

User Guide - Learner Dell – P & O ACADEMIES



Table of Contents

1.	About I	About P & O Academies8				
2.	Login		9			
	2.1.	First Time Login	9			
	2.2.	Forgot Password				
3.	Learne	r	14			
	3.1.	ILP Summary	15			
	3.2.	Core Courses				
	3.3.	Upcoming Sessions	20			
		3.3.1. Action - Request Registration	21			
		3.3.2. Action - Requested	21			
		3.3.3. Action - Invited	21			
		3.3.4. Action – Scheduled	21			
	3.4.	Electives	21			
4.	Course	Actions	23			
	4.1.	How to Launch Online Courses?	23			
		4.1.1. Delivery Approach – Online Self	23			
		4.1.2. Delivery Approach – Functional Online Self	24			
	4.2.	How to Waive a Course?	25			
	4.3.	How to Remove a Course?	27			
5.	Add Co	urse to ILP	29			
	5.1.	Search a Course				
	5.2.	View Course Details				
	5.3.	Add Course to ILP as 'Elective'				
	5.4.	Add Course to ILP as 'Core'				
	5.5.	Raising Accenture License Request for 'Functional Online	e Self'36			
6.	My Lea	rning				
			Page 2 of 58			



	6.1.	Core Courses
	6.2.	Electives
	6.3.	Waiver Request41
	6.4.	Removal Request
	6.5.	Transcript Report
	6.6.	Add Course to ILP43
	6.7.	Enrollement Reqeuest
7.	My Pro	file44
	7.1.	Change Password
8.	Commu	unication
	8.1.	Announcements
	8.2.	News
	8.3.	Quick Links
9.	Help	
	9.1.	FAQ55



List of Tables

Table 1: Main Page Tabs	15
Table 2: ILP Summary	16
Table 3: Core Course Details	
Table 4: Course Delivery Approach	
Table 5: Upcoming Session Details	20



List of Figures

Figure 1: Login Credentials Email	9
Figure 2: Enter New Password	
Figure 3: Password Change Confirmation	
Figure 4: Login Page	
Figure 5: Forgot Password	
Figure 6: Reset Password	
Figure 7: Reset Password Email	
Figure 8: My Learning Dashboard	
Figure 9: My Learning - Options	15
Figure 10: ILP Summary	15
Figure 11: Core Courses	
Figure 12: Course Details	
Figure 13: Download Core Courses	
Figure 14: Excel Download – Core Courses	
Figure 15: Upcoming Sessions	20
Figure 16: Electives Page	22
Figure 17: Launch an Online Course	23
Figure 18: Launch an Online Self Course	23
Figure 19: Learning Module in SABA	24
Figure 20: Launch a Functional Online Self Course	24
Figure 21: Learning Module in Vendor Site	25
Figure 22: Waive a Course	
Figure 23: Course Waiver Pop-up	
Figure 24: Raised for Waiver	
Figure 25: Remove a Course	27
Figure 26: Course Removal Pop-up	27
	Page 5 of 58



Page 6 of 58
Figure 51: Academy Announcement Page47
Figure 50: Announcements
Figure 49: Enter New Password45
Figure 48: Change Password Option45
Figure 47: My Profile Page
Figure 46: My Profile44
Figure 45: Enrollement Request43
Figure 45: Add Course to ILP43
Figure 45: Transcript Report
Figure 44: Removal Request
Figure 43: Waiver Request
Figure 42: Electives
Figure 41: My Learning - Core Courses40
Figure 40: My Learning
Figure 39: Addition to Core Course
Figure 38: Core Course Addition – Manager Approval
Figure 37: Confirmation Message
Figure 36: Add Course to Core Courses
Figure 35: Addition to Elective Course
Figure 34: Confirmation Message
Figure 33: Add Course to Elective
Figure 32: Course Details
Figure 31: Excel Download
Figure 30: Sort by Course Title
Figure 29: Search Course
Figure 28: Search Course
Figure 27: Raised for Removal



Figure 52: Select Academy	
Figure 53: News	50
Figure 54: Select Academy	51
Figure 55: Quick Links	53
Figure 56: Quick Links Page	53
Figure 57: Help Tab	55
Figure 58: FAQ	55
Figure 59: FAQ Page	56
Figure 60: Select Category for FAQ	57
Figure 61: Category Questions	57
Figure 62: Keyword Search	
Figure 63: Refresh	58



1. About P & O Academies

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

2.1. First Time Login

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.

P & O Academies					
Dear Lauren Harper,					
Dell is transforming into the 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.					
The P&O Academies has been built with the goal to develop each and every individual to his or her own potential, unique capability, and skill set around leadership, business, interpersonal and their own functional competencies.					
Click the link below to activate your account and set login credentials:					
<u>Click here</u>					
After you are signed up, select "Login". Your username is your corporate email address (@dell.com, @emc.com), and the password is the password you set up in the steps above.					
What do I do once I have access to P&O Academies?					
 Review your Individual Learning Plan (ILP). Work with your manager in your next 1:1 to tailor your ILP to meet your career and development goals. Complete the online courses listed in your ILP and accept invitations from P&O Academies to participate in instructor led courses. 					
**For a quick tutorial on how to get started, view the <u>"How to Video"</u> .					
Thank you, P&O Academies Team					
This is an auto-generated message. For inquiries, please reach out to the P&O Academies Team					
Powered by eClerx Services Itd.					
Figure 1: Login Credentials Email					

Page 9 of 58



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

Change Password
Enter New Password
Confirm New Password
Save Cancel

Figure 2: Enter New Password

A password change confirmation message will be displayed as below.

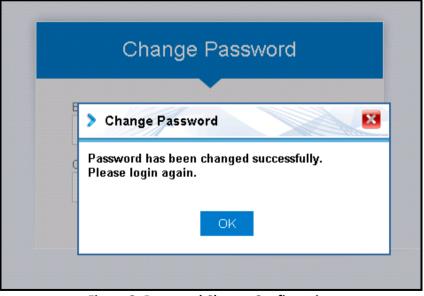


Figure 3: Password Change Confirmation



Login to P & O Academies Web site

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

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



Figure 5: Forgot Password

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

Forget F	Password
Enter your Dell Badge num	ber to reset your login details
Reset Password	Back to Login

Figure 6: Reset Password

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

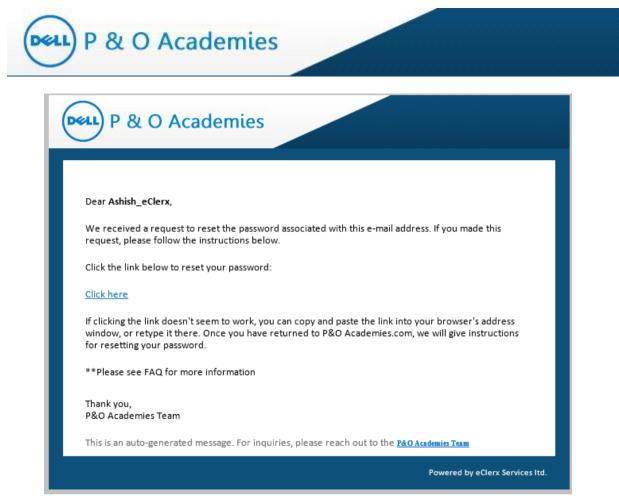


Figure 7: Reset Password Email



3. Learner

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

My Learning	Home > My Learning > Core Cours								Change Role
My Profile	Core Courses Electiv	es							
	ILP:	Program Management_11_12_13_14_15_	16	ILP Start Date	08-Jun-2017	ILP Due	Date:	08-Jun-2	2019
	Number of Core Courses.	15		Number of Target Courses	c 1	Number	r of Courses taken:	0	
	Number of Courses In progress:	0		Percentage Target	4.9 %	Percenti	age Completion.	0.0 %	
	- Professo							Downina	d Excel Sheet
	Core Courses								0
	Course Code	Course Title	Skill Type	Skill Set	Delivery Approach	Hours	Status	Action	
	1 TEAM_03_A08_BS_ENUS	Leading Teams: Managing Virtual Teams	Leadership	Coaching & Mentoring	Online Setf	03:00	Not Started	•	×
	2 OPA108	Spotlight on the Project Charter	Functional	Process Analytics	Functional Online Self	00.06	Not Started	•	×
	3 FRM122	Analyzing Project Risks	Functional	Project and Program Management	Functional Online Self	01:00	Not Started	•	×
	4 FLS101	Introduction to Project Management	Functional	Project and Program Management	Functional Online Self	01:00	Not Started	•	×
	5 OPM100	An Introduction to the Value of Speed	Functional	Process Excellence	Functional Online Setf	01:00	Not Started	> •	×
	6 APX855	Industry Specific Methods for Detailed Capacity Man	agem Functional	Manufacturing	Functional Online Self	01:00	Not Started	•	×
	7 TRN260	Analyzing and Improving Logistics Performance	Functional	Integrated Supply Chain Management	Functional Online Self	01:00	Not Started	•	×
	8 APX887	Project Management	Functional	Manufacturing	Functional Online Self	01:00	Not Started	•	×
	9 COMM_33_A02_B5_ENUS	Basic Presentation Skills: Creating a Presentation	Business	Communication & Presentation	Online Setf	01:00	Not Started	•	×
	10 COMM_21_A01_BS_ENUS	Interpersonal Communication: Communicating with C	Confid Business	Communication & Presentation	Online Self	01:00	Not Started	>	×
			in the Pl	age t of 2 🔸 🖬 10 🗸				V	iew 1 - 10 of 1
	Upcoming Sessions								
	Session Course Co	Be Date Time(in 24 Hrs.)	Time Zone	Country Training Location	Hours	# 54	eats Available	1	Action
	No upcoming session is available								

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 .

≡	Home	• >	My Learnin	g > Core Courses		
▲ My Learning >		Сс	ore Course	s Electives		
Core Courses						
Electives		ILP:				
	IN	Number of Core Courses:				
Waiver Request	N	Number of Courses In progress:				
Removal Request						
Transcript Report Core Cou				s		
Add course to ILP			Code	Course Title		
Enrollment Request		1	PROF2419	7-steps to problem so		
• · · · •	:	2	CLfin_02_a0	Principles of Account		
👤 My Profile	:	3	FINC2002	Procurement Finance		
		4	CLcomm 33	Basic Presentation SI		

Page 14 of 58



Figure 9: My Learning - Options

Important Tabs - See explanations below.

Tabs	Explanation		
ILP Summary	This shows the overall Individual Learning Plan (ILP) summary		
Core Courses	These are mandatory classes mapped to your Job Profile.		
Electives	These are optional courses you can choose from in addition to your core classes.		
Upcoming sessions	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.					

Page 15 of 58



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.

