

My Learning Link

Training for employees

Contents

- I Learn @ Schneider global targets
- The Development Planning Process
- Search, Browse & Request Training
- Managing External training
- Maintaining your transcript (Training Records)
- Help

I Learn @ Schneider Electric

Our Ambitions for Schneider Electric

Provide access to learning to all our employees in the frame of our sustainability commitments and Connect program

Our Goal

Minimum 1 day* training **per employee per year

Goal 2013 = 80 % of people get 1-day training

Scope

Applies to all permanent employees, all countries, all trainings



*1 day defined as 7 hours minimum for worldwide reporting simplification purpose

**classroom, webinars, elearning, external courses, product , safety and mandatory training

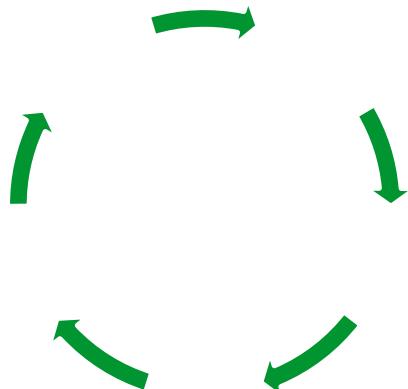
Contents

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Our Annual Performance & Development Cycle

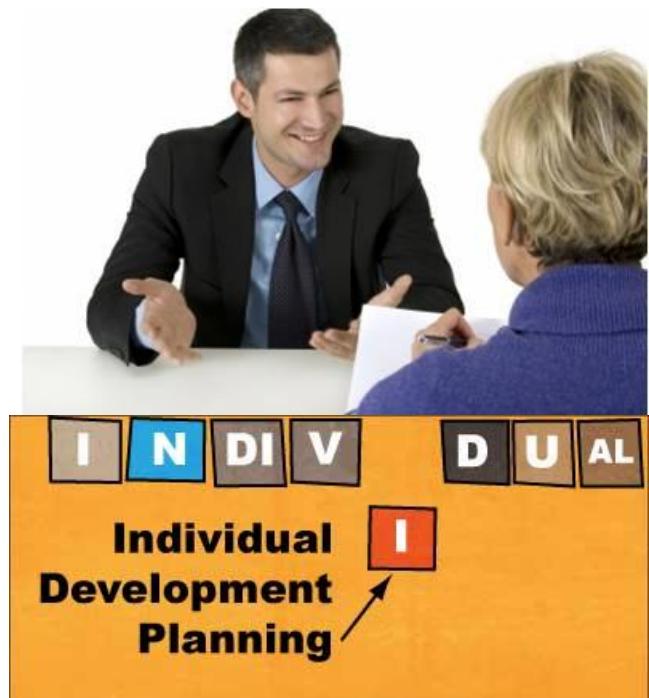


Annual Performance Appraisal



Regular check in

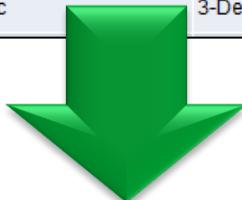
Career & Development Conversations



Competency gap identified via career and development discussion

Competency							
	Competency	Required Proficiency	Self Assessment	Interest Level	Manager Assessment	Gap	Career Strength/Development
?	C009 Communicate Effectively	4	3-Competent	3-Desirable	2-Basic	2-	Development
?	C011 Business Acumen	4	2-Basic	3-Desirable	2-Basic	2-	Development

PeopleSoft.



For a complete course description click on the course title.

Sort By: Title Type Provider

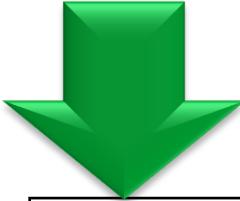
Active Listening Crossknowledge Sessions | A\$0.00
Listening is the basis of communication. Actively listening to the person opposite you enables him/her to express his/her ideas and thoughts. It also gives you the means to obtain all the information necessary to make the right decisions. But what is active listening? That is what this session is all about.

My LearningLink

Development action found in My Learning Link

The selected training then is placed on the learner's **Active Transcript**. Essentially this transcript is the **Education** component of the **Individual Development Plan**

Training needs to be completed by the due date.



Transcript: SCOTT NELL				
Active Completed Archived				
Add External Training  				
Title	Type	Due Date	Status	Options
 Introduction to My Learning Link (Starts 7/24/2013)	Session	None	Registered	Withdraw
 Introduction to My Learning Link (Starts 7/29/2013)	Session	None	Registered	Withdraw
 Professional Project Manager (Starts 8/5/2013)	Session	None	Withdrawn	Select Session
 Plug-in to Schneider Electric: New Employee Curriculum	Curriculum	None	In Progress	Open Curriculum
 SIOP For All - GSCCROE000001	Online Class	7/1/2013	Registered / Past Due	Launch
 Why is cash so important for our company Schneider Electric?	Curriculum	None	In Progress	Open Curriculum

