

L & D ORIENTATION

By
LnD Operations Team



What is LnD?

**What is this
Session
about?**



**Why am I
attending
this?**

**What will I
learn?**



Session Objective



- ☐ Introduction to LnD
- ☐ Different Roles in Lnd
- ☐ Focus on LnD Ops
- ☐ College Hire Support
- ☐ Hardware & Software required
- ☐ Learning Platforms
- ☐ Assessments
- ☐ Dos & Don'ts
- ☐ Point of Contacts

LnD Structure



**Head of LnD –
Gayathri
Ramamurthy**

**Business to
Learning + LnD Ops**
Sajjad Ahmed



**College Hire
Training –**
Mahima Sharma



**Technology
Training –**
Veena Deshpande



**Behavioural
Training –**
Ghanshyam T

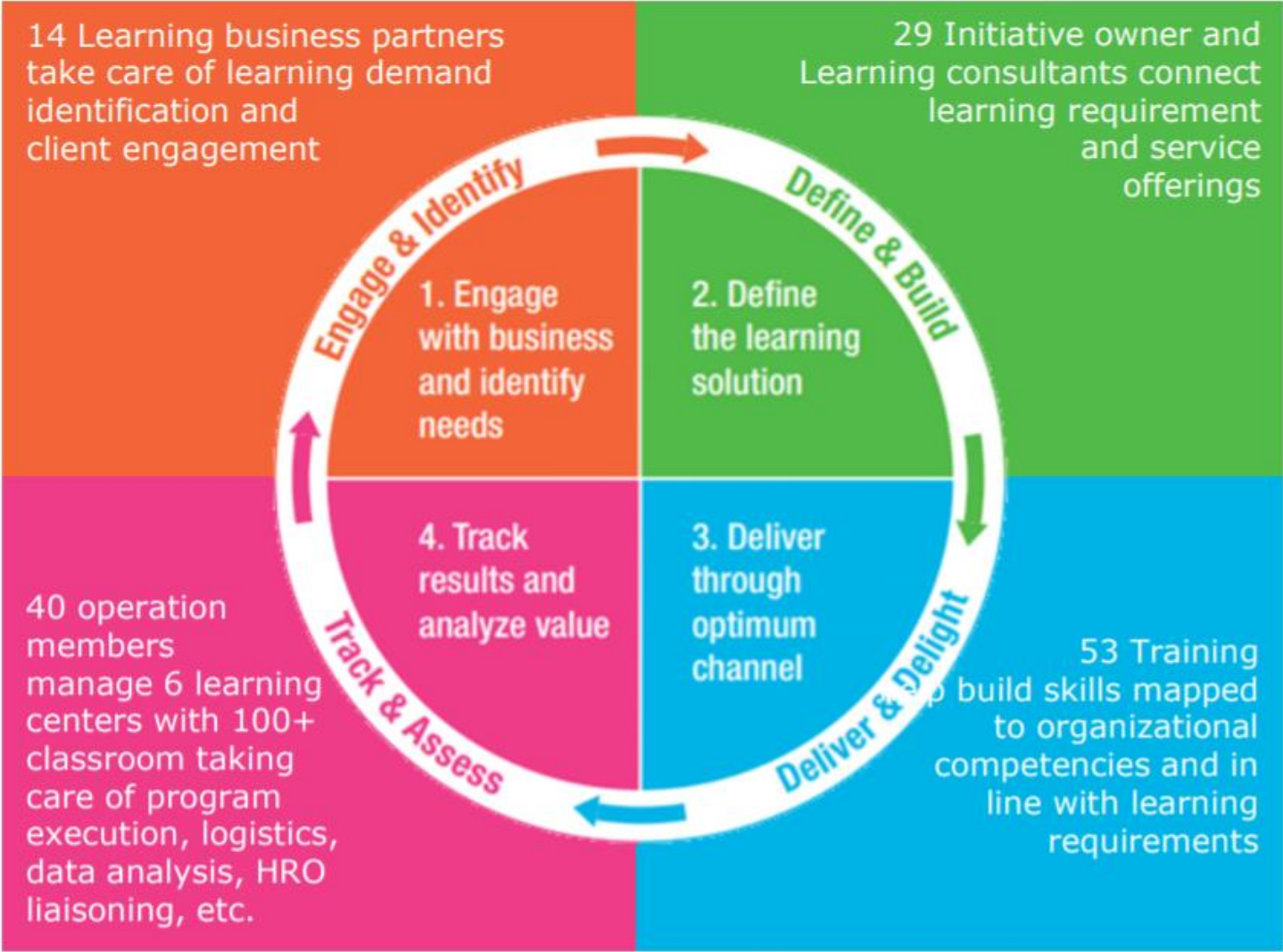


Different Roles in LnD



**LnD
Operations**

Trainers



Monthly calendar published with 150+ programs to all employees in India to support shared services model

Focus on LnD Ops



Helps in resolving
queries & Concerns

Primary Contact for You

Will support in
providing
Hardwar/Software

Will help in getting
Login Credentials



Batch Coordinator

When will I get my Login Credentials?