Cor	e Course:	S									0
	Code	Course Title	Skill Type	Skill Set	Course Level	Delivery Approach	Hours	Status	Actio	n	
1	PROF2419	7-steps to problem solving (1-day)	Business	Analysis & problem	Advanced	In-class/Webex	08:00	Not Started		•	X
2	CLfin_02_a0 ¹	Principles of Accounting and Finance f	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		•	X
4	CLcomm_33_	Basic Presentation Skills: Creating a Pre	Business	Communication and	Basic	Online Self	01:00	Not Started		0	X
5	CLmo_aexl_s	PivotTables and PivotCharts in Excel 20	Business	Basic business too	Basic	Online Self	01:00	Not Started		0	X
6	CL_pc_bi_mg	Communicating Organizational Change	Leadership	Change Manageme	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		0	X
10	CLCOMM833	Planning Effective Business Meetings	Personal & Interpersonal	Meeting facilitation	Basic	Online Self	02:00	Completed			
			14 - 61	Page 1 of 3	⊳ ►I 10 ¥				Vie	w 1 -	10 of 27

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	 Status of the course – 'Not Started',' In Progress', or 'Completed' In case of waiver, the status would be 'Raised for Waiver' or 'Waived' In case of removal, the status would be 'Raised for Removal' 				
Action	 Launch: This option will be visible only against online courses (Online Self and Functional Online Self) Waive: Waive an online course from your ILP Remove: Remove / Delete a particular course from your ILP 				

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.

Course Details					2
Course Code	: PROF2419				
Course Title	: 7-steps to problem solving (1	1-day)			
Course Description : Learn how to tackle and develop a logical approach to solving major problems by 1. Clearly understanding the key quest solve 2. Breaking down major problems into smaller issues 3. Prioritizing each issues and understanding what data/anal needed 4. Synthesize findings into pyramid principle of communication and storytelling					
Skill Type	: Business S	skill Set	: Analysis & problem solving skills	Delivery Approach	: In-class/Webex
Course Level	: Advanced P	Provider	:	Provider Course ID	:
Hours (HH:MM)	: 08:00 C	Course Cost (\$)	: 1.00	Manager Approval Require	d:No
Pre-work	: No				
Course Objectives		jor problems in	nto smaller issues 3. Priorit	tizing each issues and under	erstanding the key question to standing what data/analysis is

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.

P & O Academies

								l	📕 Download	Excel	Sheet
Co	re Course	S									C
	Code	Course Title 🔶	Skill Type	Skill Set	Course Level	Delivery Approach	Hours	Status	Actio	n	
1	PROF2419	7-steps to problem solving (1-day)	Business	Analysis & problem	Advanced	In-class/Webex	08:00	Not Started		۲	X
2	PROF4016	Advanced Excel	Business	Basic business too	Advanced	In-class/Webex	04:00	Not Started		۲	X
3	SCP114	Applying Stock Keeping Unit (SKU) Rati	Personal & Interpersonal	Performance Mana	Intermediate	Functional Online S	01:00	Not Started		٢	X
4	CLcomm_33	Basic Presentation Skills: Creating a Pro	Business	Communication and	Basic	Online Self	01:00	Not Started		•	X
5	CL_pc_bi_m	Communicating Organizational Change	Leadership	Change Manageme	Basic	Online Self	01:00	Not Started		٢	X
6	CLPD_12_A	Decision Making: The Fundamentals (ne	Business	Analysis & problem	Basic	Online Self	01:00	Not Started		•	X

Figure 13: Download Core Courses

An excel sheet will open as below.

X 🔒	🗳 🗧 🖓 🗸 🖓	-		LearnerILPCourses	[Read-Only] - I	Microsoft Excel					
File	Home Inse	rt Page Layout Formulas Data	a Review View	r							ء 😮 🗆 🕯
Paste	¥ Cut ≌a Copy ≁	Calibri v 11 v A A A	= <mark>=</mark> ≫· = = = ::::::::::::::::::::::::::::::::	Wrap Text Gener		Conditional F	ormat	Cell Insert	Delete Format	Σ AutoSum *	
*	💞 Format Painter					Formatting * as		tyles * *	* *	Q Clear * Filter * Select *	
	Clipboard 🕞	Font G	Alignme	ent 🕫	Number	Sty	les		Cells	Editing	
	J23 🔹	 fx Not Started 									
1	A	В	С	D	E	F	G	н	1	J	
1 Co	de	Course Title	Skill Type	Skill Set	Course Level	Delivery Approach	Hours	Status	Last Ac tooltip	Course Description	
2 PR	OF2419	7-steps to problem solving (1-day)	Business	Analysis & problem solving s	ki Advanced	In-class/Webex	08:00	Not Started	Not Sta	rted Learn how to tackle a	nd develop a log
3 CLf	in_02_a01_bs_enu:	Principles of Accounting and Finance for	Business	Financial Acumen	Basic	Online Self	01:00	Raised for Wai	Show R	aise for W This course aims at fa	amiliarizing nor
4 FIN	IC2002	Procurement Finance Overview	Business	Financial Acumen	Basic	Online Self	01:00	Not Started	Not Sta	rted This course provides	an overview of f
5 CLO	:omm_33_a02_bs_e	Basic Presentation Skills: Creating a Pres	Business	Communication and presenta	ti Basic	Online Self	01:00	Not Started	Not Sta	rted This course describes	how to make th
6 CL	mo_aexl_a07_dt_en	PivotTables and PivotCharts in Excel 201	Business	Basic business tools	Basic	Online Self	01:00	Not Started	Not Sta	rted One of the most powe	rful tools that E
7 CL	pc_bi_mgbi015	Communicating Organizational Change	Leadership	Change Management	Basic	Online Self	01:00	Not Started	Not Sta	rted Change can make peo	ple uncomforta
8 PR	OF4016	Advanced Excel	Business	Basic business tools	Advanced	In-class/Webex	04:00	Not Started	Not Sta	rted	
9 GI	CP0001	Global Inventory Control Policy	Business	Basic business tools	Basic	Online Self	02:00	Not Started	Not Sta	rted Understand the inven	tory complexity
LO CLO	COMM_27_A01_BS_	Getting Results without Direct Authority:	Personal & Interpers	Influencing skills	Basic	Online Self	01:00	Not Started	Not Sta	rted In this course, you'll	earn how to de
L1 CLO	COMM8331	Planning Effective Business Meetings	Personal & Interpers	Meeting facilitation	Basic	Online Self	02:00	Not Started	Not Sta	rted If your company has a	a lot of meeting
L2 CL	proj_05_a01_bs_en	Managing Projects within Organizations	Business	Project management skills	Basic	Online Self	02:00	Not Started	Not Sta	rted This course provides	an overview of
із сц	PD_12_A04_BS_ENIN	Decision Making: The Fundamentals (new	Business	Analysis & problem solving s	ki Basic	Online Self	01:00	Not Started	Not Sta	rted It is important for you	r personal and
14 DE	LL0001	S&OP & Item Level Forecast Planning for	Personal & Interpers	Performance Management	Basic	Functional Online S	e 01:00	Not Started	Not Sta	rted CA.vcrObjective	
LS AP	X710	Introduction to Demand Management	Personal & Interpers	Performance Management	Basic	Functional Online S	e 01:00	Not Started	Not Sta	rted CA.vcrObjective	
L6 SC	P118	Implementing Sales and Operations Plar	Personal & Interpers	Performance Management	Intermediate	Functional Online S	e 01:00	Not Started	Not Sta	rted CA.vcrObjective	
L7 SC	P114	Applying Stock Keeping Unit (SKU) Ration	Personal & Interpers	Performance Management	Intermediate	Functional Online S	e 01:00	Not Started	Not Sta	rted CA.vcrObjective	
L8 IN	/320	Understanding Safety Stock	Personal & Interpers	Performance Management	Advanced	Functional Online S	e 01:00	Raised for Rem	Show R	aise for Re CA.vcrObjective	
19 IN	/260	Inventory Metrics	Personal & Interpers	Performance Management	Intermediate	Functional Online S	ie 01:00	Not Started	Not Sta	rted CA.vcrObjective	
20 ST/	A220	Product End-of-Life Management	Personal & Interpers	Performance Management	Intermediate	Functional Online S	e 01:00	Not Started	Not Sta	rted CA.vcrObjective	
21 CS	145	On Shelf Availability	Personal & Interpers	Performance Management	Intermediate	Functional Online S	e 01:00	Not Started	Not Sta	rted CA.vcrObjective	
22 AP	X821	Forecasting Demand	Personal & Interpers	Performance Management	Intermediate	Functional Online S	e 01:00	Not Started	Not Sta	rted CA.vcrObjective	
23 MF	G206	Developing and Validating the Productio	Personal & Interpers	Performance Management	Intermediate	Functional Online S	ie 01:00	Not Started	Not Sta	rted CA.vcrObjective	
24 SC	P301	Supply Chain Planning: Demand Plannin	Personal & Interpers	Performance Management	Intermediate	Functional Online S	e 03:00	Not Started	Not Sta	rted CA.vcrObjective	
25 SC	P401	Fundamentals of Supply Planning	Personal & Interpers	Performance Management	Intermediate	Functional Online S	ie 03:00	Not Started	Not Sta	rted CA.vcrObjective	
26 SC	P106	Implementing Demand-Driven Sales and	Personal & Interpers	Performance Management	Intermediate	Functional Online S	e 01:00	Not Started	Not Sta	rted CA.vcrObjective	
27 PR	OF4020	Advanced presentation skills	Business	Communication and presenta	iti Advanced	In-class/Webex	08:00	Not Started	Not Sta	rted This one day instruct	or led course w
28											
29											
• • •	M LearnerILPCo	ourses / 🔁 /									1

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.

coming Sessions										
Session	Course Code	Course Title	Date Time	Country	Training Location	Hours	Seats Available	Action		
Advanced Excel - A	PROF4016	Advanced Excel	Apr 02, 2014 04:00	Global Virtual	Virtual Class	04:00	5	Request Registration		
Advanced Excel - A	PROF4016	Advanced Excel	Apr 04, 2014 09:00	United States	AUSTIN, TX, PS2-1, CE	04:00	29	Invited		
Advanced Excel - A	PROF4016	Advanced Excel	Apr 16, 2014 13:00	United States	AUSTIN, TX, PS3-1, BEE	04:00	30	Request Registration		
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	Request Registration		

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	 The action that is required by you for the session: Request Registration –Register for the session Requested – You have requested registration for the session Invited – You are invited to attend the session Scheduled – Once you accept the invite, the session status will show as 'Scheduled' 				

 Table 5: Upcoming Session Details



3.3.1. Action - Request Registration

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

					Regis	tration requ	est		
Upo	coming Sessions								(
	Session	Course Code	Course Title	Date Time	Country	Training Location		Seats Available	Action
1	Advanced Excel - Mar 29, 2014 - Virtual Class - PCR	PROF4016	Advanced Excel	Mar 30, 2014 02:00	Global Virtual	Virtual Class	04:00		Request Registration
2	Advanced Excel - Apr 04, 2014 - AUSTIN, TX, PS2-1, C	PROF4016	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, B	PROF4016	Advanced Excel	Apr 16, 2014 13:00	United States	AUSTIN, TX, PS3-1, BEE CF	04:00	30	Request Registration
4	7-steps to problem solving (1-day) - Apr 24, 2014 - AU	PROF2419	7-steps to problem solving (1-day	Apr 25, 2014 09:00	United States	AUSTIN, TX, PS2-1, CETU	08:00	27	Request Registration
			re ce Page 1	of 1 😥 🖬 10) 🗸				View 1 - 4 of

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.

