

Manpower Training

Saturday, 22 November 2008

learn

live



Manpower®

Γενικά Στοιχεία – Παγκόσμια Παρουσία

- Ίδρυση το 1948
- Παρουσία σε 80 χώρες
- 4.500 γραφεία
- 35.000 μόνιμο προσωπικό
- 400.000 πελάτες σε όλο τον κόσμο
- 312 τοποθετήσεις κάθε λεπτό του 24ώρου!



Η MANPOWER στην Ελλάδα



- Από το **1998**
- Με ▷ 12 Εξειδικευμένα Τμήματα
▷ 90 στελέχη
- 20 τοποθετήσεις την ημέρα!
- χιλιάδες ευχαριστημένοι πελάτες

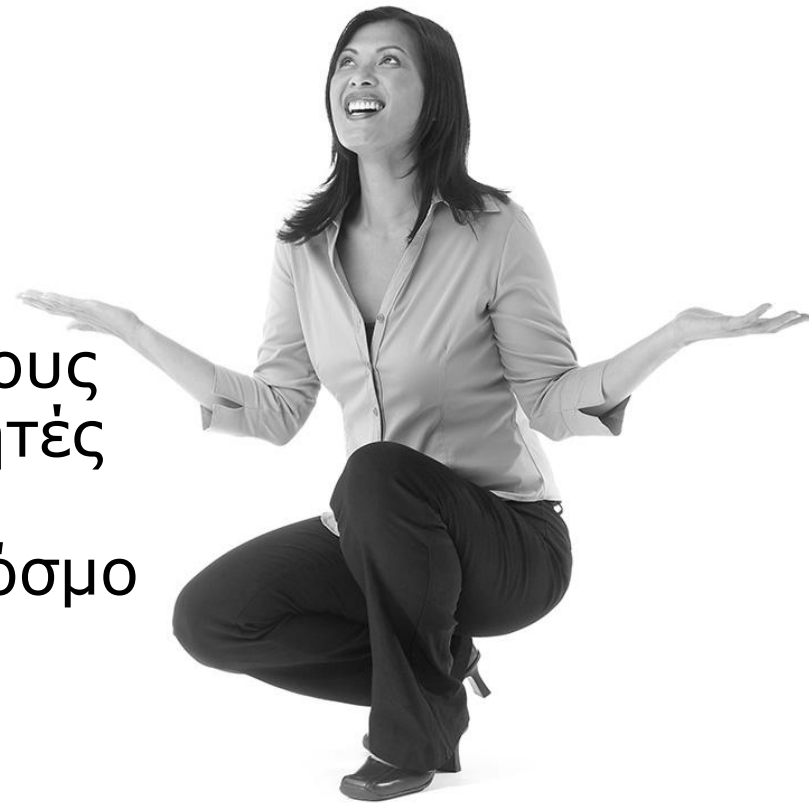
Βραβεύσεις – Πελάτες παγκοσμίως

- Most Admired Company, για 4η συνεχή χρονιά, με βάση το Fortune Magazine
- Best Employer παγκοσμίως, σε σύγκριση με άλλες εταιρείες υψηλής απόδοσης
- 98% των πελατών μας ανήκουν στη λίστα του Fortune 500



Το Όραμά μας

Είμαστε πρωτοπόροι στη δημιουργία και παροχή υπηρεσιών που βοηθούν τους πελάτες μας να βγουν νικητές στη δική τους αγορά, στον διαρκώς μεταβαλλόμενο κόσμο της εργασίας.



