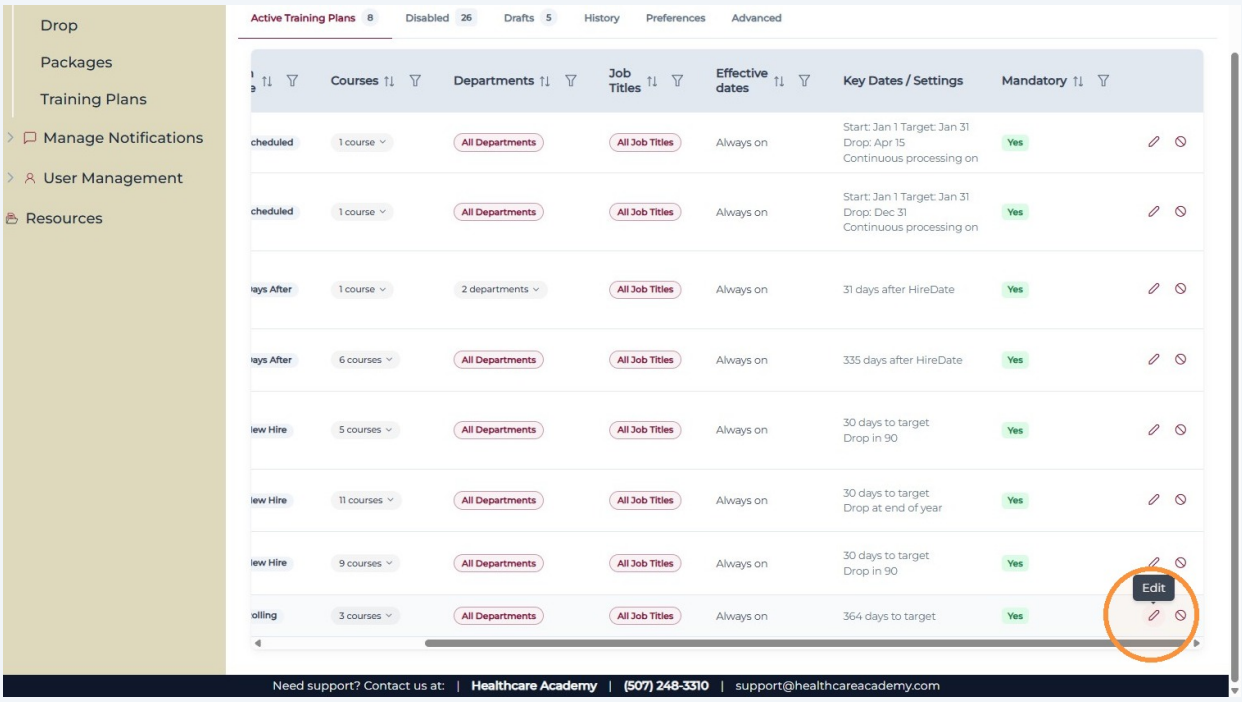
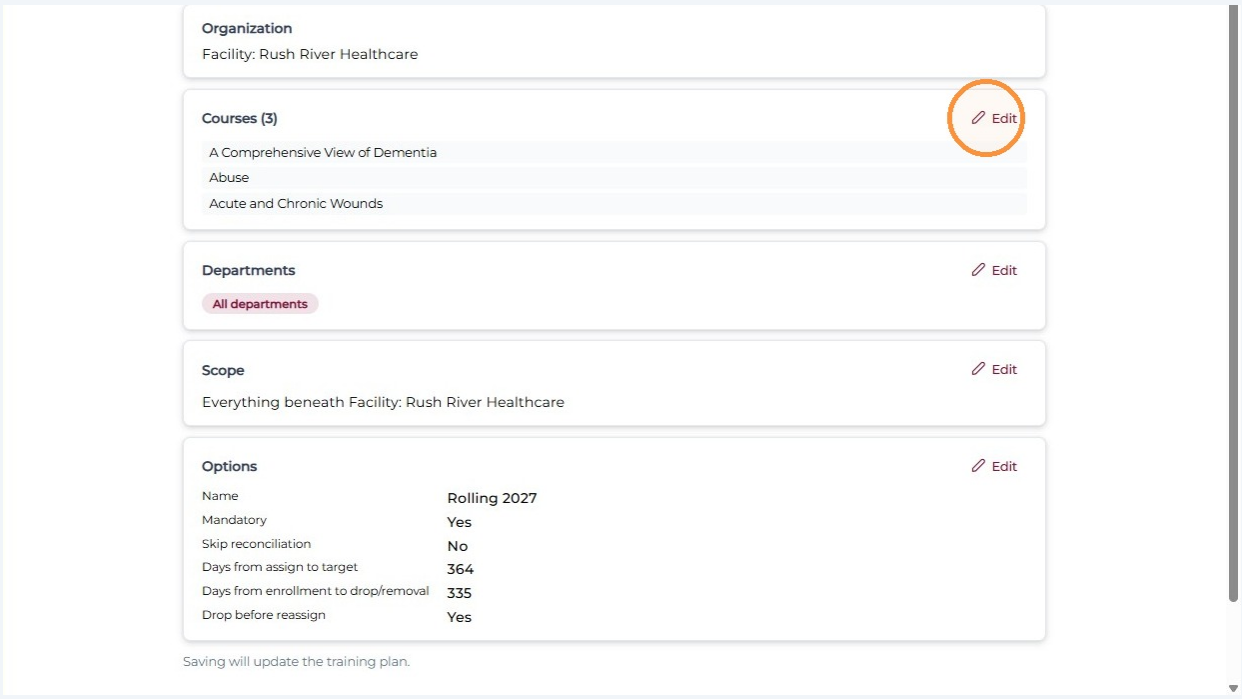
How to Edit Training Plans