C	Core Courses	Electives										
# C	ourses Planned:		1 # C	ourses Taken:		0	# Courses In prog	ress:		0		
										2	E Downloa	d Excel Shee
Ele	ective Courses											(
	Code	Course Title		Skill Type	Skill Set	Course Lev	el Delivery Approach	Но	ours	Status	Actio	n
1	CLMGMT8151	About 360 Deg	ree Performance Feed	oa(Leadership	Performance Mana	g Basic	Online Self		02:00	Not Started		X
					Page 1 of 1	⊳> ⊳I 10 N	~					View 1 - 1 of
Upc	coming Sessions											
· ·	ession Course	Codo	Course Title	Date Time	Country	Training Lo	action	Hours	# 0	eats Available		Action

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 \triangleright icon.

					C	lick on the launch co		to	wnload	Excel	Sheet
Col	re Course	s									(
	Code	Course Title 🔶	Skill Type	Skill Set	Course Level	Delivery Approach	Hours		Actio	n	
1	PROF2419	7-steps to problem solving (1-day)	Business	Analysis & problem	Advanced	In-class/Webex	08:00	Not Started		•	X
2	CLMGMT815	About 360 Degree Performance Feedb	Leadership	Performance Mana	Basic	Online Self	02:00	Not Started		•	X
3	TRN260	Analyzing and Improving Logistics Perf	Personal & Interpersonal	Performance Mana	Advanced	Functional Online S	01:00	Not Started		•	X
4	ISC200	Analyzing Financial Performance and S	Personal & Interpersonal	Performance Mana	Intermediate	Functional Online S	01:00	Not Started		۲	X
5	CLcomm_33	Basic Presentation Skills: Creating a Pr	Business	Communication and	Basic	Online Self	01:00	Not Started		۲	X
6	CL_pc_bi_mg	Communicating Organizational Change	Leadership	Change Manageme	Basic	Online Self	01:00	Not Started		۲	X
7	CL_pc_bi_mg	Confrontation: What's the Best Approa	Leadership	Conflict Manageme	Advanced	Online Self	01:00	Completed			
8	CL_pc_bi_pf	Coping with Information Overload	Personal & Interpersonal	Drive for excellence	Basic	Online Self	01:00	Not Started		9	X
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		0	X

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.

							aunch cou				0
Code	Course Title 🔶	Skill Type	Skill Set	Course Level	Delivery Approach	Hours	Status		Action	ı	
ROF2419	7-steps to problem solving (1-day)	Business	Analysis & problem	Advanced	In-class/Webex	08:00	Not Started			•	X
CLMGMT815	About 360 Degree Performance Feedb	Leadership	Performance Manaj	Basic	Online Self	02:00	Not Started			•	X
RN260	Analyzing and Improving Logistics Perf	Personal & Interpersonal	Performance Mana	Advanced	Functional Online S	01:00	Not Started			•	X
SC200	Analyzing Financial Performance and S	Personal & Interpersonal	Performance Mana	Intermediate	Functional Online S	01:00	Not Started			•	X
	ROF2419 LMGMT815 [.] RN260	ROF2419 7-steps to problem solving (1-day) LMGMT815' About 360 Degree Performance Feedback RN260 Analyzing and Improving Logistics Performance	ROF2419 7-steps to problem solving (1-day) Business LMGMT815' About 360 Degree Performance Feedb: Leadership RN260 Analyzing and Improving Logistics Perf	ROF2419 7-steps to problem solving (1-day) Business Analysis & problem LMGMT815 About 360 Degree Performance Feedb: Leadership Performance Mana RN260 Analyzing and Improving Logistics Perf Personal & Interpersonal Performance Mana	Code Course Title Skill Type Skill Set Level ROF2419 7-steps to problem solving (1-day) Business Analysis & problem Advanced LMGMT815 About 360 Degree Performance Feedb Leadership Performance Mana, Basic RN260 Analyzing and Improving Logistics Perf Personal & Interpersonal Performance Mana, Advanced	Code Course Intle Skill Sype Skill Set Level Approach ROF2419 7-steps to problem solving (1-day) Business Analysis & problem Advanced In-class/Webex LMGMT815 About 360 Degree Performance Feedbi-Leadership Performance Mana, Basic Online Self RN260 Analyzing and Improving Logistics Perf Personal & Interpersonal Performance Mana, Advanced Functional Online Self	Code Course Inte Skill type Skill Set Level Approach Hours ROF2419 7-steps to problem solving (1-day) Business Analysis & problem Advanced In-class/Webex 08:00 LMGMT815 About 360 Degree Performance Feedb Leadership Performance Mana, Basic Online Self 02:00 RN260 Analyzing and Improving Logistics Perf Personal & Interpersonal Performance Mana, Advanced Functional Online S 01:00	Code Course liftle Skill type Skill Set Level Approach Hours Status ROF2419 7-steps to problem solving (1-day) Business Analysis & problem Advanced In-class/Webex 08:00 Not Started LMGMT815 About 360 Degree Performance Feedb Leadership Performance Mana, Basic Online Self 02:00 Not Started RN260 Analyzing and Improving Logistics Perf Personal & Interpersonal Performance Mana, Advanced Functional Online S 01:00 Not Started	Code Course Title Skill type Skill Set Level Approach Hours Status ROF2419 7-steps to problem solving (1-day) Business Analysis & problem Advanced In-class/Webex 08:00 Not Started LMGMT815 About 360 Degree Performance Feedb Leadership Performance Mana, Basic Online Self 02:00 Not Started RN260 Analyzing and Inproving Logistics Perf Personal & Interpersonal Performance Mana, Advanced Functional Online S 01:00 Not Started	Code Course Title Skill Sype Skill Set Level Approach Hours Status Action ROF2419 7-steps to problem solving (1-day) Business Analysis & problem Advanced In-class/Webex 08:00 Not Started LMGMT815' About 360 Degree Performance Feedbi-Leadership Performance Mana, Basic Online Self 02:00 Not Started RN260 Analyzing and Improving Logistics Perf Personal & Interpersonal Performance Mana, Advanced Functional Online S 01:00 Not Started	Code Course Inte Skill type Skill Set Level Approach Hours Status Action ROF2419 7-steps to problem solving (1-day) Business Analysis & problem Advanced In-class/Webex 08:00 Not Started Image: Course Integer LMGMT815 About 360 Degree Performance Feedb Leadership Performance Mana, Basic Online Self 02:00 Not Started Image: Course Integer RN260 Analyzing and Improving Logistics Perf Personal & Interpersonal Performance Mana, Advanced Functional Online S 01:00 Not Started Image: Course Integer

Figure 18: Launch an Online Self Course



The module will open in a separate window as below.

	🖡 Calendar	対 Set Proxy 🛛 🕐 Saba	a Help 🛛 🥊 Log Out		٧
Ay Learning					
Home Learning I	ems				
Learning Items	Learning Catalog				
My Enrollments					
My Training Programs					
My Transcript					
Search Catalog	Offerings Packages Trai	ning Programs			
Evaluations & Surveys					
Order History					
			Configure		
	Title	Location	C		
	Keyword	Celivery Type All	-		
	Reyword				
	Start Date >= 03/29/2014	🗐 Language 🛛 -Selec	t One- 💌		
	End Date <=	Category	6		
	Facility	Currency US Do	ollars 💌		
	Course Code CLMGMT8151				
	Save Search Query		Search Learning Catalog		
	Save Scarch eacry		Source Economy Catalog		
	Learning Offerings			Calendar View	Modify Table
	Title Version Delivery Type St	tart Date End Date Session Lo	ocation Facility Language C	ourse Code Offering ID	Price Actions
	About 360 Web Based		English C	LMGMT8151 CL_WBT_MGMT8151	0.00 Launch
	Degree Training				USD
	Performance Feedback				

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.

<u>^</u>	re Course							on the icor Inch course			0
	Code	Course Title 🖕	Skill Type	Skill Set	Course Level	Delivery Approach	Hours	Status	Act	ion	
1	PROF2419	7-steps to problem solving (1-day)	Business	Analysis & problem	Advanced	In-class/Webex	08:00	Not Started		•	X
2	CLMGMT815	About 360 Degree Performance Feedb	Leadership	Performance Mana	Basic	Online Self	02:00	Not Started		0	X
3	TRN260	Analyzing and Improving Logistics Pert	Personal & Interpersonal	Performance Manag	Advanced	Functional Online S	01:00	Not Started		¢	X
4	ISC200	Analyzing Financial Performance and S	Personal & Interpersonal	Performance Manag	Intermediate	Functional Online S	01:00	Not Started		•	X

Figure 20: Launch a Functional Online Self Course

The module will open in a separate window as below.

	Page 24 of 58
--	---------------



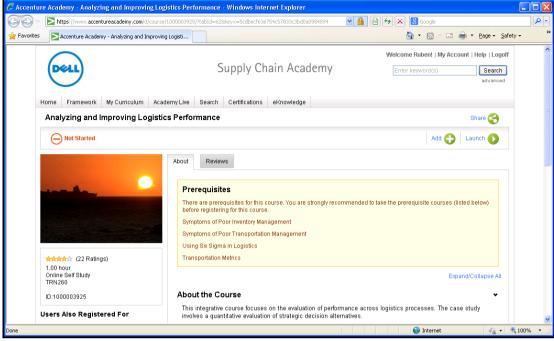


Figure 21: Learning Module in Vendor Site

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 🗢 ic	con
---	-----

Cor	e Course	S			CI	ick on the a waive					0
	Code	Course Title	Skill Type	Skill Set	Course Level	Approach	Hours		Actior	ı	
1	PROF2419	7-steps to problem solving (1-day)	Business	Analysis & problem	Advanced	In-class/Webex	08:00	Not Started		•	X
2	CLfin_02_a0	Principles of Accounting and Finance f	Business	Financial Acumen	Basic	Online Self	01:00	Not Started		0	K
3	FINC2002	Procurement Finance Overview	Business	Financial Acumen	Basic	Online Self	01:00	Not Started		•	Χ
4	CLcomm_33	Basic Presentation Skills: Creating a Pr	Business	Communication and	Basic	Online Self	01:00	Not Started		•	Χ



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'.

> Core C	Cour	se Waiver 🛛 🔀	
Ele	Course Code:	CLfin_02_a01_bs_enus	Select waiver reason
	Title:	Principles of Accounting and Finance for Non-financial Professionalss	#
ess:	Reason	Select	Click on Submit
		Submit	
ourse Title		Skill Type Skill Se	t I

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'.

Cor	e Course	s									0
	Code	Course Title	Skill Type	Skill Set	Course Level	Delivery Approach	Hours	Status	Actio	n	
1	PROF2419	7-steps to problem solving (1-day)	Business	Analysis & problem	Advanced	In-class/Webex	08:00	Not Started		•	X
2	CLfin_02_a0	Principles of Accounting and Finance f	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		•	Х
4	CLcomm_33	Basic Presentation Skills: Creating a Pr	Business	Communication and	Basic	Online Self	01:00	Not Started		•	X

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 \times icon

Cor	e Course	5						the icon to st removal			0
	Code 🌲	Course Title	Skill Type	Skill Set	Course Level	Delivery Approach	Hours	Status	tior	1	
1	INV320	Understanding Safety Stock	Personal & Interpersonal	Performance Mana	Advanced	Functional Online S	01:00	Not Started		0	χ
2	CL_pc_bi_mg	Communicating Organizational Change	Leadership	Change Manageme	Basic	Online Self	01:00	Not Started		•	χ
3	SCP114	Applying Stock Keeping Unit (SKU) Rati	Personal & Interpersonal	Performance Mana	Intermediate	Functional Online S	01:00	Not Started		•	χ
4	SCP118	Implementing Sales and Operations Plar	Personal & Interpersonal	Performance Mana	Intermediate	Functional Online S	01:00	Not Started		•	X

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'.

ves Den	> Course R	emoval 🛛 👔	Select removal reason
25	Course Code:	INV320	
0	Title:	Understanding Safety Stock	
	Reason:	Select 💌	Click on Submit
		Submit	Cours
afety	Stock P	ersonal & Interpersonal Performance Ma	ana; Advanc

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'.