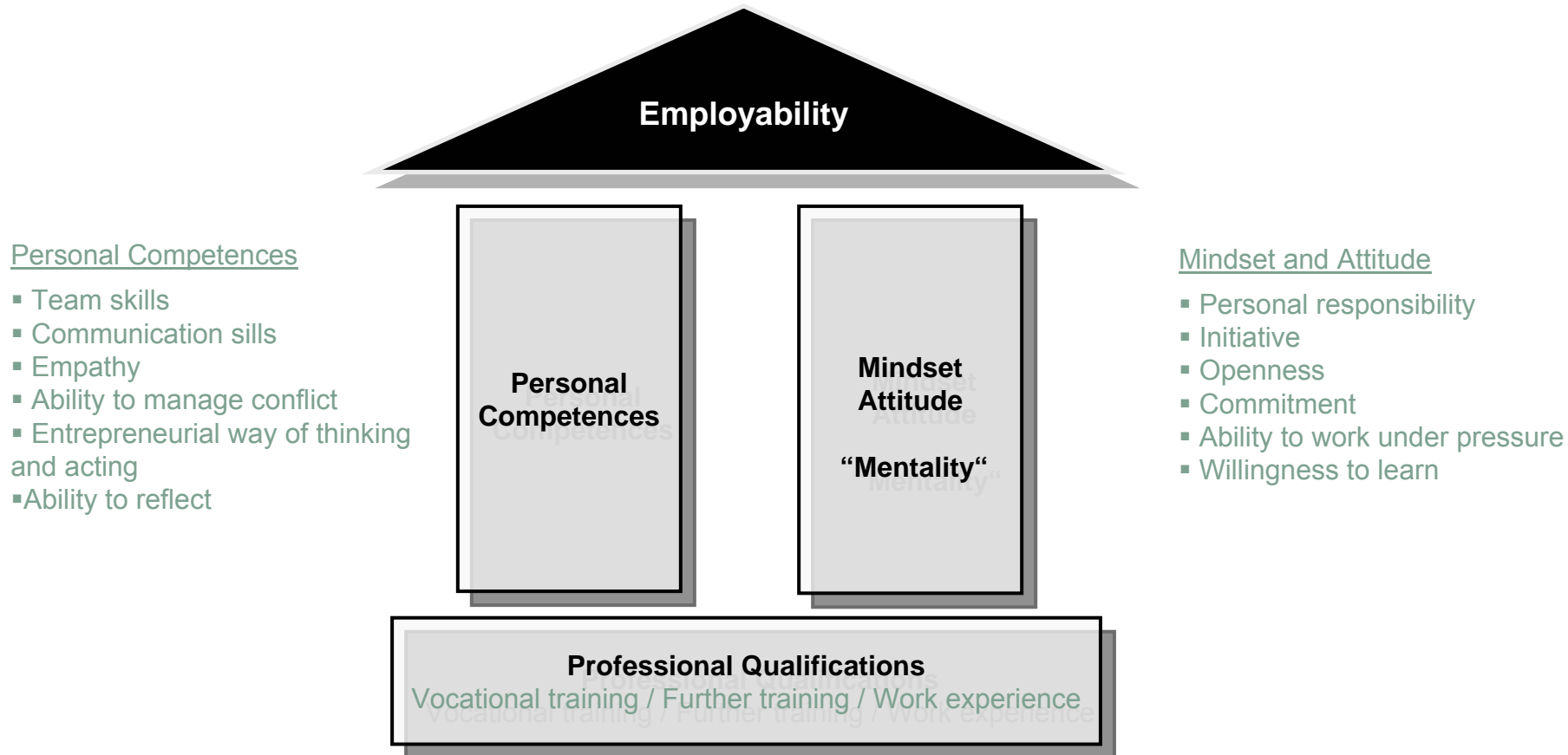
Οι Αξίες μας

- **Άνθρωποι:** Νοιαζόμαστε για τους ανθρώπους και αναγνωρίζουμε το ρόλο της εργασίας στη ζωή τους. Στην επιτυχία μας συμβάλλουν όλοι: οι εργαζόμενοι μας, οι πελάτες μας, οι συνεργάτες μας
- **Γνώση:** Μοιραζόμαστε μαζί σας τη γνώση μας και την εξειδίκευσή μας , ώστε όλοι να κατανοήσουμε το σήμερα και να κινηθούμε με επιτυχία στο αύριο.
- **Καινοτομία:** Είμαστε ηγετική δύναμη στον κόσμο της εργασίας. Τολμάμε να είμαστε καινοτόμοι, πρωτοπόροι και να αναζητούμε διαρκώς νέους τρόπους δράσης

