# How to remove learning – individual employee

**!** **Warning!** You can only remove a course that you previously assigned to that employee

Click on **My Learning**

1



2 Click on **My Team**

Click on the **employee name**

3

Next to the course title, click on the down arrow and select **Remove**

4

Click on **Yes**

5
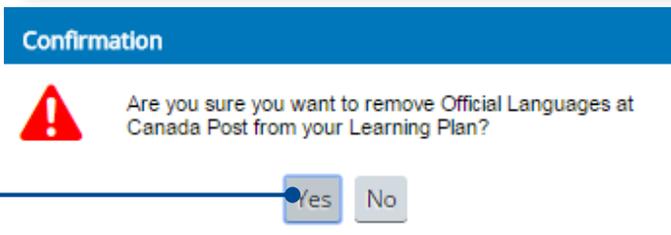
The course is now removed from the employee's learning Plan

**!**

CANADA POST  POSTES CANADA