Co	re Course	25									
	Code 🌲	Course Title	Skill Type	Skill Set	Course Level	Delivery Approach	Hours	Status	Action		
1	INV320	Understanding Safety Stock	Personal & Interpersonal	Performance Manag	Advanced	Functional Online S	01:00	Raised for Removal			
2	CL_pc_bi_m	Communicating Organizational Change	Leadership	Change Manageme	Basic	Online Self	01:00	Not Started		•	7
3	SCP114	Applying Stock Keeping Unit (SKU) Rat	Personal & Interpersonal	Performance Mana	Intermediate	Functional Online S	01:00	Not Started		•	7
4	SCP118	Implementing Sales and Operations Pla	Personal & Interpersonal	Performance Mana	Intermediate	Functional Online S	01:00	Not Started		0	2

P & O Academies

DELL

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 \rightarrow 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 Catolog' tab on the dashboard. Or click on 'Add course to ILP' on the left navigation

		lick on ourse to	ILP'		Click on 'Course Catolog'						
P & O Acar	Home > M	ly Learning > Core	Courses			Course C			nication ▼ Dan Jackso	Help • n! (Logo	
Core Courses	Core	e Courses	lectives								
Electives	ILP:		DDPE_I4_I5_I6_I7_I8_I9_I10		ILP Start Date:	28-Mar-2017	ILP Du	e Date:	28-Sep	-2019	
Waiver Request	Num Cour	ber of Core rses:	15		Number of Target Courses:	5	Numbe taken:	er of Courses	^s 13		
Enrollment Request		ber of Courses ogress:	0		Percentage Target:	34.1 %	Percentage Completion:		86.7 %		
Add course to ILP								×	Download Exc	el Sheet	
Franscript Report	Core	Courses								0	
My Profile		Course Code	Course Title	Skill Type	Skill Set	Delivery Approach	Hours	Status	Action		
	1 L	LEAD8011	Leading & Influencing Project Teams	Functional	Leadership	Instructor-led	08:00	Not Started	•	×	
	2 1	MKTG1014	Clarity and Influence in Communication and	Business	Communication & Presentation	Instructor-led	08:00	Not Started	•	X	
	3 0	:omm_32_a02_bs_er	Managing Effective Business Meetings	Business	Meeting Facilitation	Online Self	01:00	Completed	ggo		
	4 F	PD_12_A04_BS_ENU	Decision Making: The Fundamentals	Business	Analysis & Problem Solving	Online Self	03:00	Completed	900		
	5 F	PD_12_A06_BS_ENU	Decision Making: Making Tough Decisions	Business	Strategic thinking	Online Self	03:00	Completed	9		
	6 0	COMM_24_A03_BS_	Negotiation Essentials: Communicating	Functional	Negotiation Tools for Procureme	r Online Self	03:00	Completed	970 (11)		
	7 0	COMM_27_A01_BS_	Getting Results without Direct Authority: Bu	Personal & Interpersonal	Negotiating	Online Self	01:00	Completed	970		
	8 1	B_PMAG_A05_IT_E	Agile Planning: Project Initiating and Requir	Functional	Engineering Development	Online Self	01:30	Completed	90		

Figure 28: Course Catalog

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

Search Course						
Course Code:		Course Title:				
Skill Type :	Select	Skill Set:	Select	Delivery Approach:	Select	V 🖣
Manager Approval Required:	○ Yes ○ No	Academy:	Supply Chain			
			earch Reset			

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.

Cou	irses			on 'Course e' to sort)		(
	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
	0000000	A.L. 11.0. 1.10	D 1011 1	1.4. 1. 1.9		1 1 1011	00.00

Figure 30: Sort by Course Title

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

Co	urses	Click on Course Code to view					C
	Course Code	course details	Skill Type	Skill Set	Course Level	Delivery Approach	Hours
1	PROF2419	7-3 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

Page 30 of 58

Course	Details					
Course C	ode	: CLMGMT8151				
Course Ti	itle	: About 360 Degree P	Performance Feedback			
Course D	escription				e if 360 degree performance feedbac o 360 degree feedback, and feel e	
Skill Type		: Leadership	Skill Set	: Performance N	anagement Delivery Approach	: Online Self
Course L	evel	: Basic	Provider	:	Provider Course ID	:
Hours (H	H: MM)	: 02:00	Course Cost (\$)	: 0.00	Manager Approval Requ	ired : No
Pre-work	•	: No				
Course O	Ibjectives				e if 360 degree performance feedbac o 360 degree feedback, and feel e	
Request	For	: O Core O E	lective	Submit		

P & O Academies

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.

			Down	load Excel She	et		
_						Download E:	
Col	urses						(
	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//Vebex	08:0
2	CLMGMT8151	About 360 Degree Performance Feedback	Leadership	Performance Management	Basic	Online Self	02:0
3	PROF4016	Advanced Excel	Business	Basic business tools	Advanced	In-class/Webex	04:0
4	PROF5050	Advanced influencing skills	Personal & Interpersonal	Influencing skills	Advanced	In-class/Webex	08:0
5	PROF4015	Advanced leading innovation: thinking & tools	Personal & Interpersonal	Innovation and creativity	Advanced	In-class/Webex	08:0
6	PROF4019	Advanced Powerpoint	Business	Basic business tools	Basic	In-class//Vebex	04:0
7	PROF4020	Advanced presentation skills	Business	Communication and present	Advanced	In-class/Webex	08:0
8	OPM100	An Introduction to the Value of Speed	Personal & Interpersonal	Performance Management	Intermediate	Functional Online Self	01:0
9	TRN260	Analyzing and Improving Logistics Performance	Personal & Interpersonal	Performance Management	Advanced	Functional Online Self	01:0
10	ISC200	Analyzing Financial Performance and Supply Management	Personal & Interpersonal	Performance Management	Intermediate	Functional Online Self	01:0
		14 - 01	Page 1 of 20 👞 🖬	10 💌		View 1	- 10 of 1



X	🚽 🗳 🕶 🖓 🕶 🖓	Course	Details[1].xlsx - Micro:	soft Excel				• *
F	ile Home	Insert Page Layout Formulas Data Review View	Developer Load 1	'est Team			∞ 🕜 🗆	₽ X
	A1	🕶 🤄 🎜 Course Code						×
	Α	В	С	D	E	F	G	
1	Course Code	CourseTitle	Skill Type	Skill Set	Course Level	Delivery Approach	Hours	Ne
2	SCP106	Implementing Demand-Driven Sales and Operations Planning	(Personal & Interpe	Performance Management	Intermediate	Functional Online Self	01:00	No
3	APX710	Introduction to Demand Management	Personal & Interpe	Performance Management	Basic	Functional Online Self	01:00	No
4	APX711	Understanding Quantitative Demand Forecasting	Personal & Interpe	Performance Management	Basic	Functional Online Self	01:00	No
5	APX805	Total Quality Management (TQM)	Personal & Interpe	Performance Management	Basic	Functional Online Self	01:00	No
6	APX816	Inventory Management Practices	Personal & Interpe	Performance Management	Basic	Functional Online Self	01:00	No
7	APX821	Forecasting Demand	Personal & Interpe	Performance Management	Intermediate	Functional Online Self	01:00	No
8	APX840	Detailed Scheduling and Planning Positioning	Personal & Interpe	Performance Management	Basic	Functional Online Self	01:00	No
9	APX846	Detailed Capacity Planning Characteristics and Techniques	Personal & Interpe	Performance Management	Basic	Functional Online Self	01:00	No
10	APX847	Information Used in Detailed Capacity Planning Process	Personal & Interpe	Performance Management	Basic	Functional Online Self	01:00	No
11	APX848	Using the Techniques of Capacity Requirements Planning (CR) Personal & Interpe	Performance Management	Basic	Functional Online Self	01:00	No 🖵
H	🗘 🖳 Course E	etails / 🞾 /						
Re	ady 🎦					I I 100% —	-0	+ ,:

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).

Course Details						X
Course Code	: CLMGMT8151					
Course Title	: About 360 Degree Performa	ince Feedback				
Course Description	: Upon the completion of thi well, you will be aware challenges.					Manager Approval Required: No
Skill Type	: Leadership	Skill Set	: Performance Ma	nagement Delive	ry Approach	e Self
Course Level	: Basic	Provider	:	Provid	ler Course ID	:
Hours (HH: MM)	: 02:00	Course Cost (\$)	: 0.00	Manag	ger Approval Re	quired : No
Pre-work	: No		1. Select	option		
Course Objectives	: Upon the completion of thi well, you will be aware challenges.			ive'	Jack, ar	ack suits your organisation. As ith these . Click on ubmit
Request For	: O Core O Elective		Submit		3	ubiiiit
			Copy	rright 2014, All Rid	thts Reserved	

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.

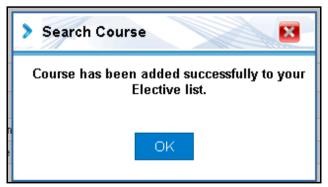


Figure 32: Confirmation Message



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 \rightarrow Electives.

ne >	My Learning > El	ective Courses	;					Latest Ev	vents	Welcome	Rajan	Singh! (Log
Co	ore Courses	Electives										
#Co	urses Planned:		1 #0	Courses Taken:		0 #	¢Courses in pro	gress:		0		
										🛋 Do	ownload	Excel Sheet
Ele	ctive Courses											c
	Code	Course Title		Skill Type	Skill Set	Course Leve	el Delivery Approach	Hour	s Statu	18	Actio	n
1	CLMGMT8151	About 360 Degr	ee Performance Fee	edb Leadership	Performance Mana	gBasic	Online Self	02:0	00 Not St	arted		X
				14 01	Page 1 of 1	10 DI 🔽					V	iew 1 - 1 of 1
Jpc	oming Session	s										
	_	e Code	Course Title	Date Time	Country	Training Loo	cation	Hours	# Seats	Available		Action
No	upcoming sessior	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).