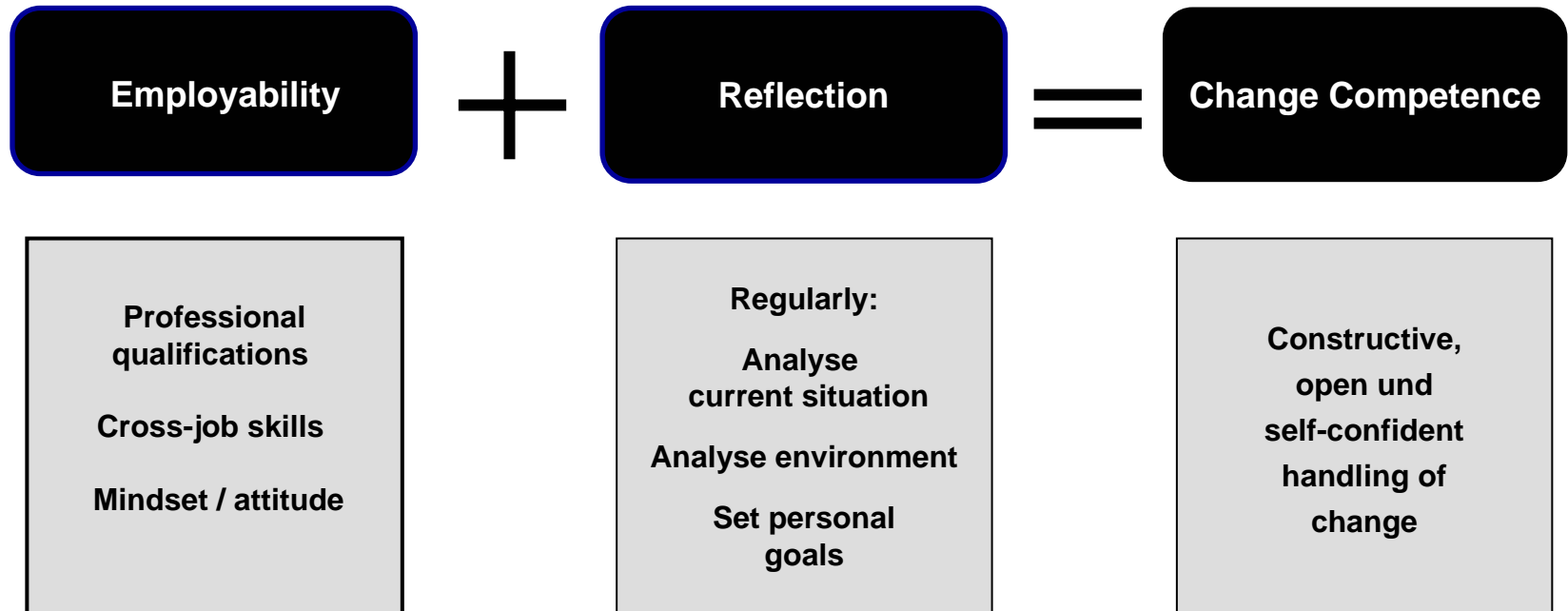
Manpower Resources

- Global Strength. Local Expertise.
- Outstanding local market knowledge
- Direct Training Program (Training and Development Center)
- Job placements for qualified candidates
- No costs incurred by candidate
- One-stop email portal for enrollment and inquiries

Employability – Fundamental and Supporting Pillars



Employability – Change Competence – Success



→ Business Success and Personal Satisfaction

Employability

“Worth the Effort!”

The Business Area (the team / the manager) has self-confident employees who

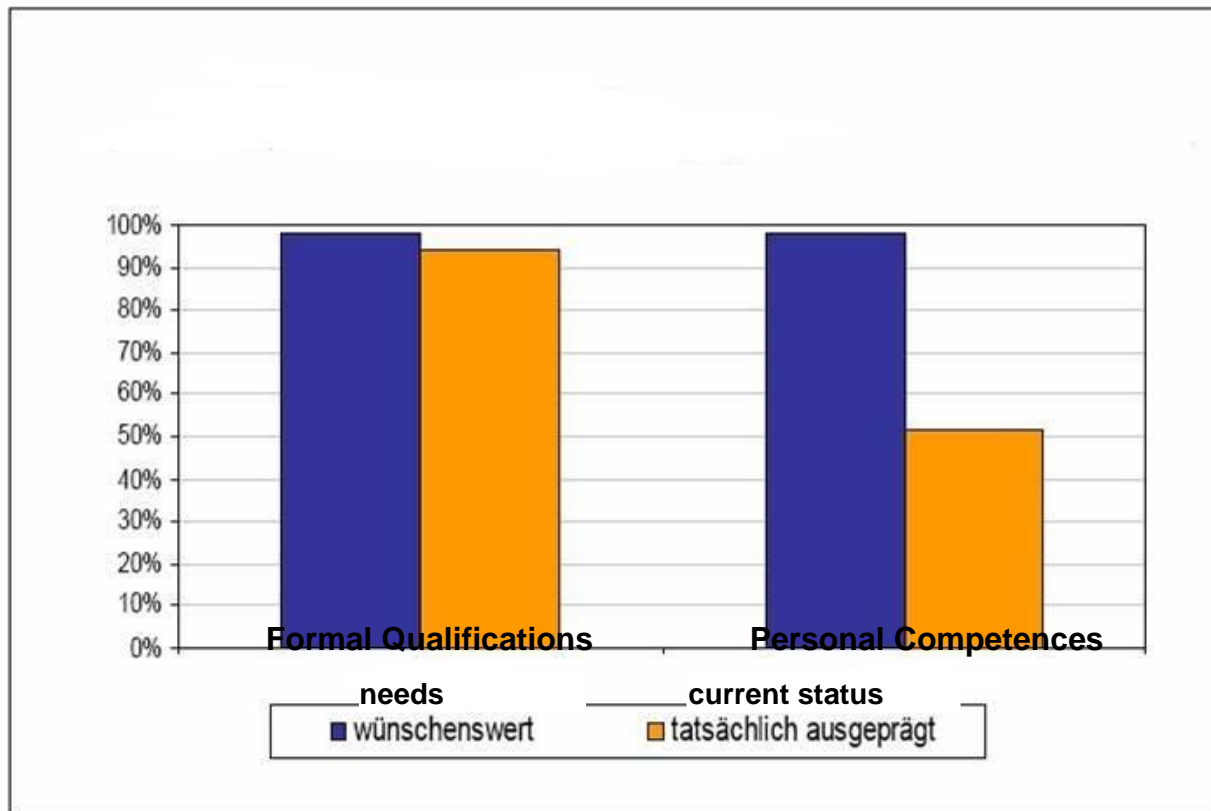
- Know and contribute their part to achieving success
- Utilise business opportunities consistently
- Stay open to change and
- Tackle new ideas and constructively get involved in their development

The employee...

