:00 AM-5:00 PM' and 'Location: Pardubice (Cisco m.room, 1th floor (CISCO), U Zámečku 27, Pardubice)'. The email content concludes with the text: 'COURSE Efect\_Com\_CI 5/18/2020 10:22 AM Europe/Prague - Effective Communication - Time Slot 1'.

## Withdrawing from a class requiring approval

The process is identical to the process in the Withdrawing from a class section about withdrawing from classes.

The screenshot shows a course registration page for 'First Aid Training'. At the top, there is a green banner with a thumbs-up icon and the text 'You are registered for this class. See Registration Confirmation'. Below this, the course number '420' is displayed. The course title 'First Aid Training' is prominently shown. A table-like layout provides details: 'Start' is 'Saturday, 5/23/2020 09:00 AM', 'End' is 'Saturday, 5/23/2020 11:00 AM', 'Primary Location' is 'Pardubice', and 'Price' is 'Free'. A red rectangular box highlights the text 'Last day to withdraw from this class is 5/23/2020 at 11:00 AM' followed by a blue 'Withdraw' link. Below the main details, there is a 'Class Information' section with a 'Class Agenda' table and an 'Instructors' list. The agenda shows 'Day 1: Saturday, 5/23/2020' from '09:00 AM - 11:00 AM' at 'Black Widow, 0st floor (HR), U Zámečku 27, Pardubice'. The instructor listed is 'Pavel Všeználek' with a blue profile icon.

Back Go to Course Overview

You are registered for this class. See Registration Confirmation



420

### First Aid Training

Start	Primary Location	Price
Saturday, 5/23/2020 09:00 AM	Pardubice	Free
End		
Saturday, 5/23/2020 11:00 AM		

Last day to withdraw from this class is 5/23/2020 at 11:00 AM [Withdraw](#)

#### Class Information

Class Agenda (all times are shown in this class's time zone)	Instructors
Day 1: Saturday, 5/23/2020	 Primary Pavel Všeználek
09:00 AM - 11:00 AM  Black Widow, 0st floor (HR), U Zámečku 27, Pardubice	

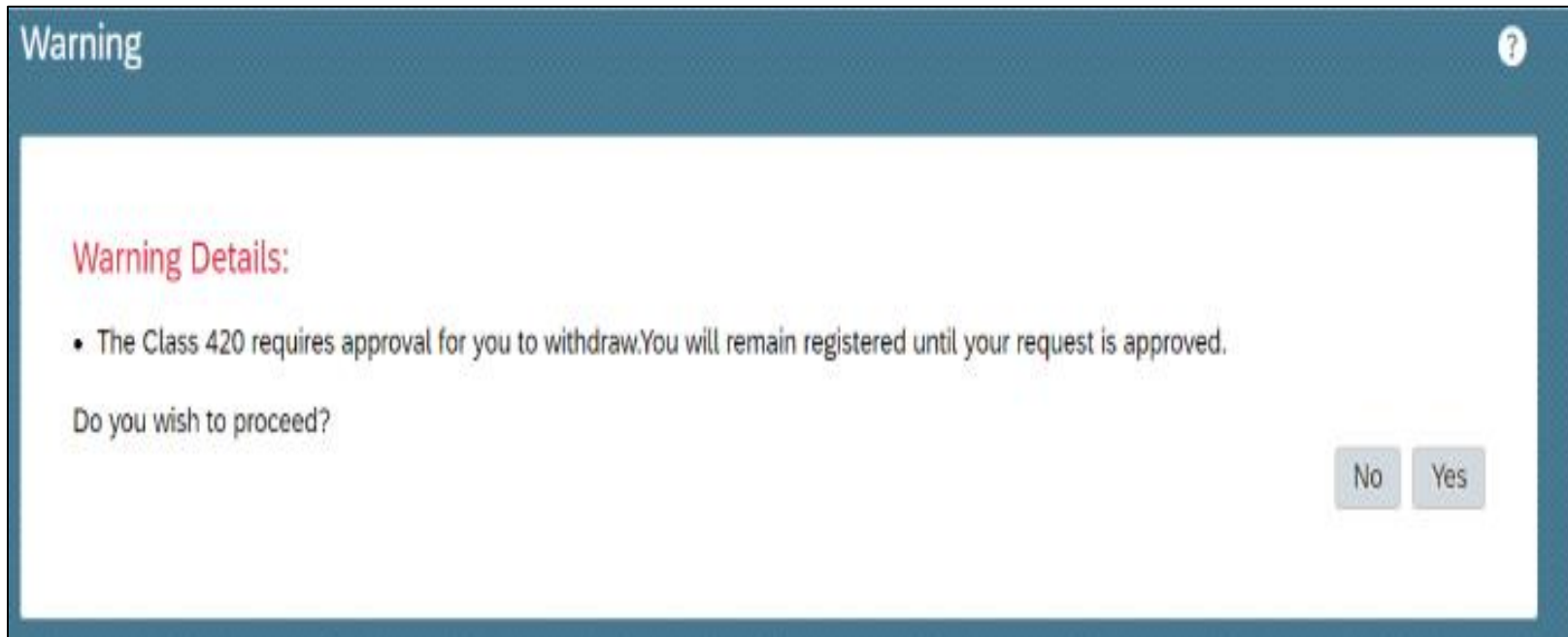
If your withdrawal requires approval, the system will notify you. The withdrawal approval might be **one-step** (by your direct superior only) or **two-step** (by your direct superior and a Training and Development specialist).