Course Code : PROF4020 Course Title : Advanced presentation skills Course Description : This one day instructor led course will enable participants to determine the fundamental criteria of an effective presentation, developing and delivering impactful presentations and achieve a dynamic presence. This is an extremely participative and practice focused program. The participants will be required to prepare and deliver a presentation which will be video-recorded. This will be an interesting opportunity to watch oneself in action during the video playback and get detailed feedback on development areas. Skill Type : Business Skill Set : Communication and presentation skills Delivery Approach : In-class/Webex presentation skills Course Level : Advanced Provider : Provider Course ID : Hours (HH:MM) : 00:00 Course Cost (S) : 1:00 Manager Approval Required : No Pre-work Pre-work : No 1. Select option as Core to determine the fundamental criteria of an effective presentation, nieve a dynamic presence. This is an extremely participative and presence and deliver a presentation which will be video-recorded. This grant and the set of the oneself in action during the recorded. This grant into the fundamental criteria of an effective presentation, nieve a dynamic presence. This is an extremely participative and presence and deliver a presentation which will be video-recorded. This grant and the set of the oneself in action during the recorded. This grant and the set of the oneself in act	Course Details	1							×
Course Title : Advanced presentation skills Course Description: : This one day instructor led course will enable participants to determine the fundamental criteria of an effective presentation, developing and delivering impactful presentations and achieve a dynamic presence. This is an extremely participative and practice focused program. The participants will be required to prepare and deliver a presentation which will be video-recorded. This will be an interesting opportunity to watch oneself in action during the video playback and get detailed feedback on development areas. Skill Type : Business Skill Set : Communication and presentation skills Course Level : Advanced Provider : Provider : Provider Course ID : Hours (HH: MM) : 08:00 Course Cost (S) : 1:00 Manager Approval Required : No Pre-work : No 1. Select option as corre Course Objectives: : This one day instructor led corre of the video prepare and deliver a presentation which will be video-recorded. This will an integration of the video prepare and deliver a presentation which will be video prepare and deliver a presentation integration of the video prepare and deliver a presentation which will be video to determine the fundamental criteria of an effective presentation, nieve a dynamic presence. This is an extremely participative and red to prepare and deliver a presentation which will be video-to oneself in action during the video detailed to corrected. This will be video-to oneself in action during the video-to oneself in									
Course Description : This one day instructor led course will enable participants to determine the fundamental criteria of an effective presentation, developing and delivering impactful presentations and achieve a dynamic presence. This is an extremely participative and practice focused program. The participants will be required to prepare and deliver a presentation which will be video-recorded. This will be an interesting opportunity to watch oneself in action during the video playback and get detailed feedback on development areas. Skill Type : Business Skill Set : Communication and presentation skills Delivery Approach : In-class/Webex presentation skills Course Level : Advanced Provider : Provider Course ID : Hours (HH:MM) : 08:00 Course Cost (S) : 1:00 Manager Approval Required : No Pre-work Pre-work : No 1. Select option as corre to determine the fundamental criteria of an effective presentation, nieve a dynamic presence. This is an extremely participative and red to prepare and deliver a presentation which will be video-detailed to eveloping and delivering practice focused oper recorded. This work oneself in action during the video detailed to evelopment areas.	Course Code	: PROF4020							-
developing and delivering impactful presentations and achieve a dynamic presence. This is an extremely participative and practice focused program. The participants will be required to prepare and deliver a presentation which will be video-recorded. This will be an interesting opportunity to watch oneself in action during the video playback and get detailed feedback on development areas. Skill Type : Business Skill Set : Communication and presentation skills Delivery Approach : In-class/Webex Course Level : Advanced Provider : Provider Course ID : Hours (HH: MM) : 08:00 Course Cost (5) : 1:00 Manager Approval Required : No Pre-work Pre-work : No 1. Select option as practice focused pre-greating option as practice focused pre-greating and delivering practice development areas. Core to determine the fundamental criteria of an effective presentation, hieve a dynamic presence. This is an extremely participative and red to prepare and deliver a presentation which will be video-ch oneself in action during the video-detailed to prepare and deliver a presentation which will be video-detailed to prepare and deliver a presentation which will be video-detailed to prepare and deliver a presentation which will be video-detailed to prepare and deliver a presentation which will be video-detailed to prepare and deliver a presentation which will be video-detailed to prepare and deliver a presentation which will be video-detailed to prepare and deliver a presentation which will be video-detailed to prepare and deliver a presentation which will be video-detailed to prepare and deliver a	Course Title	: Advanced presentat	ion skills						
Course Level : Advanced Provider : Provider Course ID : Hours (HH: MM) : 08:00 Course Cost (\$) : 1.00 Manager Approval Required : No Pre-work Pre-work : No 1. Select Option as practice focused per presentation which will be video-recorded. This is an extremely participative and red to prepare and deliver a presentation which will be video-recorded. This event areas. On the presentation detailed	Course Description	developing and deli practice focused p recorded. This will	vering impactful rogram. The parti be an interesting	presentations and cipants will be re	achieve a dy quired to pre	namic presence. This i epare and deliver a pr	s an extremely partici resentation which will	pative and be video-	
Hours (HH: MM) : 08:00 Course Cost (5) : 1:00 Manager Approval Required : No Pre-work : No 1. Select Course Objectives : This one day instructor led co developing and delivering practice focused pro- precorded. This is an extremely participative and practice focused pro- precorded. This is an inter- feedback or evelopment areas.	Skill Type	: Business	Skill Set			Delivery Approach	: In-class/Webe	x	
Pre-work : No Course Objectives : This one day instructor led co developing and delivering practice focused pre- recorded. This feedback encedopment areas. I. Select option as Core to determine the fundamental criteria of an effective presentation, hieve a dynamic presence. This is an extremely participative and detailed I. Click	Course Level	: Advanced	Provider	:		Provider Course ID	:		
Course Objectives : This one day instructor led co developing and delivering practice focused pre- recorded. This - an inte- feedback - sevelopment areas.	Hours (HH: MM)	: 08:00	Course Cost (S	\$):1.00		Manager Approval Req	juired : No		
developing and delivering Option as hieve a dynamic presence. This is an extremely participative and practice focused pre- recorded. This is an extremely participative and red to prepare and deliver a presentation which will be video- the noneself in action during the feedback eventopment areas.	Pre-work	:No	1.	Select					
Request For Core Elective On	Course Objectives	developing and deli practice focused p recorded. This	vering OF can inte		nieve a dy red to pre	namic presence. This i spare and deliver a p	s an extremely partici recentation which will	pative and be video-	~
	Request For	O Core	ective	Submit			on		

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.

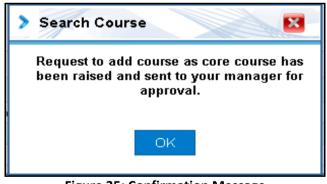


Figure 35: Confirmation Message

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

-01	re Course	:5									
	Code	Course Title	Skill Type	Skill Set	Course Level	Delivery Approach	Hours	Status	Action	I	
21	APX821	Forecasting Demand	Personal & Interpersonal	Performance Manag	Intermediate	Functional Online S	01	Course adde	ed to		X
22	MFG206	Developing and Validating the Production	Personal & Interpersonal	Performance Manag	Intermediate	Functional Online S	01:	Core Course	S		X
23	SCP301	Supply Chain Planning: Demand Plannin	Personal & Interpersonal	Performance Manag	Intermediate	Functional Online S	03:00	104		•	χ
24	SCP401	Fundamentals of Supply Planning	Personal & Interpersonal	Performance Mana	Intermediate	Functional Online Se	03:00	Not Started		0	X
25	SCP106	Implementing Demand-Driven Sales and	Personal & Interpersonal	Performance Mana	Intermediate	Functional Online S	01:00	Not Started		•	X
26	PROF4020	Advanced presentation skills	Business	Communication and	Advanced	In-class/Webex	08:00	Not Started		•	χ
27	APX849	Using Advanced Capacity Planning Tec	Personal & Interpersonal	Performance Mana	Intermediate	Functional Online S	00:00	Not Started		•	X

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
- o 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 Detail	s					×
Course Code	: APX816					^
Course Title	: Inventory Management Pra	actices				
Course Descriptio	the balance sheet, invento to 60% of total assets.	ry typically is on	e of the largest invest	ness carries to sell or to provide ments made by a manufacturing	g company and represents 20%	
				your customers. The overall g sired level of customer service.	oal is to be able to hold the	
	determining the level of co organizing storage areas,	ontrol that is nee reporting and n	cessary for inventory ecording the moveme	nd examine the classifications tems. In addition, we will discu it of material, determining whe and verifying the accuracy of im	uss processes for locating and in and how much inventory to	
Skill Type	: Personal & Interpersonal	Skill Set	: Performance Management	Delivery Approach	: Functional Online Self	
Course Level	: Basic	Provider	: Accenture	Provider Course ID	:	
Hours (HH: MM)	: 01:00	Course Cost (\$)	: 0.00	Manager Approval Requi	ired : No	
Pre-work	:No					~
Request For	: 🖸 Core 🔿 Elective					
Note	: Currently you do not ha Manager.	ve Accenture lice	ense to launch this co	urse. You need to raise license	approval request to Program	
		F	Raise License Requ	lest Cancel		

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



Provider Cou

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

Provider

	> Search Course 🛛 🔀	
it	Request has been raised to program manager.	
t	OK	26
ir		26



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.

P & O Academ	nies				Course C	Catalog	Commun	ication •	Help -
=	Home > My Learning > C	ore Courses			Latest	Events	Welcome [)an Jackso	n! (Logoul
My Learning	Core Courses	Electives							
Core Courses									
Electives	ILP:	DDPE_I4_I5_I6_I7_I8_I9_I10		ILP Start Date:	28-Mar-2017	ILP Du	e Date:	28-Sep	-2019
Waiver Request	Number of Core	15		Number of Target Courses:	5	Numbe	er of Courses	13	
Removal Request	Courses.			Courses.		tancii.			
Enrollment Request	Number of Course In progress:	⁵ 0		Percentage Target:	34.1 %	Percen Comple		86.7 %	
Add course to ILP							1	ownload Exc	el Sheet
Transcript Report	Core Courses								0
X My Profile	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	•	X
	2 MKTG1014	Clarity and Influence in Communication a	nd Business	Communication & Presentation	Instructor-led	08:00	Not Started	•	X
	3 comm_32_a02_bs	_er Managing Effective Business Meetings	Business	Meeting Facilitation	Online Self	01:00	Completed	92	
	4 PD_12_A04_BS_F	NUDecision Making: The Fundamentals	Business	Analysis & Problem Solving	Online Self	03:00	Completed	92	
	5 PD_12_A06_BS_1	NL Decision Making: Making Tough Decision	s Business	Strategic thinking	Online Self	03:00	Completed	gan (
	6 COMM_24_A03_E	S_Negotiation Essentials: Communicating	Functional	Negotiation Tools for Procureme	r Online Self	03:00	Completed	900 1	
	7 COMM_27_A01_E	S_Getting Results without Direct Authority: E	Bui Personal & Interpersonal	Negotiating	Online Self	01:00	Completed	900 1	
	8 IB_PMAG_AD5_IT	E Agile Planning: Project Initiating and Requ	uir Functional	Engineering Development	Online Self	01:30	Completed	90	

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 > Co	e Courses			Latest	Events	Welcome D	an Jackso	n! (Lor
My Learning >						Literito			
Core Courses	Core Courses	Electives							
Electives	ILP:	DDPE_I4_I5_I6_I7_I8_I9_I10		ILP Start Date:	28-Mar-2017	ILP Du	e Date:	28-Sep	-2019
Waiver Request	Number of Core Courses:	15		Number of Target Courses:	5	Numbe taken:	r of Courses	13	
Removal Request									
Enrollment Request	Number of Courses In progress:	0		Percentage Target:	34.1 %	Percen Comple		86.7 %	
Add course to ILP								ownload Exce	el Sheet
Transcript Report	Core Courses								6
My Profile	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	٢	×
	2 MKTG1014	Clarity and Influence in Communication and	d Business	Communication & Presentation	Instructor-led	08:00	Not Started	٢	X
	3 comm_32_a02_bs_	er Managing Effective Business Meetings	Business	Meeting Facilitation	Online Self	01:00	Completed	dip.	
	4 PD_12_A04_BS_EM	Decision Making: The Fundamentals	Business	Analysis & Problem Solving	Online Self	03:00	Completed	din .	
	5 PD_12_A06_BS_EM	Decision Making: Making Tough Decisions	Business	Strategic thinking	Online Self	03:00	Completed	din .	
	6 COMM_24_A03_BS	Negotiation Essentials: Communicating	Functional	Negotiation Tools for Procurement	Online Self	03:00	Completed	din.	
	7 COMM_27_A01_BS	Getting Results without Direct Authority: Bu	i Personal & Interpersonal	Negotiating	Online Self	01:00	Completed	din .	
	8 IB PMAG A05 IT	Agile Planning: Project Initiating and Regui	r Functional	Engineering Development	Online Self	01:30	Completed	gro.	