Contents

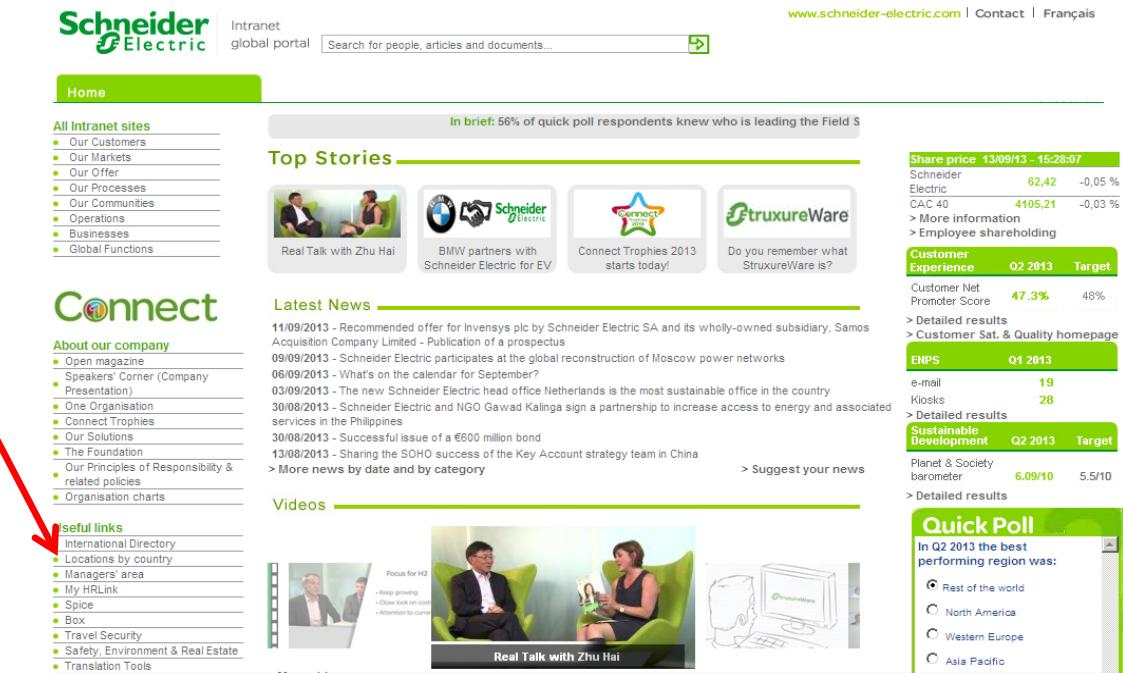
- I Learn @ Schneider global targets
- The Development Planning Process
- Search, Browse and Request training
- External training
- Maintaining your transcript (Training Records)
- Help

Getting Started ..Link to My Learning Link

From the Intranet/My HR Link

You can access directly to My Learning Link by copying the following address in your browser:

<https://schneider-electric.csod.com/client/schneider-electric/default.aspx>



The screenshot shows the Schneider Electric Intranet homepage. On the left, there is a sidebar with a 'Useful links' section containing a link to 'My Learning Link'. The main content area features 'Top Stories' with articles like 'Real Talk with Zhu Hai' and 'BMW partners with Schneider Electric for EV'. There are also sections for 'Latest News' and 'Videos'.



The screenshot shows the My HRLink homepage. It features a 'Total Employee Experience' banner with the tagline 'Working together to power the future'. Below the banner are several navigation links: 'HR Information', 'My Career', 'My Rewards', 'My Life', 'For HR Only', and 'Global Intranet'. The main content area is divided into eight columns, each representing a different HR module: Attract, Start, Perform, Appraise, Recognize, Develop, Move On, and a column for TalentLink and My Learning Link.

Logging On

Pre requisite: Open Internet Explorer or a Firefox window.

Please do not use the link to "My Learning Link" directly from Lotus Notes

Copy/Paste the following link:

<https://schneider-electric.csod.com/client/schneider-electric/default.aspx>

To access the tool for the first time, please enter:

1. your USERNAME: **initialized by default with your SESA**

2. Your PASSWORD: **initialized by default with your SESA**

NB: You can change it after the first connection



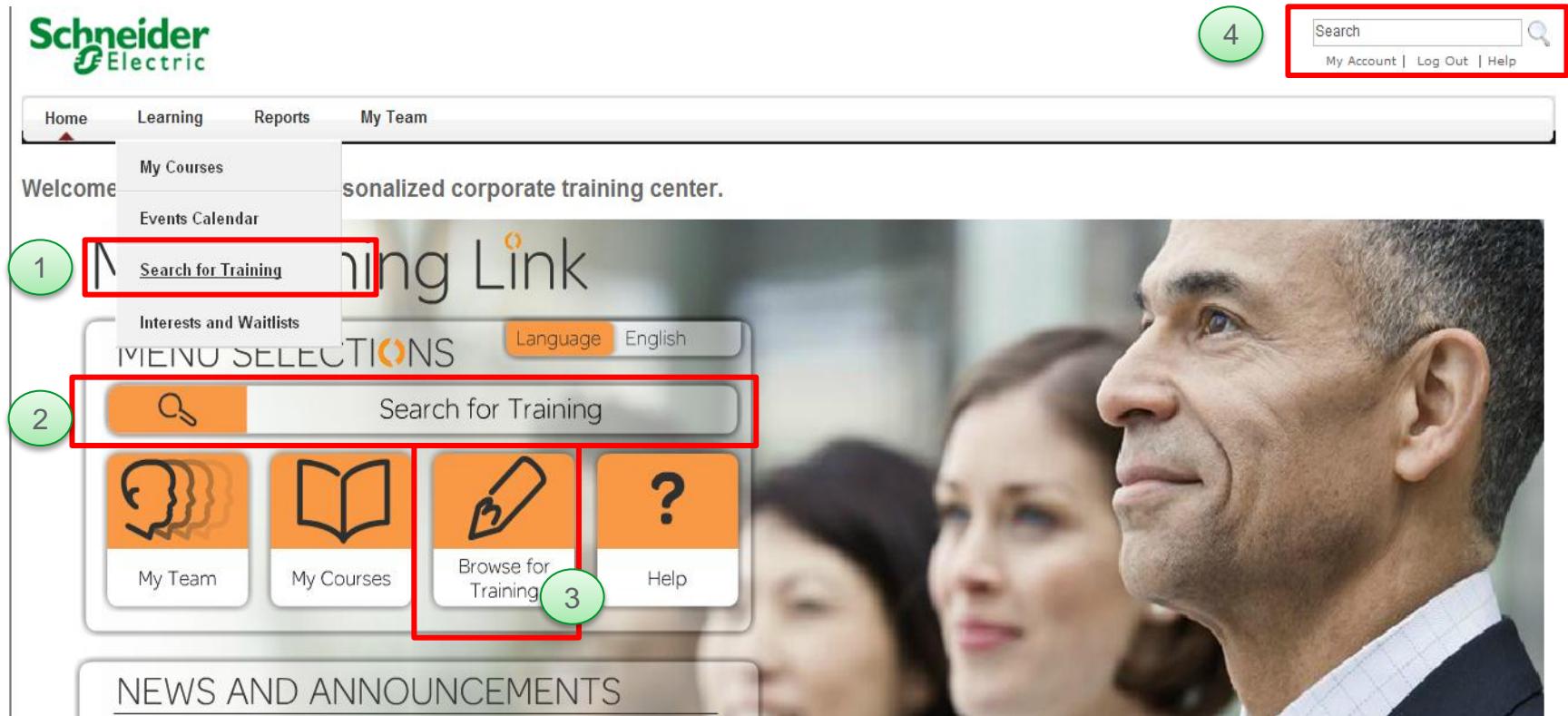
If you already connected to My Learning Link and you forgot your password, you can **re initialize** it by your own by clicking on the **Forgot password** link.

