

# **User Guide - Learner**

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## **Dell – P & O ACADEMIES**

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## 1. About P & O Academies

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Dell is transforming into a leading end-to-end solutions provider for customers worldwide, and P & O Academies empowers you to bring this to life by taking charge of your learning and development via ILP (Individual Learning Program).



## 2. Login

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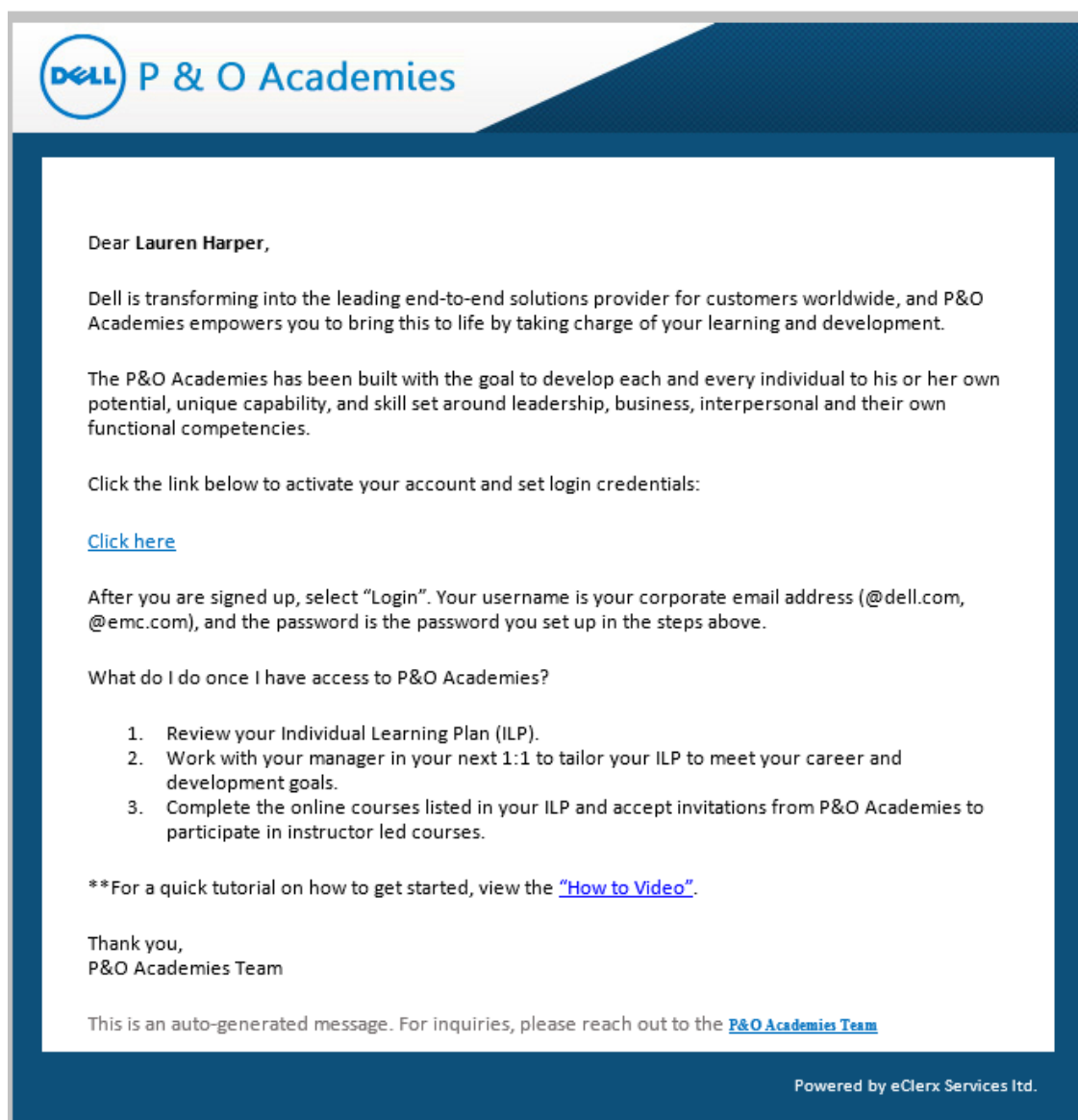
### 2.1. First Time Login

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Portal URL: <https://www.pandoacademies.com/>

To activate your account:

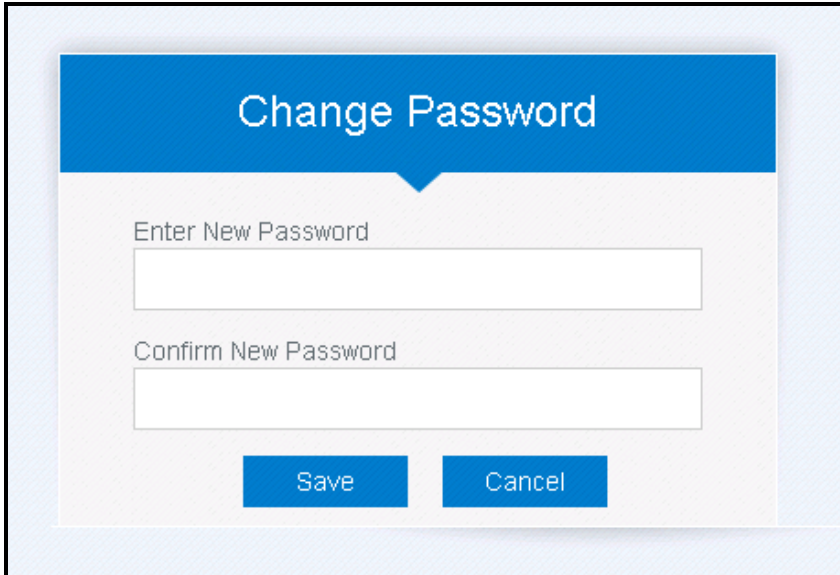
- You will get access to the portal (P & O Academies website) when an ILP is assigned to you.
- You will receive your login credentials via email.
- Click on the link provided in the email to activate your account.



**Figure 1: Login Credentials Email**

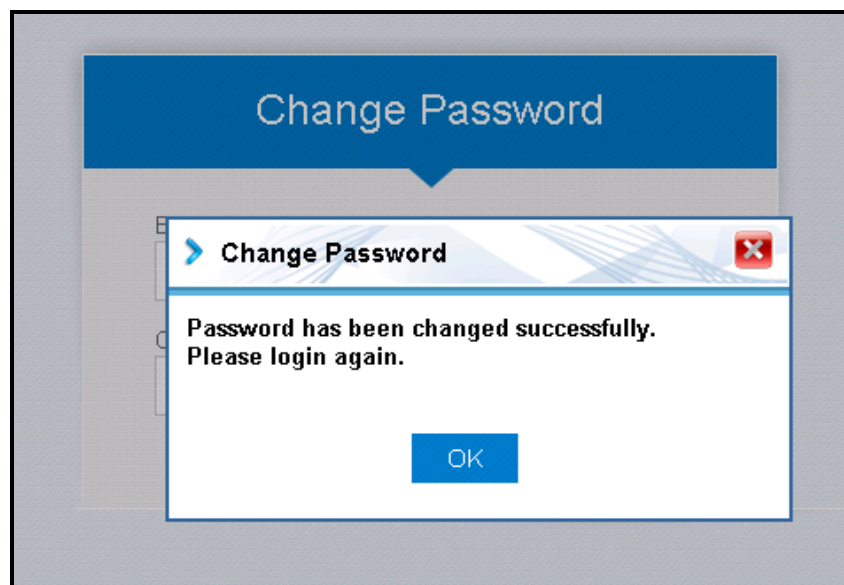
To set your login password, please follow the below steps:

- System will open a new window and prompt you to set your new password.
- Enter a password of your choice in 'New Password' textbox (screenshot below)
- Re-enter same password in 'Confirm Password' textbox.
- Your password should be minimum 8 characters long.
- Click on the 'Save' button



**Figure 2: Enter New Password**

A password change confirmation message will be displayed as below.



**Figure 3: Password Change Confirmation**

## Login to P & O Academies Web site

Once you have created a new password, follow the below steps to login.

- Click on the URL <https://www.pandoacademies.com> (screenshot below)
- Enter Dell Badge Number and the password you set up in the steps above
- Click on the 'Login' button



Figure 4: Login Page

## 2.2. Forgot Password

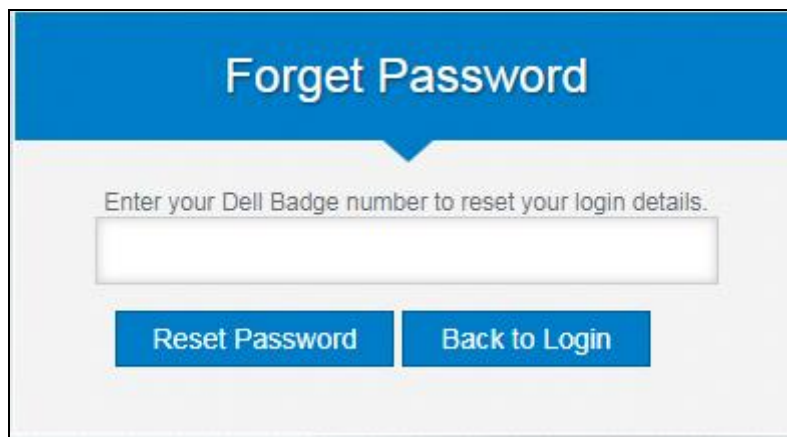
In case you lock your password or forget it, follow the below steps to get a new password.

- Go to the URL - <https://www.pandoacademies.com>
- Click on 'Forgot Password' (highlighted below)



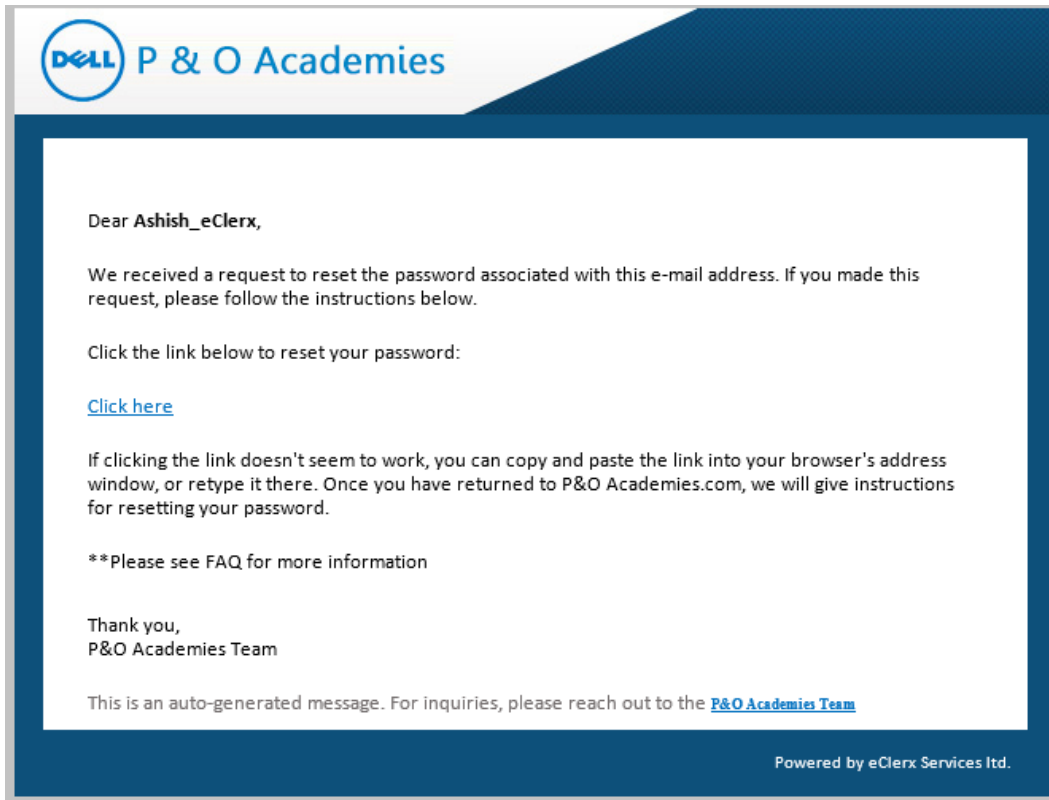
**Figure 5: Forgot Password**

- You will be prompted to enter your Dell Badge Number
- Click on 'Reset Password'



**Figure 6: Reset Password**

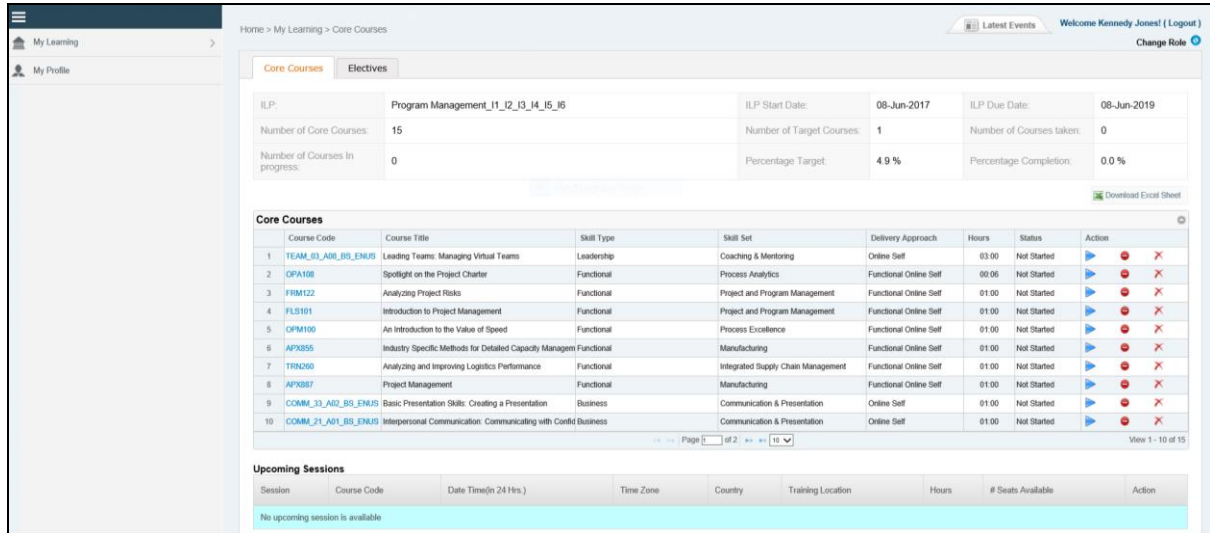
- Your password will be reset and your new login credentials will be sent to the email address that you provided.



**Figure 7: Reset Password Email**

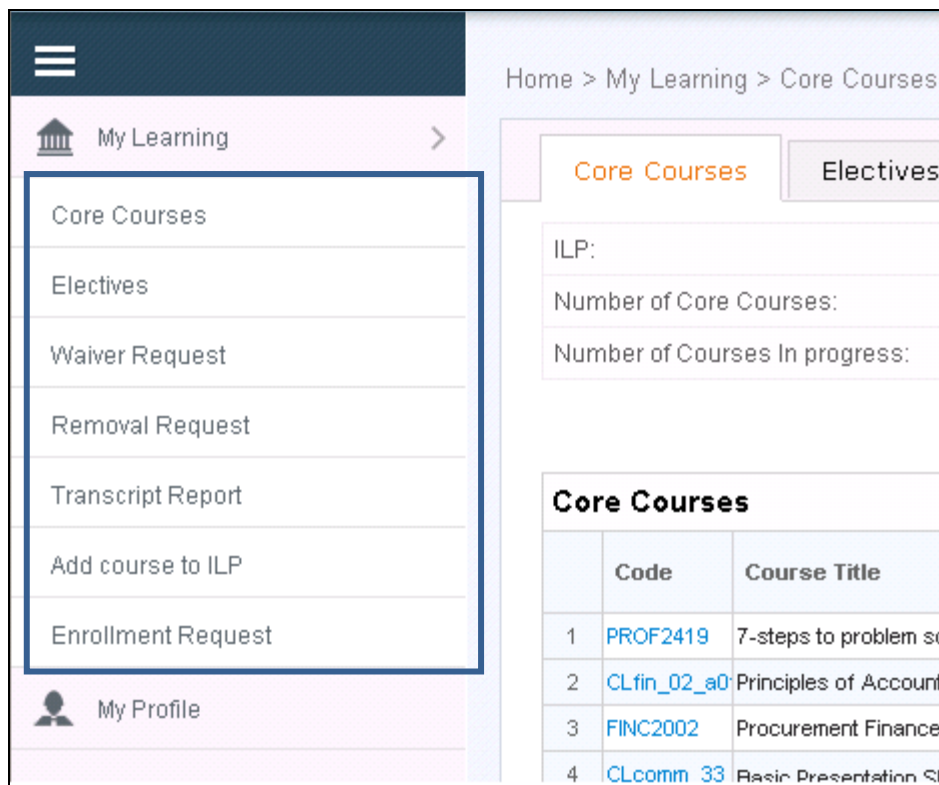
### 3. Learner

Once you login as a Learner, your Learner Dashboard will appear as below.



**Figure 8: My Learning Dashboard**

The left side panel has two tabs – My Learning and My Profile. This will be explained later in the guide .



**Figure 9: My Learning - Options**

Important Tabs - See explanations below.

Tabs	Explanation
<b>ILP Summary</b>	This shows the overall Individual Learning Plan (ILP) summary
<b>Core Courses</b>	These are mandatory classes mapped to your Job Profile.
<b>Electives</b>	These are optional courses you can choose from in addition to your core classes.
<b>Upcoming sessions</b>	List of upcoming sessions in your core classes that you are currently enrolled in/ registered for.

**Table 1: My Learning Tabs**

### 3.1. ILP Summary

ILP:	Demand Supply_IG_IH	ILP Start Date:	29-Mar-2014	ILP Due Date:	29-Sep-2016
Number of Core Courses:	30	Number of Target Courses:	1	Number of Courses taken:	6
Number of Courses In progress:	0	Percentage Target:	3.61 %	Percentage Completion:	20.00 %

**Figure 10: ILP Summary**

The ILP Summary tab shows the overall progress of your ILP. Each of the headers is explained below:

ILP Summary Header	Explanation
ILP	ILP mapped to you.
ILP Start Date	The date when the ILP was assigned to you.
ILP Due Date	Date by when you should complete your core classes.
Number of Core Courses	Your total number of core courses.
Percentage Target	Percentage of core courses you should have taken to date. It is calculated based on the number of days completed from your ILP duration. It excludes the long leave days.
Number of Target Courses	Number of core courses you should have taken to date. It is calculated based on the number of days completed from your ILP duration. It excludes the long leave days.