When withdrawing from a course, always select a reason.

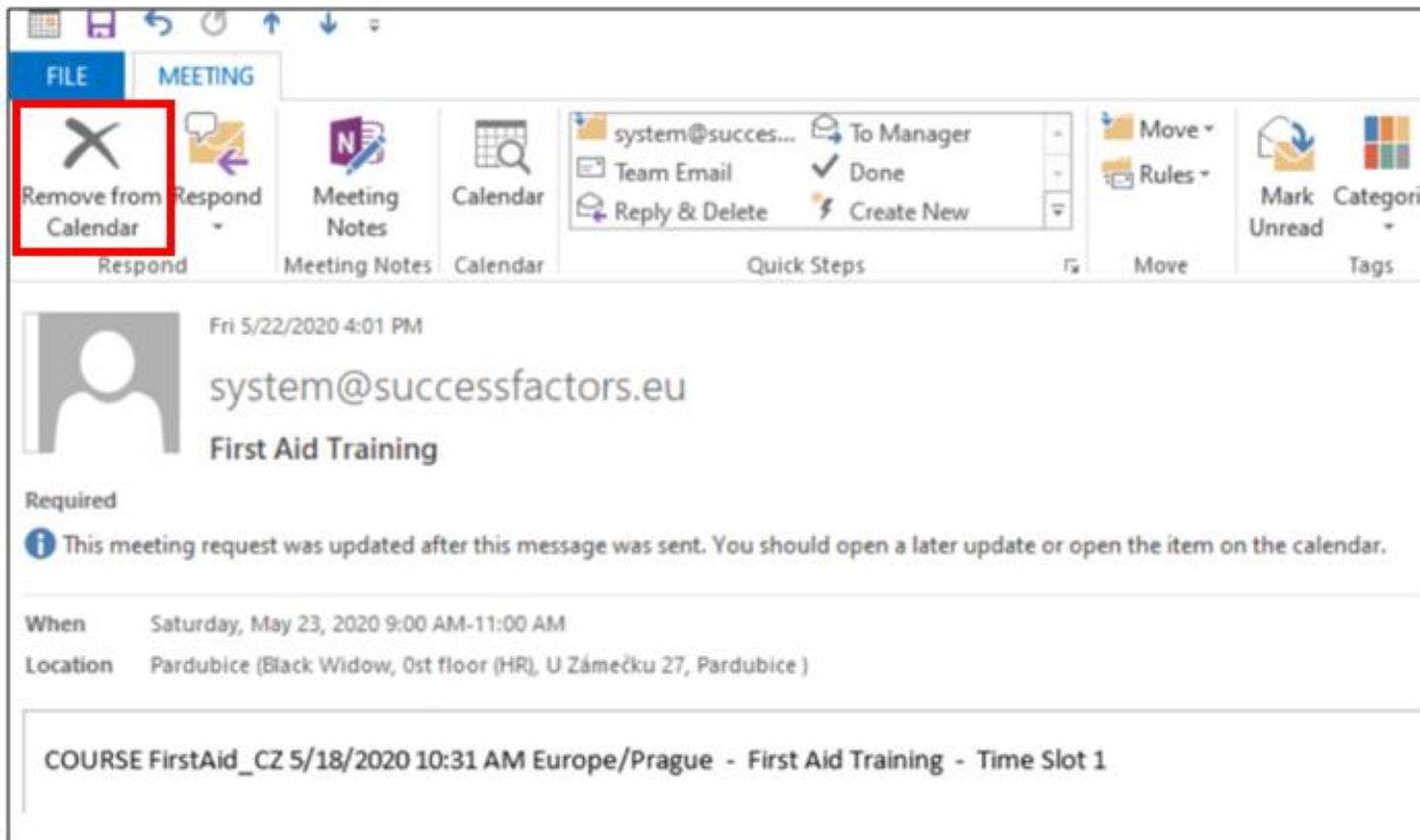


The screenshot shows a mobile application interface for selecting a withdrawal reason. At the top left, there is a back arrow and the text 'Back'. The title 'Withdrawal Reason' is displayed in the top left of the main content area, with a help icon (?) in the top right. Below the title, the text 'Please select a withdrawal reason ID' is shown. A dropdown menu is labeled 'Withdrawal Reason ID' and currently displays 'For business reasons (For business reasons)'. A red rectangular box highlights the dropdown menu. To the right of the dropdown is a 'Submit' button.

Here you can see information that your withdrawal needs to be approved by responsible person.



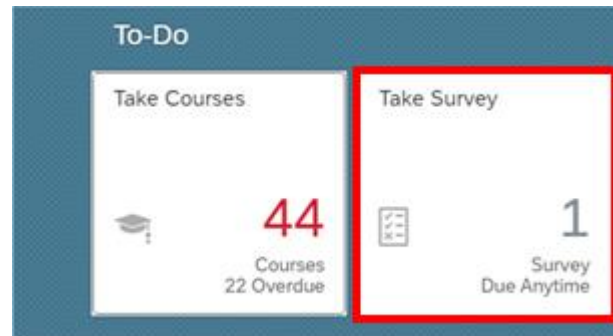
Once your withdrawal has been approved, you will receive an Outlook meeting cancellation. You can manually delete the meeting from your calendar.



# Survey

We will ask you to fill out evaluation surveys for certain types of courses in order to get feedback on the lecturer, course quality, etc. You can encounter two types of evaluation surveys:

- **Evaluation survey after attending a course:** is a survey that is filled out immediately after attending the course. You have 7 days to complete it and it is a prerequisite for successfully completing the course and the course being recorded in your learning history.