Welcome Page

The **Welcome page** is a where you find access to training, tasks, or To-Do's. You can search, request or launch training and tasks from this page.

The image is a composite of two parts. On the left, a screenshot of a corporate training website's welcome page is displayed. The page has a navigation bar at the top with links for Home, Learning, Reports, ILT Admin, Admin, and My Team. Below the navigation, a message says "Welcome, SCOTT, to your personalized corporate training center." A red oval highlights the "My Learning Link" heading and the "MENU SELECTIONS" section. The "MENU SELECTIONS" section includes a "Search for Training" button with a magnifying glass icon, and four other buttons: "My Team" (with a profile icon), "My Courses" (with a book icon), "Browse for Training" (with a pencil icon), and "Help" (with a question mark icon). On the right, a photograph shows three business people in profile, looking upwards and to the right, suggesting they are attending a presentation or lecture.

Browse for Training



There are four paths to search for a course in the catalog.

1. Learning tab > **“Search for training”**
2. **Search for training welcome page**
3. **Browse for training**
4. **Search box**

Browsing for training

Home Learning Reports ILT Admin Admin My Team

Search for Training Standard Re...

Browse for Training

- › Cross Functional
- › Customer Satisfaction & Quality
- › Finance
- › Health and Safety/Environment
- › Human Resources
- › Information Technology
- › Management & Leadership
- › Marketing & Communication
- › Personal Development
- › Purchasing
- › Sales**
- › Services & Project Delivery
- › Supply Chain & Industrial & Manufacturing & Logistics
- › Technical, Engineering, R&D
- › Academies

Find exactly what you're looking for using a more detailed Search.
› Go to Search

July 2013						
SUN	MON	TUE	WED	THU	FRI	SAT
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

Your Upcoming Sessions	
TITLE	STATUS
Introduction to My Learning Link (Starts 7/29/2013)	Registered

View all



Home Learning Reports ILT Admin Admin My Team

Browse for Training

Subjects

SUBJECT NAME

- Sales
- Sales: Chanel Sales
- Sales: Common
- Sales: Customer Care
- Sales: Transactional

« Back

Browsing for training

For a complete course description click on the course title.

Sort By: Title Type Provider



CASH Professional Selling Schneider Electric | Varies

In order to maintain our competitive advantage in the marketplace, Schneider Electric has developed CASH Professional Selling. It is designed to enable you with the skills for sales effectiveness and ongoing cultivation of customer relationships. (Course ID: SEASALI000001)



Change Management for Sales Professionals Learning Solutions: Pacific | A\$.00

Primarily for Sales Professionals who are looking to develop and improve their understanding and effectiveness in planning, better meeting the needs of their channel customers. You will need to have an enthusiasm to improve your skills and knowledge in more effective and professional channel management.



Coaching for CASH Schneider Electric - Internal | A\$153.91

This course is for managers of sales people who take CASH Professional Selling. (Course ID: SEASALI000002)



Discovering Profitability Learning Solutions: Pacific | A\$.00

Primarily for Sales Professionals who are looking to develop and improve their basic financial knowledge and how our decisions with pricing and discounting can impact our enthusiasm to improve your knowledge of the basic financial principles and to improve our profitability



Distribution Management Workshop Sales Excellence Academy | A\$.00

Understand the Schneider strategy and policy concerning the Electrical Distribution channel, Understand the Schneider strategy and policy concerning the Electrical Distribution channel and methods to assess and manage the Distribution network (Course ID: SEASALI000007)



Goal Setting for Sales Professionals Learning Solutions: Pacific | A\$.00

Primarily for Sales Professionals and customer facing sales support who are interested in learning how to set and manage goals in a way that will increase their chance of success and to understand and managing the goal setting process.

You can search for a course in the catalog by selecting different training types:

Online class = e-learning

Event = in class training

Curriculum = set of learning objects (event, e-learning, etc)