Number of Courses taken	Number of courses you have completed.
Number of Courses In Progress	Number of online courses you have started but not yet completed.
Percentage Completion	Percentage of courses that you have completed.

**Table 2: ILP Summary**



### 3.2. Core Courses

The Core Courses tab will display the list of core courses that are mapped to your ILP. If you complete all these courses, you will complete your ILP.

Core Courses									
	Code	Course Title	Skill Type	Skill Set	Course Level	Delivery Approach	Hours	Status	Action
1	PROF2419	7-steps to problem solving (1-day)	Business	Analysis & problem	Advanced	In-class/Webex	08:00	Not Started	
2	CLfin_02_a0	Principles of Accounting and Finance	Business	Financial Acumen	Basic	Online Self	01:00	Raised for Waiver	
3	FINC2002	Procurement Finance Overview	Business	Financial Acumen	Basic	Online Self	01:00	Not Started	
4	CLcomm_33	Basic Presentation Skills: Creating a Pre	Business	Communication and	Basic	Online Self	01:00	Not Started	
5	CLmo_aexl_e	PivotTables and PivotCharts in Excel 20	Business	Basic business too	Basic	Online Self	01:00	Not Started	
6	CL_pc_bi_mq	Communicating Organizational Change	Leadership	Change Managemen	Basic	Online Self	01:00	Completed	
7	PROF4016	Advanced Excel	Business	Basic business too	Advanced	In-class/Webex	04:00	Completed	
8	GICP0001	Global Inventory Control Policy	Business	Basic business too	Basic	Online Self	02:00	Completed	
9	CLCOMM_27	Getting Results without Direct Authority	Personal & Interpersonal	Influencing skills	Basic	Online Self	01:00	Not Started	
10	CLCOMM833	Planning Effective Business Meetings	Personal & Interpersonal	Meeting facilitation	Basic	Online Self	02:00	Completed	

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**Figure 11: Core Courses**

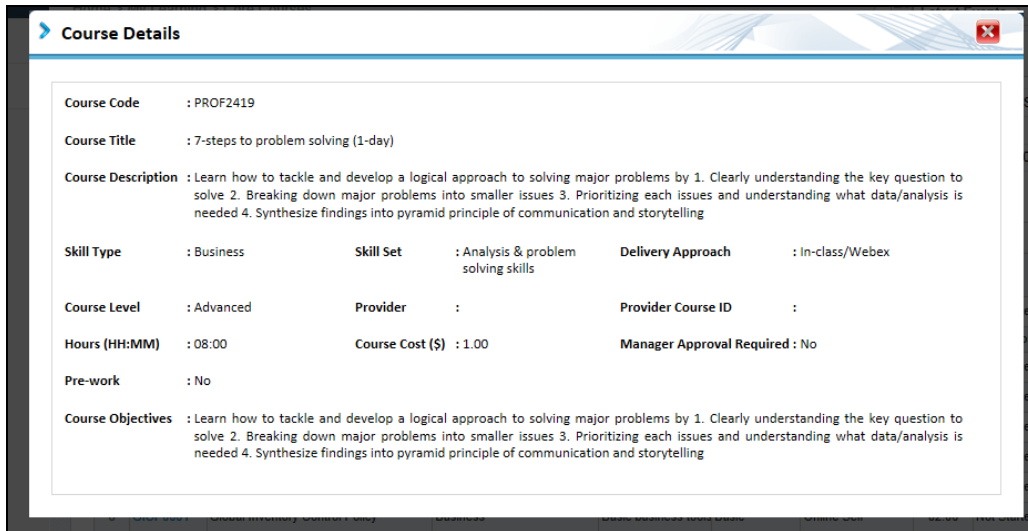
The Core Courses list will show details of each course.

Course Details	Explanation
Course Code	A unique code assigned to each course
Course Title	Title of the course
Skill Type	Skill type assigned to the course
Skill Set	Skill set for whom the course is applicable
Course Level	Level of the course – Basic, Intermediate, or Advanced
Delivery Approach	Course delivery method – Online Self or In class / Webex
Hours	Duration of the course
Status	<ul style="list-style-type: none"> <li>▪ Status of the course – ‘Not Started’, ‘In Progress’, or ‘Completed’</li> <li>▪ In case of waiver, the status would be ‘Raised for Waiver’ or ‘Waived’</li> <li>▪ In case of removal, the status would be ‘Raised for Removal’</li> </ul>
Action	<ul style="list-style-type: none"> <li> Launch: This option will be visible only against online courses (Online Self and Functional Online Self)</li> <li> Waive: Waive an online course from your ILP</li> <li> Remove: Remove / Delete a particular course from your ILP</li> </ul>

For completed and waived courses, no action icon will be visible.

**Table 3: Core Course Details**

You can view details of a particular course by clicking on ‘Course Code’ and the details will appear as below.



**Figure 12: Course Details**

Courses are delivered using three methods:

Delivery Approach	Explanation
Online Self	These are online courses hosted at Dell SABA and can be taken anytime.
Functional Online Self	These are functional online courses which are hosted at third party vendor site and can be taken anytime.
In-class/Webex	These courses are planned and organized by training coordinators.

**Table 4: Course Delivery Approach**

Download To Excel: You also have the option to download the core course details onto an excel sheet.

Download Excel Sheet

Core Courses									
	Code	Course Title	Skill Type	Skill Set	Course Level	Delivery Approach	Hours	Status	Action
1	PROF2419	7-steps to problem solving (1-day)	Business	Analysis & problem	Advanced	In-class/Webex	08:00	Not Started	
2	PROF4016	Advanced Excel	Business	Basic business too	Advanced	In-class/Webex	04:00	Not Started	
3	SCP114	Applying Stock Keeping Unit (SKU) Ratio	Personal & Interpersonal	Performance Mana	Intermediate	Functional Online S	01:00	Not Started	
4	CLcomm_33	Basic Presentation Skills: Creating a Pre	Business	Communication and	Basic	Online Self	01:00	Not Started	
5	CL_pc_bi_mg	Communicating Organizational Change	Leadership	Change Manage	Basic	Online Self	01:00	Not Started	
6	CLPD_12_AC	Decision Making: The Fundamentals (ne	Business	Analysis & problem	Basic	Online Self	01:00	Not Started	

Figure 13: Download Core Courses

An excel sheet will open as below.

Code	Course Title	Skill Type	Skill Set	Course Level	Delivery Approach	Hours	Status	Last Act tooltip	Course Description
1	PROF2419	7-steps to problem solving (1-day)	Business	Analysis & problem solving ski	Advanced	In-class/Webex	08:00	Not Started	Learn how to tackle and develop a logic
2	CLfin_02_a01_bs_enu	Principles of Accounting and Finance for Business	Business	Financial Acumen	Basic	Online Self	01:00	Raised for Wait	Show Raise for Wait
3	CLfin_02_a01_bs_enu	Principles of Accounting and Finance for Business	Business	Financial Acumen	Basic	Online Self	01:00	Not Started	This course aims at familiarizing non-f
4	FINC2002	Procurement Finance Overview	Business	Financial Acumen	Basic	Online Self	01:00	Not Started	This course provides an overview of fin
5	CLcomm_33_a02_bs_e	Basic Presentation Skills: Creating a Pre	Business	Communication and presentati	Basic	Online Self	01:00	Not Started	This course describes how to make thes
6	CLmo_aexl_a07_dt_en	PivotTables and PivotCharts in Excel 201	Business	Basic business tools	Basic	Online Self	01:00	Not Started	One of the most powerful tools that Exc
7	CL_pc_bi_mgbi015	Communicating Organizational Change	Leadership	Change Management	Basic	Online Self	01:00	Not Started	Change can make people uncomfortabl
8	PROF4016	Advanced Excel	Business	Basic business tools	Advanced	In-class/Webex	04:00	Not Started	Not Started
9	GICP0001	Global Inventory Control Policy	Business	Basic business tools	Basic	Online Self	02:00	Not Started	Not Started
10	CLCOMM_27_A01_BS	Getting Results without Direct Authority: Personal & Interpers	Personal & Interpers	Meeting influencing skills	Basic	Online Self	01:00	Not Started	Not Started
11	CLCOMM8331	Planning Effective Business Meetings	Personal & Interpers	Meeting facilitation	Basic	Online Self	02:00	Not Started	Not Started
12	CLproj_05_a01_bs_en	Managing Projects within Organizations	Business	Project management skills	Basic	Online Self	02:00	Not Started	Not Started
13	CLPD_12_A04_BS_ENH	Decision Making: The Fundamentals (ne)	Business	Analysis & problem solving ski	Basic	Online Self	01:00	Not Started	Not Started
14	DELL0001	S&OP & Item Level Forecast Planning for Personal & Interpers	Personal & Interpers	Performance Management	Basic	Functional Online Se	01:00	Not Started	Not Started
15	APX710	Introduction to Demand Management	Personal & Interpers	Performance Management	Basic	Functional Online Se	01:00	Not Started	Not Started
16	SCP118	Implementing Sales and Operations Plan	Personal & Interpers	Performance Management	Intermediate	Functional Online Se	01:00	Not Started	Not Started
17	SCP114	Applying Stock Keeping Unit (SKU) Ratio	Personal & Interpers	Performance Management	Intermediate	Functional Online Se	01:00	Not Started	Not Started
18	HW320	Understanding Safety Stock	Personal & Interpers	Performance Management	Advanced	Functional Online Se	01:00	Raised for Rem	Show Raise for Re
19	HW260	Inventory Metrics	Personal & Interpers	Performance Management	Intermediate	Functional Online Se	01:00	Not Started	Not Started
20	STA220	Product End-of-Life Management	Personal & Interpers	Performance Management	Intermediate	Functional Online Se	01:00	Not Started	Not Started
21	CS145	On Shelf Availability	Personal & Interpers	Performance Management	Intermediate	Functional Online Se	01:00	Not Started	Not Started
22	APX821	Forecasting Demand	Personal & Interpers	Performance Management	Intermediate	Functional Online Se	01:00	Not Started	Not Started
23	MFG206	Developing and Validating the Productio	Personal & Interpers	Performance Management	Intermediate	Functional Online Se	01:00	Not Started	Not Started
24	SCP301	Supply Chain Planning: Demand Plannin	Personal & Interpers	Performance Management	Intermediate	Functional Online Se	03:00	Not Started	Not Started
25	SCP401	Fundamentals of Supply Planning	Personal & Interpers	Performance Management	Intermediate	Functional Online Se	03:00	Not Started	Not Started
26	SCP106	Implementing Demand-Driven Sales and	Personal & Interpers	Performance Management	Intermediate	Functional Online Se	01:00	Not Started	Not Started
27	PROF4020	Advanced presentation skills	Business	Communication and presentati	Advanced	In-class/Webex	08:00	Not Started	Not Started
28									This one day instructor led course will
29									

Figure 14: Excel Download – Core Courses

### 3.3. Upcoming Sessions

This list displays all the upcoming sessions for the courses which are mapped as Core Courses.

Upcoming Sessions									
Session	Course Code	Course Title	Date Time	Country	Training Location	Hours	Seats Available	Action	
1	Advanced Excel - PROF4016	Advanced Excel	Apr 02, 2014 04:00	Global Virtual	Virtual Class	04:00	5	<a href="#">Request Registration</a>	
2	Advanced Excel - PROF4016	Advanced Excel	Apr 04, 2014 09:00	United States	AUSTIN, TX, PS2-1, CE	04:00	29	Invited	
3	Advanced Excel - PROF4016	Advanced Excel	Apr 16, 2014 13:00	United States	AUSTIN, TX, PS3-1, BE	04:00	30	<a href="#">Request Registration</a>	
4	7-steps to problem PROF2419	7-steps to problem solving (1-day)	Apr 25, 2014 09:00	United States	AUSTIN, TX, PS2-1, CE	08:00	27	<a href="#">Request Registration</a>	

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**Figure 15: Upcoming Sessions**

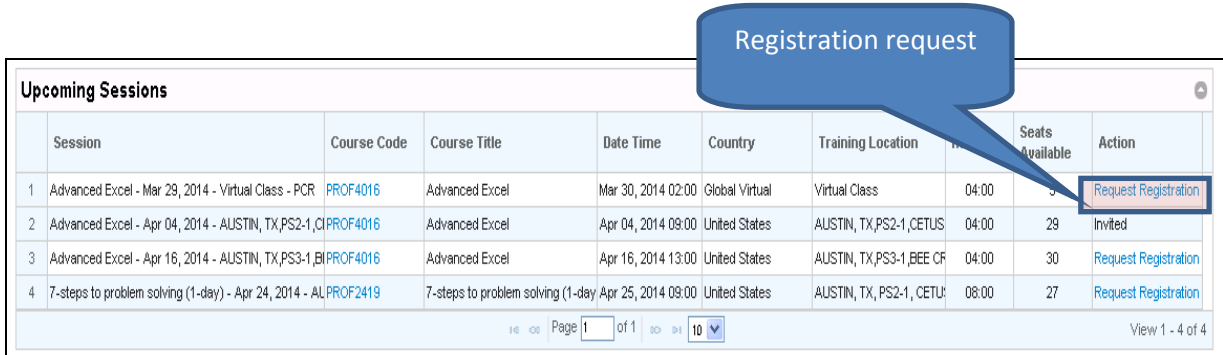
The upcoming sessions for your core courses list will show details as below.

Course Details	Explanation
Session	Name of the session
Course Code	The unique code assigned to the course
Course Title	Title of the course
Date Time	Session date and time
Country	Country of the training
Training Location	Venue of the training
Hours	Duration of the session
Seats	Number of seats pending to fill the class
Action	<p>The action that is required by you for the session:</p> <ul style="list-style-type: none"> <li>▪ Request Registration – Register for the session</li> <li>▪ Requested – You have requested registration for the session</li> <li>▪ Invited – You are invited to attend the session</li> <li>▪ Scheduled – Once you accept the invite, the session status will show as ‘Scheduled’</li> </ul>

**Table 5: Upcoming Session Details**

### 3.3.1. Action - Request Registration

To register for an upcoming session, click on 'Request Registration' link under Action.



**Registration request**

Session	Course Code	Course Title	Date Time	Country	Training Location	Duration	Seats Available	Action
1 Advanced Excel - Mar 29, 2014 - Virtual Class - PCR	<a href="#">PROF4016</a>	Advanced Excel	Mar 30, 2014 02:00	Global Virtual	Virtual Class	04:00	3	<a href="#">Request Registration</a>
2 Advanced Excel - Apr 04, 2014 - AUSTIN, TX, PS2-1, CI	<a href="#">PROF4016</a>	Advanced Excel	Apr 04, 2014 09:00	United States	AUSTIN, TX, PS2-1, CETUS	04:00	29	Invited
3 Advanced Excel - Apr 16, 2014 - AUSTIN, TX, PS3-1, BI	<a href="#">PROF4016</a>	Advanced Excel	Apr 16, 2014 13:00	United States	AUSTIN, TX, PS3-1, BEE CR	04:00	30	<a href="#">Request Registration</a>
4 7-steps to problem solving (1-day) - Apr 24, 2014 - AL	<a href="#">PROF2419</a>	7-steps to problem solving (1-day)	Apr 25, 2014 09:00	United States	AUSTIN, TX, PS2-1, CETU	08:00	27	<a href="#">Request Registration</a>

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This request notifies the training coordinator of your interest in attending a particular class. This does not mean that your request is confirmed. Basis the availability of seats, the training coordinator will send you an email invite.

### 3.3.2. Action - Requested

Once you request for registration, the status will change to "Requested". Based on th seats availability the training coordinator will invite you for the session.

### 3.3.3. Action - Invited

Once you request for registration, the status will change to "Requested". Basis on th seats availability the training coordinator will invite you for the session.

Once you are invited for the session, the action will show as "Invited"

Choose the option to either 'Accept' & 'Send Response Now' or 'Reject' the email invite.

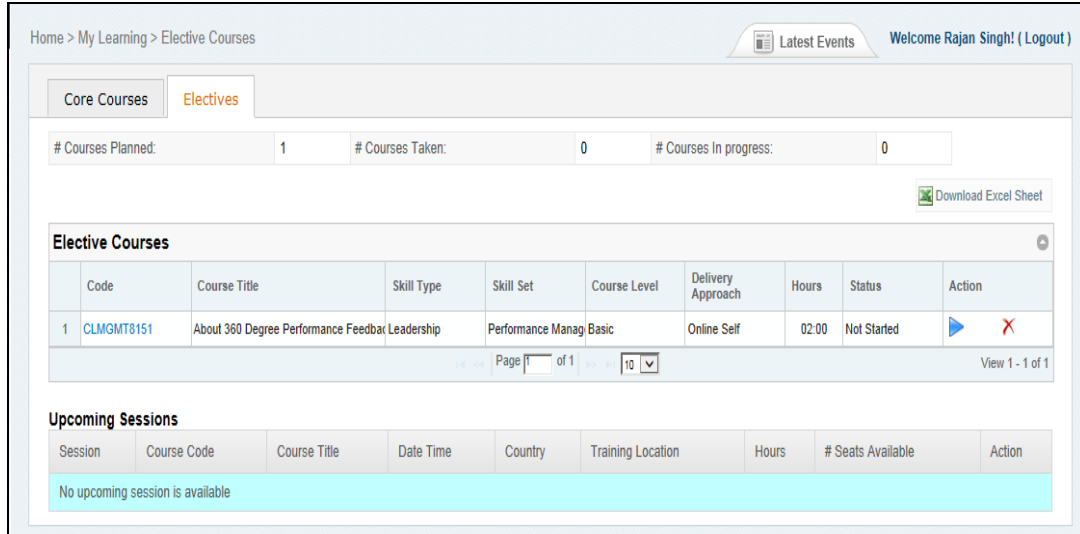
### 3.3.4. Action – Scheduled

Once you accept the session invite, the Action will show the status as 'Scheduled'.

## 3.4. Electives

The Electives tab displays the list of courses that you wish to attend (in addition to the core courses mapped to your ILP).