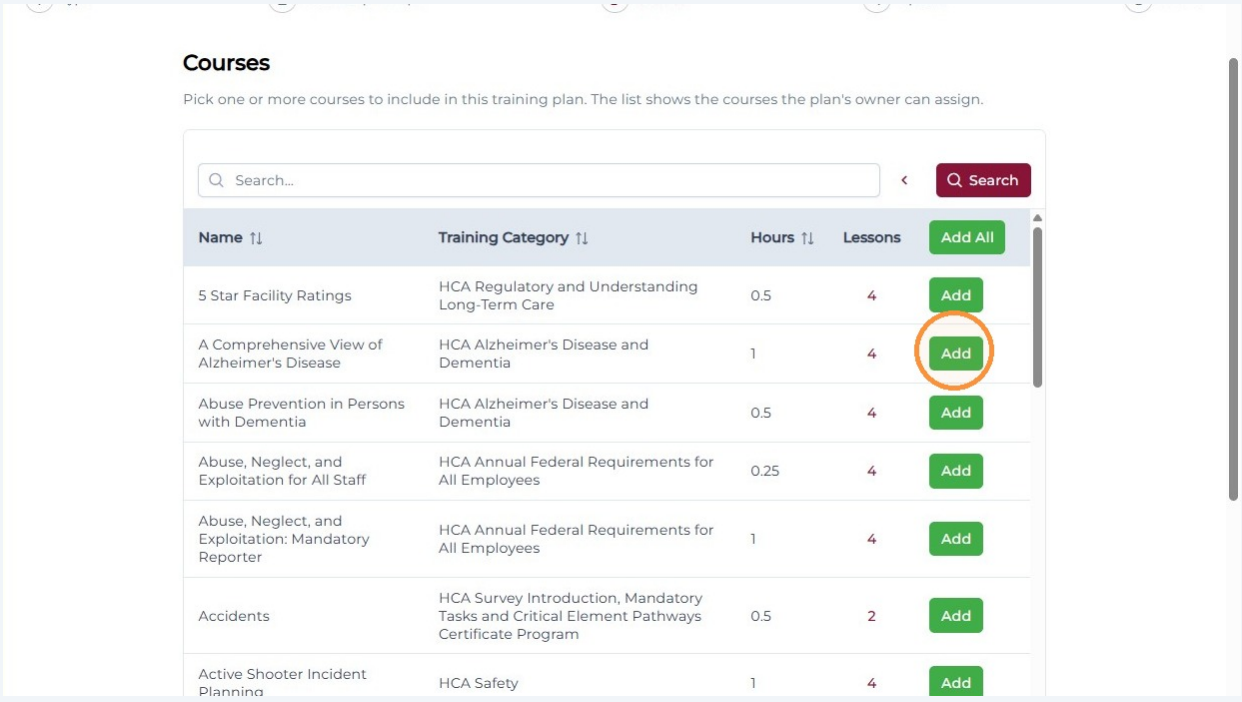
1 To edit a Training Plan, click the pencil icon on the far right of the Training Plan you would like to update.



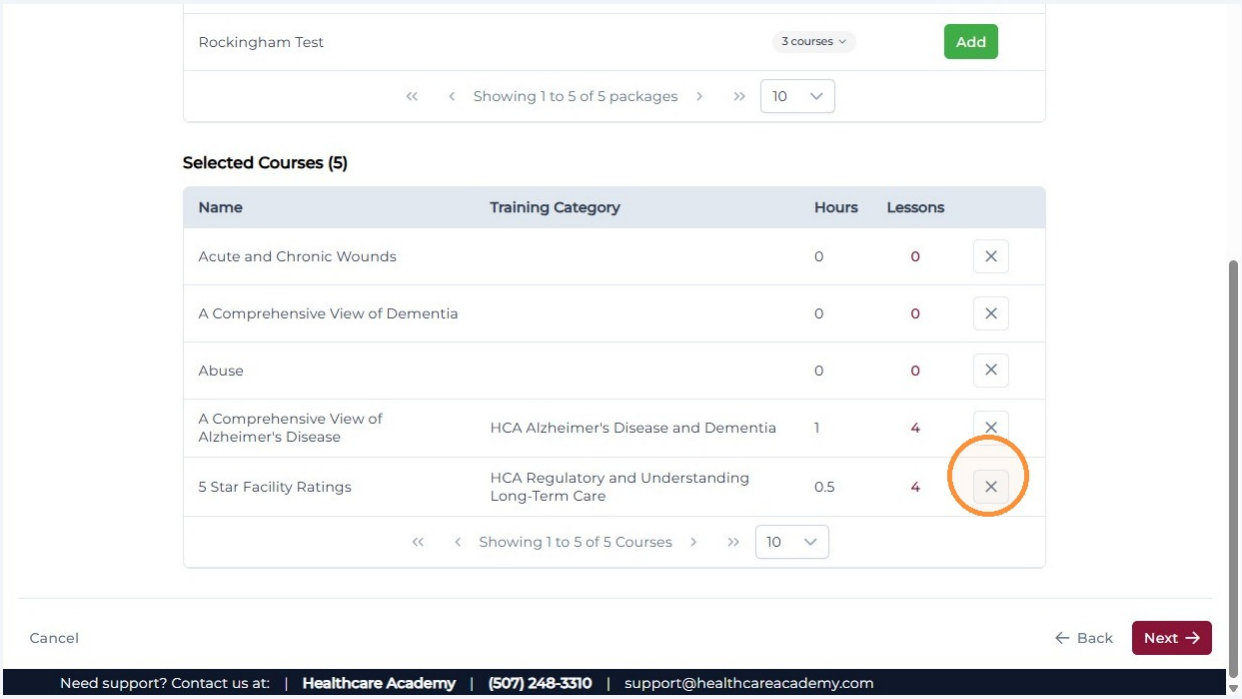
2 From here, you can edit the Courses, Departments, Scope and Options associated with the Training Plan. Click the pencil icon next to the section you would like to update. In this example, we will edit the courses for this training plan.