- Knows his skills and what he wishes to achieve
- Thinks with perspective and in various scenarios
- Sees change as a chance and acts positively
- Understands how to position and market himself

Employability – Company Survey

Aspects of Employability
- needs respectively current status



Results of a survey of 700 companies by the university of applied sciences of Ludwigshafen

Today's Focus: Using Manpower Training

Resources for Your Career

- Why invest time in training?
- Why train with Manpower?
- About the Training and Development Center (TDC)
- How to get started

Why Invest Time in Training?

- Keep job skills current
- Acquire new competencies
- Prepare for new career options
- Gain marketable credentials
- Use time profitably between jobs

How Some People Have Used Manpower Training:

- Learn Microsoft Office software, to make professional transition from retail to administrative career
- Learn web design, to increase portable skills and distance-work opportunities
- Pursue PMI certification as a Project Management Professional, building on life experience
- Prepare for certification exam, Microsoft Certified Systems Engineer (MCSE)
- Learn about intercultural communication and conflict resolution

Why Use Manpower?

- Absolutely no cost to candidate
- More than 5000 course hours in business and professional skills, IT and telecom, and common software packages
- Superior content from leading vendors: SkillSoft, JJ Keller, Tooling University
- User-friendly, multimedia format
- Modular course design, and convenient on-line access, let you take courses when you want, and at your own pace

Manpower Training Curriculum

- **Business Skills:** 300 online college-level and general business courses, including: Management, Marketing, HR, Budget and Finance, Accounting, Organizational Behavior, Business Law and Contracting, Project Management, and many others
- **Professional Development:** courses in time management, problem solving, creativity and innovation in the workplace
- **IT/Telecommunications Training:** Over 1,500 online courses -- Avaya, A+, Java, Oracle, Microsoft XP, Cisco, Linux and more. Many of these courses map to today's most popular vendor certifications.
- **End-User Skills:** Beginner to Advanced courses on the latest and most popular software applications: Microsoft Office Suite, graphics and web design, many others.

Course Cataloging Framework

Curriculum Level



Learning Path




Courses

Business Skills – 23 Curricula

- + Administrative Support
- + Business Law
- + Communication 
- + Consulting Skills
- + Customer Service
- + E-Learning
- + Finance and Accounting
- + Foundation Skills
- + Human Resources
- + Industry Foundations
- + Knowledge Management
- + Leadership
- + Management
- + Marketing
- + Operations
- + Personal Development
- + Program/Portfolio Management
- + Project Management
- + Sales
- + Strategic Planning
- + Team Building
- + Test Preps

Business Skills: Communication Curriculum

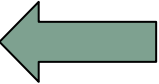
20 Learning Paths

- + Anger Management in the Workplace
- + Assertive Communication
- + Building Better Work Relationships
- + Business Etiquette & Professionalism
- + Business Grammar Essentials
- + Business Writing Essentials 
- + Dealing with Conflict in the Workplace
- + Delivering Successful Presentations
- + E-mail Essentials
- + Effective Business Meetings
- + Effective Use of Feedback for Business
- + Effective Listening Skills
- + Emotional Intelligence in the Workplace
- + Getting Results Without Authority
- + How to Write an Effective Internal Business Case
- + International Communications
- + Interpersonal Communication Skills for Business
- + Managing and Working with Difficult People
- + Negotiating To Win: Getting Results You Want
- + Telephone Skills for Business Professionals


Business Writing Essentials – 7 Courses

- Writing with Intention (COMM0011)
- Avoiding Errors in Usage and Punctuation (COMM0012)
- Avoiding Grammatical Errors in Business Writing (COMM0013)
- Crisp Composition (COMM0014)
- Writing to Reach the Audience (COMM0015)
- Getting the Most from Business Documents (COMM0016)
- The Writing Process (COMM0017)

End-User/Desktop Skills – 19 Curricula

- + Adobe & Adobe Acrobat 5
- + Best Practices for Desktop Users
- + E-Learning Curriculum
- + Home and Personal
- + Lotus Notes 6 & 7
- + Microsoft Internet Explorer 5.5 & 6
- + Microsoft Office 2003 
- + Microsoft Office 2007
- +Microsoft Office XP
- +Microsoft Project 2002
- +Microsoft Windows Vista
- +Microsoft Windows XP for End Users
- +Netscape 6 & 6.2
- +PDAS
- +Seagate Crystal Reports

Microsoft Office 2003 – 19 Learning Paths

- + New Features
- + Beginning Word
- + Advanced Word
- + Beginning Excel 
- + Advanced Excel
- + Advanced PowerPoint
- + Beginning Access
- + Advanced Access
- + Beginning Outlook
- + Advanced Outlook
- + Outlook for the Power User
- + Getting Started
- + Beginning Project Professional
- + Visio for Beginners
- + Advanced Project Professional
- + Beginning FrontPage
- + Advanced FrontPage
- + Publisher
- + Beginning PowerPoint

Microsoft Office 2003 – 5 Beginning Excel Courses

- + Basic Features of Excel 2003
- + Printing and Collaborating in Excel 2003
- + Excel 2003 Formulas and Functions
- + Formatting Data in Excel 2003
- + Excel 2003 Chart and Multimedia Features