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.

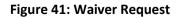
P & O Academie	s							Co	urse Catal	log Com	munication •	Help 🕶
≡	Home > My Lear	ming > Elective Course	95						Latest Eve	nts Welco	ome Dan Jack	son! (Logout)
My Learning >	Core Cou	rses Electives										
Core Courses												
Electives	Number of	Courses Planned:	3	Number of	f Courses Taken:		3	Number of Course	s In progre	ss: 0		
Waiver Request											Cownload E	xcel Sheet
Removal Request	Elective C	ourses										0
Enrollment Request	Cours	e Code Course	Fitle		Skill Type	Skill Set		Delivery Approac	Hours	Status	Action	
Add course to ILP	1 taking-i	modeling-skills-n Taking Yo	ur Modeling Skills to t	he Next Level i l	Functional	Engineeri	ng and Developme	ent Functional Online S	elf 03:41	Completed	9	
Transcript Report		omputing-securi Cloud Co				-	ng Development	Functional Online S			P	
1 My Profile	3 comptia	a-security-plus-ic Identity a	nd Access Manageme	nt for CompTI/I	Functional	-	ng Development	Functional Online S	elf 01:37	Completed	Vi	ew 1 - 3 of 3
	Upcoming	Sessions										
	Session	Course Code	Date Time(in 24	Hrs.)	Time Zone	Countr	ry Training	Location	Hours	# Seats Availa	ble	Action
	No upcomin	g session is available										
					Contact Us Copy	right 2014.	All Rights Resen	ved.				

Figure 40: Electives

6.3. Waiver Request

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

P & O Academie	S						(Course Catak	og Commur	ication • Help •
	Hom	ne > M	ly Learning > Waiv	ver Request				Latest Ever	nts Welcome	Dan Jackson! (Logout)
▲ My Learning >										lownload Excel Sheet
Core Courses	ſ	Waiv	er Request							0
Electives			Code	Course Title	Skill Type	Skill Set	Delivery Approach	Hours	Application Date	Status
Waiver Request		1	LEAD8011	Leading & Influencing Project Teams	Functional	Leadership	Instructor-led	08:00	Feb 20, 2018	Raised for Waiver
Removal Request		ρφ)	ia <a 1<="" page="" td=""><td>of 1 🕞 ы 10 🔻</td><td></td><td></td><td></td><td></td><td>View 1 - 1 of 1</td>	of 1 🕞 ы 10 🔻					View 1 - 1 of 1
Enrollment Request										
Add course to ILP					Contact Us Copyright :	2014. All Rights Rese	erved.			
Transcript Report										
My Profile										





6.4. Removal Request

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

P&O Acad	Jemies						Course Catalog	Communi	cation - Help
	Home	ie > My Learning > Ri	emoval Request				Latest Events	Welcome D	an Jackson! (Logo
My Learning	>							Do	ownload Excel Sheet
Core Courses	C	Course Removal	Request						0
Electives		Code	Course Title	Skill Type	Skill Set	Delivery Approach	Hours	Application Date	Status
Waiver Request		1 MKTG1014	Clarity and Influence in Communication and	(Business	Communication & Preser	n Instructor-led	08:00	Feb 20, 2018	Raised for Removal
Removal Request		ρφ	ia ka Page 1	of 1 >> >1 10 V					View 1 - 1 of 1
Enrollment Request	┛───								
Add course to ILP				Contact Us Copyright	ht 2014. All Rights Reser	rved.			
Transcript Report									
My Profile									

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 > Tr	anscript Report			Latest Events	s Welcome Da	in Jackson! (Logoi
My Learning >	Transcript Repo	rt					
Core Courses						🔟 Dov	vnload Excel Sheet
Electives	Employee Name:	Jackson, Dan					
	Supervisor Name:	George, Anie					
Waiver Request	ILP Family:	DDPE					
Removal Request	Location:	Austin - Austin, Te	exas, United States				
Enrollment Request	Training						٥
Add coarse to iter	Туре	Delivery Approach	Course Code	Course Title	Duration	Completion Date	Status
Terroritat	1 ILP - Core	Online Self	COMM_27_A01_BS_ENU	S Getting Results without Direct Authority: Building Relationships and (01:00	Jul 07, 2017	Completed
Transcript Report	2 ILP - Core	Online Self	comm_32_a02_bs_enus	Managing Effective Business Meetings	01:00	Jul 07, 2017	Completed
My Profile	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_ENU	S 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

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)

P & O Academie	25					Course Cat	alog Communication -	Help 🕶
≡	Home > My Learning > Search Co	urse				Latest Ev	vents Welcome Dan Jackson	! (Logout)
My Learning >	Search Course							
Core Courses	Course Code;		Course Title:					
Electives	Skill Type :	Select •	Skill Set:	Select	Ŧ	Delivery Approach:	Select 🔻	
Waiver Request	Manager Approval Required:	○ Yes ○ No	Academy:	Engineering	Ŧ			<u> </u>
Removal Request								
Enrollment Request			Searc	h Reset				
Add course to ILP								
Transcript Report								
A My Profile								

Figure 44: Add Course to ILP

6.7. Enrollement Reqeuest

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

P & O Academies							Course	e Catalog Cor	nmunication •	He
	Hom	ne > My Learnin	g > Enrollment Request				E Late	est Events Welc	ome Dan Jackson	n! (Lo
My Learning	>								🔀 Download Exce	al She
Core Courses	_	Enrollment F	Request							
Electives		Code	Course Title	Skill Type	Skill Set	Delivery Approach	Hours	Application Date	Status	
Waiver Request		1 MKTG10	29 Discover Your Strengths and Put Them To	Work Personal & Interpersonal	Interpersonal Sensitivity	Instructor-led	04:00	Apr 25, 2018	Raised for Enrol	Imer
Removal Request		φ	ia	Page 1 of 1 >> >= 10 T					View	1-1
Add course to ILP				Contact Us Copyright	2014. All Rights Reserve	d.				
Transcript Report										
My Profile										

Figure 45: Enrollement Request



7. My Profile

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

航 My Learning 💦 刘													
	C	ore Course	es Electives										
Core Courses	ILP:			Demand	Supply_IG_IH I	_P Start Date:		29-Mar-2014	ILP Due D	late:	29-8	Sep-2	016
Electives	Nur	nber of Core	Courses:	30	1	Jumber of Target Cou	Irses:	1	Number o	f Courses taken:	6		
Waiver Request	Nur	nber of Cou	rses in progress:	0	F	ercentage Target:		3.61 %	Percentag	e Completion:	20.0	00 %	
Removal Request										X	Download	l Excel	Sheet
Transcript Report	Co	re Course	5										C
Add course to ILP		Code	Course Title		Skill Type	Skill Set	Course Level	Delivery Approach	Hours	Status	Actio	'n	
Enrollment Request	1	PROF2419	7-steps to problem solvi	ng (1-day)	Business	Analysis & proble	m Advanced	In-class/Webex	08:00	rVaived			
	2	CLfin_02_a0	Principles of Accounting	and Finance f	f Business	Financial Acumen	Basic	Online Self	01:00	Waived			
My Profile	3	FINC2002	Procurement Finance O	/erview/	Business	Financial Acumen	Basic	Online Self	01:00	Raised for Waiver			
	4	CLcomm_33	Basic Presentation Skills	: Creating a Pr	Business	Communication ar	nd Basic	Online Self	01:00	Not Started		•	×
	5	CLmo_aexl_	PivotTables and PivotCh	arts in Excel 2	Business	Basic business to	io Basic	Online Self	01:00	Not Started		•	X
	6	CL_pc_bi_m	Communicating Organiz	ational Change	Leadership	Change Managerr	ie Basic	Online Self	01:00	Completed			
	7	PROF4016	Advanced Excel		Business	Basic business to	o Advanced	In-class/Webex	04:00	Completed			
	8	GICP0001	Global Inventory Control	Policy	Business	Basic business to	o Basic	Online Self	02:00	Completed			
	9	CLCOMM_27	Getting Results without	Direct Authorit	Personal & Interperson	al Influencing skills	Basic	Online Self	01:00	Not Started		6	X

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.

General Info					Change Password
Name: Sir	ngh, Rajan Role	: Leamers		Employee Status:	: Active
Badge ID: 44	30 Ema	il: Rajan.Singh@ecl	en.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 C	ode: 1010-2901-882195
Career Level:	IJ	Manager Indicator:	Yes		
Manager Detail	s				
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.

≡	Home > My Profile					Latest Events Welcon	ne Jace Files! (Logout)
My Learning >	General Info					Change Password	
My Profile		lles, Jace 50614	Role: Learners Email: Prasad.Ta	alekar@eclerx.com	Employee Statr Manager ILP Review:	us: Active Not Acknowledged	
	Other Details	Procurement	ILP:	Pricing_EF	ILP Due Da	te: Mar 28, 2016	
	Job Family:	Engr Technologist-Engr	Job Title:	Engr Tech Sr. Prin Engi	neer Job Functio	on: Engineering	
	Work Country:	United States	Office Locat	Office Location: US TX Austin Office 07		r Code: 1010-2901-880444	
	Career Level:	IJ	Manager Ind	icator: Yes			
	Manager Details	;					
	Supervisor:	Mallory, Joe	L2 Manag	er: Clarke, Jeff	L3 Manager:	Caffey, Stuart	
	L4 Manager:	Robson, Glen E.	L5 Manag	er: Hull, David	L6 Manager:	Mallory, Joe	
	L7 Manager:		L8 Manag	er:			

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.

Change Passwo	JIG
Enter New Password	
Confirm New Password	
Save Cano	el

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.