Below is a screenshot of the Electives page. This page will display all the elective courses that are mapped to you.



Home > My Learning > Elective Courses Latest Events Welcome Rajan Singh! (Logout)

Core Courses **Electives**

# Courses Planned: 1 # Courses Taken: 0 # Courses In progress: 0

[Download Excel Sheet](#)

**Elective Courses**

	Code	Course Title	Skill Type	Skill Set	Course Level	Delivery Approach	Hours	Status	Action
1	CLMGMT8151	About 360 Degree Performance Feedback Leadership	Leadership	Performance Manag	Basic	Online Self	02:00	Not Started	<a href="#">▶</a> <a href="#">✖</a>

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**Upcoming Sessions**

Session	Course Code	Course Title	Date Time	Country	Training Location	Hours	# Seats Available	Action
No upcoming session is available								

**Figure 16: Electives Page**

The procedure to select Elective Course session is the same as for Core Courses (explained above).

## 4. Course Actions

### 4.1. How to Launch Online Courses?

A list of courses will be mapped in your ILP under 'Core Courses' or 'Electives' tab. The online courses will have the delivery approach as either 'Online Self' or 'Functional Online Self'.

To launch an online course, click on icon.

Click on the icon to launch course

Core Courses									
	Code	Course Title	Skill Type	Skill Set	Course Level	Delivery Approach	Hours	Status	Action
1	PROF2419	7-steps to problem solving (1-day)	Business	Analysis & problem	Advanced	In-class/Webex	08:00	Not Started	
2	CLMGMT815	About 360 Degree Performance Feedb	Leadership	Performance Mana	Basic	Online Self	02:00	Not Started	
3	TRN260	Analyzing and Improving Logistics Perf	Personal & Interpersonal	Performance Mana	Advanced	Functional Online S	01:00	Not Started	
4	ISC200	Analyzing Financial Performance and S	Personal & Interpersonal	Performance Mana	Intermediate	Functional Online S	01:00	Not Started	
5	CLcomm_33	Basic Presentation Skills: Creating a Pr	Business	Communication and	Basic	Online Self	01:00	Not Started	
6	CL_pc_bi_mc	Communicating Organizational Change	Leadership	Change Managemen	Basic	Online Self	01:00	Not Started	
7	CL_pc_bi_mc	Confrontation: What's the Best Approa	Leadership	Conflict Managemen	Advanced	Online Self	01:00	Completed	
8	CL_pc_bi_pfl	Coping with Information Overload	Personal & Interpersonal	Drive for excellenc	Basic	Online Self	01:00	Not Started	
9	CLCOMM021	Effective Interpersonal Communication	Business	Communication and	Basic	Online Self	02:00	Completed	
10	CL_pc_bi_lst	Executing Innovation	Personal & Interpersonal	Innovation and crea	Advanced	Online Self	01:00	Not Started	

Figure 17: Launch an Online Course

On doing so, the system will open the course in a new browser window and the course status will change to 'In Progress'.

#### 4.1.1. Delivery Approach – Online Self

When you click on the launch icon of an Online Self course, the system will open SABA (mylearningworld.com) site to launch the course.

Click on the icon to launch course

Core Courses									
	Code	Course Title	Skill Type	Skill Set	Course Level	Delivery Approach	Hours	Status	Action
1	PROF2419	7-steps to problem solving (1-day)	Business	Analysis & problem	Advanced	In-class/Webex	08:00	Not Started	
2	CLMGMT815	About 360 Degree Performance Feedb	Leadership	Performance Mana	Basic	Online Self	02:00	Not Started	
3	TRN260	Analyzing and Improving Logistics Perf	Personal & Interpersonal	Performance Mana	Advanced	Functional Online S	01:00	Not Started	
4	ISC200	Analyzing Financial Performance and S	Personal & Interpersonal	Performance Mana	Intermediate	Functional Online S	01:00	Not Started	

Figure 18: Launch an Online Self Course

The module will open in a separate window as below.

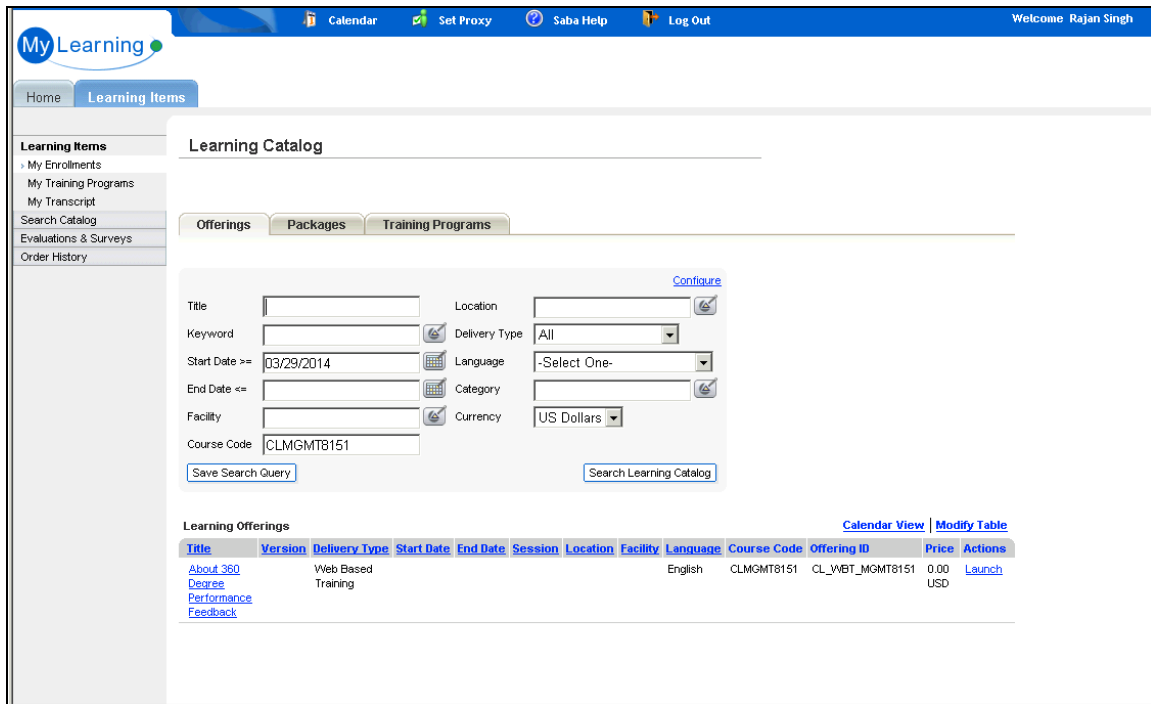


Figure 19: Learning Module in SABA

#### 4.1.2. Delivery Approach – Functional Online Self

When you click on the launch icon of a Functional Online Self course, the system will open a third party vendor site to launch the course.

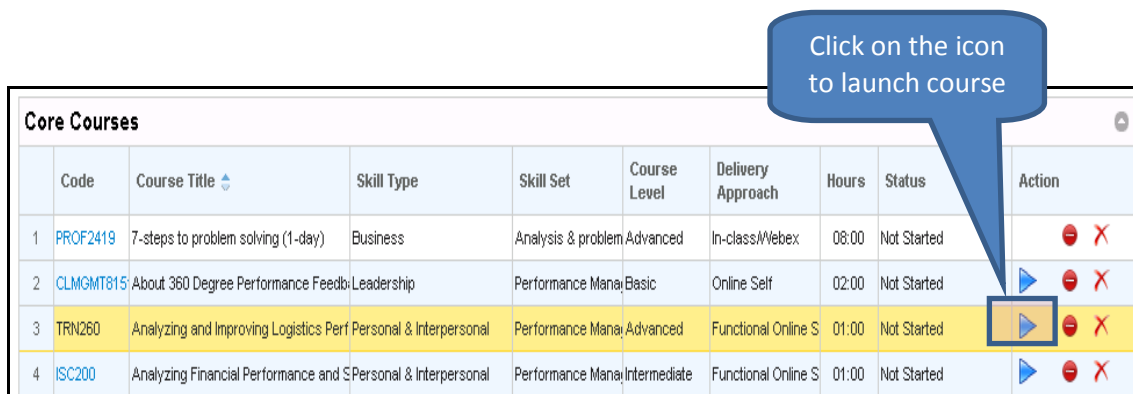


Figure 20: Launch a Functional Online Self Course

The module will open in a separate window as below.



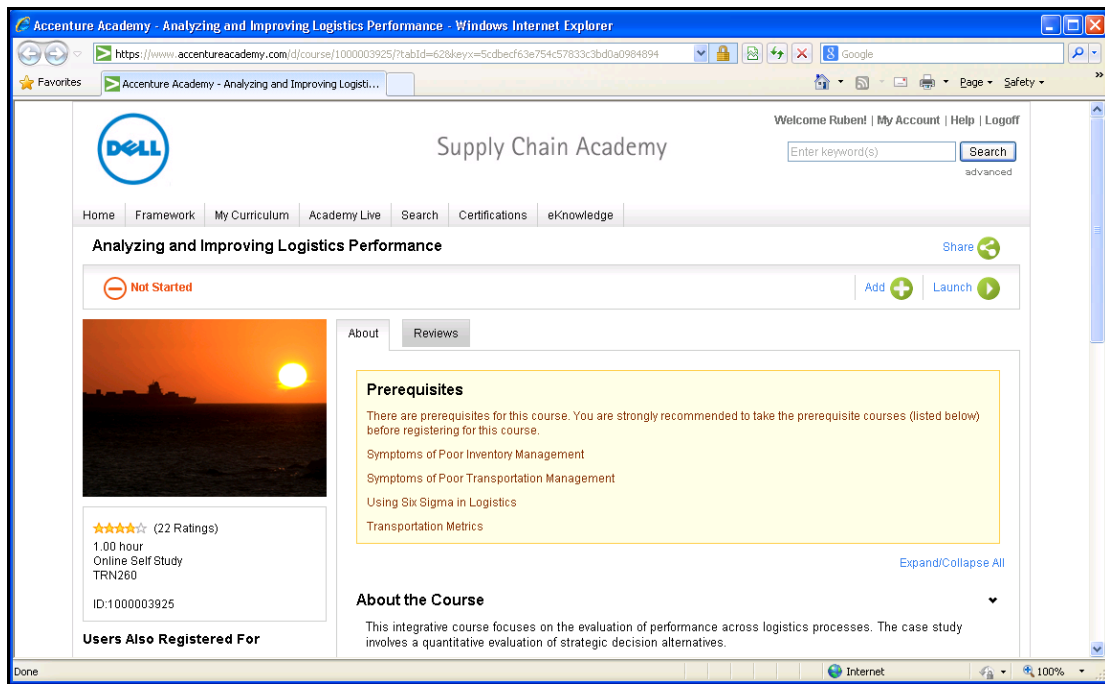


Figure 21: Learning Module in Vendor Site

#### 4.2. How to Waive a Course?

Course waiver is appropriate when you have previously taken this course or a similar course, or if you have demonstrated expertise in the course content. Courses that are waived will show as 'Waived' on your ILP.

You are allowed to select a course waiver plus removal for maximum of 20% of ILP courses. Example: Your ILP contains 24 courses; 20% of 24 courses = 4.8 courses. So you can select a maximum 4 courses (integer part) for waiver plus removal.

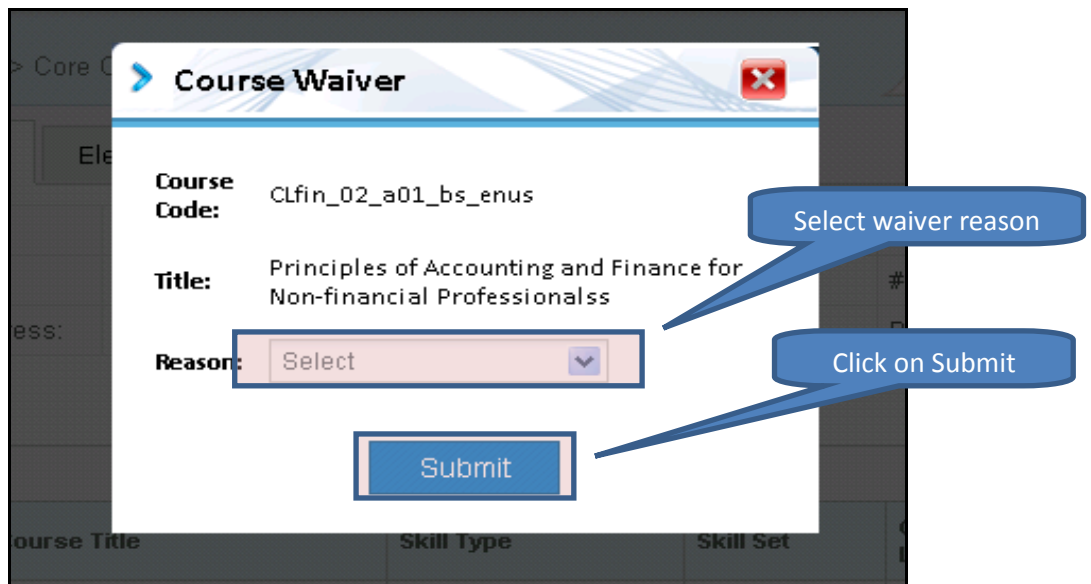
To waive a particular course, click on icon

Core Courses									
	Code	Course Title	Skill Type	Skill Set	Course Level	Delivery Approach	Hours	Status	Action
1	PROF2419	7-steps to problem solving (1-day)	Business	Analysis & problem	Advanced	In-class/Webex	08:00	Not Started	
2	CLfin_02_a0	Principles of Accounting and Finance	Business	Financial Acumen	Basic	Online Self	01:00	Not Started	
3	FINC2002	Procurement Finance Overview	Business	Financial Acumen	Basic	Online Self	01:00	Not Started	
4	CLcomm_33	Basic Presentation Skills: Creating a Pr	Business	Communication and	Basic	Online Self	01:00	Not Started	

Click on the icon to select a waiver request

**Figure 22: Waive a Course**

Click on the waiver icon and a pop-up window will prompt you to select the reason for waiver. Select the reason, provide comments and click 'Submit'.



**Figure 23: Course Waiver Pop-up**

Once you submit the waiver request, an auto-generated notification email will be sent to your manager for approval and the course status will change to 'Requested Waiver'.

Core Courses									
	Code	Course Title	Skill Type	Skill Set	Course Level	Delivery Approach	Hours	Status	Action
1	PROF2419	7-steps to problem solving (1-day)	Business	Analysis & problem	Advanced	In-class/Webex	08:00	Not Started	
2	CLfin_02_a01	Principles of Accounting and Finance for Non-financial Professionalss	Business	Financial Acumen	Basic	Online Self	01:00	Requested Waiver	
3	FINC2002	Procurement Finance Overview	Business	Financial Acumen	Basic	Online Self	01:00	Not Started	
4	CLcomm_33	Basic Presentation Skills: Creating a Presentation	Business	Communication and	Basic	Online Self	01:00	Not Started	

**Figure 24: Requested Waiver**

Once your manager approves your course waiver request, the status of the request will change to 'Completed' and your 'Number of course taken' count will increase.

### 4.3. How to Remove a Course?

Course removal is appropriate when a course is not relevant to your job or when it is not essential for your professional development. Courses that are removed will no longer be visible on a learner’s Individual Learning Plan.

You are allowed to request course waiver plus removal for maximum of 20% of your ILP courses. To remove a particular course, click on icon

Click on the icon to request removal

	Code	Course Title	Skill Type	Skill Set	Course Level	Delivery Approach	Hours	Status	Action
1	INV320	Understanding Safety Stock	Personal & Interpersonal	Performance Mana	Advanced	Functional Online S	01:00	Not Started	
2	CL_pc_bi_mg	Communicating Organizational Change	Leadership	Change Managem	Basic	Online Self	01:00	Not Started	
3	SCP114	Applying Stock Keeping Unit (SKU) Rat	Personal & Interpersonal	Performance Mana	Intermediate	Functional Online S	01:00	Not Started	
4	SCP118	Implementing Sales and Operations Plan	Personal & Interpersonal	Performance Mana	Intermediate	Functional Online S	01:00	Not Started	

**Figure 25: Remove a Course**

On clicking the removal icon, a pop-up window will appear that will prompt you to select the reason for removal. Select the reason and click ‘Submit’.

Select removal reason

Click on Submit

**Course Removal**










**Course Code:** INV320

**Title:** Understanding Safety Stock

**Reason:**

**Figure 26: Course Removal Pop-up**

Once you submit the removal request, an auto-generated notification email will be sent to your manager for approval and the course status will change to ‘Request for Removal’.

Core Courses									
	Code	Course Title	Skill Type	Skill Set	Course Level	Delivery Approach	Hours	Status	Action
1	INV320	Understanding Safety Stock	Personal & Interpersonal	Performance Mana	Advanced	Functional Online S	01:00	Raised for Removal	
2	CL_pc_bj_mq	Communicating Organizational Change	Leadership	Change Managemen	Basic	Online Self	01:00	Not Started	  
3	SCP114	Applying Stock Keeping Unit (SKU) Rati	Personal & Interpersonal	Performance Mana	Intermediate	Functional Online S	01:00	Not Started	  
4	SCP118	Implementing Sales and Operations Plan	Personal & Interpersonal	Performance Mana	Intermediate	Functional Online S	01:00	Not Started	  

**Figure 27: Request for Removal**

Once your manager approves your course removal request, the course will be removed from your core list. You can trace removed courses under 'My Learning → Removal Request' page.

## 5. Add Course to ILP

You have the option to add additional courses to your ILP. Course enrollment is appropriate when the course content will enhance your job performance and / or help advance your career goals.

