
LEARNING HUB GUIDE



CPA

CHARTERED
PROFESSIONAL
ACCOUNTANTS
NOVA SCOTIA

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How do I purchase PD?

1. Navigate to the PD page on our website or click [HERE](#).
2. Click the **Register** navigation item.



3. From the CPD Courses page you can use the various filters to find specific courses.
4. Once you have found your course, select the **View Details** button.
5. If you are not already signed in, use the login box to the right to sign in using your CPA Nova Scotia credentials.

How to Hold Employees Accountable - Practical Tips and Tools

The concepts of self-responsibility and personal accountability are not new. However, within some workplaces they are not well understood. Personal accountability is a core foundation to build employee morale, improve employee and team productivity, and enhance customers' experiences.

This course will introduce practical tips and best practices that supervisors/managers can use to hold employees accountable and accept personal responsibility.

LEARNING OBJECTIVES

- Define self-awareness and personal responsibility, as they relate to teamwork.
- Understand the essential mechanics of personal accountability within teams.
- Discuss strategies to enhance employee accountability.
- Apply practical tools for providing positive and constructive feedback.

Sign In

Username

Password

Sign In

[Forgot username?](#) | [Forgot password?](#)

Topics

6. Scroll to the lower half of the page and click the **Register Myself** button.
7. You can now either click the **Proceed to Checkout** at the bottom of the page or go back and add more courses to your cart.
8. From the checkout page you can add a promo code if you have one.

Apply Your Promo Code

If you have received a Promo Code from CPA NS, this is where you can apply it.

Promotional code

Apply

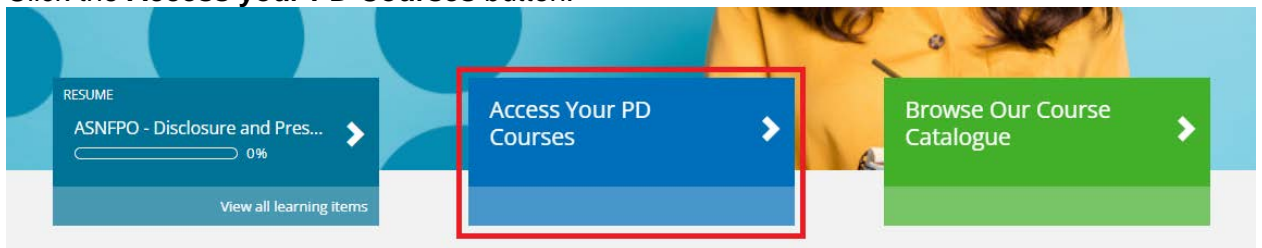
9. Enter your payment information (Visa, Mastercard or Amex).
10. Click the **Submit Order** button.
11. You will receive an order confirmation email shortly with your receipt.

How do I access my PD?

1. Navigate to the member portal or click [HERE](#).
2. Sign in, if you have not already done so.
3. Click the orange LEARNING HUB icon in the upper navigation bar.



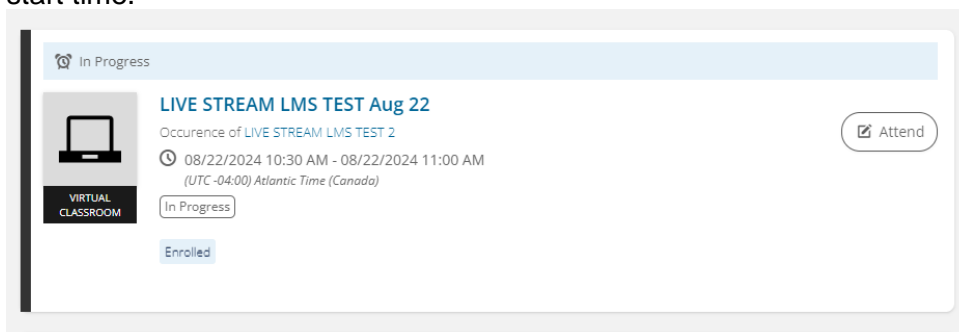
4. Click the **Access your PD Courses** button.



5. From the learning center page, you will see a list of all the courses for which you registered. To open a course, click the **Launch** or **Resume** button.
6. Some course material will require popups to be unblocked on your web browser. To do this click the "Pop-up blocked" icon on the right side of your browser address bar, then click "Always allow pop-ups and redirects from learninghub.cpans.ca". You will only need to do this once.

How do I join my live stream course?

From the learning center page there will be an **Attend** button which activates 1 hour before the scheduled start time.

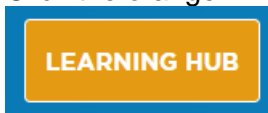


When will I be credited my CPD hours?

Once your PD course is 100% complete, you will see the CPD credits added to your account the next day. This applies to both Live Stream and On Demand courses. However, you must record your hours for attending any free PD sessions hosted by CPA Nova Scotia.

How do I access my course materials?

1. Navigate to the member portal or click [HERE](#).
2. Sign in, if you have not already done so.
3. Click the orange LEARNING HUB icon in the upper navigation bar.



4. Click the **Access your PD Courses** button.
5. Click the paper clip icon on your course

A screenshot of a course card. On the left is a video player icon with a play button, labeled "On Demand" and "ONLINE". To its right is the course title "Audits - Overview of CAS 315 Revised Standard" and a "Not Started" status tag. A red box highlights a paper clip icon next to the title. To the right of the card is a light blue box with an exclamation mark icon and the text "Open From 05/01/2024 11:56 AM until 10/28/2024 11:56 AM". At the bottom right of the card is a "Launch" button with a play icon.