Within 72 Hours of joining



If you have not received the credentials, get in touch with your OPS Batch Coordinator



If you have not received the Login password or issues installing Intelligent Hub or any other issues, Call the below Helpdesk number between 8.30 am to 8.00 pm

✓ ***Dialling number : +91 22 6001 1305***

✓ ***Conference ID: 513 739 297#***

How about Desktop/Laptop?



**Arranged by
CFMG(Central
Fresher
Management
Group)**

**Ensure Address
and contact no
is correct**

**Within 1
month of
Joining**

**Collect System
from CG Office
if from the
same location**



**If not in the same
location, systems
will be Couriered to
your place**

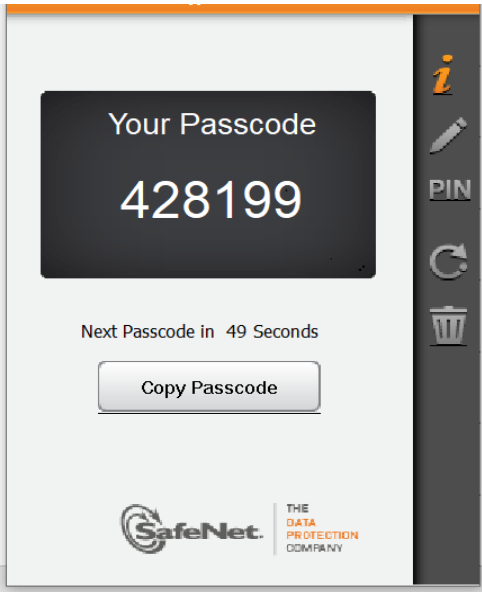
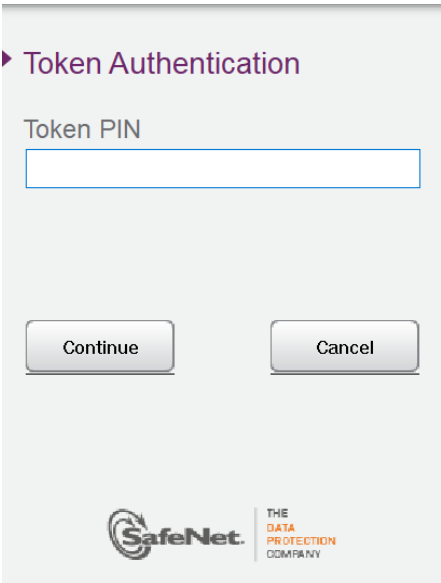


What to do after getting Login Credentials?



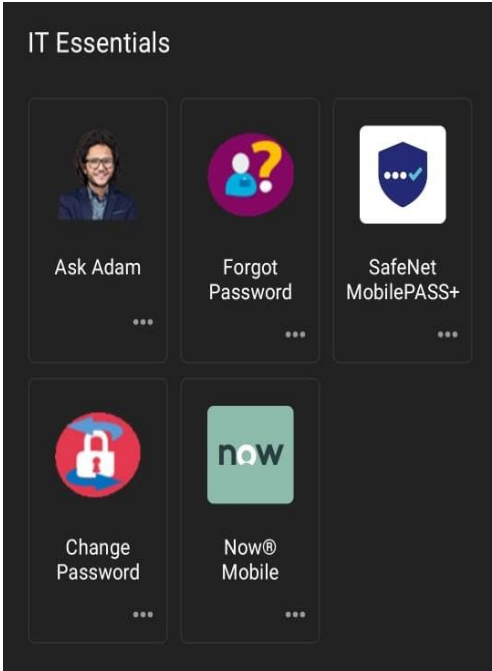
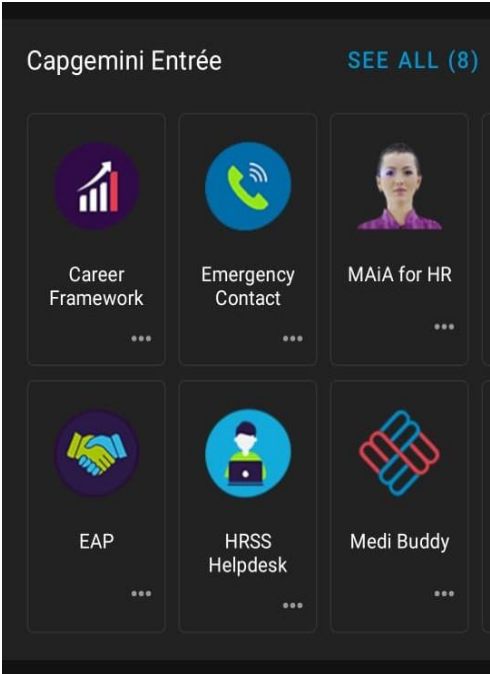
To login to secure applications using a PIN