IT and Telecom Skills – 85 Curricula, 1500 Courses

- + Adobe
- + CCSP
- + Cisco
- + CompTIA Certification
- + Data/Telecommunications
- + Generic Languages
- + IBM & Lotus – Enterprise Database Systems
- + IBM Websphere
- + ISC 2
- + IT Business
- + Java 2 Programming
- + Java Web Development
- + Linux LPI Level 1 & 2
- + Lotus Domino
- + Macromedia
- + Microsoft (various products)
- + Network Protocols
- + Novell Suse Linux
- + Oracle (various products)
- + SAP
- + Scripting and Web Languages
- + Security Principles
- + Software Development
- + Software Programming Fundamentals
- + Sun Solaris 9
- + Systems and Database Design
- + UNIX
- + Web Authoring Tools & Languages
- + Web Site Design – Principles
- + Wireless Communications

The Manpower Training and Development Center (TDC)

- Personal User ID gives you on-line access to all courses and resources – over 5000 hours of training
- Convenient catalog search helps you identify courses by skill area and job function
- Create your own personal curriculum and favorite course list
- Launch, interrupt, and resume courses at your convenience
- TDC keeps track of all your courses and all your progress
- Support for multiple languages
- Online help and demos; Online “mentoring” via email and chat for many courses; External user help desk support

Recognition and Credentials

- Courses include exercises and assessments to apply new skills and demonstrate learning
- Personal course results can be retained and documented in the TDC system
- Many courses are eligible for college credit through University of Phoenix (requires application and fee)
- Many courses are aligned with external certifications from commercial and professional organizations (may require exam from certifying organization and/or fee)

Multiple Language Support

Courses were principally developed in English, but many have been translated into other languages, including:

- French
- Spanish
- Portuguese
- German
- Italian
- Dutch
- Polish
- Chinese
- Japanese
- Indonesian

Global Results

Manpower's award winning online training has successfully enhanced skills of over 9 million people worldwide.



How To Get Started

Getting Started with Manpower Training

Two key on-line locations:

- **Contact** for a User ID: manpower greece
- **Take courses:** at www.manpowertdc.com

Signing Up for the TDC

Send Manpower an email with:

- Your Name and Location (city, country)
- Your Profile Form (enrollment form)
- Time and Number to Contact you
- Tell Manpower you want to sign up for training

Or, just make an inquiry by email

Enrollment Steps

1. **Profile Form:** simple one-page enrollment form. Get it from [manpower](#)
2. **Phone Introduction:** Manpower completes the sign-up with a 5-minute phone call to you, at your convenience, to understand your professional and training profile.
3. **User ID:** Manpower will then create and email you a personal User ID, for access to the training.
4. **No cost/no expiration**

Ongoing Support

- Contact [manpower](#) for any questions or feedback about using the training, at any time
- For technical questions, will work with you and their User Help Desk

Guide to the Training and Development Center


Using the Training and Development Center

- System Requirements
- Logging On
- Getting Help
- Searching for Courses
- Selecting and Launching Courses
- Saving Course Progress
- Obtaining Credit and Certifications

System Requirements

- The TDC will run on nearly all recent PCs, and on most popular browsers
- You may need to activate Java on recent Windows browsers
- You may need to turn off your popup blocker and firewall or set them to recognize the TDC site
- New: the TDC will now run on Macintosh computers, provided they are running OS10 and using the Safari browser

Manpower Worldwide | Manpower U.S. | Contact Us




Welcome to Manpower's Training and Development Center!

This new tool will renew our staff employee's, associate's and client's awareness of Manpower's commitment to investing in talent.

Inside the **TDC** you will find:

- More than 5,000 hours of training including e-learning courses in end-user software applications, business skills and information technology
- Advanced functionality and a configurable user interface
- Assessments and certification exam preparation courses
- Collaboration Centers where you can discuss training content with mentors



Log on

[View instructional videos](#)

[TDC New User Guide](#)

Need to register?
Contact your local **Manpower** or **Manpower Professional** office.

Manpower's TDC contains all the resources you need to enhance your potential and help develop your career.


Log on now to Manpower's Training and Development Center!

© 2007 Manpower Inc. All Rights Reserved. [Terms of Use](#) | [Privacy](#)

Internet

Logging On

- Go to www.manpowerdc.com
- Click the “Log On” link
- Enter your User ID and Password
- If you haven’t yet applied for a User ID from Manpower, you can log on as a guest to browse the course titles in the Catalog.



Log On

Please enter your username and password.

Username:

Password:

Forgot your password? [Click here](#)

Don't have an account?
[Log on as a guest](#)

Copyright © 2004-2006 SumTotal Systems, Inc. All rights reserved.

SumTotal Systems, the SumTotal Systems logo, ToolBook, the ToolBook logo, Aspen, the Aspen logo, TotalLMS, TotalLCMS, TotalVCS, TotalInformation, TotalCollaboration, TotalAccess, and TotalPerformance are trademarks of SumTotal Systems, Inc. All other company and product names are the property of their respective owners.