The screenshot shows a dashboard with several widgets. The 'My Learning Assignments' widget at the top left has a search bar and filters. Below it, a section titled 'DUE WITHIN A MONTH' contains a notification for an 'EVALUATION SURVEY IMMEDIATELY' due on 6/21/2020. This notification is highlighted with a red border and includes a 'START SURVEY' button. Other widgets include 'My Curricula' with a pie chart showing 13 overdue and 1 due later items; 'Learning History' with a 'View All' button and a 'Rate 11 cour...' button; 'My Team' with a red circle and 5 overdue items; and 'Recommen...' and 'Featured' sections at the bottom.

My Learning Assignments

Keyword  Evaluation Surveys All Assignment Types

Sort By: Date | Priority Filter

6/21/2020 START SURVEY

**EVALUATION SURVEY IMMEDIATELY**  
For Course Effective Communication

My Curricula

Overdue (13) Due Later (1)

Learning History

View All Rate 11 cour...★

MOST RECENTLY ADDED

EVALUATION SURVEY IMMEDIATELY FINAL

My Team

Overdue (5)

Recommen... Featured

After filling out the survey, do not forget to save the answers and submit the survey.

### Survey

**Survey doesn't content questions about Primary Instructor. In case of interest to provide feedback, please contact administrator.**

Hi colleague,

please let us know you evaluation of training/workshop/course that you took part in. This survey has got open or closed questions and the outcomes are analyses anonymously.