To do so, click 'Course Catalog' tab on the dashboard. Or click on 'Add course to ILP' on the left navigation

Click on 'Add Course to ILP'

Click on 'Course Catalog'

ILP:	DDPE_I4_I5_I6_I7_I8_I9_I10	ILP Start Date:	28-Mar-2017	ILP Due Date:	28-Sep-2019
Number of Core Courses:	15	Number of Target Courses:	5	Number of Courses taken:	13
Number of Courses In progress:	0	Percentage Target:	34.1 %	Percentage Completion:	86.7 %

Course Code	Course Title	Skill Type	Skill Set	Delivery Approach	Hours	Status	Action
1 LEAD8011	Leading & Influencing Project Teams	Functional	Leadership	Instructor-led	08:00	Not Started	⊖ ⊗
2 MKTG1014	Clarity and Influence in Communication and Business	Business	Communication & Presentation	Instructor-led	08:00	Not Started	⊖ ⊗
3 comm_32_a02_bs_en	Managing Effective Business Meetings	Business	Meeting Facilitation	Online Self	01:00	Completed	☑
4 PD_12_A04_BS_EN	Decision Making: The Fundamentals	Business	Analysis & Problem Solving	Online Self	03:00	Completed	☑
5 PD_12_A06_BS_EN	Decision Making: Making Tough Decisions	Business	Strategic thinking	Online Self	03:00	Completed	☑
6 COMM_24_A03_BS	Negotiation Essentials: Communicating	Functional	Negotiation Tools for Procurement	Online Self	03:00	Completed	☑
7 COMM_27_A01_BS	Getting Results without Direct Authority: Bu	Personal & Interpersonal	Negotiating	Online Self	01:00	Completed	☑
8 IB_PMAG_A05_IT_E	Agile Planning: Project Initiating and Requi	Functional	Engineering Development	Online Self	01:30	Completed	☑

Figure 28: Course Catalog

By clicking 'Add Course to ILP', this will open the 'Search Course' page.

**Search Course**

Course Code:	<input type="text"/>	Course Title:	<input type="text"/>		
Skill Type:	<input type="text" value="Select"/>	Skill Set:	<input type="text" value="Select"/>	Delivery Approach:	<input type="text" value="Select"/>
Manager Approval Required:	<input type="radio"/> Yes <input type="radio"/> No		Academy:	<input type="text" value="Supply Chain"/>	

Figure 29: Search Course

This page will allow you to:

- Search course using multiple filters
- View course details
- Add a course to your ILP

## 5.1. Search a Course

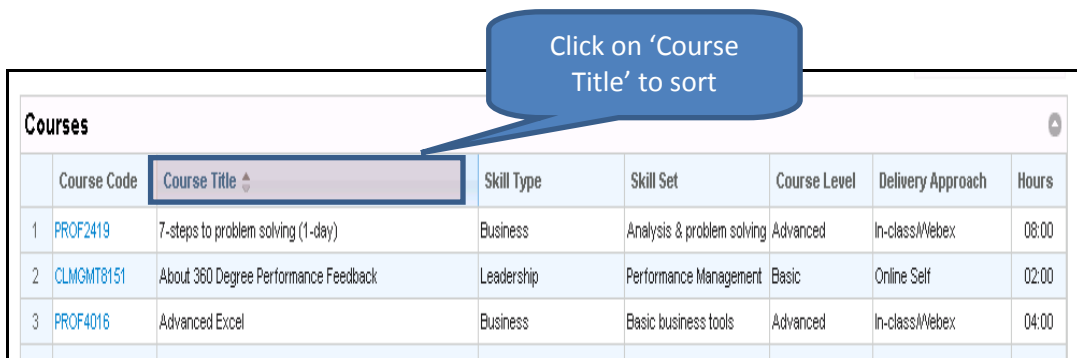
To search for a course, select options from the dropdown fields, and click on 'Search'.

By default, the portal will select your mapped academy. You can search courses from a different academy by changing the academy.

## 5.2. View Course Details

The course list will display basic course details such as Course Code, Course Title, Skill Type, Skill Set, Delivery Approach and Hours.

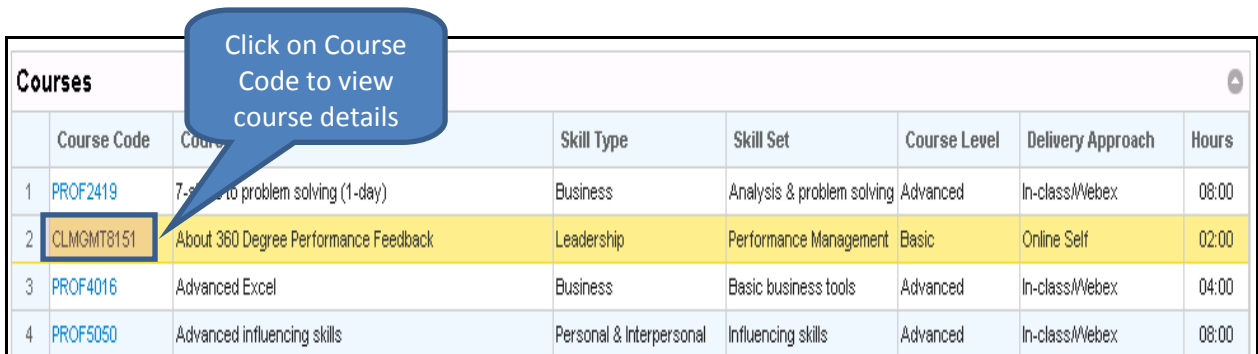
**Sorting:** To sort the courses. Click on the column header to sort in ascending order; the second click will sort in descending order.



	Course Code	Course Title	Skill Type	Skill Set	Course Level	Delivery Approach	Hours
1	<a href="#">PROF2419</a>	7-steps to problem solving (1-day)	Business	Analysis & problem solving	Advanced	In-class/Webex	08:00
2	<a href="#">CLMGMT8151</a>	About 360 Degree Performance Feedback	Leadership	Performance Management	Basic	Online Self	02:00
3	<a href="#">PROF4016</a>	Advanced Excel	Business	Basic business tools	Advanced	In-class/Webex	04:00

**Figure 30: Sort by Course Title**

To view the course details, click on the 'Course Code' link.



	Course Code	Course Title	Skill Type	Skill Set	Course Level	Delivery Approach	Hours
1	<a href="#">PROF2419</a>	7-steps to problem solving (1-day)	Business	Analysis & problem solving	Advanced	In-class/Webex	08:00
2	<a href="#">CLMGMT8151</a>	About 360 Degree Performance Feedback	Leadership	Performance Management	Basic	Online Self	02:00
3	<a href="#">PROF4016</a>	Advanced Excel	Business	Basic business tools	Advanced	In-class/Webex	04:00
4	<a href="#">PROF5050</a>	Advanced influencing skills	Personal & Interpersonal	Influencing skills	Advanced	In-class/Webex	08:00

The course details will appear as below.

**Course Details**

**Course Code** : CLMGMT8151

**Course Title** : About 360 Degree Performance Feedback

**Course Description** : Upon the completion of this course, you will be able to decide if 360 degree performance feedback suits your organisation. As well, you will be aware of issues and potential barriers to 360 degree feedback, and feel equipped to deal with these challenges.

**Skill Type** : Leadership      **Skill Set** : Performance Management      **Delivery Approach** : Online Self

**Course Level** : Basic      **Provider** :      **Provider Course ID** :

**Hours (HH:MM)** : 02:00      **Course Cost (\$)** : 0.00      **Manager Approval Required** : No

**Pre-work** : No

**Course Objectives** : Upon the completion of this course, you will be able to decide if 360 degree performance feedback suits your organisation. As well, you will be aware of issues and potential barriers to 360 degree feedback, and feel equipped to deal with these challenges.

**Request For** :  Core  Elective

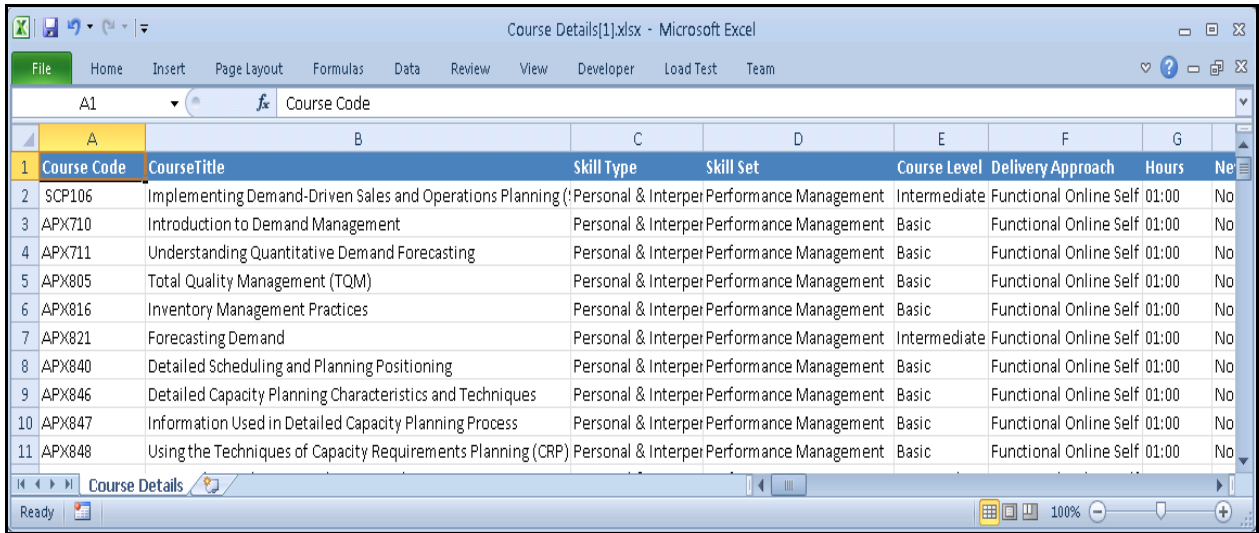
**Figure 31: Course Details**

**Export to Excel:** You can export your course list in an excel spreadsheet by clicking on the ‘Download Excel Sheet’ button.

Download Excel Sheet

<span style="border: 1px solid gray; padding: 2px 5px;">Download Excel Sheet</span>							
<b>Courses</b>							
	Course Code	Course Title	Skill Type	Skill Set	Course Level	Delivery Approach	Hours
1	PROF2419	7-steps to problem solving (1-day)	Business	Analysis & problem solving	Advanced	In-class/Webex	08:00
2	CLMGMT8151	About 360 Degree Performance Feedback	Leadership	Performance Management	Basic	Online Self	02:00
3	PROF4016	Advanced Excel	Business	Basic business tools	Advanced	In-class/Webex	04:00
4	PROF5050	Advanced influencing skills	Personal & Interpersonal	Influencing skills	Advanced	In-class/Webex	08:00
5	PROF4015	Advanced leading innovation: thinking & tools	Personal & Interpersonal	Innovation and creativity	Advanced	In-class/Webex	08:00
6	PROF4019	Advanced Powerpoint	Business	Basic business tools	Basic	In-class/Webex	04:00
7	PROF4020	Advanced presentation skills	Business	Communication and present	Advanced	In-class/Webex	08:00
8	OPM100	An Introduction to the Value of Speed	Personal & Interpersonal	Performance Management	Intermediate	Functional Online Self	01:00
9	TRN260	Analyzing and Improving Logistics Performance	Personal & Interpersonal	Performance Management	Advanced	Functional Online Self	01:00
10	ISC200	Analyzing Financial Performance and Supply Management	Personal & Interpersonal	Performance Management	Intermediate	Functional Online Self	01:00

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Course Details[1].xlsx - Microsoft Excel

1	Course Code	CourseTitle	Skill Type	Skill Set	Course Level	Delivery Approach	Hours	Ne
2	SCP106	Implementing Demand-Driven Sales and Operations Planning (I	Personal & Interper	Performance Management	Intermediate	Functional Online Self	01:00	No
3	APX710	Introduction to Demand Management	Personal & Interper	Performance Management	Basic	Functional Online Self	01:00	No
4	APX711	Understanding Quantitative Demand Forecasting	Personal & Interper	Performance Management	Basic	Functional Online Self	01:00	No
5	APX805	Total Quality Management (TQM)	Personal & Interper	Performance Management	Basic	Functional Online Self	01:00	No
6	APX816	Inventory Management Practices	Personal & Interper	Performance Management	Basic	Functional Online Self	01:00	No
7	APX821	Forecasting Demand	Personal & Interper	Performance Management	Intermediate	Functional Online Self	01:00	No
8	APX840	Detailed Scheduling and Planning Positioning	Personal & Interper	Performance Management	Basic	Functional Online Self	01:00	No
9	APX846	Detailed Capacity Planning Characteristics and Techniques	Personal & Interper	Performance Management	Basic	Functional Online Self	01:00	No
10	APX847	Information Used in Detailed Capacity Planning Process	Personal & Interper	Performance Management	Basic	Functional Online Self	01:00	No
11	APX848	Using the Techniques of Capacity Requirements Planning (CRP)	Personal & Interper	Performance Management	Basic	Functional Online Self	01:00	No

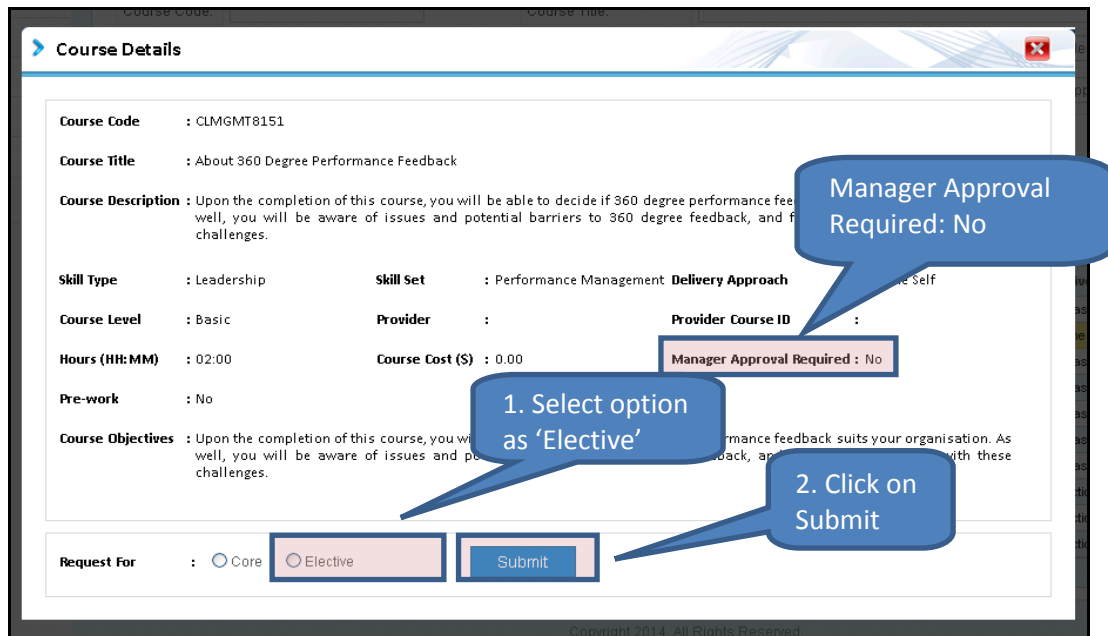
Figure 32: Excel Download



### 5.3. Add Course to ILP as 'Elective'

If you are content with the course details, you have the option to add it to your ILP as an Elective course or a Core Course.

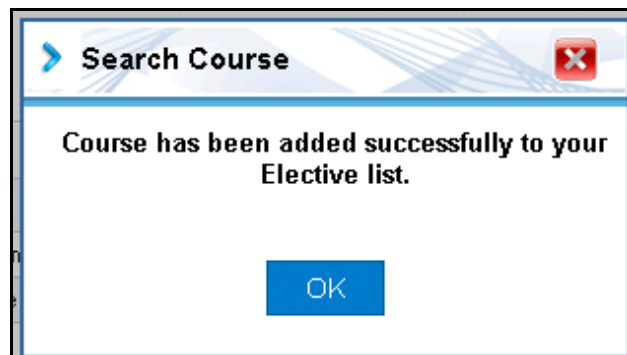
To add a selected course to your Elective ILP, select the 'Elective' button (highlighted below).



**Figure 31: Add Course to Elective**

Also check the Manager Approval Required field. If this field is auto-marked as 'No', this means that manager's approval is not required to add the selected course to your ILP.

A confirmation message will appear and the selected course will get added to your elective course.



**Figure 32: Confirmation Message**

If the Manager Approval Required field is marked as 'Yes', then a course enrollment request will be raised and an auto-generated email notification will be sent to your manager for approval.

In the above example, the Manager Approval required field was marked as 'No', so the request will be directly added to you ILP under Elective courses. You can check your Elective courses under **My Learning** → **Electives**.

Home > My Learning > Elective Courses Latest Events [Welcome Rajan Singh! \(Logout\)](#)

Core Courses **Electives**

# Courses Planned: 1 # Courses Taken: 0 # Courses In progress: 0 [Download Excel Sheet](#)

**Elective Courses**

	Code	Course Title	Skill Type	Skill Set	Course Level	Delivery Approach	Hours	Status	Action
1	CLMGMT8151	About 360 Degree Performance Feedb	Leadership	Performance Manag	Basic	Online Self	02:00	Not Started	<a href="#">▶</a> <a href="#">✖</a>

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**Upcoming Sessions**

Session	Course Code	Course Title	Date Time	Country	Training Location	Hours	# Seats Available	Action
No upcoming session is available								

**Figure 33: Addition to Elective Course**

#### 5.4. Add Course to ILP as 'Core'

To add a selected course to your Core ILP, select the 'Core' button (highlighted below).

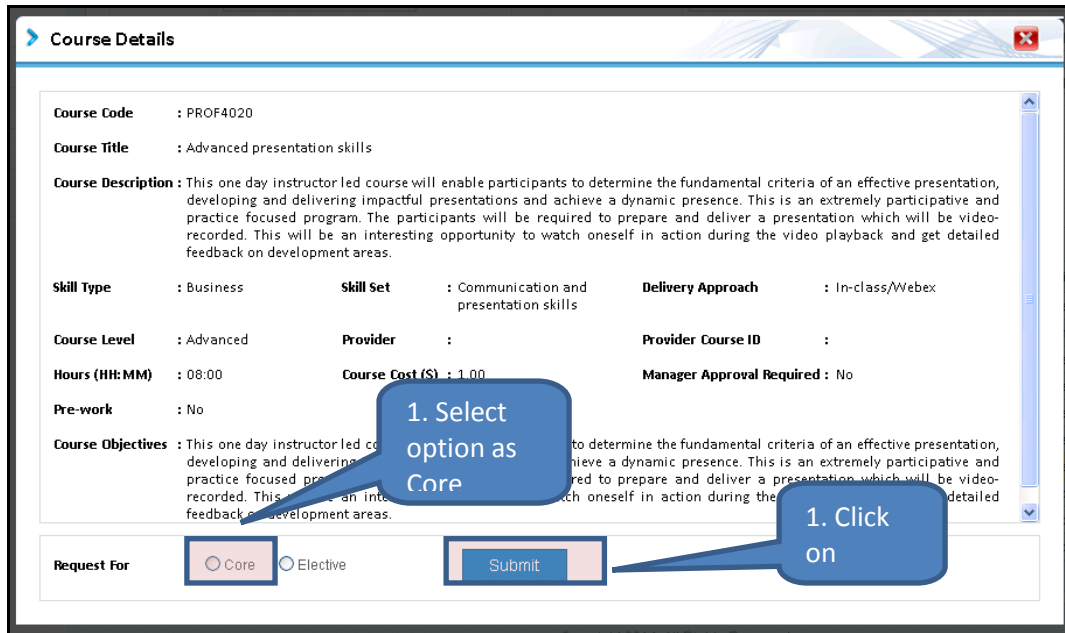


Figure 34: Add Course to Core Courses

When adding courses to your Core Course List, if manager approval is needed an auto-generated notification will be sent to your manager for approval.