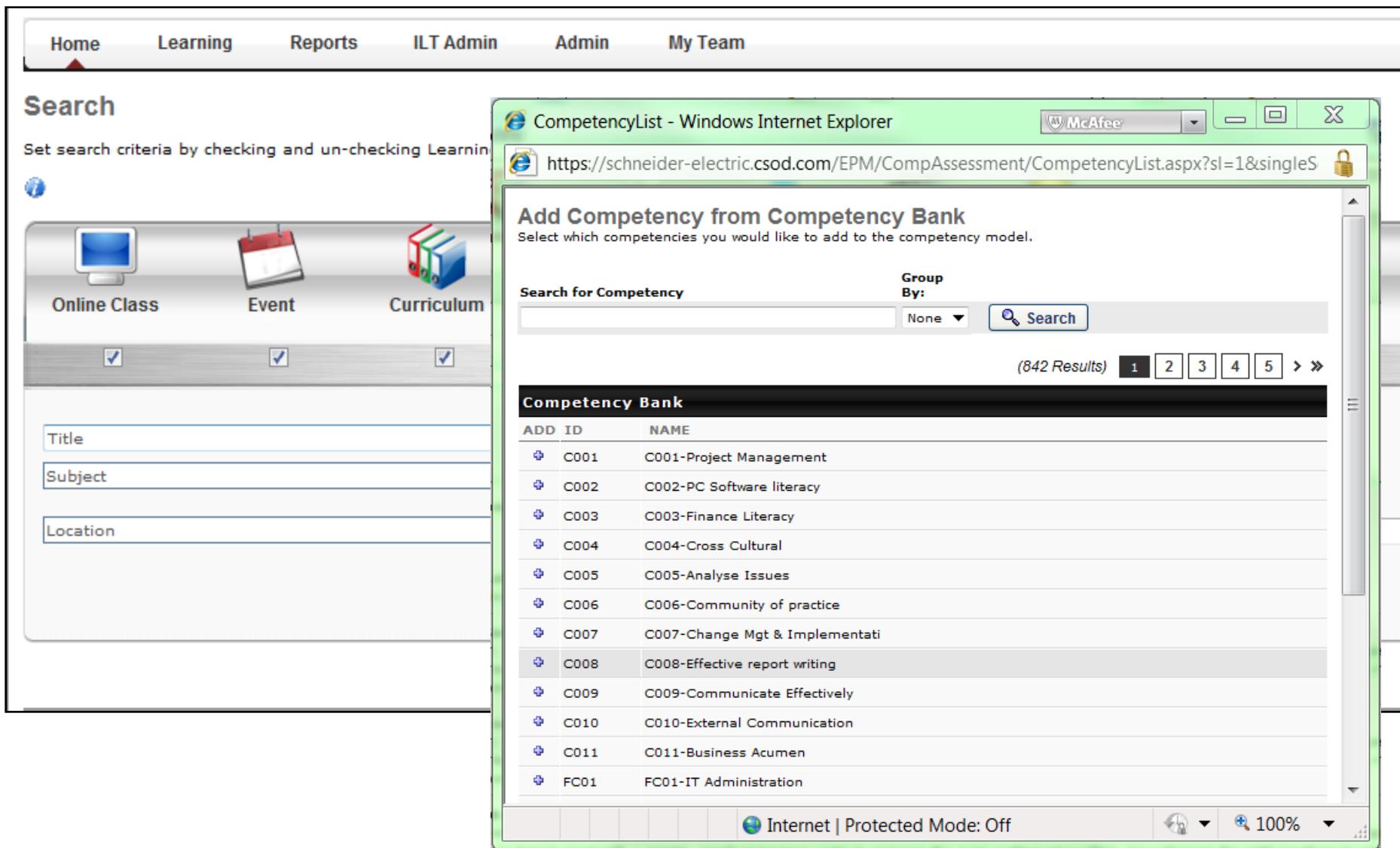
Test (Not used for the moment)

Material = Academies Certification

Video (Not used for the moment)

Certification (Not used for the moment)

Search by competency



The image shows a screenshot of a web-based learning management system. At the top, there is a navigation bar with links for Home, Learning, Reports, ILT Admin, Admin, and My Team. Below this is a search bar with the text "Search" and a sub-instruction "Set search criteria by checking and un-checking Learning". There are three buttons: Online Class, Event, and Curriculum, each with a checked checkbox below it. To the right of the search bar is a window titled "CompetencyList - Windows Internet Explorer" with the URL <https://schneider-electric.csod.com/EPM/CompAssessment/CompetencyList.aspx?sl=1&singleS>. The window title bar also shows the McAfee logo. The main content of the window is titled "Add Competency from Competency Bank" and says "Select which competencies you would like to add to the competency model." It features a search bar with "Search for Competency" and a dropdown for "Group By: None". Below the search bar is a pagination area showing "(842 Results) 1 2 3 4 5 > >>". A table titled "Competency Bank" is displayed, with columns for "ADD ID" and "NAME". The table lists 12 competency items, each with a plus sign icon to its left. The items are:

ADD ID	NAME
C001	C001-Project Management
C002	C002-PC Software literacy
C003	C003-Finance Literacy
C004	C004-Cross Cultural
C005	C005-Analyse Issues
C006	C006-Community of practice
C007	C007-Change Mgt & Implementati
C008	C008-Effective report writing
C009	C009-Communicate Effectively
C010	C010-External Communication
C011	C011-Business Acumen
FC01	FC01-IT Administration

At the bottom of the window, there is a status bar with "Internet | Protected Mode: Off" and a zoom level of "100%".

Search for Videos

Online Class Event Curriculum Test Material Certification

video Description English (Australia), English (UK), English | ▾

Management & Leadership Competency

Location ILT Locator number Instructor

For a complete course description click on the course title.

Sort By: Title Type Provider

(108 Results) 1 2 3 4 5 > >

-  **Achieve success through leadership** Crossknowledge Videocasts | A\$0.00 ★★★★★ 0 Reviews
Leadership is crucial to bringing energy and movement to your organization. Companies that lack leadership can fail.
Robert Dilts explains.
-  **Always keep the bigger picture in mind** Crossknowledge Videocasts | A\$0.00 ★★★★★ 0 Reviews
In today's society, there is no good leadership without vision. Thanks to a clear vision of the end-state, your people will be more creative and more able to make the right decisions, as revealed in the example of the 'smiling colonel' in Iraq.
-  **Appeal to the 'adults' in people** Crossknowledge Videocasts | A\$0.00 ★★★★★ 0 Reviews
Don't always be the one to come up with a solution to your staff's problems. Let them work it out for themselves like adults and use their initiative, advises Isaac Getz.
-  **Are you a people developer?** Crossknowledge Videocasts | A\$0.00 ★★★★★ 0 Reviews
Avivah Wittenberg-Cox talks about the motivational value of adopting a management style that aims to help people develop rather than a culture of competition

Registration to Training

Classroom Training

**Self Registration for Open Program
Training Invite sent by Learning Team – Accept/ Decline Invite**

Online / E- Learning Classes

Open Registration - Classroom training

Step 1 : Search for the program

Online Class Event Curriculum Test Material

plug in

Subject

Description

Competency

Location

ILT Locator number

Instructor

 **Search**

For a complete course description click on the course title.