Thank you, Training and Development Team

**Title:** EVALUATION SURVEY IMMEDIATELY

This Survey is anonymous

[Save](#) [Close](#) [Previous Page](#) [Next Page](#)

Evaluation of course Page 1 of 4

---

**1. 5. I was satisfied with course content**

N/A      Strongly Disagree      Rather Disagree      Rather Agree      Strongly Agree

---

**2. 6. The course met my expectation**

N/A      Strongly Disagree      Rather Disagree      Rather Agree      Strongly Agree

---

**3. 7. I was satisfied with training materials**

N/A      Strongly Disagree      Rather Disagree      Rather Agree      Strongly Agree

[Save](#) [Close](#) [Previous Page](#) [Next Page](#)

After submitting the evaluation survey, you will see the course as passed in your learning history.

The screenshot displays a user interface for a learning management system. At the top, there are navigation tabs for 'My Learning', 'My Team', and 'My Classes'. The main content area is divided into two columns. The left column, titled 'My Learning Assignments', features a search bar with the placeholder text 'Course name or ID', a dropdown menu set to 'Evaluation Surveys', and another dropdown set to 'All Assignment Types'. Below these controls, a message states 'There are no items matching your criteria.' The right column contains two sections. The top section, 'My Curricula', includes a pie chart and a legend indicating 'Overdue (13)' in red and 'Due Later (1)' in green. The bottom section, 'Learning History', has a 'View All' button and a 'Rate 11 cour...★' button. A red rectangular box highlights the 'MOST RECENTLY ADDED' section, which lists the course 'Effective Communication' with a blue robot icon and a green checkmark, signifying it has been passed.

**Evaluation survey – helpfulness for practice:** With this survey, you evaluate the knowledge gained during the course for everyday practice. This survey is filled by you as the attendee and by your superior.

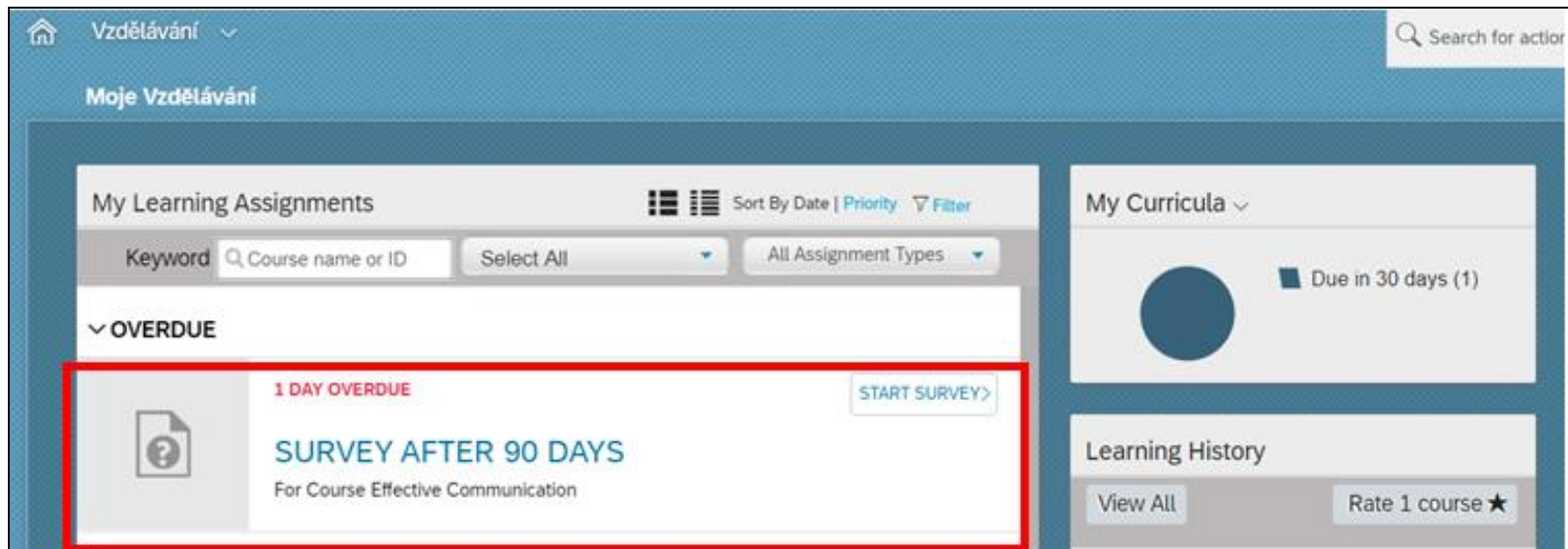
The survey is assigned 60 days after attending the course and you have 30 days to complete it. The same rules apply for your superior.