MobilePASS



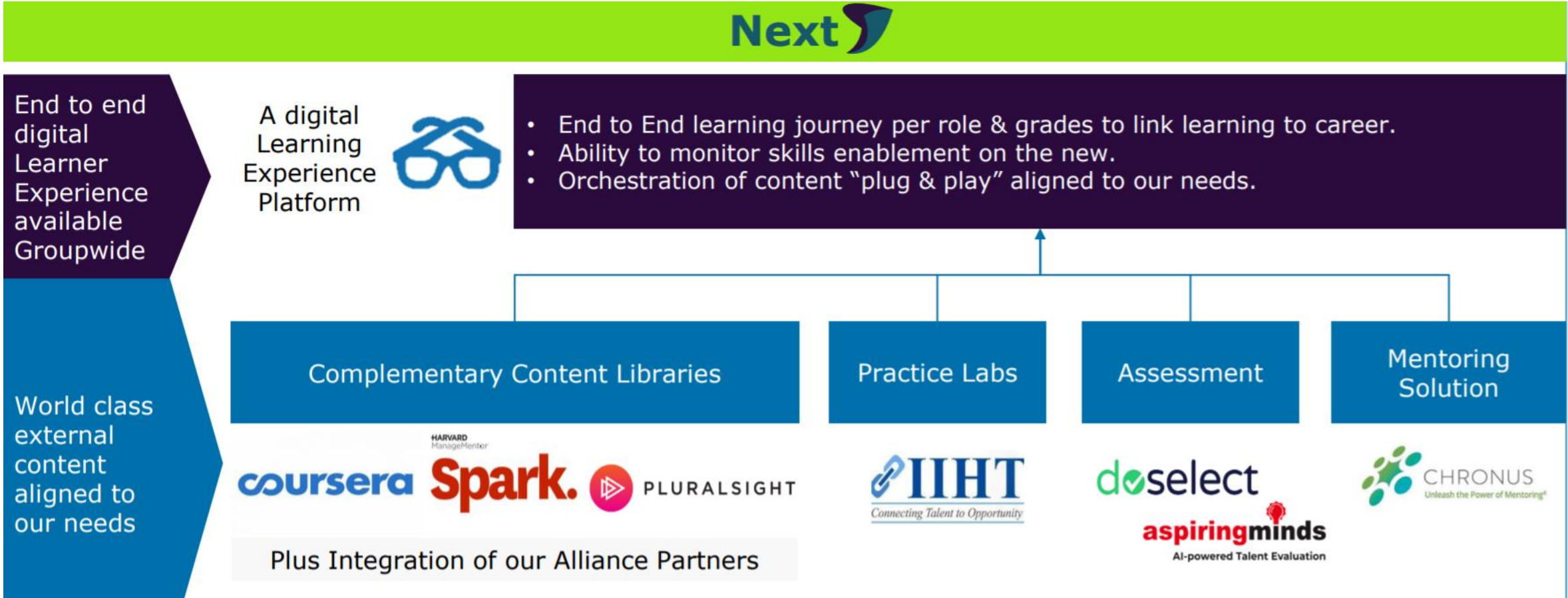
To download Capgemini Apps on Mobile

Intelligent Hub



- ✓ Virtual Desktop Infrastructure (VDI) is defined as the hosting of desktop environments on a central server. It is a form of desktop virtualization, as the specific desktop images run within Virtual Machines (VMs).
- ✓ VDI is provided till you get PC with required software's installed (Up to 1 MONTH VDI is given)
- ✓ VDI is given only for SAP & BI Technologies
- ✓ All Queries Related to VDI can be raised in L&D Operations Helpdesk after 8 days of your joining.

How do I learn?



Who should I contact in case of help?



