

Internal memo

General Management

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Date: 10/17/2008

To: Finance, Human Resources and Information Technology Employees



Subject: Deployment of Making IT Work For You Training Initiative

As mentioned in the recent all employee eNews message distributed for the “Making IT Work For You” training initiative, we are now ready to start the deployment process for our users across the US beginning with the Finance, Human Resources and Information Technology functions. This program is now available to all employees in these functions. Effective Monday, October 20th, when logging into The Training Center you will find a new Learning Path listed on your Learning Center Homepage as shown below:

My Learning Paths

Full List



Learning Path Name	Source	Subscribed	Target Completion Date
 IT Efficiency - Basic Competencies	Catalog	7/11/08	Anytime
 2008 Safety - Office-based employees - (hired before 2008) (44)	Catalog	3/4/08	Anytime

Clicking on the IT Efficiency – Basic Competencies link will take you to a screen that lists the courses that have been determined as basic competencies for your function. An example of this screen is provided below:

Sections

Section Name	Status	Courses Completed	Completion Rules
Basic IT Competencies	Not Attempted	0 of 5 completed	All courses must be completed
Tips and Shortcuts	Not Attempted	0 of 2 completed	All courses must be completed

Section Details

Section



Filter

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Play	Course Name	Status	Search for Offerings
	Notes 6.5: Mail and Calendars - ITEO180	Not Enrolled	
	Microsoft® Office Word 2003: Level 1 - ITEO130	Not Enrolled	
	Microsoft® Office Excel 2003: Level 1 - ITEO120	Not Enrolled	
	Microsoft® Office PowerPoint 2003: Level 1 - ITEO140	Not Enrolled	
	Windows XP Professional: Level 1 - ITEO165	Not Enrolled	

Section Details

Section



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Play	Course Name	Status	Search for Offerings
	Lotus Notes: Tips and Shortcuts - ITEM182	Not Enrolled	
	PC Skills: Tips and Shortcuts - ITEM193	Not Enrolled	

The focus of this program is to maximize the efforts of ALL employees by teaching them how to increase their efficiency with the use of their technology tools. An overview of the Making IT Work For You courses is provided below along with a link to the program FAQs to assist you in learning more about this program.

The training program consists of two types of courses:

- **Off the Shelf eLearning Courses**
These comprehensive courses are based on the industry standard and not specific to Schneider Electric (SE). These courses will include a self-assessment to customize the course to the employee's level of expertise and also gives them the ability to "test out" of the course.
- **Custom Developed Courses**
These courses are developed specifically for SE by SE Subject Matter Experts and are focused on communicating specific tips and best practices. Designed to be taught either by an instructor or in a self paced eLearning format, the custom developed courses are typically one hour in duration.

[Making IT Work For You FAQs](#)