7.2.2310.0



Help and Instructions for Users

Links on the TDC Home Page:

- **“View Instructional Videos”** -- view or download short multimedia files, demonstrating how to use the TDC.
- **“TDC New User Guide”** – view, download and print basic directions for using the TDC

Inside the TDC:

- A more extensive User Guide is available from the Home Screen, at **“Getting Started with Total LMS”**
- There is a full **Help menu** at the top of each screen



Catalog Search

Search: [Help](#)

 GO

Getting Started

- Change my profile
- Change my preferences
- View my training transcript

For more information, refer to [Getting Started with TotalLMS](#)

My Favorites

Items you added as favorites, including categories, documents, activities, collaboration centers, and more.

Welcome State User

Search: [Help](#)

 GO

Search for information and training or browse the categories below.

Search the catalog: [Help](#)

 GO

[SkillSoft Courses](#)

Welcome to Manpower's Training and Development Center!



Staying competitive in today's job market is an essential part of maintaining a successful career. And continuing your job-related education is a great way to stay competitive. That's why Manpower is offering all our employees-including you-free online access to the Training and Development Center (TDC).

The TDC features an incredible selection of more than 4,000 online courses on subjects ranging from basic End-User Software Skills and Professional Development to Advanced Computer Programming and High-Level Accounting.

Start taking advantage of your free, unlimited TDC access today: sharpen old skills or learn new ones; prepare for professional or technical certifications; increase your overall knowledge; earn continuing education credits through partnering institutions and organizations. Sign up for as many classes as you'd like, and complete them from work or home at a pace that is comfortable for you.

Training and Development Center Demos

Manpower

If you do work at Manpower Headquarters or a Manpower Field Office, click Staff Employee Demos below.

Staff Employee Demos | Associate/Client Demos

Click on an instructional video from the list below. All videos are 2 minutes or less in length.

- TDC Overview
- Accessing the TDC
- Updating Your Preferences
- Searching the Catalog
- Viewing Your Training Schedule
- Launching On-line Training
- Viewing Your Transcript

SumTotal - Learner Home Page - Microsoft Internet Explorer

Address: http://sumtotal.systems.com/sumtotal/demos/index2.htm

Powered by SumTotal

Wednesday, January 24, 2007 10:21 AM CST
Manpower User

Welcome Manpower User

Search for information and training or browse the categories below.

Search the catalog:

SumTotal provides a variety of options for displaying information on this page. This text is known as news. The news, catalog, or information tabs with links such as Training, Tasks, and Calendar, may be displayed on the top or bottom panels of the Home page. From Administrator mode, you can update the news at any time. News can include:

- Text
- Images
- Links
- Flash content

Users see the news that is published for their primary organization. If a user's primary organization has not published any news, the system displays the news published by the parent organization or next higher organization with news.

Searching for Courses

- Courses are conveniently grouped by Language, Course Type, and Job Function – “drill down” to find the courses that are right for you
- Use Search Box for text or keyword searches
- Catalog View makes it easy to read course summaries, bookmark and launch courses



Assess Plan Learn

Home >

Thursday, June 14, 2007 8:23:13 AM EDT
State User

Catalog Search

Search: [Help](#)

- Getting Started**
- Change my profile
 - Change my preferences
 - View my training transcript
- For more information, refer to [Getting Started with TotalLMS](#)

- My Favorites**
- Introduction to IT ...
 - Access 2003 and the...
 - Advanced Querying i...
- (More...)

Welcome State User

Search: [Help](#)

Search for information and training or browse the categories below.

Search the catalog: [Help](#)

Brazilian Portuguese

[Business Skills Courses](#)
[Desktop Skills Courses](#)
[IT Skills Courses](#)

European French

[Business Skills Courses](#)
[Desktop Skills Courses](#)
[IT Skills Courses](#)

Korean

[Business Skills Courses](#)
[Desktop Skills Courses](#)
[IT Skills Courses](#)

Canadian French

[Business Skills Courses](#)
[Desktop Skills Courses](#)
[IT Skills Courses](#)

European Spanish

[Business Skills Courses](#)
[Desktop Skills Courses](#)
[IT Skills Courses](#)

Latin American Spanish Hybrid

[Business Skills Courses](#)
[Desktop Skills Courses](#)
[IT Skills Courses](#)

Chinese Cantonese

[Business Skills Courses](#)
[Desktop Skills Courses](#)
[IT Skills Courses](#)

German

[Business Skills Courses](#)
[Desktop Skills Courses](#)
[IT Skills Courses](#)

Polish

[Business Skills Courses](#)
[Desktop Skills Courses](#)
[IT Skills Courses](#)

Chinese Mandarin

[Business Skills Courses](#)
[Desktop Skills Courses](#)
[IT Skills Courses](#)

Greek

[Business Skills Courses](#)
[Desktop Skills Courses](#)
[IT Skills Courses](#)

Russia

[Business Skills Courses](#)
[Desktop Skills Courses](#)
[IT Skills Courses](#)

Chinese Traditional

[Business Skills Courses](#)
[Desktop Skills Courses](#)
[IT Skills Courses](#)