Sort By: Title Type Provider



Discover EcoStruxure Schneider Electric | A\$0.00

This 30-minute course introduces EcoStruxure main concepts. Business values delivered to Customers are described for Buildings, Data Center and IT. The course concludes by providing an overview on how to start EcoStruxure in a Country.(Course ID: ESUCROE0005)



Plug-in to Schneider Electric: New Employee Curriculum Schneider Electric | Total Price A\$0.00

This curriculum is designed for all new employees joining Schneider Electric and gives an initial orientation to the company (up to three months only). It covers topics such as Safety, Quality, Environment, Business, and Personal Development. On-going development and training plans will be documented in your Career Review on the bridgeHR system. The curriculum is to be completed within three months.



Plug-in to Schneider Pacific Learning Solutions: Pacific | Total Price A\$0.00



Plug-in to Schneider Pacific - Workshop 1 Schneider Electric | A\$0.00

This workshop is a part of the PZ 90 onboarding program. Participants will be introduced to key business representatives during a panel discussion and will participate in an interactive quiz to test their knowledge on the topics studied as part of their elearning. Topics covered include: The History of Schneider

Open Registration - Classroom training

Step 2 : Request for the program

Step 3: Add to the Calendar

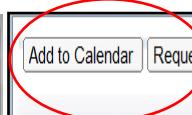
 Plug-in to Schneider Pacific - Workshop 1

Available Languages: English (US), English (UK)

Available All

Select the session link to view the details and assign the session.

Sessions	Waitlist	Options
Plug-in Workshop 1 - Sydney - August 6 8/6/2013 (Tuesday) 8/6/2013 (Tuesday) 10:00 AM AET 11:30 AM AET Duration: 01:30 Location: Macquarie Park, Australia Language(s): English (US)	0	Request
Plug-in Workshop 1 - Melb - Aug 6 8/6/2013 (Tuesday) 8/6/2013 (Tuesday) 10:00 AM AET 11:30 AM AET Duration: 01:30 Location: Notting Hill, Australia Language(s): English (US)	0	Request
Plug-in Workshop 1 - Adelaide - Sept 3 9/3/2013 (Tuesday) 9/3/2013 (Tuesday) 10:00 AM Australia/Adelaide 11:30 AM Australia/Adelaide Duration: 01:30 Location: Gepps Cross, Australia	0	Request

 Add to Calendar Request Information... Check Calendar

Calendar Entry
Meeting Invitation has invited you to a meeting

Subject	Introduction to My Learning Link	Chair
When	Date 24/07/2013 Time 12:00 PM - 01:00 PM (1 hour)	Invites
Where	Australia	Required (to) Optional (cc)

Dear SCOTT NELL:

You are now registered for the following training item:

Title: My Learning Link - Webinar for Managers

Session Start Date: 7/24/2013
*Please Note - Date shows in Month/Day/Year format

Start Time: 12:00 PM (Central Australian Standard Time)
Training Hours: 1 Hours 0 Min

The system automatically requests approval from your manager

Training Invite Sent by Learning Team

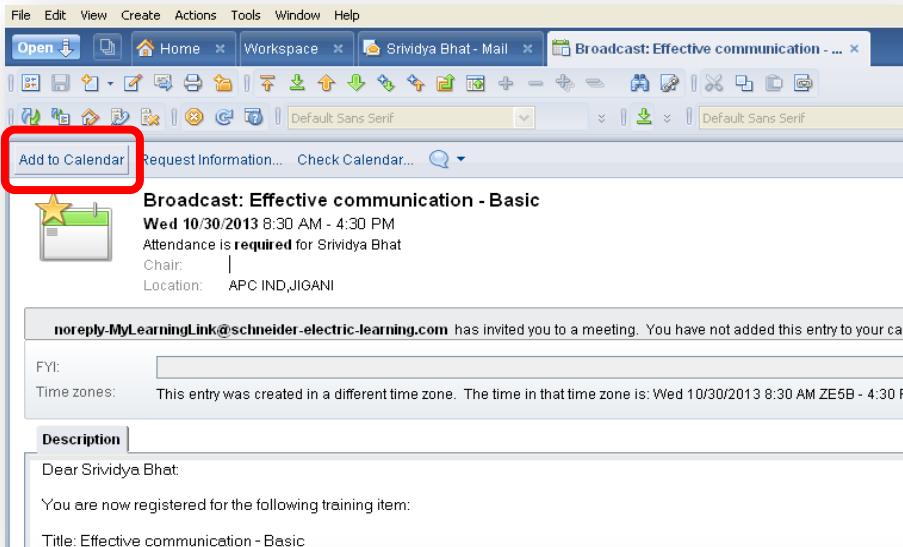
Please note with effect from 1st Nov all Training Invites will be sent on My Learning Link Only !!!

You will receive Broadcast mail from MLL (ces.mail@schnedier-electric.com) stating you have been registered for the session. Please Note: If it's a 2 day program you will receive 2 notifications.

Open the mail and click on Add to Calendar on top left corner of Lotus notes.

You can view your registration at MLL after you click on My courses and then to Transcript (training offer) page.

However you could decline/withdraw by clicking as shown below.



