

COLORS



GREEN

#86F200



TEAL

#3EFAC5



BLUE

#34F0FF



DARK GRAY

#5D5D5D



LIGHT GRAY

#BABABA

TYPOGRAPHY

Header 1

Chronicle Display Black / 40px / #000000

Header 2

Chronicle Display Light / 30px / #000000

Header 3

Open Sans Bold / 28px / #000000

Header 4

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The Deloitte Digital Learning and Development Portal serves as a valuable resource for Deloitte Digital practitioners to take advantage of continuing education opportunities.

Open Sans Regular / 14px / #5D5D5D

Inline Link

Open Sans Bold / 14px / #34C5FF

BUTTONS

ACTION

NEUTRAL

SECONDARY



Your request for Become a Product Manager was rejected.

[VIEW REQUEST](#)

THE
**Learning &
Development**
PORTAL

This portal serves as a resource for Deloitte Digital practitioners to take advantage of continuing education opportunities. Whether it's an online course, off-site workshop, or conference, the Learning and Development Portal provides an easy way to submit all required information for managerial approval.

[NEW REQUEST](#)[LEARN MORE](#)

It all starts with a request!

[NEW REQUEST](#)

What can I request?

- Books
- Online courses
- Online trainings
- Conferences
- In-person trainings

How much can I spend?

As always, it depends. Read the FAQ to view average prices for different categories.

[LEARN MORE](#)



Awaiting Service Line Lead Approval

Become a Product Manager

ONLINE COURSE

08/03/2018 - 10/31/2018

[VIEW DETAILS](#)[EDIT](#)**You**

Submitted 3 days ago

**Counselor Name**

Approved 3 days ago

[Send email](#)**Competency Lead Name**

Approved 2 days ago

[Send email](#)**Ryan Warren**

Approved 1 day ago

[Send email](#)**Warren Miller**

Awaiting approval

[Send email](#)

Previous Requests

**Approved**

03/08/18

The Design of Everyday Things

BOOK

Submitted January 29th, 2018

Estimated Expense

\$13.99

Actual Expense

\$13.99

[VIEW DETAILS](#)**Rejected**

07/18/18

Dreamforce

CONFERENCE

SAN FRANCISCO, CA
09/05/18 - 09/10/18

Submitted June 3rd, 2017

Estimated Expense

\$1400

[VIEW DETAILS](#)

Frequently Asked Questions

What should I use this portal for?



What is the general process for requests?



When should I submit my request?



How much can I spend?



What are the average costs for different types of requests?



Frequently Asked Questions

What should I use this portal for?

Practitioners should use this portal for any **continuing education** program or item that costs money, **including travel** expenses. The following are examples of items that the L&D Portal should be used to request.

- Books
- Online courses
- Online trainings
- Conferences
- In-person trainings



What is the general process for requests?



When should I submit my request?



How much can I spend?



Frequently Asked Questions

What should I use this portal for?



What is the general process for requests?



Every process is **different** because it is based on the level and role of the practitioner and the nature of the request. The full process is outlined below, but please note that less expensive requests (e.g. books) may be eligible for a **shortened** process or even **auto-approval**.



Get verbal approval from your counselor.



Fill out the request form



Your counselor will review your request .



Your competency lead will review your request.



The L&D lead will review your request .



The service line lead will review your request.



You will share what you learned.

When should I submit my request?



How much can I spend?



Frequently Asked Questions

What should I use this portal for?



What is the general process for requests?



When should I submit my request?



Any request that requires travel should be submitted at least **three weeks** prior to its start date. Requests that do not require travel but cost more than \$200 should be given at least **two weeks**. Requests for resources that are used on a practitioners own time (e.g. book, online course) may be requested at any time.

How much can I spend?



What should I use this portal for?



What is the general process for requests?



When should I submit my request?



How much can I spend?



Each practitioner has **\$150** total to spend on small items (e.g. books and online courses) for each fiscal year. **Individual** requests under \$50 may be eligible for **auto-approval**. Practitioners may generally attend **one larger conference or training per year**. Approvals for these events are subject to individual performance, CED history, current project, etc. and are left up to the discretion of a practitioners manager(s).