P & O Aca	Jemies					Course C	Catalog	Commur	nication - Help
	Н	ome > My Learning >	Core Courses			Latest	Events	Welcome	Dan Jackson! (Log
My Learning	>	Core Courses	Electives						
My Profile									
		ILP:	DDPE_I4_I5_I6_I7_I8_I9_I10		ILP Start Date:	28-Mar-2017	ILP Du	e Date:	28-Sep-2019
		Number of Core Courses:	15	15		5 Numb		er of Courses	13
		Number of Cours In progress:	es o		Percentage Target:	34.1 %	Percentage Completion:		86.7 %
									Download Excel Sheet
		Core Courses							(
		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 an	d Business	Communication & Presentation	Instructor-led	08:00	Raised for Rer	
		3 comm_32_a02_l	os_er Managing Effective Business Meetings	Business	Meeting Facilitation	Online Self	01:00	Completed	910
		4 PD_12_A04_BS	ENU Decision Making: The Fundamentals	Business	Analysis & Problem Solving	Online Self	03:00	Completed	a 10
		5 PD_12_A06_BS	ENU Decision Making: Making Tough Decisions	Business	Strategic thinking	Online Self	03:00	Completed	40
		6 COMM_24_A03	BS_Negotiation Essentials: Communicating	Functional	Negotiation Tools for Procurement	Online Self	03:00	Completed	970
		7 COMM_27_A01	BS_ Getting Results without Direct Authority: Bi	Personal & Interpersonal	Negotiating	Online Self	01:00	Completed	910
		8 IB PMAG A05	T E Agile Planning: Project Initiating and Regul	ir Functional	Engineering Development	Online Self	01:30	Completed	din .



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.

P & O Academie	P & O Academies Course Catalog							Commun	ication 🗸 Help 🗸	
=	Home >	Home > My Learning > Core Courses						Announce ► News	ements	
My Learning > My Profile	Co	Core Courses Electives						Quick Links		
A Wy Frome	ILP);	DDPE_14_15_16_17_18_19_110		ILP Start Date:	28-Mar-2017	ILP Due	e Date:	28-Sep-2019	
		mber of Core urses:	15		Number of Target Courses:	5	Numbe taken:	er of Courses	13	
		mber of Courses progress:	0		Percentage Target:	34.1 %	Percentage Completion:		86.7 %	
								1	lownload Excel Sheet	
	Cor	re Courses							0	
		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	d Business	Communication & Presentation	Instructor-led	08:00	Raised for Rer		
	3	comm_32_a02_bs_er	Managing Effective Business Meetings	Business	Meeting Facilitation	Online Self	01:00	Completed	410 1	
	4	PD_12_A04_BS_ENU	Decision Making: The Fundamentals	Business	Analysis & Problem Solving	Online Self	03:00	Completed	41	
	5	PD_12_A06_BS_ENU	Decision Making: Making Tough Decisions	Business	Strategic thinking	Online Self	03:00	Completed	dan .	
	6	COMM_24_A03_BS_	Negotiation Essentials: Communicating	Functional	Negotiation Tools for Procurement	r Online Self	03:00	Completed	dan .	
	7	COMM_27_A01_BS_	Getting Results without Direct Authority: Bu	il Personal & Interpersonal	Negotiating	Online Self	01:00	Completed	410	
	8	IB_PMAG_A05_IT_E	Agile Planning: Project Initiating and Requir	r Functional	Engineering Development	Online Self	01:30	Completed	9 10	

Figure 50: Announcements

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

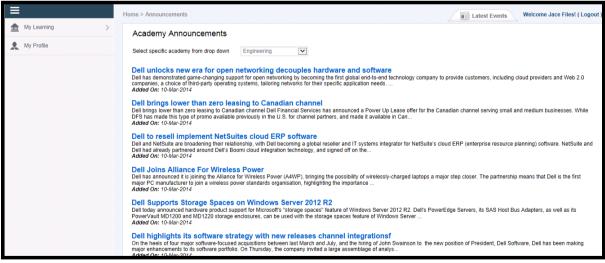


Figure 51: Academy Announcement Page



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

	Home > Announcements Welcome Jace Filest (Logout)
My Learning >	Academy Announcements Select specific academy from drop down Product Name Report of Program Selection and Selection
	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 oftware portfolio. On Thursday, the company invited a large assemblage of analys Arded On: 40.Mar2014

Figure 52: Select Academy

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

≡	Home > Announcements	Ei Latest Events Welcome Rajan Singh! (Logout)
▲ My Learning > ▲ My Profile	Dell has demonstrated game-changing supp	Product Marketing Product Marke
	DFS has made this type of promo available Added On: 10-Mar-2014 Dell to resell implement NetSui Dell and NetSuite are broadening their relati Dell had already partnered around Dell's Bo Added On: 10-Mar-2014 Dell Supports Storage Spaces Dell today announced hardware product sug	ian channel Dell Financial Services has announced a Power Up Lease offer for the Canadian channel serving small and medium businesses. While reviously in the U.S. for channel partners, and made it available in Can tes cloud ERP software onship, with Dell becoming a global reseller and IT systems integrator for NetSuite's cloud ERP (enterprise resource planning) software. NetSuite and mi cloud integration technology, and signed off on the
	On the heels of four major software-focused	tegy with new releases channel integrationsf acquisitions between last March and July, and the hiring of John Swainson to the new position of President, Dell Software, Dell has been making .On Thursday, the company invited a large assemblage of analys



Click on an announcement to see the details.

≡	Home > Announcements > Announcement Details Welcome Jace Files! (Logout)
My Learning > My Profile	Dell unlocks new era for open networking decouples hardware and software
	Del has demostrated 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 hird-party operating systems, tailoring networks for their specific application needs. In this effort, Del amounced a reseller agreement with Cumulus Networks – matter of the first Linux operating system for bare-metal networking devices – to support a new disaggregated microsofting model nets fixed – offiguration switches. The second systems is the second – diffusion of the second system of the first Linux operating system for bare-metal networking geer, network applications and network Def s vision of the new data centre networking model is an open ecosystem in which customers can choose among various industry-standard networking geer, network applications and network operating systems to meet their business needs. "For the past 20 years, data centre networks were a three-lier proprietary hierarchy built for pre-virtualised, client-server implementations using Addeed On: 10-Mar-2014
	Copyright 2014. All Rights Reserved.



8.2. News

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

P & O Academies						Course Catalog Communication -			ication - Help -
=	Hon	ne > My Learning > Core	e Courses			Latest	Events	▶ Announce	ements
My Learning	>	Control Control Control					LYCING	▹ News	
My Profile		Core Courses Electives						Quick Lin	ks
My Prome		ILP:	DDPE_I4_I5_I6_I7_I8_I9_I10		ILP Start Date:	28-Mar-2017	ILP Du	e 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 %
								1	ownload Excel Sheet
		Core Courses							0
		Course Code	Course Title	Skill Type	Skill Set	Delivery Approach	Hours	Status	Action
		1 LEAD8011	Leading & Influencing Project Teams	Functional	Leadership	Instructor-led	06:00	Raised for Wa	
		2 MKTG1014	Clarity and Influence in Communication and	d Business	Communication & Presentation	Instructor-led	08:00	Raised for Rer	
		3 comm_32_a02_bs_er	Managing Effective Business Meetings	Business	Meeting Facilitation	Online Self	01:00	Completed	979
		4 PD_12_A04_BS_ENU	Decision Making: The Fundamentals	Business	Analysis & Problem Solving	Online Self	03:00	Completed	970 (
		5 PD_12_A06_BS_ENU	Decision Making: Making Tough Decisions	Business	Strategic thinking	Online Self	03:00	Completed	92
		6 COMM_24_A03_BS_	Negotiation Essentials: Communicating	Functional	Negotiation Tools for Procurement	Online Self	03:00	Completed	<u>99</u>
		7 COMM 27 A01 BS	Getting Results without Direct Authority: Bu	Dereonal & Internetronal	Negotiating	Online Self	01:00	Completed	-

Figure 53: News

The Academy News page displays the latest news.

≡	Home > News Welcome Jace Files! (Logout)
▲ My Learning >	Academy News
Core Courses	Select specific academy from drop down Engineering
Electives	
Waiver Request	engr test case # 2 Kim Tully testing out the ability to add news only to the engr academy news Added Ov: 18-Mar-2014
Removal Request	Test News
Transcript Report	Test News Added On: 12-Mar-2014
X My Profile	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-

Page 50 of 58



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

≡	Home > News Welcome Jace Files! (Logout)
▲ My Learning >	Academy News
Core Courses	Select specific academy from drop down
Electives	Procurement Product Markeling
Waiver Request	engr test case # 2 Supply Ohein Kim Tully testing out the ability to add news only to the engr academy news Added On: 14-Mar-2014
Removal Request	Test News
Transcript Report	Added On: 12-Mar-2014
X My Profile	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 SSU 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, aready 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 Segues Endersi Georgment has use a control to help the U.S. Nuclear Regulation Commission build and implement a cloud computing infrastructure for the segues to manage on

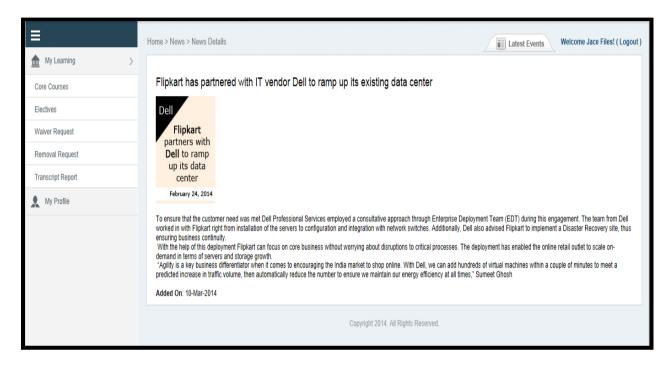
Figure 54: Select Academy

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

≡	Home > News Welcome Rajan Singh! (Logout)
My Learning >	Academy News
My Profile	Select specific academy from drop down Procurement
	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: IO-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, aready 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- premise information technology functions. The NRC private cloud will be designed to address IT cost and operation Added On: 10-Mar/2014
	400G Ethernet Effort Begins It has been one year since the initial call for interest to start work on a 400 Gbit/s Ethernet standard. At the IEEE 802 Plenary in Beijing the week of March 16, the IEEE 802.3 400 Gbit/s Ethernet Study Group will be requesting approval of its project documentation, so the real work on the 400G Added On: 10-Mar-2014



Click on news title to see details.





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.