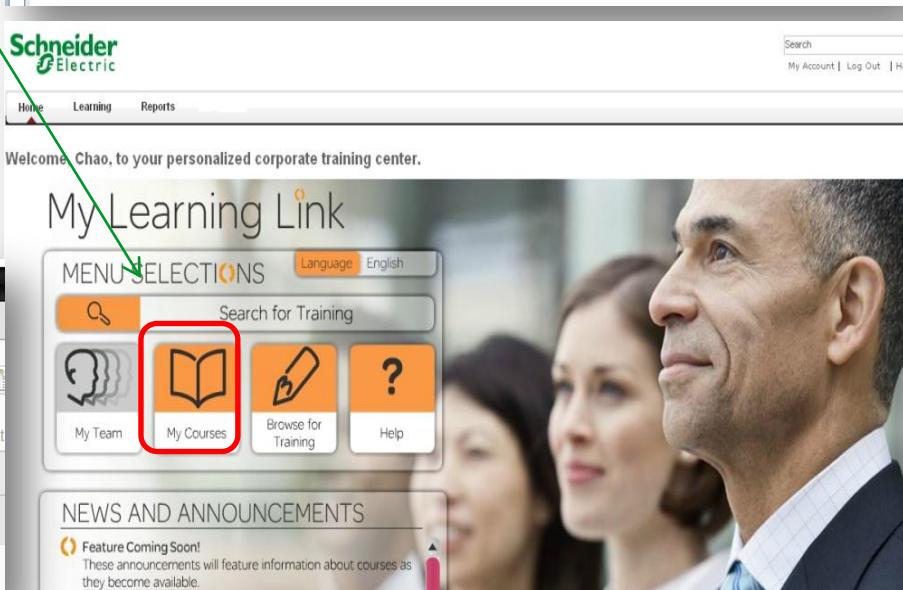
Transcript: Srividya Bhat

Active Completed Archived

Add External Training

Title: Effective communication - Basic (Starts 10/30/2013) Type: Session Due Date: None Status: Registered

Options Withdraw Launch



Welcome, Chao, to your personalized corporate training center.

My Learning Link

MENU SELECTIONS

- Search for Training
- My Team
- My Courses (highlighted with a red box)
- Browse for Training
- Help

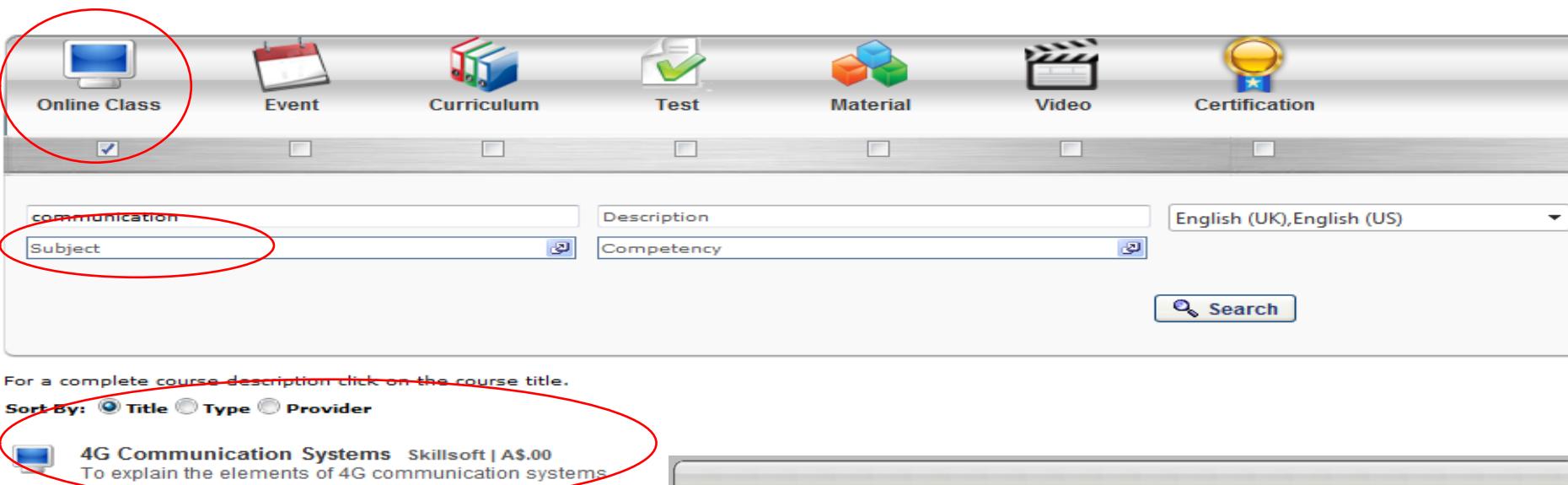
NEWS AND ANNOUNCEMENTS

Feature Coming Soon!

These announcements will feature information about courses as they become available.

E-learning / Online Classes: Self Registration

Step 1: Searching



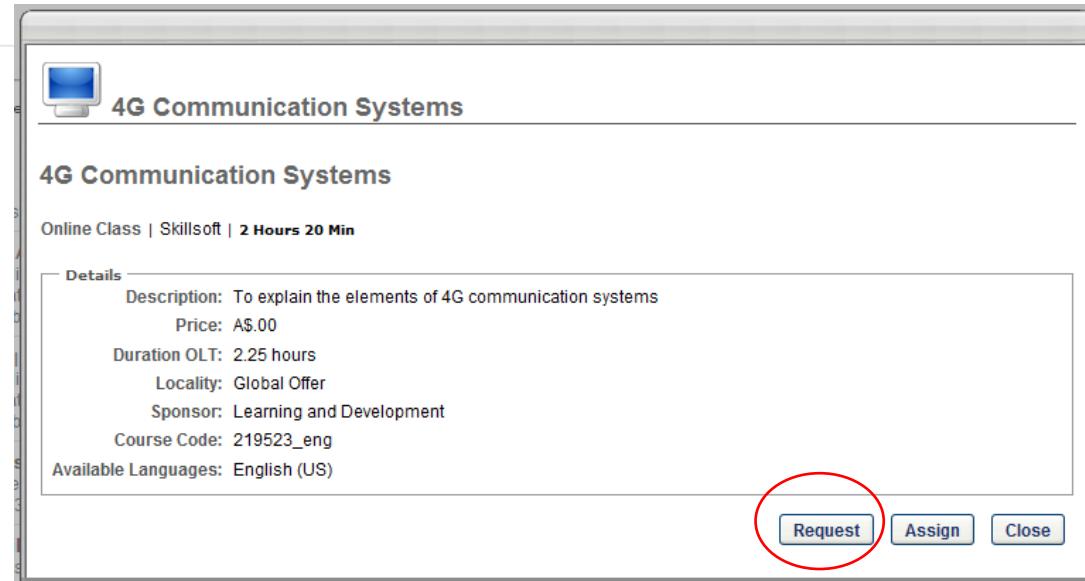
For a complete course description click on the course title.

