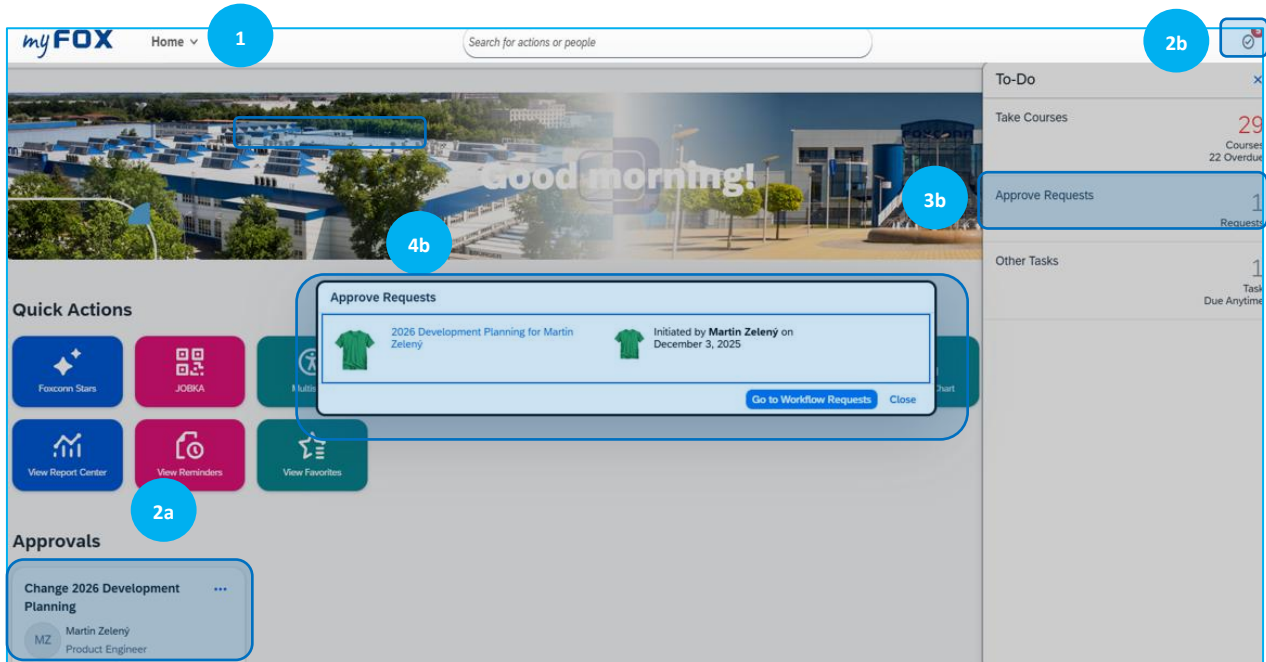


# Development application approval

Managers can find the request for the development of direct reports on their home page in myFox (+ there is also an e-mail notification). The request itself can be accessed via the Approvals tile (2a). Or via To-Do and then *Approve Request* (2b -3b - 4b).



Then, a specific request for the development activities of the given employee will open - see the screen on the second page.

## Request approval

If the content of the selected activities is relevant, the manager confirms the request on his or her behalf and sends it to the next approver via *Approve*.


## Changing the content of the request

If the manager does not agree with the content of the request, there are two possible ways to proceed:


1. Returning the application. The application can be returned to the applicant via *Send Back*. In such a case, it is advisable to specify in the *Comment* what specifically the employee should change (or communicate this outside the system). This method makes sense as long as employees can apply for their development activities (for 2025, this is until December 10, 2025). Because after the given date, employees will automatically lose the right to create new applications and the ability to edit existing, unfinished applications.
2. Request a change from the T&D specialist. The next approver in the process is the T&D specialist, who can also make the requested adjustment later. In this case, it is necessary to specify what needs to be changed via a *Comment* (or outside the system) and *Approve* the request from the

manager's position. In the next step, the T&D specialist will make the requested adjustments.

## Workflow Details

 Content displayed on this page is restricted based on user permissions. If you are looking for content that is not displayed on this page, it is possible that you do not have the required permissions. Reach out to your Admin for more information on content you are allowed to access.

### Do you approve this request?



#### Change 2026 Development Planning (T10000010) for Martin Zelený

Initiated by Martin Zelený on December 3, 2025

[Show Workflow Participants](#)

### 2026 Development Planning


Planning period ends December 12th 2025/ Approval process ends January 6th 2026

Catalogue

\*A new request can be submitted after completing of previous approval process. You can check the status of your request [HERE](#)

#### From the Catalogue

Title

MS EXCEL 3 (Excel3\_CI) 


Price in CZK ex VAT

300

Category

Digital Skills (DIGITAL\_SKILLS)

Vendor

Josef Rak (94501) 

Latest Due Date \*

09/30/2026

Development Purpose \*


Value added for profession (3)

Request Reason \*

Excel potřebuji zlepšit pro novou agendu XY, kde využiji funkce jako...


Owner	Course ID	PR ID
T10000010	Excel3_CI	2026_Excel3_CI_T10000010

### Activity



Initiated by Martin Zelený on December 3, 2025.

### Comment



## Development request submitted by the manager

Managers can also request development on behalf of their subordinates. Simply log in to the employee's profile in myFox. The next step is the same as when submitting a request by the employee themselves and is described in the Development - Creating an application manual.

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