Microsoft Office Teams

How to Stay Connected
Using Teams

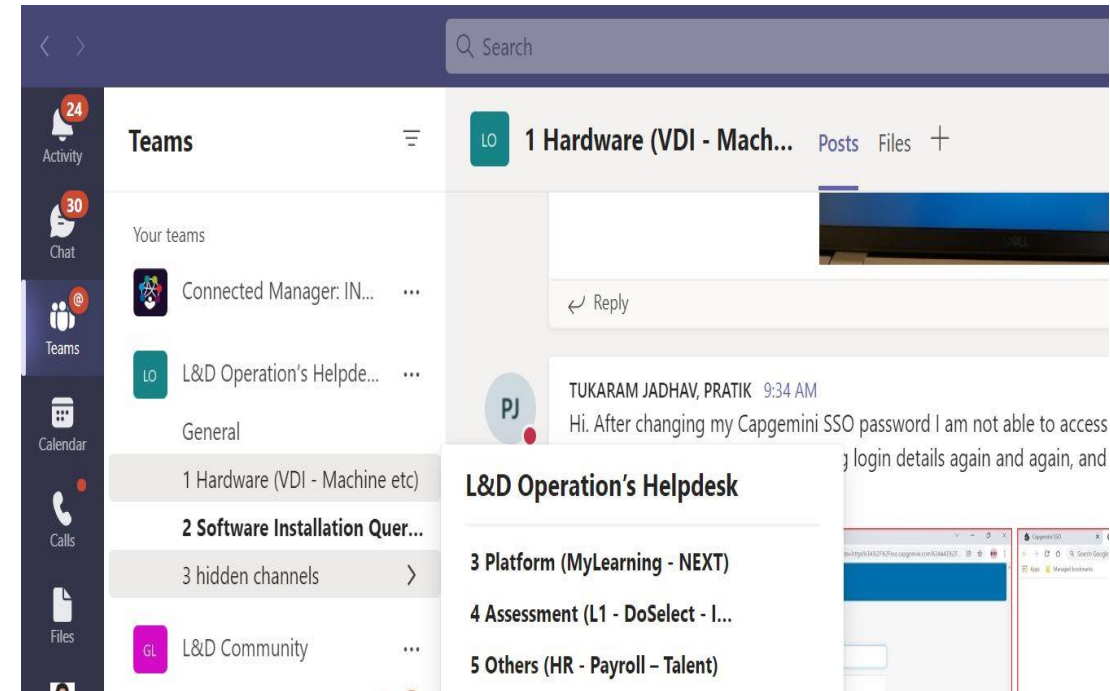
L&D OPERATION'S HELPDESK

Channels (use relevant channels for queries)

1. Hardware (VDI - Machine etc)
2. Software Installation Queries
3. Platform (MyLearning - NEXT)
4. Assessment (L1 - DoSelect - Icompass)
5. Others (HR - Payroll – Talent)

Chat history and FAQ

Dos & Don'ts





DO'S

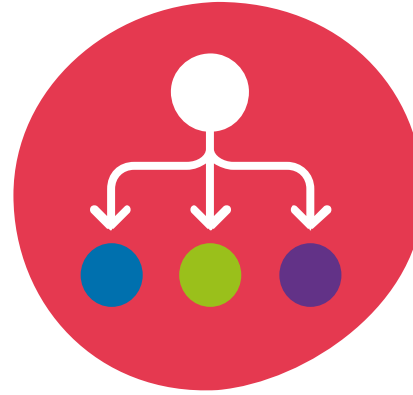


DON'TS

Dos



Secure your PC



**Understand the structure
of the organization**



**Take help from Batch
Coordinator**



**Be Attentive
during the
class**



**Fill your
Timecards on a
weekly basis**

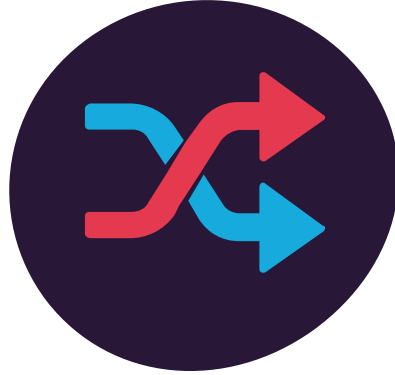


**Provide
feedback**

Don'ts



Unplanned Leaves



Skipping Classes



Security Policies



**LnD project Code for
Internet Bills**

SPOC details with Email IDs



HR

- ✓ HR Related Issues – buhrcfmgin@capgemini.com

CFMG

- ✓ CFMG – cfmg.in@capgemini.com

PAYROLL

- ✓ Payroll Issues - yashashree.javandal@capgemini.com ; sandeep.shetty@capgemini.com

Bank A/c Opening

- ✓ Salary and Bank A/c Opening issues – postonboarding.in@capgemini.com

TIMECARD

- ✓ Respective Supervisors

SPOC details with Email IDs(cont..)



- ✓ vdisupport.in@capgemini.com; pptvdi.global@capgemini.com (with screen shot error msg)



- ✓ ICompass Issues - icompasssupport.fssbu@capgemini.com



- ✓ Doselect Issues - support@doselect.com



- ✓ Talent Portal Access Page – <https://talent.capgemini.com/in>



- ✓ For raising ticket, click this Link- <https://servicecentral.capgemini.com/sc?id=index>



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