You have \$28 of your individual budget left.

What is the general process for requests?



When should I submit my request?



How much can I spend?



What are the average costs for different types of requests?



Book	\$23
Online Course	\$14
Training/Conference - No Travel	\$467
Training/Conference - Travel	\$1329

Please note: These averages are meant as guidelines and are based on the data collected through this portal, not DTE, so they are only as accurate as the user reporting them.

Let's get started!

Before you fill out all the details of your request, let's find out what kind of request you're making.

1 Is travel required?

Is it more than a drive?

- Yes
- No

2 Is it an internal program?

Is it run by Deloitte?

- Yes
- No

3 What is the estimated price?

This includes travel, lodging, meals, and per diem if applicable.

Price ▾

CONTINUE

You are eligible for auto-approval!

This is because each practitioner has up to \$150 to spend each fiscal year on educational resources like books and online courses. Heads up - you only have \$53 left to spend from this budget. Use it wisely!

\$97

\$150

Request

Fill out the form below to document your request.

RESOURCE TYPE

Type ▽

TITLE

e.g. The Design of Everyday Things

LINK

e.g. amazon.com/book-title

PRICE

e.g. \$13.99

SUBMIT

You are eligible for auto-approval!

This is because each practitioner has up to \$150 to spend each fiscal year on educational resources like books and online courses. Heads up - you only have \$53 left to spend from this budget. Use it wisely!

\$97

\$150

Request

Fill out the form below to request a purchase.

RESOURCE TYPE

Type ▾

TITLE

e.g. The Design of Every

LINK

e.g. amazon.com/book-title

PRICE

e.g. \$13.99



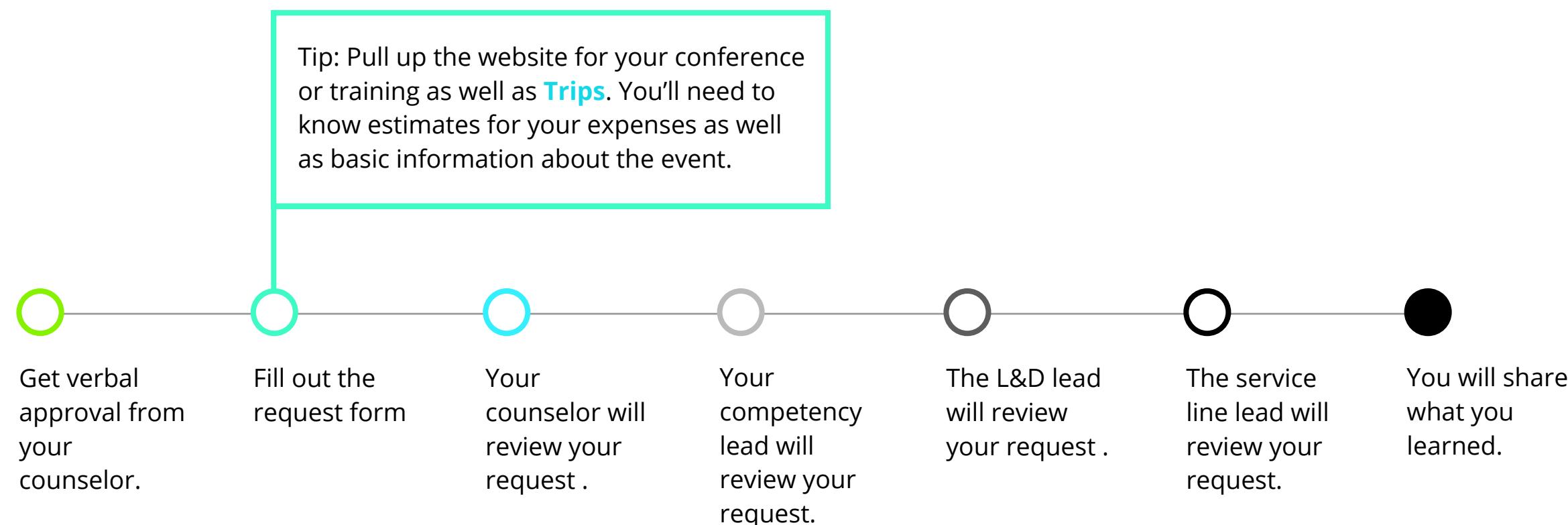
Approved!