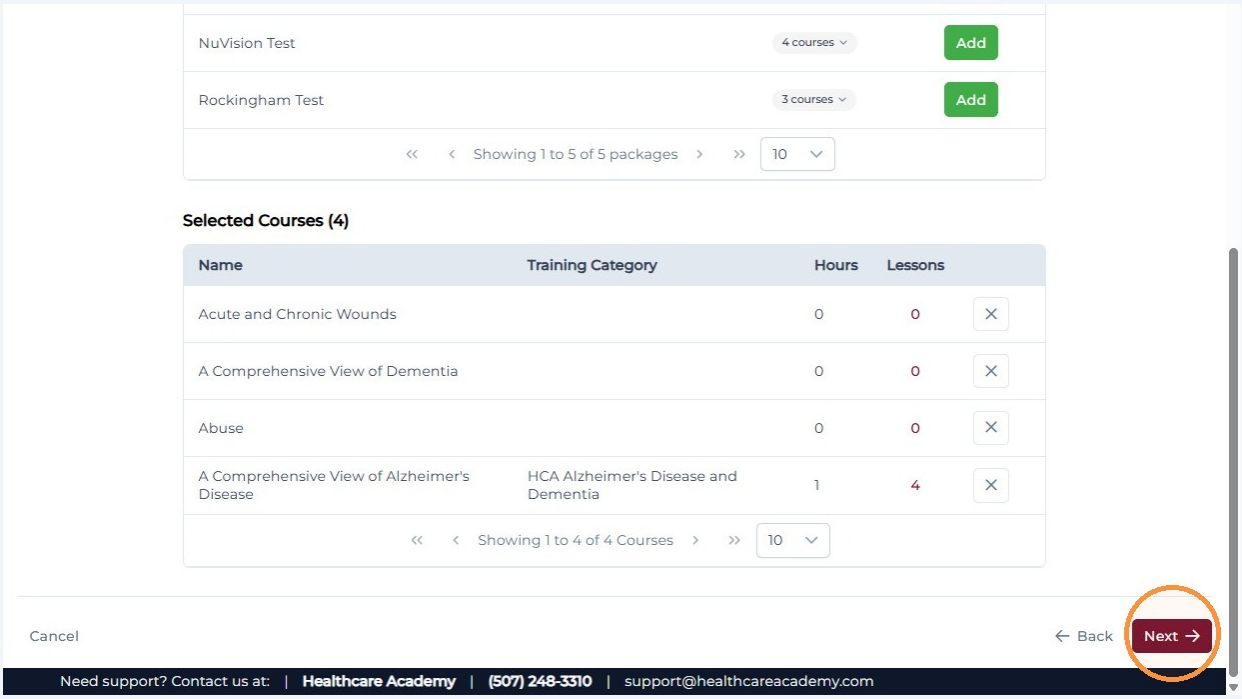
3 To add additional courses, click Search and then click Add next to the desired course.