Indonesian

[Business Skills Courses](#)
[Desktop Skills Courses](#)
[IT Skills Courses](#)

Turkish

[Business Skills Courses](#)
[Desktop Skills Courses](#)
[IT Skills Courses](#)

Dutch

[Business Skills Courses](#)
[Desktop Skills Courses](#)
[IT Skills Courses](#)

Italian

[Business Skills Courses](#)
[Desktop Skills Courses](#)
[IT Skills Courses](#)

UK English

[Business Skills Courses](#)
[Desktop Skills Courses](#)
[IT Skills Courses](#)



Assess

Plan

Learn

Home > Learn - Catalog > SkillsSoft Courses > English

English

Search the catalog:

[Help](#)



Advanced

Entire site This category and subcategories

Subcategories

[Business Skills Courses](#)

[IT Skills Courses](#)

[Desktop Skills Courses](#)

Related Categories

[360-Degree Performance Appraisal - Chinese Mandarin - Bus](#)

[Microsoft Internet Explorer](#)

[360-Degree Performance Appraisal - English - Bus](#)

[Microsoft Internet Explorer - European French - Desk](#)





Assess **Plan** **Learn**

Home > Learn - Catalog > SkillSoft Courses > English > Business Skills Courses

English

Business Skills Courses

Search the catalog: [Help](#)

Entire site This category and subcategories

Subcategories

[BUSINESS STRATEGY and OPERATIONS](#)

[PROFESSIONAL EFFECTIVENESS](#)

[FINANCE, HUMAN RESOURCES and ADMINISTRATION](#)

[PROJECT EFFECTIVENESS](#)

[MANAGEMENT and LEADERSHIP](#)

[SALES and CUSTOMER FACING SKILLS](#)

Category Listings





Assess Plan Learn

Home > Learn - Catalog > SkillSoft Courses > English > Business Skills Courses > PROJECT EFFECTIVENESS > Project Management Curriculum > Project Management for IT Professionals - English - Bus

Thursda

English

Project Management for IT Professionals - English - Bus

Search the catalog: [Help](#)
 GO Advanced

Entire site This category and subcategories

Category Listings

[Add Category to Favorites](#)

		Name	Start Date	Training Organization	Regi
		Course: Functions of IT Project Managers SkillSoft William Shakespeare wrote		Global	
		Course: Introduction to IT Project Management SkillSoft		Global	

Do you want to increase your effectiveness as a leader in project management? Are you unsure of th...

Selecting And Launching Courses

- From **Catalog** results, click the “**Favorites**” button to add a course to your favorites.
- Review your Favorites at any time from the **Learn -> Favorites** menu.
- From **Catalog** results or your **Learn** menu, click the **Launch** button to start a course.
- Any course you have launched will also be added to your **Learn -> Training Schedule** Menu.



Assess Plan **Learn**

Home > Learn - Favorites

Favorites

- Catalog
- Favorites**
- Training Schedule
- Self-Reported Training
- Learning Activity Evaluations
- Learning Activity Reports ▶

Delete

<input type="checkbox"/>		Name	Description
<input type="checkbox"/>		Access 2003 and the Web SkillSoft	To make Access databases use web resources with hyperlinks and data access pages
<input type="checkbox"/>		Advanced Querying in Access 2003 SkillSoft	To use advanced queries such as joins
<input type="checkbox"/>		Introduction to IT Project Management SkillSoft	Do you want to increase your effectiveness as a leader in project management? Are you unsure of the key skills needed for managing an information technology (IT) project? As you proceed through this "Introduction to IT Project Management" course in th... --more--



Assess Plan Learn

Home > Learn - Training Schedule

Thursday, June 14, 2007 8:41:18 AM EDT
State User

Training Schedule

This is a list of learning activity structures for... to view individual learning activities, go to the current activities view.

- Catalog
- Favorites
- Training Schedule
- Self-Reported Training
- Learning Activity Evaluations
- Learning Activity Reports

Search: [Help](#)

View:

Task:

Records: 3

<input type="checkbox"/>					Name	Region	Start Date	End Date	Status
<input type="checkbox"/>					Course: Access 2003 and the Web SkillSoft				Registered
<input type="checkbox"/>					Course: Access 2003 Programmability SkillSoft				Registered
<input type="checkbox"/>					Course: Introduction to IT Project Management SkillSoft		6/8/2007		In progress

[Delivery Method Legend](#)

The screenshot shows a Windows Internet Explorer browser window with two tabs. The active tab is titled "SkillSoft Course Player - Windows Internet Explorer" and displays a course page. The address bar shows the URL: http://library.skillport.com/courseware/content/PROJ0351B.htm?Aicc_sid=156411NOBNFMIABPHINOEMOEIIPDP200751475035&aicc_url=http%3A%2F%2F. The page content includes the SkillSoft logo, the tagline "e-Learning for the Knowledge Economy", and the course title "Introduction to IT Project Management". A "Please Wait..." message is visible at the bottom of the course player frame. The left sidebar of the page contains a "Manpower" logo, an "Assess" button, and navigation links for "Home > Learn - Tr...". Below this, there is a "Learning" section with an "Introduction" link. The "General" section lists "Content type: SkillSoft Course", "Total score: N/A", and "Status: In progress". The "Lesson" section shows a list of lessons, with "Introduction" selected. The right sidebar contains a "help log off" link, a user profile for "SumTotal" (50:51 AM EDT, State User), and a link for "gy (IT)". The Windows taskbar at the bottom shows the Start button, several open applications (Internet Explorer, Microsoft Office, Windows Explorer), and the system clock displaying 8:48 AM on Saturday, November 22, 2008.