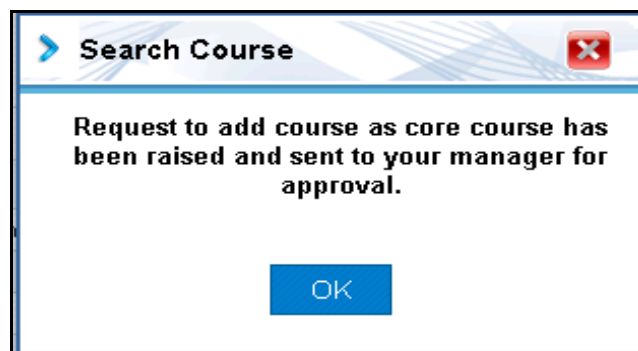
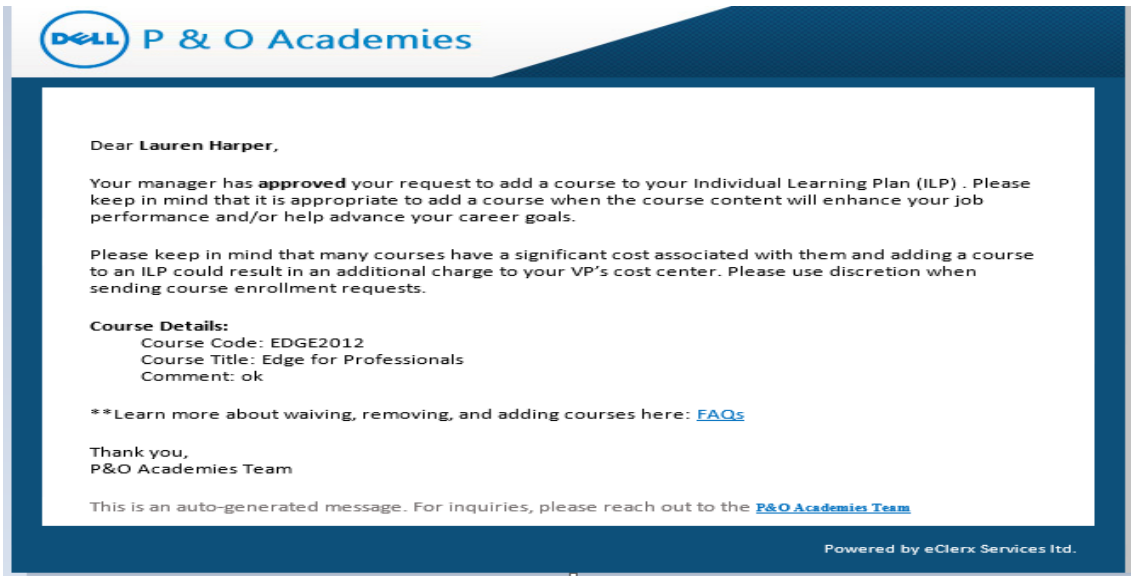


Figure 35: Confirmation Message

Once your manager approves your course request, you will receive an auto-generated email notification as shown below.



**Figure 36: Core Course Addition – Manager Approval**

You can check your Core Courses under **My Learning → Core Courses**

Core Courses									
	Code	Course Title	Skill Type	Skill Set	Course Level	Delivery Approach	Hours	Status	Action
21	<a href="#">APX821</a>	Forecasting Demand	Personal & Interpersonal	Performance Mana	Intermediate	Functional Online S	01		
22	<a href="#">MFG206</a>	Developing and Validating the Product	Personal & Interpersonal	Performance Mana	Intermediate	Functional Online S	01		
23	<a href="#">SCP301</a>	Supply Chain Planning: Demand Plannin	Personal & Interpersonal	Performance Mana	Intermediate	Functional Online S	03:00		
24	<a href="#">SCP401</a>	Fundamentals of Supply Planning	Personal & Interpersonal	Performance Mana	Intermediate	Functional Online S	03:00	Not Started	
25	<a href="#">SCP106</a>	Implementing Demand-Driven Sales and	Personal & Interpersonal	Performance Mana	Intermediate	Functional Online S	01:00	Not Started	
26	<a href="#">PROF4020</a>	Advanced presentation skills	Business	Communication and	Advanced	In-class/Webex	08:00	Not Started	
27	<a href="#">APX849</a>	Using Advanced Capacity Planning Tec	Personal & Interpersonal	Performance Mana	Intermediate	Functional Online S	00:00	Not Started	

Page 3 of 3 | 10 | View 21 - 27 of 27

**Figure 37: Addition to Core Course**

Adding a course as a Core Course will impact all of your below metrics:

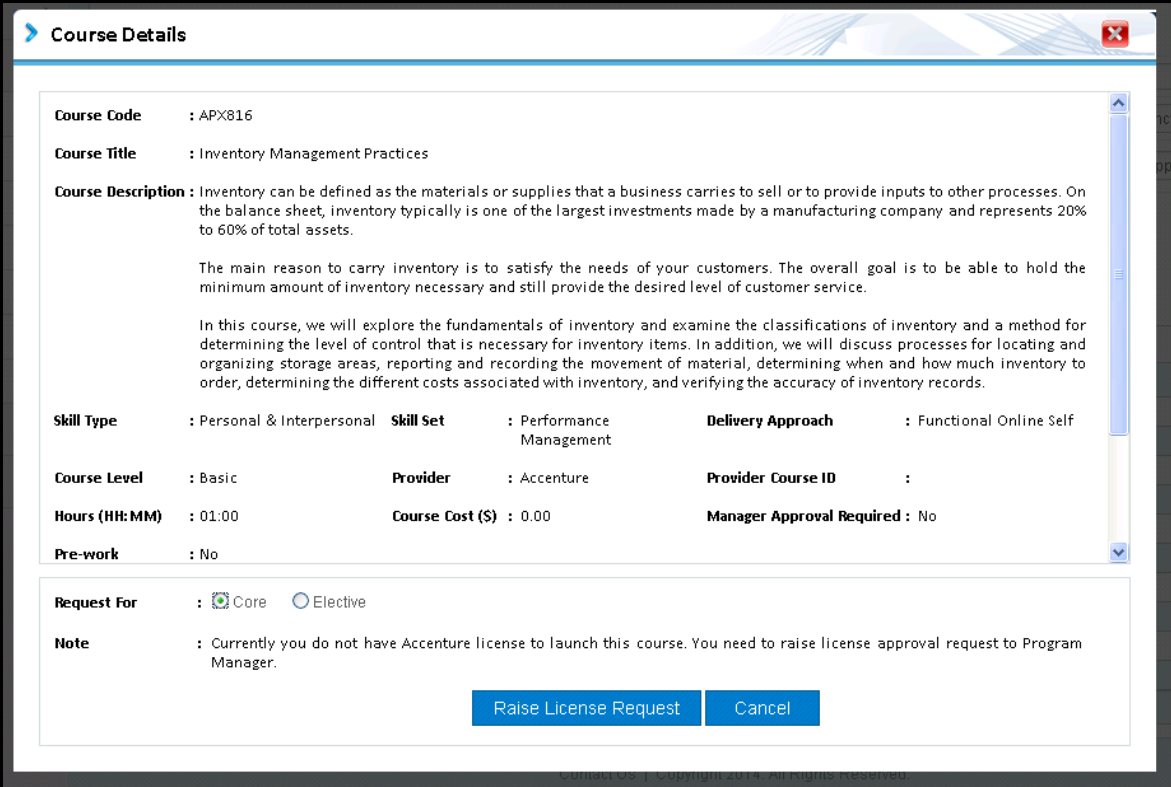
- Number of core courses
- Number of target courses
- Percentage target
- Percentage completion

### 5.5. Raising Accenture License Request for 'Functional Online Self'

- All 'Functional Online Self' ILP courses requires an Accenture Licence. The system will automatically check whether you have an license to launch the course.

- **No Need to request a Accenture License:**  
In case of any of the below scenarios:
  - You already have Accenture license request
  - You already have any other 'Functional Online Self' courses added to your ILP
  
- **Unable to add 'course':**  
In case of any of the below scenarios:
  - Accenture license has already been requested
  - Your request for a Accenture license was declined in the past 30 days
  
- **Accenture license request:**  
If you do not have a Accenture license, the system will prompt you how to request an Accenture license

Learner tries to add 'Function online self' course and does not have Accenture license.



**Course Details**

**Course Code** : APX816

**Course Title** : Inventory Management Practices

**Course Description** : Inventory can be defined as the materials or supplies that a business carries to sell or to provide inputs to other processes. On the balance sheet, inventory typically is one of the largest investments made by a manufacturing company and represents 20% to 60% of total assets.

The main reason to carry inventory is to satisfy the needs of your customers. The overall goal is to be able to hold the minimum amount of inventory necessary and still provide the desired level of customer service.

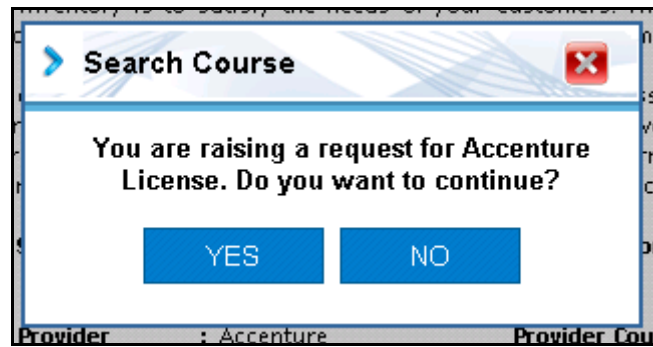
In this course, we will explore the fundamentals of inventory and examine the classifications of inventory and a method for determining the level of control that is necessary for inventory items. In addition, we will discuss processes for locating and organizing storage areas, reporting and recording the movement of material, determining when and how much inventory to order, determining the different costs associated with inventory, and verifying the accuracy of inventory records.

<b>Skill Type</b> : Personal & Interpersonal	<b>Skill Set</b> : Performance Management	<b>Delivery Approach</b> : Functional Online Self
<b>Course Level</b> : Basic	<b>Provider</b> : Accenture	<b>Provider Course ID</b> :
<b>Hours (HH:MM)</b> : 01:00	<b>Course Cost (\$)</b> : 0.00	<b>Manager Approval Required</b> : No
<b>Pre-work</b> : No		

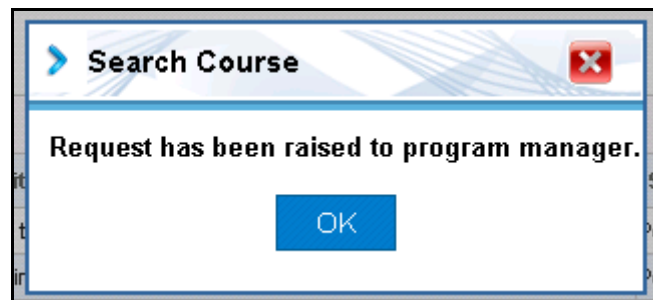
**Request For** :  Core  Elective

**Note** : Currently you do not have Accenture license to launch this course. You need to raise license approval request to Program Manager.

Click on 'License Request' button and the system will show a confirmation message below:



click on 'Yes' and the system will generate an Accenture license request to the Program Manager.



## 6. My Learning

The 'My Learning' tab on the Learner Dashboard has a few options listed under it. Each of the options is explained below.

ILP:	DDPE_I4_I5_I6_I7_I8_I9_I10	ILP Start Date:	28-Mar-2017	ILP Due Date:	28-Sep-2019
Number of Core Courses:	15	Number of Target Courses:	5	Number of Courses taken:	13
Number of Courses In progress:	0	Percentage Target:	34.1 %	Percentage Completion:	86.7 %

Course Code	Course Title	Skill Type	Skill Set	Delivery Approach	Hours	Status	Action
1 LEAD9011	Leading & Influencing Project Teams	Functional	Leadership	Instructor-led	08:00	Not Started	⊖ ✕
2 MKTG1014	Clarity and Influence in Communication and Business	Business	Communication & Presentation	Instructor-led	08:00	Not Started	⊖ ✕
3 comm_32_a02_bs_et	Managing Effective Business Meetings	Business	Meeting Facilitation	Online Self	01:00	Completed	👍
4 PD_12_A04_BS_ENI	Decision Making: The Fundamentals	Business	Analysis & Problem Solving	Online Self	03:00	Completed	👍
5 PD_12_A06_BS_ENI	Decision Making: Making Tough Decisions	Business	Strategic thinking	Online Self	03:00	Completed	👍
6 COMM_24_A03_BS	Negotiation Essentials: Communicating	Functional	Negotiation Tools for Procurement	Online Self	03:00	Completed	👍
7 COMM_27_A01_BS	Getting Results without Direct Authority: Building Influence	Personal & Interpersonal	Negotiating	Online Self	01:00	Completed	👍
8 IB_PMAG_A05_IT_EI	Agile Planning: Project Initiating and Requirements	Functional	Engineering Development	Online Self	01:30	Completed	👍

Figure 38: My Learning

## 6.1. Core Courses

The first option is 'Core Courses'. This option will open the Core Courses tab which has ILP Summary, Core Course, and Upcoming sessions.

Home > My Learning > Core Courses

ILP: DDPE\_I4\_I5\_I6\_I7\_I8\_I9\_I10

ILP Start Date:	28-Mar-2017	ILP Due Date:	28-Sep-2019
Number of Core Courses:	15	Number of Target Courses:	5
Number of Courses In progress:	0	Number of Courses taken:	13
Percentage Target:	34.1 %	Percentage Completion:	86.7 %

Download Excel Sheet

Course Code	Course Title	Skill Type	Skill Set	Delivery Approach	Hours	Status	Action
1 LEAD011	Leading & Influencing Project Teams	Functional	Leadership	Instructor-led	08:00	Not Started	⊖ ✕
2 MKTG1014	Clarity and Influence in Communication and Business	Business	Communication & Presentation	Instructor-led	08:00	Not Started	⊖ ✕
3 comm_32_a02_bs_er	Managing Effective Business Meetings	Business	Meeting Facilitation	Online Self	01:00	Completed	☑
4 PD_12_A04_BS_ENI	Decision Making: The Fundamentals	Business	Analysis & Problem Solving	Online Self	03:00	Completed	☑
5 PD_12_A06_BS_ENI	Decision Making: Making Tough Decisions	Business	Strategic thinking	Online Self	03:00	Completed	☑
6 COMM_24_A03_BS_	Negotiation Essentials: Communicating	Functional	Negotiation Tools for Procurement	Online Self	03:00	Completed	☑
7 COMM_27_A01_BS_	Getting Results without Direct Authority: Building	Personal & Interpersonal	Negotiating	Online Self	01:00	Completed	☑
8 IB_PIMAG_A05_IT_E	Agile Planning: Project Initiating and Requirements	Functional	Engineering Development	Online Self	01:30	Completed	☑

Figure 39: My Learning - Core Courses



## 6.2. Electives

The 'Electives' option will take you to the Electives tab. This will show all the courses which are mapped as Elective. You can not request a waiver for elective courses.

Home > My Learning > Elective Courses

Course Catalog Communication Help

Welcome Dan Jackson! (Logout)

Core Courses Electives

Number of Courses Planned: 3 Number of Courses Taken: 3 Number of Courses In progress: 0

Download Excel Sheet

Course Code	Course Title	Skill Type	Skill Set	Delivery Approach	Hours	Status	Action
1 taking-modeling-skills-n	Taking Your Modeling Skills to the Next Level	Functional	Engineering and Development	Functional Online Self	03:41	Completed	
2 cloud-computing-secur	Cloud Computing and the Security Challenge	Functional	Engineering Development	Functional Online Self	02:08	Completed	
3 compia-security-plus-ic	Identity and Access Management for CompTI	Functional	Engineering Development	Functional Online Self	01:37	Completed	

Page 1 of 1

View 1 - 3 of 3

Upcoming Sessions

Session	Course Code	Date Time(in 24 Hrs.)	Time Zone	Country	Training Location	Hours	# Seats Available	Action
No upcoming session is available								

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Figure 40: Electives

## 6.3. Waiver Request

The Waiver Request option will show all your 'Waiver Requests' and their current status.

Home > My Learning > Waiver Request

Course Catalog Communication Help

Welcome Dan Jackson! (Logout)

Core Courses Electives Waiver Request

Download Excel Sheet

Code	Course Title	Skill Type	Skill Set	Delivery Approach	Hours	Application Date	Status
1 LEAD011	Leading & Influencing Project Teams	Functional	Leadership	Instructor-led	08:00	Feb 20, 2018	Raised for Waiver

Page 1 of 1

View 1 - 1 of 1

Contact Us | Copyright 2014. All Rights Reserved.

Figure 41: Waiver Request

## 6.4. Removal Request

The Removal Request option will show all of your removal requests.

Home > My Learning > Removal Request

Course Catalog Communication Help

Welcome Dan Jackson! (Logout)

Download Excel Sheet

**Course Removal Request**

	Code	Course Title	Skill Type	Skill Set	Delivery Approach	Hours	Application Date	Status
1	MKTG1014	Clarity and Influence in Communication and Business	Business	Communication & Preser	Instructor-led	08:00	Feb 20, 2018	Raised for Removal

Page 1 of 1

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Figure 42: Removal Request

## 6.5. Transcript Report

The Transcript Report option will show a consolidated list of completed courses – Core and Elective.