Sort By: Title Type Provider

4G Communication Systems Skillsoft | A\$0.00
To explain the elements of 4G communication systems

Step 2 : Requesting

No Manager approval required
for e-learning



4G Communication Systems

Online Class | Skillsoft | 2 Hours 20 Min

Details

Description: To explain the elements of 4G communication systems
Price: A\$0.00
Duration OLT: 2.25 hours
Locality: Global Offer
Sponsor: Learning and Development
Course Code: 219523_eng
Available Languages: English (US)

Request **Assign** **Close**

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- I Learn @ Schneider global targets
- The Development Planning Process
- Search, Browse and Request training
- Maintaining your Transcript (Training Records)
- External training
- Help

Your Active Transcript

Transcript: SCOTT NELL

Active Completed Archived

Add External Training

Title All Training « Previous 1-20 of 26 Next »

Title	Type	Due Date	Status	Options
Introduction to My Learning Link (Starts 7/29/2013)	Session	None	Registered	Withdraw
Professional Project Manager (Starts 8/5/2013)	Session	None	Pending Approval	None
Plug-in to Schneider Electric: New Employee Curriculum	Curriculum	None	In Progress	Open Curriculum
SIOP For All - GSICCROE000001	Online Class	7/1/2013	Registered / Past Due	Launch
Why is cash so important for our company Schneider Electric?	Curriculum	None	In Progress	Open Curriculum
Plug-in to Schneider Pacific	Curriculum	None	In Progress	Open Curriculum
Introduction to the Power Business - PTRCROE0001	Online Class	None	In Progress	Launch
Discover StruxureWare	Online Class	None	In Progress	Launch
Working Across Culture	Curriculum	None	In Progress	Open Curriculum
How to use the SMART method to formulate pertinent objectives that motivate your staff	Online Class	None	Approved	Register
Adopting information technologies	Online Class	None	Approved	Register
The Economics of Energy Efficiency	Online Class	None	In Progress	Launch
Choosing the right strategy for implementing a change	Online Class	None	Registered	Launch

Your Completed Transcript

Transcript: SCOTT NELL

Active Completed Archived

Add External Training

Title All Training 

« Previous 1-20 of 31 Next »

Title	Type	Completed Date	Status	Options
 My Learning Link Account Manager Training	Non Tracking Online Class	7/2/2013	Completed	
 HBDI Practitioner Workshop	External Training	5/30/2013	Completed	
 Enterprise Learning Innovation Summit	External Training	5/30/2013	Completed	
 Schneider Electric's Vision	Online Class	4/16/2013	Completed	
 The History of Schneider Electric - GBLCROE0002	Online Class	4/16/2013	Completed	
 The History of Schneider Electric - old version 2012	Online Class	4/16/2013	Completed Equivalent	
 Leading Individuals and Teams (Starts 1/1/2013)	Session	1/3/2013	Completed	
 Introduction to the IT Business - GWEITB001	Historical Transcript	12/1/2012	Completed	
 Discovering our Market Segments	Online Class	11/20/2012	Completed	
 Schneider Electric's Vision - GWEVSE001	Historical Transcript	2/9/2012	Completed	

Archived Training

Transcript: SCOTT NELL

Active Completed Archived

Add External Training  

Title	Type	Due Date	Status	Options
Discovering Infrastructure Business	Online Class	None	In Progress	Launch
Test: Solution Sales: Value Creation	Test	None	In Progress	Launch Test
Conflict, Stress, and Time Management	Online Class	None	Registered	Launch
Change leadership: some ethical issues	Online Class	None	Registered	Launch
40 Principles of Schneider Production System - GSCMNFE100001	Online Class	None	In Progress	Launch
Email Efficiency Chinese - GBLCROE0005	Online Class	None	Approved	Register

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- External training
- Help

External Training Process

Employee completes external training application form on My Learning Link

Manager Approves Application

Employee/Manager organise PO with vendor → employee attends training

Employee marks training complete in My Learning Link

Manager confirms attendance

Apply for External Training

Transcript: SCOTT NELL

Active Completed Archived

[+ Add External Training](#)

Title: Schneider Electric's Vision

Add External Training

Enter the information below and submit for approval. This information will be added to your transcript, and you may follow the approval process by monitoring the status of the external training.

Training Details

Training Type : External Training

Language: English (US)

Title:

Training Description: Limited to 1000 characters

Institution:

Training Dates: From To

Cost: \$ USD

Credits Earned:

Training Hours: 0 Hours 0 Min

Competencies: [+ Add Competency](#)

Attachment(s): [Attachments](#)

[Cancel](#) [Submit](#)

ACEN National Conference None Pending Approval

Completing External Training

After attending the external training....

