

Get the best from My Community Learning

My Community Learning is a great way to share knowledge and learn skills together at Siemens. Now, all your learning hours from community-based learning events are easier to log.
It's as simple as adding an email address to your meetings.



How it works

Before your learning event

- 1. Open your Teams or Outlook calendar and schedule your meeting
- 2. Also invite: MyCommunityLearning.hr@siemens.com
- 3. Have the learning event

Update
senden

Titel

Community-Based Learning - TEST

Erforderlich

○

My Community Learning (Community-Based Learning)

Optional

Beginn

Di 27.07.2021

08:00

☐ Ganztägig

☐ Zeitzonen

Ende

Di 27.07.2021

08:30

[In Serie umwandeln](#)

Ort

Microsoft Teams-Besprechung

Microsoft Teams-Besprechung

Nehmen Sie von Ihrem Computer oder der mobilen App aus teil
[Klicken Sie hier, um an der Besprechung teilzunehmen](#)

Outlook invitation



One day after the learning event

- 1. All invitees receive an email about the learning event
- 2. Change the language of the email, if required
- 3. Confirm participation to add the learning hours to [Global Learning Portal 2.0](#)

My Community Learning: Community-Based Learning - TEST

MC

My Community Learning (Community-Based Learning) <MyCommunityLearning.hr@siemens.com>
An

●

Ripkens, Katja (HR TL PEG GLW CEX)

Signiert von mycommunitylearning.hr@siemens.com

Community-Based Learning - TEST

English

Deutsch

Français

You were invited to a meeting/activity on 2021-07-27 (with a total duration of 30 minutes) which has been categorized as a learning event.

If you want to add this event and learning hours to your learning record in GLP 2.0 (Global Learning Portal), please click the button below to confirm your attendance or having watched the recording:

Yes, add this event to my learning record!

Outlook confirmation message

Get the best from My Community Learning - FAQ

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It's as simple as adding an email address to your meetings.



How it works

Before your learning event

1. Open your Teams or Outlook calendar and schedule your meeting
2. Chose the title carefully and name the learning event as precisely as possible, e.g. "community-based training for xyz", or "knowlegde sharing in community xyz"
3. Invite your colleagues (just forwarding an ics-file won't work)
4. Also invite: MyCommunityLearning.hr@siemens.com
5. Get a confirmation by email that the meeting was defined as a learning event
6. Have the learning event

Please note

- Use 'My Community Learning' for virtual learning events only.
- Be aware, that **announcement**, **information** and **business related updates** as well as **workshops** are not considered as learning and therefore 'My Community Learning' cannot be used. Click [here](#) to find the definition of learning.



One day after the learning event

1. All invitees receive an email about the learning event, the so called "actionable message"
2. Invitees can change the language of the email, if required
3. Confirm participation to log the learning hours



One day after the confirmation of "actionable message"

1. Participants find their learning record in [Global Learning Portal 2.0](#)