Home > My Learning > Transcript Report

Course Catalog Communication Help

Welcome Dan Jackson! (Logout)

Download Excel Sheet

Employee Name: Jackson, Dan  
 Supervisor Name: George, Anie  
 ILP Family: DDPE  
 Location: Austin - Austin, Texas, United States

**Training**

	Type	Delivery Approach	Course Code	Course Title	Duration	Completion Date	Status
1	ILP - Core	Online Self	COMM_27_A01_BS_ENUS	Getting Results without Direct Authority: Building Relationships and	01:00	Jul 07, 2017	Completed
2	ILP - Core	Online Self	comm_32_a02_bs_enus	Managing Effective Business Meetings	01:00	Jul 07, 2017	Completed
3	ILP - Core	Online Self	PD_12_A04_BS_ENUS	Decision Making: The Fundamentals	03:00	Jul 10, 2017	Completed
4	ILP - Core	Online Self	PD_12_A06_BS_ENUS	Decision Making: Making Tough Decisions	03:00	Jul 10, 2017	Completed
5	ILP - Core	Online Self	COMM_24_A03_BS_ENUS	Negotiation Essentials: Communicating	03:00	Jul 10, 2017	Completed
6	ILP - Core	Online Self	IB_PMAG_A05_IT_ENUS	Agile Planning: Project Initiating and Requirements Gathering	01:30	Jul 10, 2017	Completed
7	ILP - Core	Online Self	IB_PMAG_A09_IT_ENUS	Managing Stakeholder Engagement on an Agile Project	02:00	Jul 10, 2017	Completed
8	ILP - Core	Online Self	IB_PMAG_A08_IT_ENUS	Leading an Agile Team	02:00	Jul 10, 2017	Completed
9	ILP - Core	Online Self	IB_PMAG_A10_IT_ENUS	Ensuring Delivery of Value and Quality in Agile Projects	02:00	Jul 11, 2017	Completed
10	ILP - Core	Online Self	CS_STYP_A01_IT_ENUS	CompTIA Security+ 2011: Control Fundamentals and Security Threa	02:00	Jul 11, 2017	Completed

Page 1 of 2

View 1 - 10 of 16

Figure 43: Transcript Report

## 6.6. Add Course to ILP

Add course to ILP opens the 'Search Course page.' Here you can add (and search) for courses to add to your ILP (Core or Elective)

The screenshot shows the 'Search Course' interface. The left sidebar has 'Add course to ILP' highlighted. The search form includes the following fields:

- Course Code:
- Course Title:
- Skill Type:
- Manager Approval Required:  Yes  No
- Skill Set:
- Delivery Approach:
- Academy:

Buttons for 'Search' and 'Reset' are located below the form.

Figure 44: Add Course to ILP

## 6.7. Enrollement Request

The Enrollement Request option will show all the courses that you have added to your ILP

The screenshot shows the 'Enrollment Request' page. The left sidebar has 'Enrollment Request' highlighted. The main content area displays a table with the following data:

	Code	Course Title	Skill Type	Skill Set	Delivery Approach	Hours	Application Date	Status
1	MKTG1029	Discover Your Strengths and Put Them To Work	Personal & Interpersonal	Interpersonal Sensitivity	Instructor-led	04:00	Apr 25, 2018	Raised for Enrollment

Below the table, there is a pagination control showing 'Page 1 of 1' and a 'View 1-1 of 1' link. A 'Download Excel Sheet' button is also visible in the top right corner of the table area.

Figure 45: Enrollement Request

## 7. My Profile

The 'My Profile' option allows you to view your profile and to change your password.

Home > My Learning > Core Courses

Welcome Rajan Singh! (Logout)

Core Courses | Electives

ILP: Demand Supply\_IG\_IH | ILP Start Date: 29-Mar-2014 | ILP Due Date: 29-Sep-2016

Number of Core Courses: 30 | Number of Target Courses: 1 | Number of Courses taken: 6

Number of Courses In progress: 0 | Percentage Target: 3.61 % | Percentage Completion: 20.00 %

Download Excel Sheet

	Code	Course Title	Skill Type	Skill Set	Course Level	Delivery Approach	Hours	Status	Action
1	PROF2419	7-steps to problem solving (1-day)	Business	Analysis & problem	Advanced	In-class/Webex	08:00	Waived	
2	CLfin_02_a0	Principles of Accounting and Finance f	Business	Financial Acumen	Basic	Online Self	01:00	Waived	
3	FINC2002	Procurement Finance Overview	Business	Financial Acumen	Basic	Online Self	01:00	Raised for Waiver	
4	CLcomm_33	Basic Presentation Skills: Creating a Pr	Business	Communication and Basic	Basic	Online Self	01:00	Not Started	▶ ● ✕
5	CLmo_Excel	PivotTables and PivotCharts in Excel 20	Business	Basic business too	Basic	Online Self	01:00	Not Started	▶ ● ✕
6	CL_pc_bt_my	Communicating Organizational Change	Leadership	Change Managemen	Basic	Online Self	01:00	Completed	
7	PROF4016	Advanced Excel	Business	Basic business too	Advanced	In-class/Webex	04:00	Completed	
8	GICP0001	Global Inventory Control Policy	Business	Basic business too	Basic	Online Self	02:00	Completed	
9	CLCOMM_27	Getting Results without Direct Authority	Personal & Interpersonal	Influencing skills	Basic	Online Self	01:00	Not Started	▶ ● ✕

Figure 46: My Profile

Clicking this tab will open the 'My Profile' page where you can view your profile details. This includes General Info, Other Details and Manager Details.

Home > My Profile

Welcome Rajan Singh! (Logout)

Change Password

**General Info**

Name: Singh, Rajan | Role: Learners | Employee Status: Active

Badge ID: 4430 | Email: Rajan.Singh@eclerx.co.in | Manager ILP Review: Acknowledged

**Other Details**

Academy: Supply Chain | ILP: Demand Supply\_IG\_IH | ILP Due Date: Sep 29, 2016

Job Family: Platform Software Engr-Engr | Job Title: Platform Sftwr Sr. Prin Engr | Job Function: Engineering

Work Country: United States | Office Location: US TX Austin Office 07 | Cost Center Code: 1010-2901-882195

Career Level: IJ | Manager Indicator: Yes

**Manager Details**

Supervisor: Weis, Bill | L2 Manager: Clarke, Jeff | L3 Manager: Caffey, Stuart

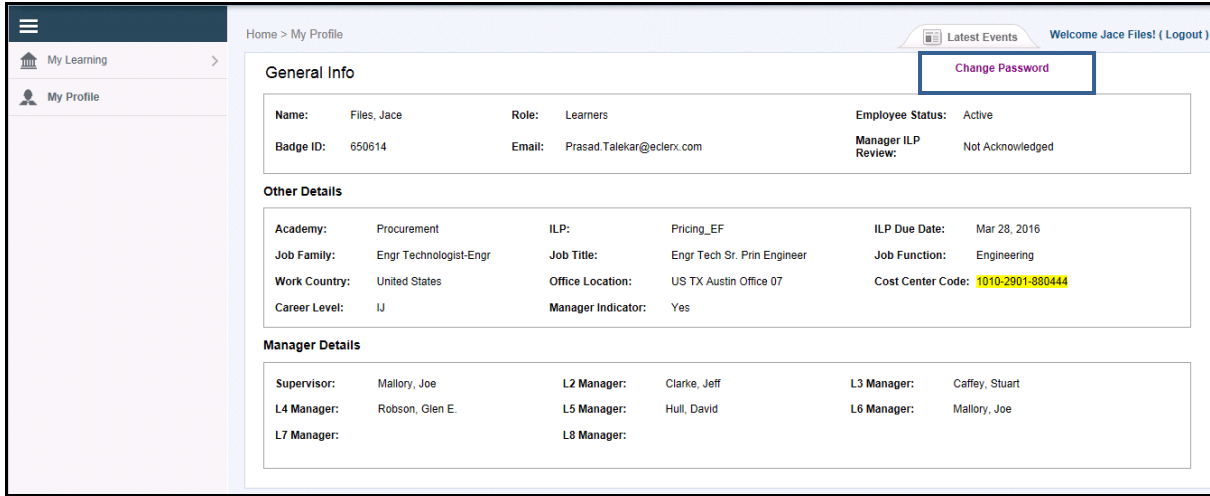
L4 Manager: Tu, Edgar | L5 Manager: Jaber, Muhammed | L6 Manager: Weis, Bill

L7 Manager: | L8 Manager:

Figure 47: My Profile Page

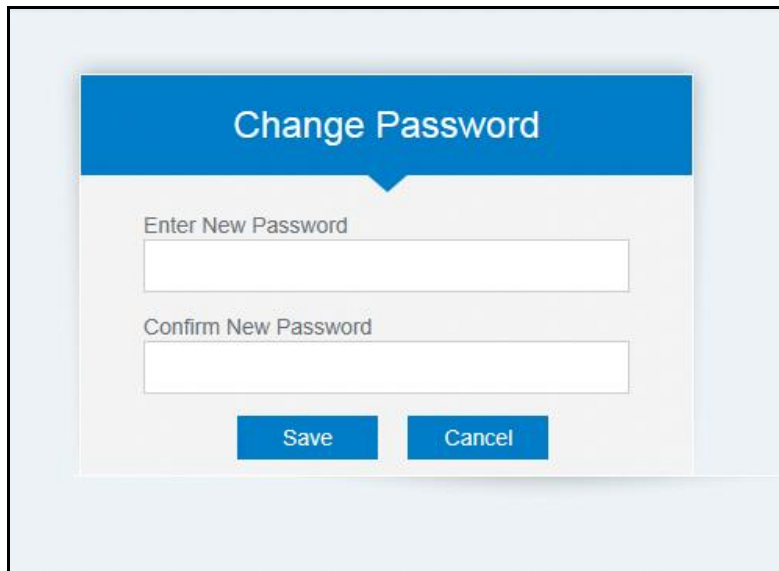
## 7.1. Change Password

You can change your password at the 'My Profile' page, see 'Change Password Link' on the top right.



**Figure 48: Change Password Option**

Click on the link and you will be taken to the 'Change Password' page. Enter a new password and confirm it.



**Figure 49: Enter New Password**

A confirmation message will be displayed and your password will be changed.

## 8. Communication

The Communication tab on the Learner Dashboard (highlighted) displays important announcements, news and quick links.

Home > My Learning > Core Courses

Course Catalog **Communication** Help

Welcome Dan Jackson! (Logout)

Core Courses | Electives

ILP:	DDPE_I4_I5_I6_I7_I8_I9_I10	ILP Start Date:	28-Mar-2017	ILP Due Date:	28-Sep-2019
Number of Core Courses:	15	Number of Target Courses:	5	Number of Courses taken:	13
Number of Courses In progress:	0	Percentage Target:	34.1 %	Percentage Completion:	86.7 %

[Download Excel Sheet](#)

Course Code	Course Title	Skill Type	Skill Set	Delivery Approach	Hours	Status	Action
1 LEAD0011	Leading & Influencing Project Teams	Functional	Leadership	Instructor-led	08:00	Raised for Wa	
2 MKTG1014	Clarity and Influence in Communication and Business	Business	Communication & Presentation	Instructor-led	08:00	Raised for Re	
3 comm_32_a02_bs_en	Managing Effective Business Meetings	Business	Meeting Facilitation	Online Self	01:00	Completed	
4 PD_12_A04_BS_EN	Decision Making: The Fundamentals	Business	Analysis & Problem Solving	Online Self	03:00	Completed	
5 PD_12_A06_BS_EN	Decision Making: Making Tough Decisions	Business	Strategic thinking	Online Self	03:00	Completed	
6 COMM_24_A03_BS	Negotiation Essentials: Communicating	Functional	Negotiation Tools for Procurement	Online Self	03:00	Completed	
7 COMM_27_A01_BS	Getting Results without Direct Authority: Bu	Personal & Interpersonal	Negotiating	Online Self	01:00	Completed	
8 IB_PMAG_A05_JT_E	Agile Planning; Project Initiating and Requir	Functional	Engineering Development	Online Self	01:30	Completed	

## 8.1. Announcements

The Announcement section displays important announcements. To view this page, click on 'Announcements' link under Communication. You will be guided to the 'Academy Announcements' page.

Course Code	Course Title	Skill Type	Skill Set	Delivery Approach	Hours	Status	Action
1 LEAD8011	Leading & Influencing Project Teams	Functional	Leadership	Instructor-led	08:00	Raised for Wa	
2 MKTG1014	Clarity and Influence in Communication and Business	Business	Communication & Presentation	Instructor-led	08:00	Raised for Res	
3 comm_32_a02_bs_en	Managing Effective Business Meetings	Business	Meeting Facilitation	Online Self	01:00	Completed	👍
4 PD_12_A04_BS_EN	Decision Making: The Fundamentals	Business	Analysis & Problem Solving	Online Self	03:00	Completed	👍
5 PD_12_A06_BS_EN	Decision Making: Making Tough Decisions	Business	Strategic thinking	Online Self	03:00	Completed	👍
6 COMM_24_A03_BS	Negotiation Essentials: Communicating	Functional	Negotiation Tools for Procurement	Online Self	03:00	Completed	👍
7 COMM_27_A01_BS	Getting Results without Direct Authority: Business	Personal & Interpersonal	Negotiating	Online Self	01:00	Completed	👍
8 IB_PMag_A05_IT_E	Agile Planning: Project Initiating and Requir	Functional	Engineering Development	Online Self	01:30	Completed	👍

Figure 50: Announcements

The 'Academy Announcements' page displays the latest announcements specific to the selected academy.

**Academy Announcements**

Select specific academy from drop down:

**Dell unlocks new era for open networking decouples hardware and software**  
 Dell has demonstrated game-changing support for open networking by becoming the first global end-to-end technology company to provide customers, including cloud providers and Web 2.0 companies, a choice of third-party operating systems, tailoring networks for their specific application needs. ...  
 Added On: 10-Mar-2014

**Dell brings lower than zero leasing to Canadian channel**  
 Dell Financial Services has announced a Power Up Lease offer for the Canadian channel serving small and medium businesses. While DFS has made this type of promo available previously in the U.S. for channel partners, and made it available in Can...  
 Added On: 10-Mar-2014

**Dell to resell implement NetSuites cloud ERP software**  
 Dell and NetSuite are broadening their relationship, with Dell becoming a global reseller and IT systems integrator for NetSuite's cloud ERP (enterprise resource planning) software. NetSuite and Dell had already partnered around Dell's Boomi cloud integration technology, and signed off on the...  
 Added On: 10-Mar-2014

**Dell Joins Alliance For Wireless Power**  
 Dell has announced it is joining the Alliance for Wireless Power (A4WP), bringing the possibility of wirelessly-charged laptops a major step closer. The partnership means that Dell is the first major PC manufacturer to join a wireless power standards organisation, highlighting the importance ...  
 Added On: 10-Mar-2014

**Dell Supports Storage Spaces on Windows Server 2012 R2**  
 Dell today announced hardware product support for Microsoft's "storage spaces" feature of Windows Server 2012 R2. Dell's PowerEdge Servers, its SAS Host Bus Adapters, as well as its PowerVault MD1200 and MD1220 storage enclosures, can be used with the storage spaces feature of Windows Server ...  
 Added On: 10-Mar-2014

**Dell highlights its software strategy with new releases channel integrations**  
 On the heels of four major software-focused acquisitions between last March and July, and the hiring of John Swainson to the new position of President, Dell Software, Dell has been making major enhancements to its software portfolio. On Thursday, the company invited a large assemblage of analysts ...  
 Added On: 10-Mar-2014

Figure 51: Academy Announcement Page

You can filter the announcements by selecting any Academy from the highlighted dropdown.

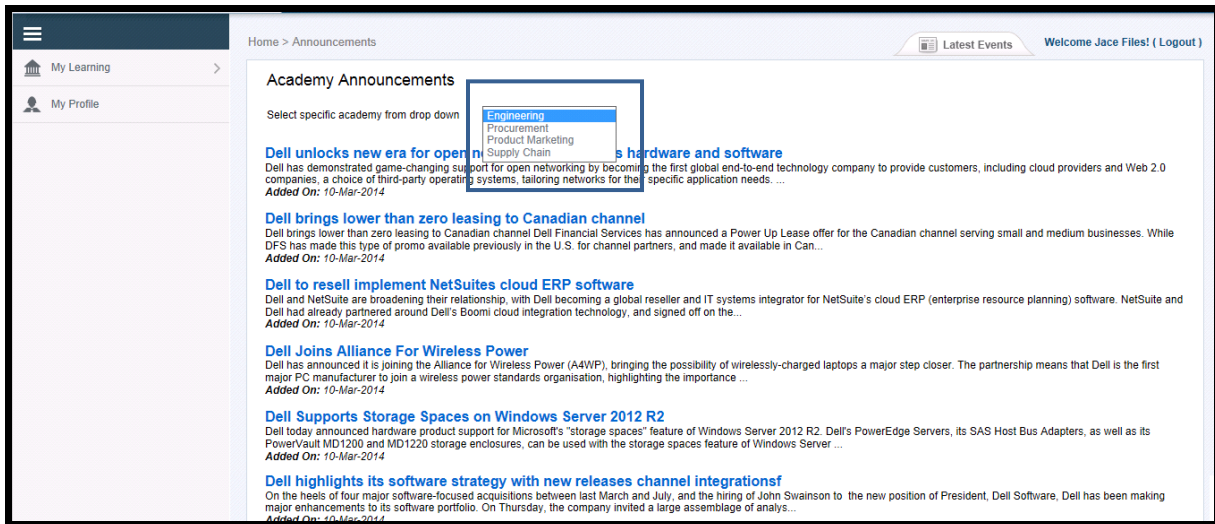
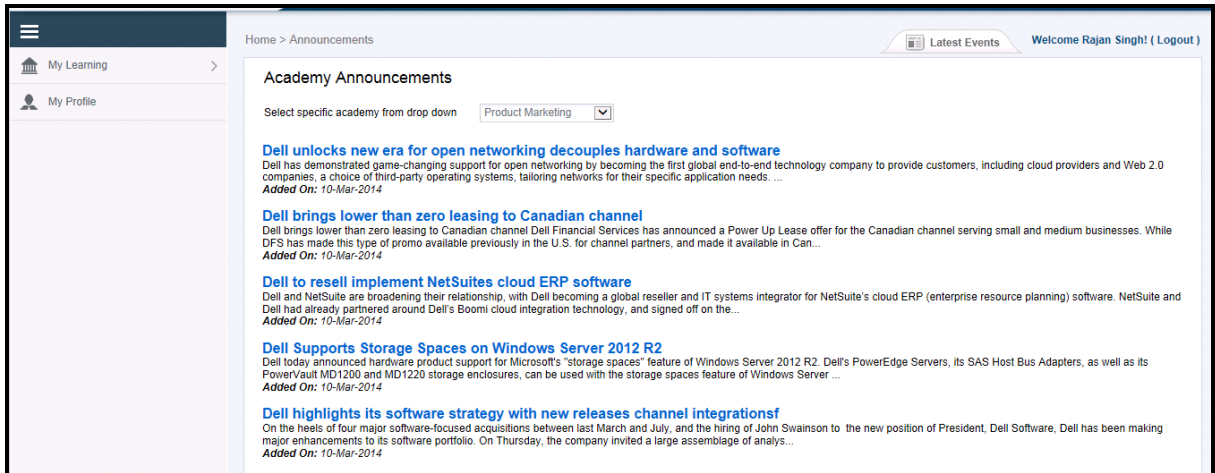


Figure 52: Select Academy

When selecting the desired academy, you will be directed to the academy's announcements page.