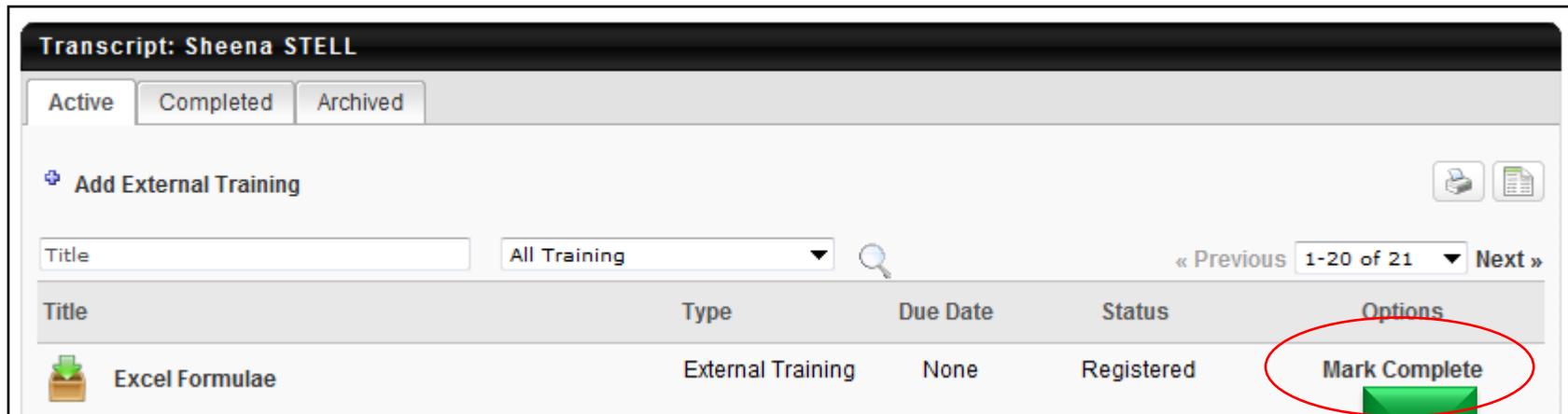
Transcript: Sheena STELL

Active Completed Archived

Add External Training

Title: Excel Formulae Type: External Training Due Date: None Status: Registered

Mark Complete

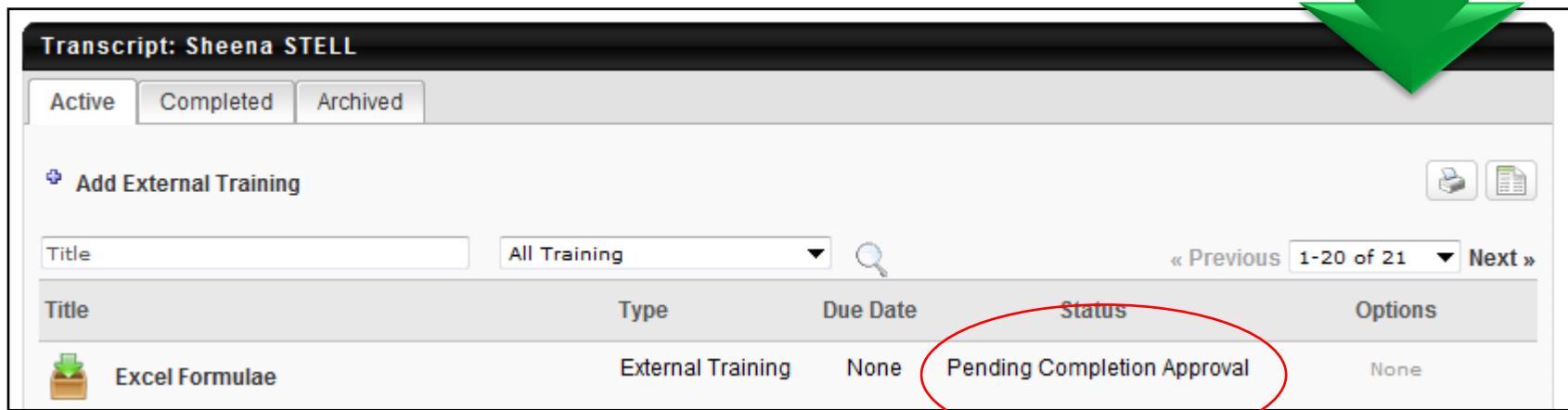


Transcript: Sheena STELL

Active Completed Archived

Add External Training

Title: Excel Formulae Type: External Training Due Date: None Status: Pending Completion Approval



Completing External Training

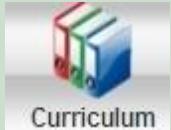
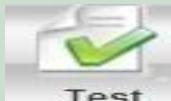
After manager acknowledges the attendance...

Title	Type	Completed Date	Status	Options
Excel Formulae	External Training	7/3/2013	Completed	None

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- I Learn @ Schneider global targets
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- MLL Navigation
- Searching for training
- Waitlists & registering your interest
- Maintaining your transcript
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MLL Language...

Icon	Type	Description
 Online Class	Online class	Checking this icon will return all available e-learning/online training courses. Online training can be taken at any time, There is no scheduled start and end date.
 Event	Event	This icon will return all available scheduled, instructor lead or webinar training
 Session	Session	Scheduled instances of an event are referred to as "session"
 Curriculum	Curriculum	Curricula are comprised of multiple learning objects which are part of one program and can include test, learning, instructor-led training, evaluations, and more to allow for a blended learning experience
 Posting	Posting	Checking this will return all items that can be posted to the knowledge Bank: including online discussion, document, internet resource, or Q&A information.
 Material	Materials	Checking this will return all available "on-tracking" materials, these could be online courses, job aids, books, DVDs, pamphlets or videos
 Test	Test	Checking this will return all tests or assessments created to assess an employee's skill and knowledge
	Transcript	Training History

Getting Help !

Home

Learning

Reports

ILT Admin

Admin

My Team

My Courses

Events

Welcome, SCOTT, to your personalized corporate training center.

My Learning Link

MENU SELECTION



Search



My Team



My Courses

NEWS AND ANNOUNCEMENTS

Feature Coming Soon!

These announcements will feature when they become available.

My Learning Link Help

Schneider Electric: My Learning Link Support Page

First time logging into My Learning Link?

Your password will be your SESA ID upon first logging into the system. Once you log in, you will be prompted to change your password.

The links on the left contain documents to help you get started with My Learning Link. Below is who to **contact for support**.

Region/Country	Supported by	Support Contact Number	Support_Contact_Website
United States	Peoplelink	+1 877-248-2998	None
Canada	Peoplelink	+1 877-645-2233	None
Mexico	IPO	ext. 2929	http://2929it.schneider-electric.com
APAC (not including China)	IPO	Website Support Only	http://2929it.schneider-electric.com
China	HR CC Ticketing System	Website support only	http://cnna01.cn.schneider-electric.com/china/Wib/hradmin/manager.nsf/HomePage?ReadForm
EMEAS (not including below countries)	IPO	ext. 2929	http://2929it.schneider-electric.com
France	Peoplelink	ext. 2525 +33 (0)1 70 48 88 88	http://aafr0251.fr.schneider-electric.com/FR/Territoire/publication2.nsf/FolderLien/9A09174EEE88826DC125768D0044180F?OpenDocument
Austria	Local Shared Service	0049(0)2102 404 9988	None