You're all set - you can go ahead and make your purchase with your corporate card.

[VIEW REQUESTS](#)[HOME](#)[SUBMIT](#)

Your Process

Based on the information you provided, this is your process.

**LET'S GO!**

1 Basic Info

2 Expenses

3 Short Answer

4 Review

5 Done!

Conference/Training Information

TITLE e.g. Dreamforce**LINK** e.g. dreamforce.com**LOCATION** COUNTRY ▼ STATE ▼ City**START DATE****END DATE****CONTINUE**

① Basic Info

② Expenses

③ Short Answer

④ Review

⑤ Done!

Expenses

Visit [Trips](#) to estimate travel and lodging costs.

Registration

 \$

Travel

 \$

Lodging

 \$

Per Diem

\$	Autofilled	x X days
----	------------	----------

Total

 \$

Budget Insight

Your total spending for FY18 thus far

\$73

Your average annual conference/training spending

\$936

Overall average annual conference/training spending

\$832

Please note: These averages are meant as guidelines and are based on the data collected through this portal, not DTE, so they are only as accurate as the user reporting them.

Fill in your expenses to see your predicted chance of acceptance.

Very low

Low

Average

High

Very high

BACK**CONTINUE**

① Basic Info

② Expenses

③ Short Answer

④ Review

⑤ Done!

Short Answer

Now is your time to shine! Please put thought into these responses - they help your approvers understand why this educational opportunity is important to your learning and growth.

What will participating in this continuing education opportunity help you accomplish? (300 characters min)

What will participating in this continuing education opportunity help Deloitte Digital accomplish? (300 characters min)

How do you plan to teach others what you learned? (150 characters min)

BACK**CONTINUE**

① Basic Info

② Expenses

③ Short Answer

④ Review

⑤ Done!

Review Your Responses

Practitioner Information

Emily Porat
UX Analyst

[EDIT](#)

Conference/Training Information

Dreamforce 2018
San Francisco, CA
08/09/2018 - 08/12/2018

[EDIT](#)

Expenses

Registration	\$XX
Travel	\$XX
Lodging	\$XX
Per diem	\$XX

Total **\$XX**

[EDIT](#)

Short Answer

What will participating in this continuing education opportunity help you accomplish?

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

What will participating in this continuing education opportunity help Deloitte accomplish?

Sed ut perspiciatis unde omnis iste natus error sit voluptatem accusantium doloremque laudantium, totam rem aperiam, eaque ipsa quae ab illo inventore veritatis et quasi architecto beatae vitae dicta sunt explicabo. Nemo enim ipsam voluptatem quia voluptas sit aspernatur aut odit aut fugit, sed quia consequuntur magni dolores eos qui ratione voluptatem sequi nesciunt.

Neque porro quisquam est, qui dolorem ipsum quia dolor sit amet, consectetur, adipisci velit, sed quia non numquam eius modi tempora incidunt ut labore et dolore magnam aliquam quaerat voluptatem. Ut enim ad minima veniam, quis nostrum exercitationem ullam corporis suscipit laboriosam, nisi ut aliquid ex ea commodi consequatur?

How do you plan to teach others what you learned?

Porro quisquam est, qui dolorem ipsum quia dolor sit amet, consectetur, adipisci velit, sed quia non numquam eius modi tempora incidunt ut labore et dolore magnam aliquam quaerat voluptatem. Ut enim ad minima veniam, quis nostrum exercitationem ullam corporis suscipit laboriosam, nisi ut aliquid ex ea commodi consequatur?

[EDIT](#)[BACK](#)[CONTINUE](#)

① Basic Info

② Expenses

③ Short Answer

④ Review

⑤ Done!

And now we wait!

Your form was successfully submitted. Here's a reminder of the approval process that will happen over the next few days.