Click on an announcement to see the details.

Home > Announcements > Announcement Details Latest Events [Welcome Jace Filest \( Logout \)](#)

### Dell unlocks new era for open networking decouples hardware and software



Dell has demonstrated game-changing support for open networking by becoming the first global end-to-end technology company to provide customers, including cloud providers and Web 2.0 companies, a choice of third-party operating systems, tailoring networks for their specific application needs. In this effort, Dell announced a reseller agreement with Cumulus Networks – maker of the first Linux operating system for bare-metal networking devices – to support a new disaggregated networking model for its fixed-configuration switches.

**New era for open networking – disaggregated networking model**  
Dell's vision of the new data centre networking model is an open ecosystem in which customers can choose among various industry-standard networking gear, network applications and network operating systems to meet their business needs.

\*For the past 20 years, data centre networks were a three-tier proprietary hierarchy built for pre-virtualised, client-server implementations using

**Added On:** 10-Mar-2014

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## 8.2. News

To view important news updates, click on 'News' link under Communication. You will be guided to the 'Academy News' page.

The screenshot shows the Dell P & O Academies user interface. The top navigation bar includes 'Course Catalog', 'Communication', and 'Help'. The 'Communication' dropdown menu is open, with 'News' highlighted. Below the navigation, the user is on the 'Core Courses' page. A summary table shows course statistics for ILP DDPE\_I4\_I5\_I6\_I7\_I8\_I9\_I10. Below this is a table of 'Core Courses' with columns for Course Code, Course Title, Skill Type, Skill Set, Delivery Approach, Hours, Status, and Action.

Course Code	Course Title	Skill Type	Skill Set	Delivery Approach	Hours	Status	Action
1 LEAD0011	Leading & Influencing Project Teams	Functional	Leadership	Instructor-led	06:00	Raised for Wa	
2 MKTG1014	Clarity and Influence in Communication and Business	Business	Communication & Presentation	Instructor-led	06:00	Raised for Re	
3 comm_32_a02_bs_er	Managing Effective Business Meetings	Business	Meeting Facilitation	Online Self	01:00	Completed	
4 PD_12_AD4_BS_ENI	Decision Making: The Fundamentals	Business	Analysis & Problem Solving	Online Self	03:00	Completed	
5 PD_12_AD6_BS_ENI	Decision Making: Making Tough Decisions	Business	Strategic thinking	Online Self	03:00	Completed	
6 COMM_24_A03_BS_	Negotiation Essentials: Communicating	Functional	Negotiation Tools for Procurement	Online Self	03:00	Completed	
7 COMM_27_A01_BS_	Getting Results without Direct Authority: Building Personal & Interpersonal	Functional	Negotiation	Online Self	01:00	Completed	

Figure 53: News

The Academy News page displays the latest news.

The screenshot shows the 'Academy News' page. A dropdown menu allows selecting a specific academy, currently set to 'Engineering'. The page displays several news items:

- enrg test case # 2**  
Kim Tully testing out the ability to add news only to the enrg academy news  
Added On: 18-Mar-2014
- Test News**  
Test News  
Added On: 12-Mar-2014
- Flipkart has partnered with IT vendor Dell to ramp up its existing data center**  
To ensure that the customer need was met Dell Professional Services employed a consultative approach through Enterprise Deployment Team (EDT) during this engagement. The team from Dell worked in with Flipkart right from installation of the servers to configuration and integration with network sw...  
Added On: 10-Mar-2014
- Dell secures remote access with latest SonicWALL release**  
Dell has released an update for its SonicWALL mobile security and secure remote access (SRA) solution. Dell SonicWALL combines the SonicWALL Mobile Connect 3.0 app, which provides encrypted SSL VPN connections, with SonicWALL SRA series appliance 7.5, for even more secure remote access to dev...  
Added On: 10-Mar-2014
- Cleveland Clinic Dell pair up to help late adopters switchers implement Epic EMR**  
The Cleveland Clinic is teaming up with Dell to offer Epic EMR consulting and implementation services to other health systems and practices. The clinic, which has been using Epic for nearly a decade, already consults with nearby healthcare systems and practices through its MyPractice Healthca...  
Added On: 10-Mar-2014
- George Newstrom Dell Federal Picked to Develop NRC Cloud Infrastructure**  
Dell Services Federal Government has won a contract to help the U.S. Nuclear Regulatory Commission build and implement a cloud computing infrastructure for the agency to manage on-

You can filter the news by selecting any Academy from the highlighted dropdown.

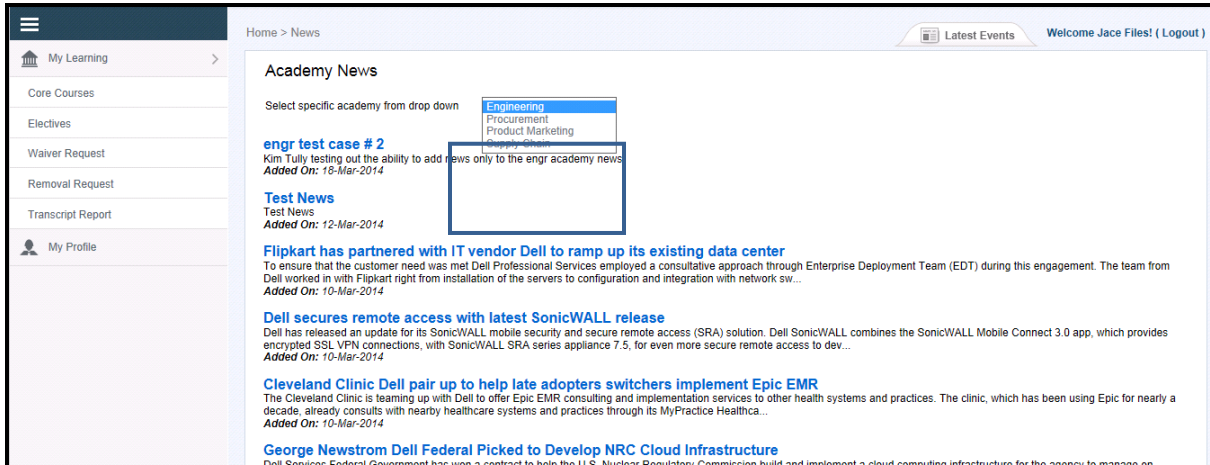
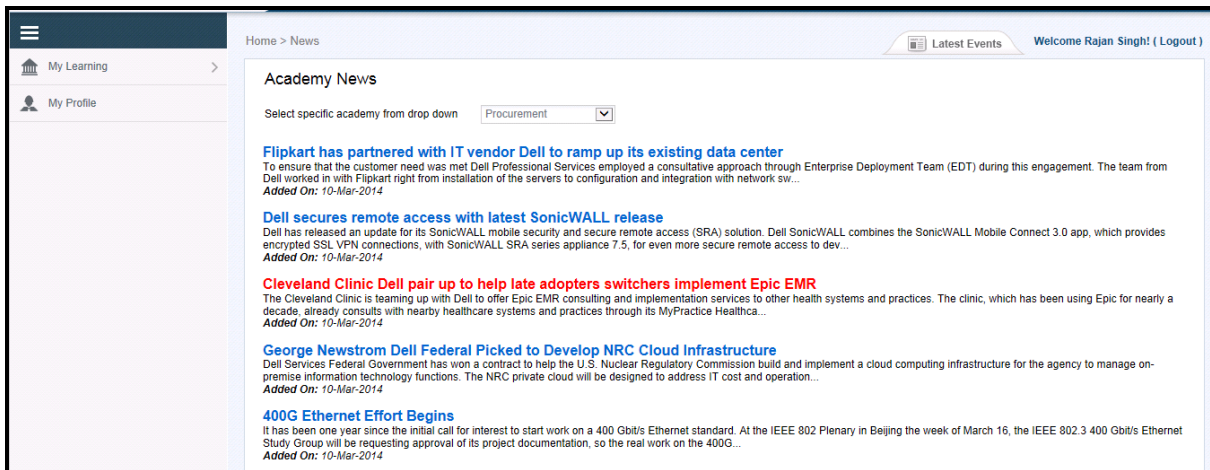
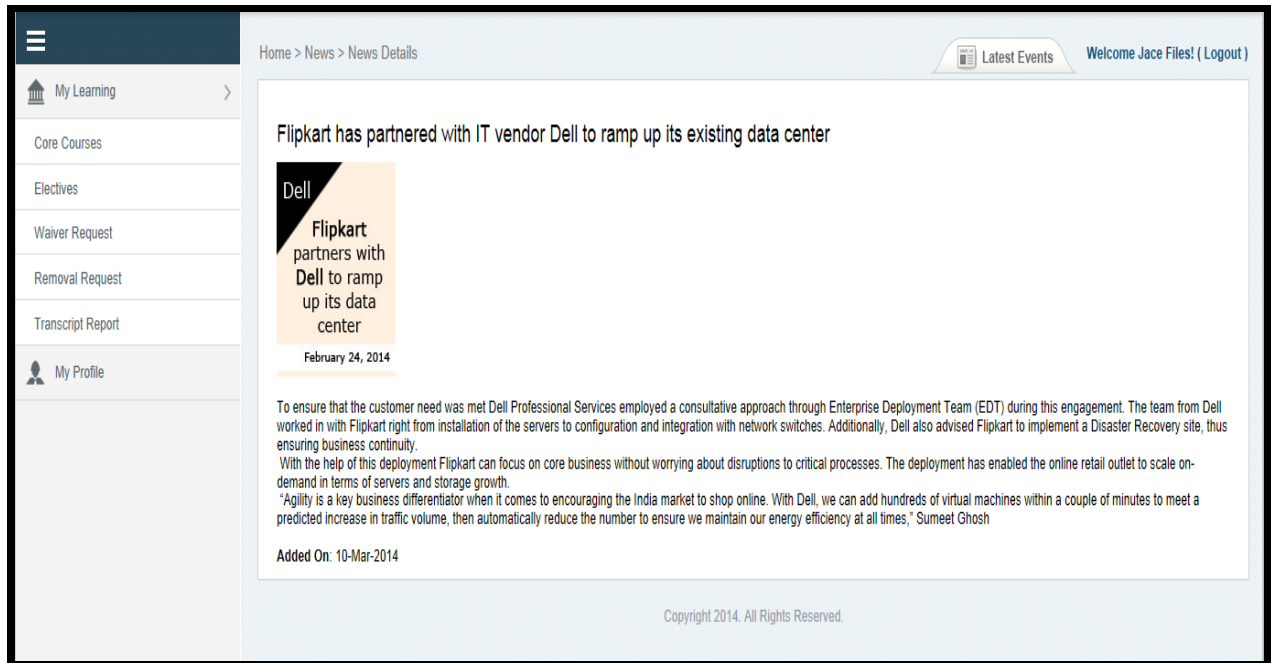


Figure 54: Select Academy

When selecting the desired academy, you will be directed to the academy's news page.



Click on news title to see details.



Home > News > News Details Latest Events [Welcome Jace Files! \(Logout\)](#)

### Flipkart has partnered with IT vendor Dell to ramp up its existing data center

**Dell**  
Flipkart partners with Dell to ramp up its data center  
February 24, 2014

To ensure that the customer need was met Dell Professional Services employed a consultative approach through Enterprise Deployment Team (EDT) during this engagement. The team from Dell worked in with Flipkart right from installation of the servers to configuration and integration with network switches. Additionally, Dell also advised Flipkart to implement a Disaster Recovery site, thus ensuring business continuity.

With the help of this deployment Flipkart can focus on core business without worrying about disruptions to critical processes. The deployment has enabled the online retail outlet to scale on-demand in terms of servers and storage growth.

"Agility is a key business differentiator when it comes to encouraging the India market to shop online. With Dell, we can add hundreds of virtual machines within a couple of minutes to meet a predicted increase in traffic volume, then automatically reduce the number to ensure we maintain our energy efficiency at all times," Sumeet Ghosh

Added On: 10-Mar-2014

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### 8.3. Quick Links

To view important quick links, click on 'Quick Links' link under Communication. You will be guided to the 'Quick Links' page.

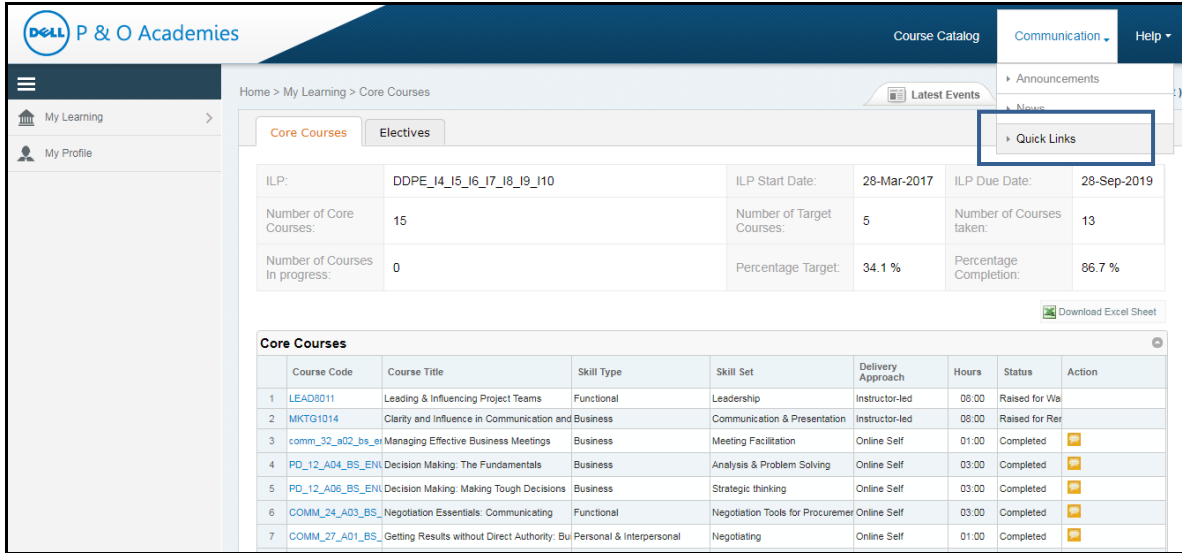


Figure 55: Quick Links

The Quick Links page displays quick links mapped to your Academy.

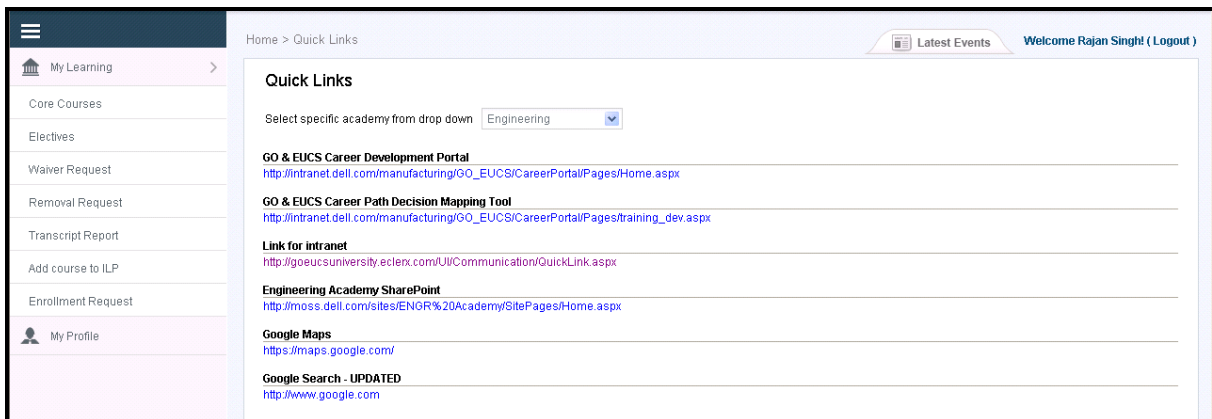
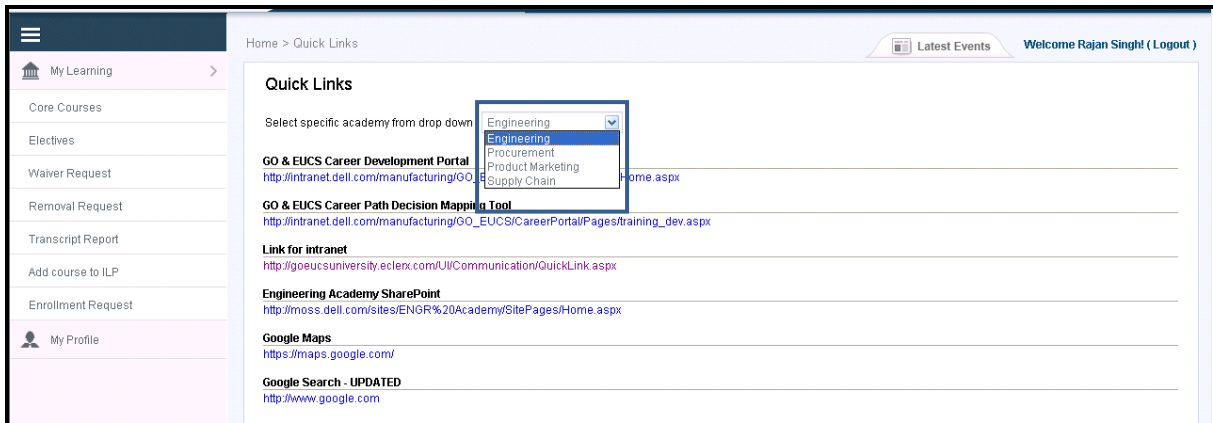
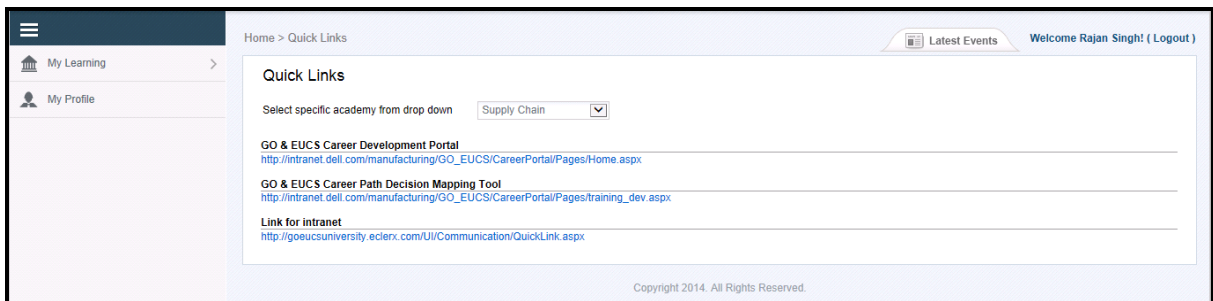


Figure 56: Quick Links Page

You can filter the quick links by selecting any Academy from the highlighted dropdown.