The system will notify you about relevant deadlines. The survey represents helpful feedback for working with suppliers in the future. All data is processed anonymously.

For completion of survey, you can go via „**Take Survey**“ button in myFOX.

The screenshot displays the myFOX user interface. At the top, there is a navigation bar with a 'Home' dropdown, a search bar, and a user profile for 'Anna Fialová'. Below this is a 'To-Do' section with two cards: 'Take Courses' (4 Courses, 1 due in 24 days) and 'Take Survey' (1 Survey Overdue). The 'Take Survey' card is highlighted with a red border. Below the 'To-Do' section, there is a 'News' section with a 'Quick Links' card and a 'něco' card. A notification banner for 'Take Survey' is overlaid on the 'News' section, containing the text 'Complete survey SURVEY AFTER 90 DAYS for course Effective Communication' and 'Overdue 1 Days', with a 'Close' button. The notification banner is also highlighted with a red border.

Or you can fill the survey via „**Learning**“ section – for easier search you can use „**Evaluation survey**“ filter. Here you will know, which course do you evaluate.



The screenshot shows the 'Moje Vzdělávání' (My Learning) dashboard. The 'My Learning Assignments' section is highlighted with a red box. It displays a notification for a '1 DAY OVERDUE' survey titled 'SURVEY AFTER 90 DAYS' for 'Course Effective Communication'. A 'START SURVEY>' button is visible next to the notification. The dashboard also includes sections for 'My Curricula' (showing 'Due in 30 days (1)') and 'Learning History' (with 'View All' and 'Rate 1 course ★' buttons).

## Survey

Please respond on questions/statements - this survey is for participant and leader. Questions are divided by / . First part is for participant and the second one for leader.

**Title:** SURVEY AFTER 90 DAYS

**Survey Subject:** Fialová, Anna jsem

[Save](#)[Close](#)[Previous Page](#)[Next Page](#)

### Evaluation of using knowledge and know how

Page 1 of 2

Please respond on questions - this survey is for participant and leader. Questions are divided by / . First part is for participant and the second one for leader.

**1. I used some of skills and know-how from the course in the practice / The employees use some of skills and know-how from the course in the practice**

N/A  
Strongly Disagree  
Rather Disagree  
Rather Agree  
Strongly Agree  

**2. In my job tasks I can use some of skills and know-how that I learnt during the course / The employee work at job tasks in which he has got a possibility to use some of skills and know-how**

N/A  
Strongly Disagree  
Rather Disagree  
Rather Agree  
Strongly Agree  

**3. improved myself in realisation of development and performance targets / The employee improved himself/herself in realisation development and performance targets**

N/A  
Strongly Disagree  
Rather Disagree  
Rather Agree  
Strongly Agree  
[Save](#)[Close](#)[Previous Page](#)[Next Page](#)

Please do not forget to fill all pages of survey. After that please save your answers and send them.

### Survey

Please respond on questions/statements - this survey is for participant and leader. Questions are divided by / . First part is for participant and the second one for leader.

Title: SURVEY AFTER 90 DAYS  
Survey Subject: Fialová, Anna jsem

#### Development Page 2 of 2

Please respond on questions - this survey is for participant and leader. Questions are divided by / . First part is for participant and the second one for leader.

**1. I am interested in development in this area in the future / The employee is interested in development in this area in the future**


N/A       Strongly Disagree       Rather Disagree       Rather Agree       Strongly Agree

**2. I need development in this area in the future / The employee needs development in this area in the future**

N/A       Strongly Disagree       Rather Disagree       Rather Agree       Strongly Agree



# Mobile application + notifications



In the mobile app, you can register to courses and withdraw from them if you registered for them yourself. Another condition is that the course is not linked to a financial cost (and a cancellation policy).

You can also:

- Search for courses in the library
- Complete evaluation surveys
- See your learning history

You already know the mobile app from online courses. We only expanded the functionality related to classroom courses. The mobile app is available for both iOS and Android.

## **Notifications**

The system will automatically notify you about all important information via email.

**Thank you very much for  
your attention.**