P & O Academies	s				Course C	atalog	Commun	ication - Help -	
Home > My Learning > Core Courses						Latest Events			
My Learning >	Core Courses	Electives		Quick Links					
	ILP:	DDPE_I4_I5_I6_I7_I8_I9_I10		ILP Start Date:	28-Mar-2017	ILP Du	e Date:	28-Sep-2019	
	Number of Core Courses:	15	Number of Target Courses:		5	Numbe taken:	r of Courses	13	
	Number of Courses In progress:	0	Percentage Target:	34.1 %	Percentage Completion:		86.7 %		
							D	ownload Excel Sheet	
	Core Courses							٥	
	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		Communication & Presentation	Instructor-led	08:00	Raised for Rer		
	3 comm_32_a02_bs_er	Managing Effective Business Meetings	Business	Meeting Facilitation	Online Self	01:00	Completed	970 (
	4 PD_12_A04_BS_ENU	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	900 C	
	6 COMM_24_A03_BS_	Negotiation Essentials: Communicating	Functional	Negotiation Tools for Procurement	r Online Self	03:00	Completed	970-	
	7 COMM_27_A01_BS_	Getting Results without Direct Authority: Bu	Personal & Interpersonal	Negotiating	Online Self	01:00	Completed	970 1	

Figure 55: Quick Links

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

	Home > Quick Links Welcome Rajan Singht (Logout)
1 My Learning >	Quick Links
Core Courses	Select specific academy from drop down Engineering
Electives	Bereti specific academy for for pown Engineering
Waiver Request	GO & EUCS Career Development Portal http://intranet.dell.com/manufacturing/GO_EUCS/CareerPortal/Pages/Home.aspx
Removal Request	GO & EUCS Career Path Decision Mapping Tool
Transcript Report	http://intranet.dell.com/manufacturing/GO_EUCS/CareerPortal/Pages/training_dev.aspx Link for intranet
Add course to ILP	http://goeucsuniversity.eclerx.com/U/Communication/QuickLink.aspx
Enrollment Request	Engineering Academy SharePoint http://moss.dell.com/sites/ENGR%20Academy/SitePages/Home.aspx
👤 My Profile	Google Maps https://maps.google.com/
	Google Search - UPDATED http://www.google.com

Figure 56: Quick Links Page



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

	Home > Quick Links Welcome Rajan Singh! (Logout
▲ My Learning >	Quick Links
Core Courses	Select specific academy from drop down Engineering
Electives	Engineering Programment
Waiver Request	GO & EUCS Career Development Portal Product Marketing Product Mark
Removal Request	GO & EUCS Career Path Decision Mappin Tool http://intranet.dell.com/manufacturing/GO_EUCSICareerPortal/Pages/training_dev_aspx
Transcript Report	
Add course to ILP	http://goeucsuniversity.eclen.com/UVCommunication/QuickLink.aspx
Enrollment Request	Engineering Academy SharePoint http://moss.dell.com/sites/ENGR%20Academy/SitePages/Home.aspx
👤 My Profile	Google Maps https://maps.google.com/
	Google Search - UPDATED
	http://www.google.com

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

≡	Home > Quick Links	Welcome Rajan Singh! (Logout)
My Learning > My Profile	Quick Links Select specific academy from drop down Supply Chain GO & EUCS Career Development Portal http://intranet.dell.com/manufacturing/GO_EUCS/CareerPortal/Pages/Home.aspx	
	GO & EUCS Career Path Decision Mapping Tool http://intranet.dell.com/manufacturing/GO_EUCS/CareerPortal/Pages/training_dev.aspx Link for intranet http://goeucsuniversity.eclerx.com/UI/Communication/QuickLink.aspx Copyright 2014, All Rights Reserved.	

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



9. Help

The Help tab is on the dashboard

P & O Academ	lles					Course C	Catalog	Commun	ication + Hel
	Home >	My Learning > Core	e Courses			Latest	Events	Welcome [Dan Jackson! (Lo
My Learning	c	ore Courses	Electives						
My Profile									
	ILI	P:	DDPE_I4_I5_I6_I7_I8_I9_I10		ILP Start Date:	28-Mar-2017	ILP Du	e Date:	28-Sep-2019
		umber of Core ourses:	15		Number of Target Courses:	5	Numbe taken:	r of Courses	13
		Imber of Courses progress:	0		Percentage Target:	34.1 %	Percen Comple		86.7 %
									lownload Excel Shee
	Co	re Courses							
		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	Communication & Presentation	Instructor-led	08:00	Raised for Rer	
	3	comm_32_a02_bs_er	Managing Effective Business Meetings	Business	Meeting Facilitation	Online Self	01:00	Completed	90-
	4	PD_12_A04_BS_EN	Decision Making: The Fundamentals	Business	Analysis & Problem Solving	Online Self	03:00	Completed	ga
	5	PD_12_A06_BS_ENU	Decision Making: Making Tough Decisions	Business	Strategic thinking	Online Self	03:00	Completed	900
	6	COMM_24_A03_BS_	Negotiation Essentials: Communicating	Functional	Negotiation Tools for Procuremen	Online Self	03:00	Completed	990 (
	7	COMM_27_A01_BS_	Getting Results without Direct Authority: Bu	Personal & Interpersonal	Negotiating	Online Self	01:00	Completed	9P
			Agile Planning: Project Initiating and Requir		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.

P & O Acaden	าเes					Course C	atalog	Commun	ication - Help
	Home >	My Learning > Core	Courses			Latest	Evente	FAQ	
My Learning		,g				Latest	Lveins	Learner	ILP
My Leanning	C	ore Courses	Electives					Guide	
My Profile								Learner	CLP
	ILF	D:	DDPE 14 15 16 17 18 19 110		ILP Start Date:	28-Mar-2017	ILP Due	Guide	
								 Manager 	r Guide
		imber of Core purses:	15		Number of Target Courses:	5	Number taken:	or Courses	13
		imber of Courses progress:	0		Percentage Target:	34.1 %	Percent Comple		86.7 %
								26 D	ownload Excel Sheel
	Co	re Courses							(
		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 Wai	
	2	MKTG1014	Clarity and Influence in Communication and	d Business	Communication & Presentation	Instructor-led	08:00	Raised for Rer	
	3	comm_32_a02_bs_e	Managing Effective Business Meetings	Business	Meeting Facilitation	Online Self	01:00	Completed	ditte:
	4	PD_12_A04_BS_EN	Decision Making: The Fundamentals	Business	Analysis & Problem Solving	Online Self	03:00	Completed	90-
	5	PD_12_A06_BS_EN	Decision Making: Making Tough Decisions	Business	Strategic thinking	Online Self	03:00	Completed	dia.
	6	COMM_24_A03_BS_	Negotiation Essentials: Communicating	Functional	Negotiation Tools for Procureme	r Online Self	03:00	Completed	din .
	7	COMM_27_A01_BS_	Getting Results without Direct Authority: Bu	Personal & Interpersonal	Negotiating	Online Self	01:00	Completed	dia.

Figure 58: FAQ

The The 'Frequently Asked Questions' page lists questions along with

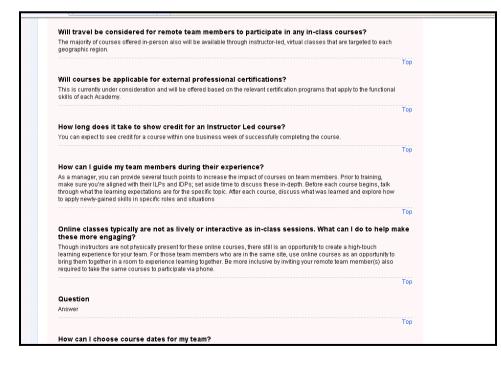


their answers for quick reference.

	Home > FAQ Welcome Rajan Singh! (Logout)
1 My Learning >	Frequently Asked Questions
Core Courses	All Categories 🔽 🖸
Electives	
Waiver Request	Q1. How can I register for an Academy class?
Removal Request	Q2. Where can I direct my team members to learn more about the Academy and their Individual Learning Plans (ILPs)?
Transcript Report	Q3. Why are some courses instructor-led while others are available in an online format?
Add course to ILP	Q4. Will travel be considered for remote team members to participate in any in-class courses?
Enrollment Request	Q5. Will courses be applicable for external professional certifications? Q6. How long does it take to show credit for an instructor Led course?
👤 My Profile	Q7. How can I guide my team members during their experience?
	Q8. Online classes typically are not as lively or interactive as in-class sessions. What can I do to help make these more engaging?
	Q9. Question
	Q10. How can I choose course dates for my team?
	Q11. test for procurement
	Q12. UPDATED - User Manual FAQ
	Unable to find the answer? Contact us
	Answers
	How can I register for an Academy class? To register for a class, simply accept the invitations from the GO&EUCS University as they arrive in your mailbox. You will automatically be invited to courses that are on your ILP when the courses are scheduled in your location
	Top Where can I direct my team members to learn more about the Academy and their Individual Learning Plans (ILPs)?

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.

	Home > FAQ Welcome Rajan Singh! (Logout)
▲ My Learning >	Frequently Asked Questions
Core Courses	All Catagories 🔍
Electives	All Categories General Information
Waiver Request	Manager Questions An How Can Heyster for a Academy class?
Removal Request	> Q2. Where can I direct my team members to learn more about the Academy and their Individual Learning Plans (ILPs)?
Transcript Report	Q3. Why are some courses instructor-led while others are available in an online format?
Add course to ILP	• Q4. Will travel be considered for remote team members to participate in any in-class courses?
	Q5. Will courses be applicable for external professional certifications?
Enrollment Request	Q8. How long does it take to show credit for an instructor Led course?
👤 My Profile	Q7. How can I guide my team members during their experience?
	R8. Online classes typically are not as lively or interactive as in-class sessions. What can I do to help make these more engaging?
	Q9. Question
	+ Q10. How can I choose course dates for my team?
	Q11. test for procurement
	Eq12. UPDATED - User Manual FAQ
	Unable to find the answer? Contact us
	Answers
	How can I register for an Academy class?

Figure 60: Select Category for FAQ

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

≡	Home > FAQ
1 My Learning >	Frequently Asked Questions
Core Courses	Manager Questions 👻
Electives	
Waiver Request	O1. How can I guide my team members during their experience?
Removal Request	• Q2. Online classes typically are not as lively or interactive as in-class sessions. What can I do to help make these more engaging?
Franscript Report	Unable to find the answer? Contact us
idd course to ILP	
Enrollment Request	Answers
My Profile	How can I guide my team members during their experience?
	As a manager, you can provide several touch points to increase the impact of courses on team members. Prior to training, make sure you're aligned with their ILPs and IDPs; set aside time to discuss these in-depth. Before each course begins, taik through what the learning expectations are for the specific topic. After each course, discuss what was learned and explore how to apply newly-gained skills in specific roles and situations
	Тор
	Online classes typically are not as lively or interactive as in-class sessions. What can I do to help make these more engaging?
	Though instructors are not physically present for these online courses, there still is an opportunity to create a high-touch learning experience for your team. For those team members who are in the same site, use online courses as an opportunity to bring them together in a room to experience learning together. Be more inclusive by inviting your remote team member(s) also required to

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.

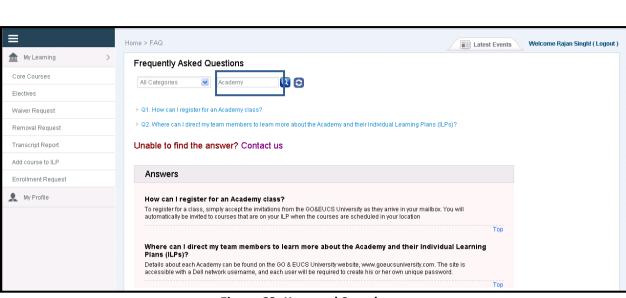


Figure 62: Keyword Search

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

P & O Academies

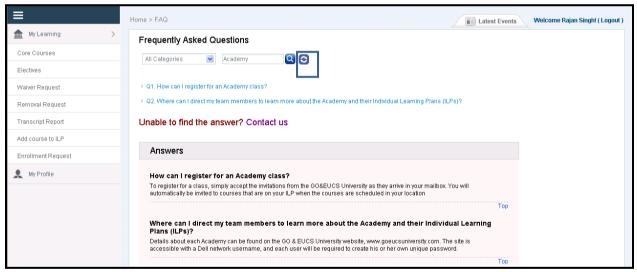


Figure 63: Refresh