When selecting the desired academy, you will be directed to the academy's quick links page.



Click on a particular quick link to open in a separate window.

## 9. Help

The Help tab is on the dashboard

The screenshot shows the 'Help' tab selected in the top navigation bar. The main content area displays course details for ILP DDPE\_I4\_I5\_I6\_I7\_I8\_I9\_I10, including start and due dates, and a list of core courses.

ILP:	DDPE_I4_I5_I6_I7_I8_I9_I10	ILP Start Date:	28-Mar-2017	ILP Due Date:	28-Sep-2019
Number of Core Courses:	15	Number of Target Courses:	5	Number of Courses taken:	13
Number of Courses In progress:	0	Percentage Target:	34.1 %	Percentage Completion:	86.7 %

Course Code	Course Title	Skill Type	Skill Set	Delivery Approach	Hours	Status	Action
1 LEAD8011	Leading & Influencing Project Teams	Functional	Leadership	Instructor-led	08.00	Raised for Wa	
2 MKTG1014	Clarity and Influence in Communication and Business	Business	Communication & Presentation	Instructor-led	08.00	Raised for Rer	
3 comm_32_a02_bs_en	Managing Effective Business Meetings	Business	Meeting Facilitation	Online Self	01.00	Completed	
4 PD_12_A04_BS_EN	Decision Making: The Fundamentals	Business	Analysis & Problem Solving	Online Self	03.00	Completed	
5 PD_12_A06_BS_EN	Decision Making: Making Tough Decisions	Business	Strategic thinking	Online Self	03.00	Completed	
6 COMM_24_A03_BS	Negotiation Essentials: Communicating	Functional	Negotiation Tools for Procurement	Online Self	03.00	Completed	
7 COMM_27_A01_BS	Getting Results without Direct Authority: Bu	Personal & Interpersonal	Negotiating	Online Self	01.00	Completed	
8 IB_RMAG_405_IT_E	Agile Planning: Project Initiation and Requir	Functional	Engineering Development	Online Self	01.30	Completed	

Figure 57: Help Tab

There are two tabs under Help - FAQ and User Guide.

### 9.1. FAQ

The FAQ link under Help takes you to the 'Frequently Asked Questions' page.

The screenshot shows the 'Help' dropdown menu open, with the 'FAQ' option highlighted. The background content is the same as Figure 57.

Figure 58: FAQ

The 'Frequently Asked Questions' page lists questions along with

their answers for quick reference.

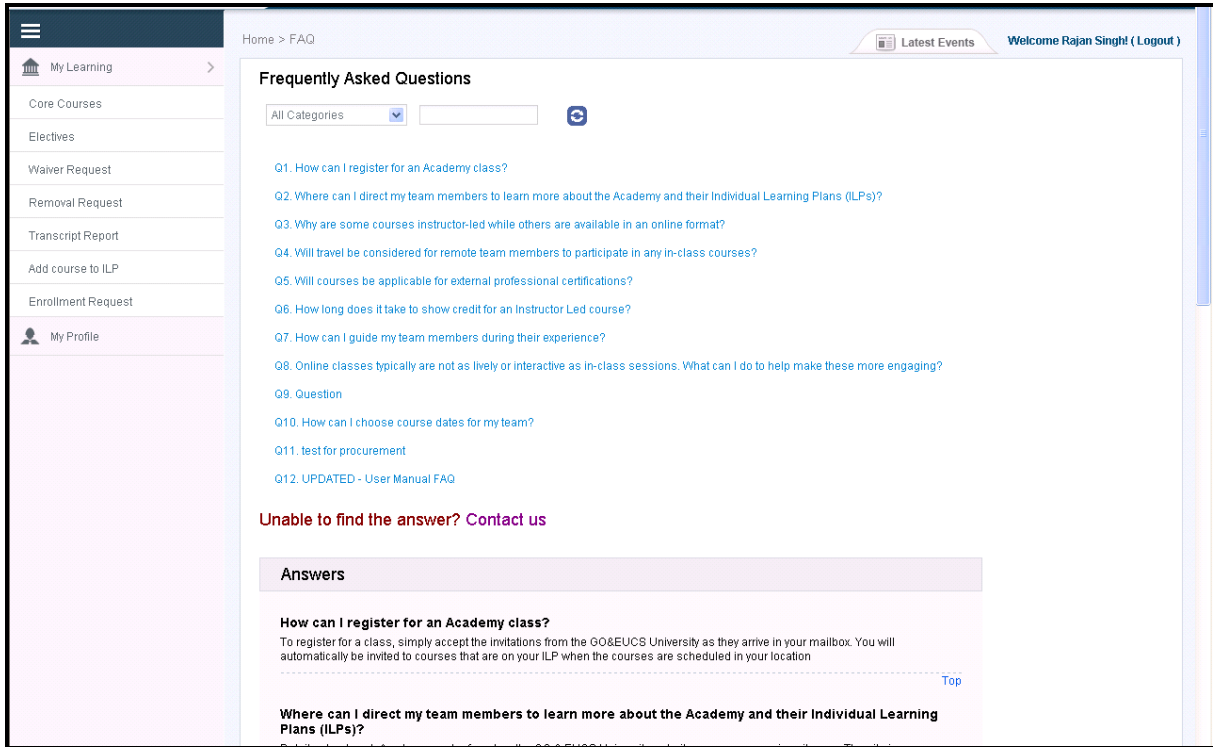
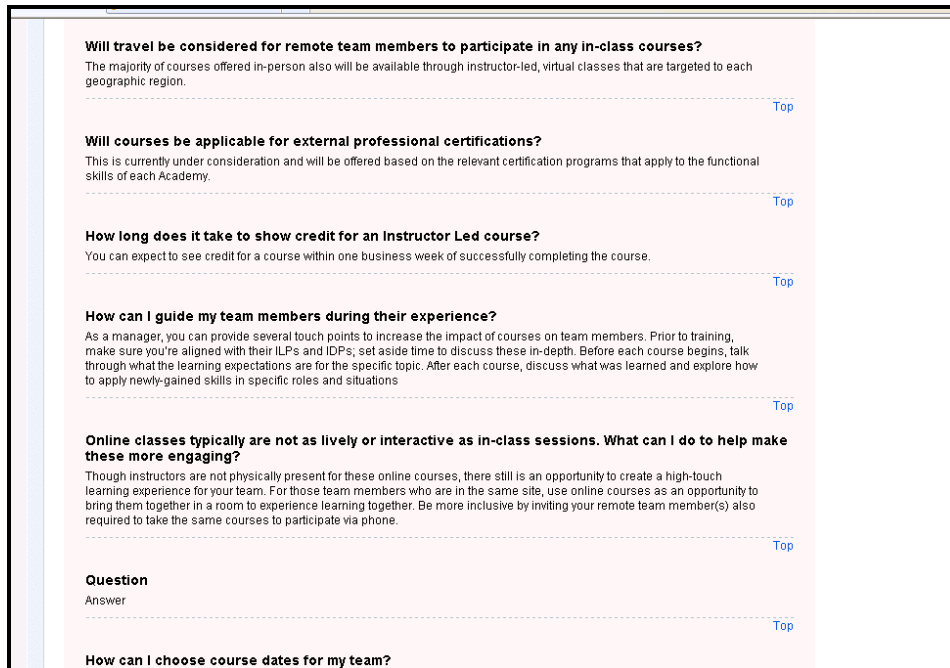


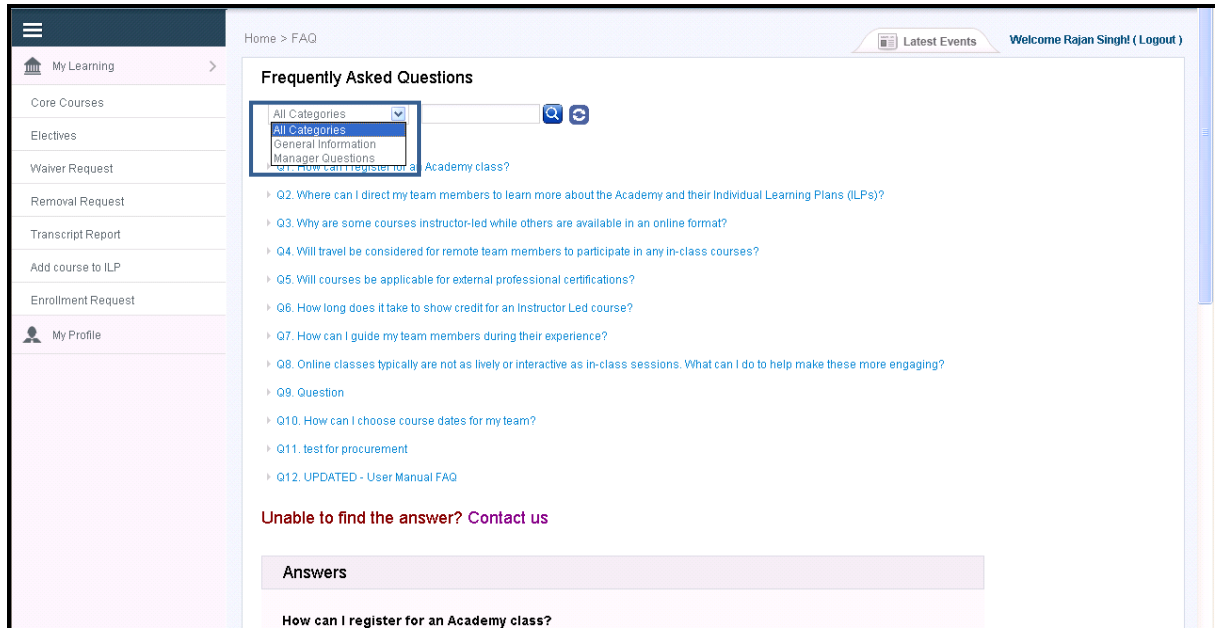
Figure 59: FAQ Page

If you click on a question, you will be directed to that question and answer.



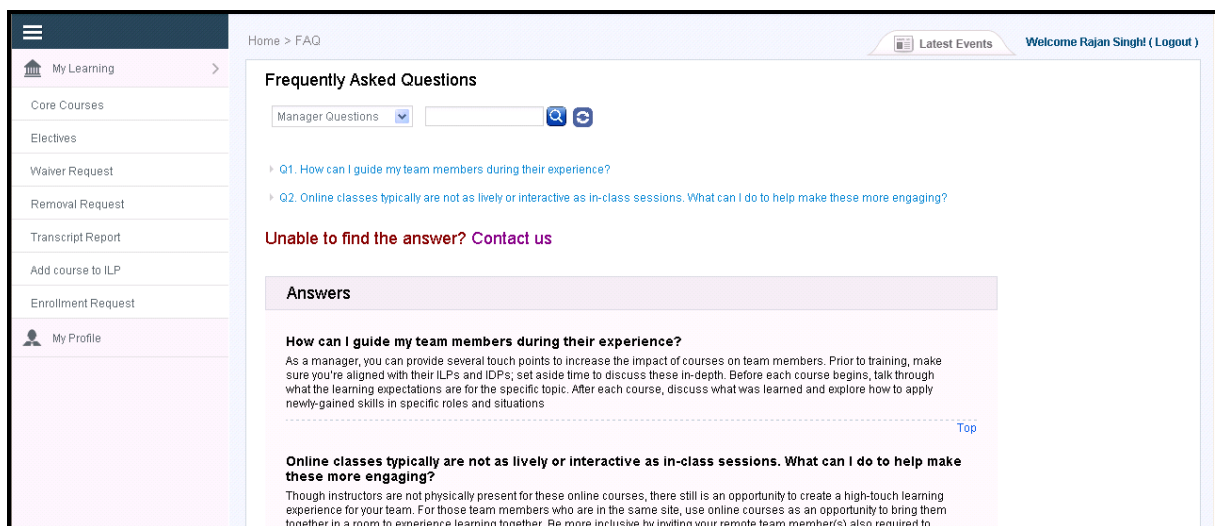


You also have the option to filter the questions by selecting a category from the highlighted dropdown.



**Figure 60: Select Category for FAQ**

Once you select a category, questions that are specific to that category will only be displayed.



**Figure 61: Category Questions**

The search textbox allows you to search by keywords. Example: You may enter 'Academy' as a keyword and click on the search icon. In this case, only those questions that contain the word 'Academy' will be displayed.

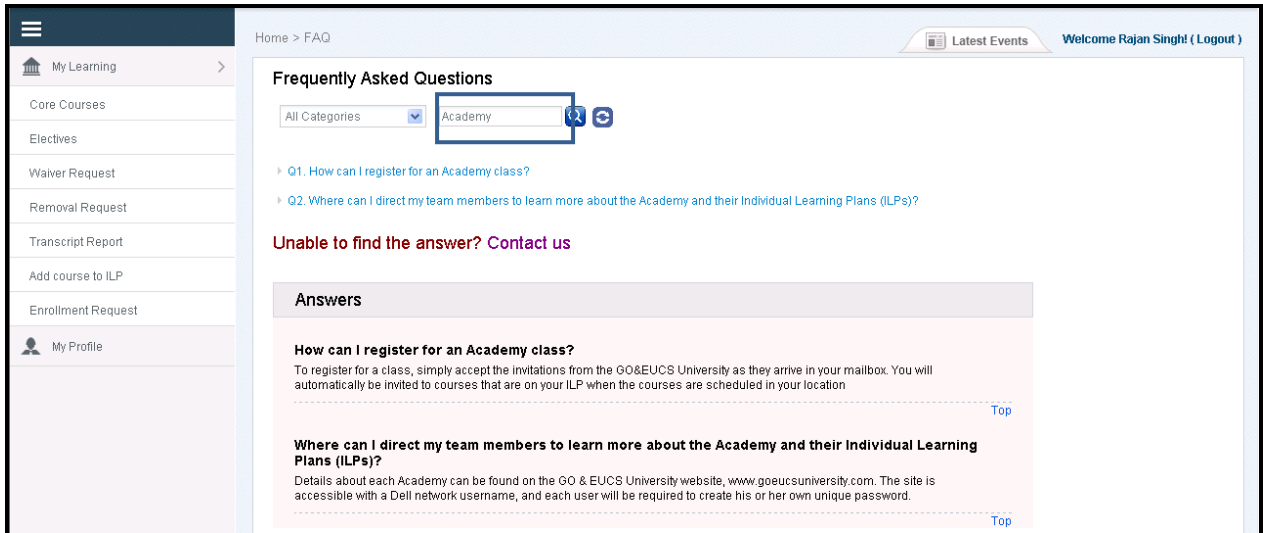


Figure 62: Keyword Search

To clear the searched keyword questions, click on the Refresh icon (highlighted).

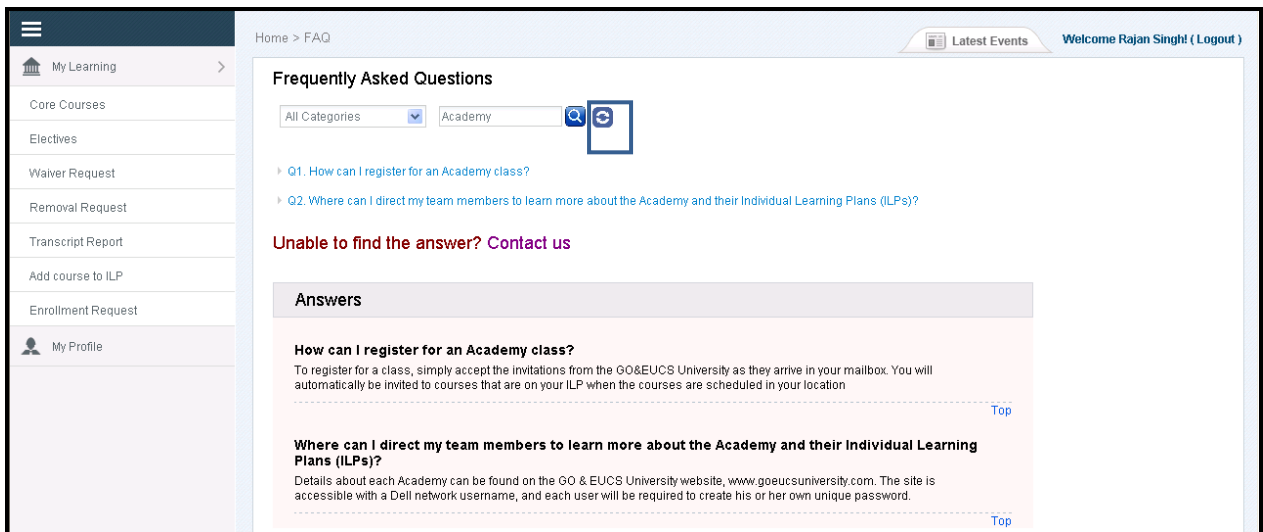


Figure 63: Refresh