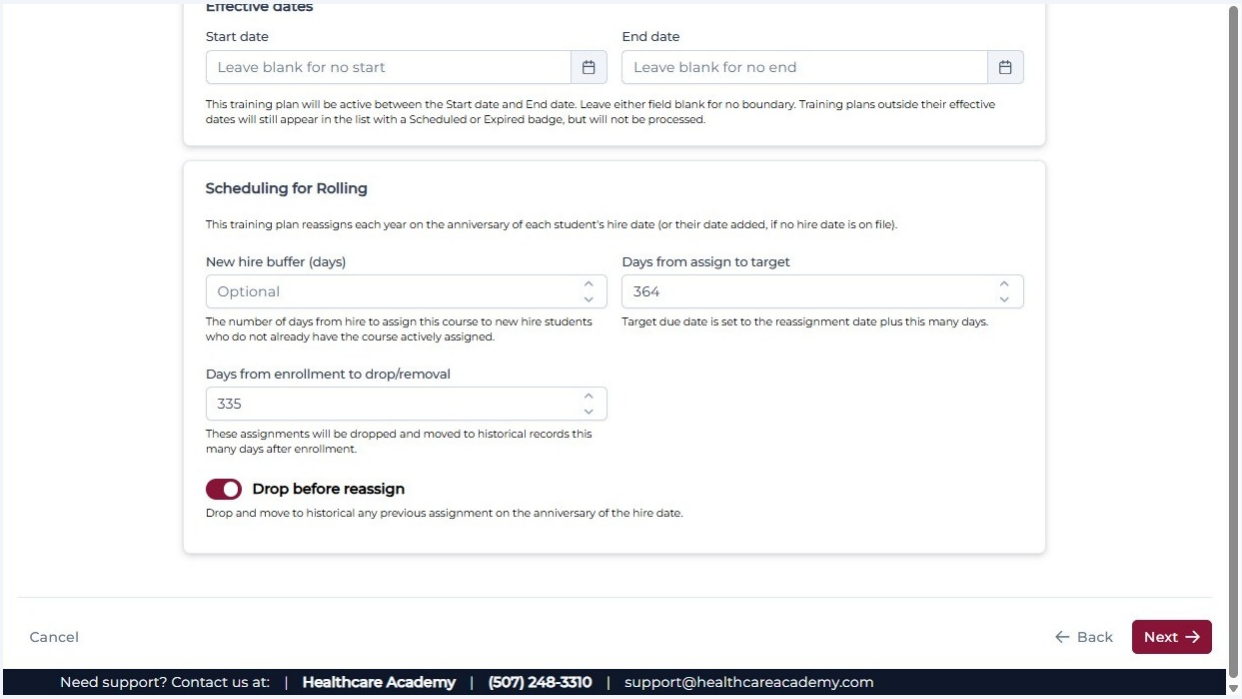
4 To remove a course, click the X icon next to the course.



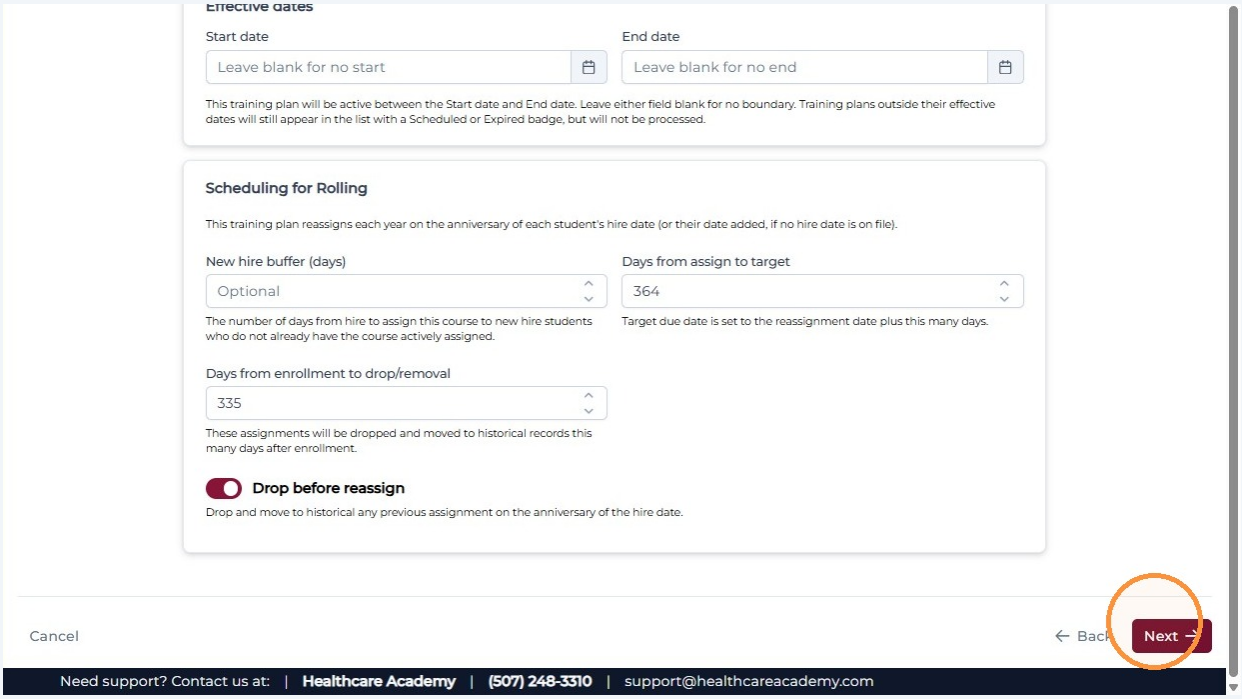
5 Once the changes have been made, click Next.



6 Review and update the Options for the Training Plan as needed.



7 Click Next



8 Review your changes to ensure everything is correct, then click Save Changes

