

HR861 - SAP SuccessFactors Learning Administration – Core Topics

Course Duration: 40 Hours

Course Code: HR861

1. Course Overview

The **HR861 - SAP SuccessFactors Learning Administration – Core Topics** course provides participants with the knowledge and skills required to manage core learning administration tasks within the SuccessFactors Learning Management System (LMS). It focuses on essential functions such as user management, item creation, curricula management, assignments, and reporting to ensure effective learning operations in organizations.

2. What You'll Learn?

- Fundamentals of SAP SuccessFactors Learning Administration
- Managing users, assignments, and system roles
- Creating and maintaining items, curricula, and scheduling offerings
- Handling registrations, approvals, and notifications
- Tracking progress through reporting and dashboards
- Best practices for optimizing learning administration in SuccessFactors

3. Target Audience

- Learning Administrators
- HR and L&D Professionals

- SAP SuccessFactors Consultants
- System Administrators handling SAP SuccessFactors LMS

4. Pre-Requisites

- Basic understanding of HR processes
- Familiarity with SAP SuccessFactors HCM suite is helpful

5. Course Content (Modules)

- **Module 1:** Introduction to SuccessFactors Learning Management
- **Module 2:** User & Role Administration
- **Module 3:** Items, Curricula, and Catalog Management
- **Module 4:** Scheduling Offerings and Managing Registrations
- **Module 5:** Notifications and Approvals in LMS
- **Module 6:** Tracking, Reporting, and Dashboards
- **Module 7:** Best Practices for Learning Administration