The screenshot shows a SkillSoft Course Player window titled "Introduction to IT Project Management". The main content area features a woman holding a sign that says "Number One Career Choice". Text on the page reads: "In today's global economy, the Information Technology (IT) project manager is one of the most sought-after positions of business professionals." and "Fortune Magazine and Job's Forecast have called IT project management the 'number one career choice.'" The interface includes a sidebar with "Assess" and "Learning" sections, a top navigation bar with "Exit" and "Help" buttons, and a bottom control bar with "Page 1 of 10" and "Next Page" buttons. The browser window is titled "SkillSoft Course Player - Windows Internet Explorer" and the address bar shows a URL from library.skillport.com.

Saving Your Course Progress

- Full courses typically take 2-4 hours to complete.
- You do not need to complete a course all at once. Courses are divided into many small modules.
- You may exit a course and return to it later; the system will remember your progress.
- From the **Learn -> Training Schedule** Menu, you may view your progress on each course using the **View Progress Detail** button. You can also view your completed courses the same way.

The screenshot displays a SkillSoft Course Player window titled 'Introduction to IT Project Management'. The interface includes a navigation sidebar on the left with sections for 'Assess', 'Learn', and 'Lesson'. The main content area features a table of course components with columns for 'Type', 'Status', 'Current Score', and 'Take Course Test'. A 'Current Course Score' of 19% is displayed at the top right. Below the table, there are navigation icons and a 'Return to Bookmark' button.

	Type	Status	Current Score	Take Course Test
Course Overview				
The Structure of an IT Project				
Lesson Overview	Overview	<input type="radio"/>	N/A	
Lesson Pre-test	Test	<input checked="" type="radio"/>	50%	Take Test
What Is an IT Project?	Instruction	<input checked="" type="radio"/>	60%	
Phases of an IT Project	Instruction	<input type="radio"/>	100%	
Inputs to Project Development	Instruction	<input type="radio"/>	33%	
Project Management Tools	Instruction	<input checked="" type="radio"/>	33%	
Outputs from Project Development	Instruction	<input checked="" type="radio"/>	66%	
Lesson Post-test	Test	<input type="radio"/>		
Considerations for an IT Project				
Lesson Overview	Overview	<input type="radio"/>	---	Take Test
Lesson Pre-test	Test	<input type="radio"/>	---	
Components of an IT Project Plan	Instruction	<input type="radio"/>	---	
IT Project Deliverables	Instruction	<input type="radio"/>	---	
Quality in IT Project Management	Instruction	<input type="radio"/>	---	
The Importance of Staff Retention	Instruction	<input type="radio"/>	---	
Lesson Post-test	Test	<input type="radio"/>		
Ensuring Effective IT Project Development				
Lesson Overview	Overview	<input type="radio"/>	---	Take Test



Assess

Plan

Learn

Home > Learn - Training Schedule > Learning Activity Progress Detail

Thursday, June 14, 2007 8:42:30 AM EDT
State User

Learning Activity Progress Detail

Introduction to IT Project Management_SkillSoft

Do you want to increase your effectiveness as a leader in project management? Are you unsure of the key skills needed for managing an information technology (IT) project? As you proceed through this "Introduction to IT Project Management" course in the "Project Management for IT Professionals"...

General

Content type:
SkillSoft Course Player

First launch date:
Friday, June 08, 2007 11:55:15 AM EDT

Total score:
N/A

Elapsed time:
Minutes: 24, Seconds: 21

Status:
In progress

Lesson

	Name	Total score	Status
	Introduction to IT Project Management_SkillSoft	19	Incomplete

OK

Obtaining Credit and Certification

- Many Manpower TDC courses are designed to support external certification and credit programs from established commercial and professional organizations.
- However, outside organizations, not Manpower, review and issue these certifications, and may require a separate exam and/or a fee, as well as a free transcript from the TDC.
- A spreadsheet mapping the TDC courses that support each certification is available from Manpower's GES@na.manpower.com gateway.
- Check with the external certifying organization for detailed requirements and application procedures for each credential.

Next Steps

Next Steps

- Talk to your GEA about how training can help you build your career
- Visit www.manpowertdc.com and log on as a guest to view the catalog
- Contact GES@na.manpower.com to sign up for a TDC User ID
- Ask questions and send feedback to GES@na.manpower.com

Thank You!

We hope you take advantage of Manpower's training, and that it helps you achieve your professional goals.

- Contact Manpower at: GES@na.manpower.com