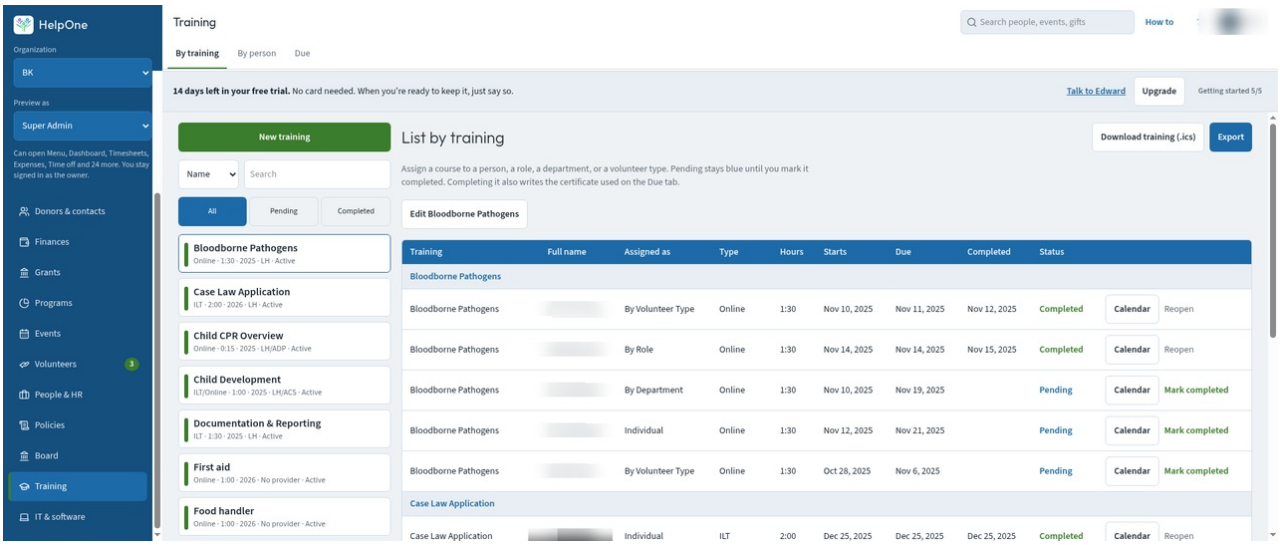
# How to send training reminders

Last Modified on 10/16/2026 7:15 am EDT

## See who needs a reminder

1. Go to Training.
2. Click the Pending filter.
3. Reach out to the people on that list. People & HR > Compliance & letters > Training due shows the same for staff.




## Put training on the calendar

- Click Calendar on a row to send that one training to a calendar.
- Click Download training (.ics) for all of them.
- Training also shows on My calendar when Trainings is checked.

**Tip:** A quick note right before a deadline works well.