DCX Soft Skills Learning Curriculum – June 23'

Learning Business Partner – Dominic Lee

Soft Skills Curriculum

Identified Audience -Grade – A

Blended Learning Approach –
- **E-learnings from DEGREED**
- **Virtual Instructor Led Session**

Focus Areas
- **Oral & Written Communication**
- **Presentation Skills**
- **Handling Customer Interviews – Readiness**

Learning Methodology

- **E-learnings** from Coursera,Harvard Manage Mentor & Coorp Academy

- **Virtual Instructor Led Training** to be delivered by India LnD Trainers on topic
  - Develop Interpersonal skills
  - Presentation skills
  - Business Writing Skills- a practical approach

Blended Learning Approach – Mandatory to be completed

1. Pathway in Degreed DCX Academy Soft Skill Curriculum

e-learnings (Pre -read to be completed before attending VILT session)	2. VILT Program – (Registration steps shared in the next slide)						
Details	**Module**	**Delivery**	**Mode**	**Start Date**	**End Date**	**Start Time**	**End Time**
Business Writing	Business Writing Skills- a practical approach	L&D	Virtual	06-06-2023	06-06-2023	14:00	18:00
Presentation Skills	Presentation Skills	L&D	Virtual	07-06-2023	07-06-2023	14:00	18:00
Spoken English	Develop Interpersonal skills	L&D	Virtual	08-06-2023	08-06-2023	09:00	13:00

Approach

Learning & Development Team
- Kick off call to brief nominated employees
- Sharing Degreed link for employees start e-learning modules
- Employees need to self –register for attending VILTs sessions
- Reminder mail from the Operation SPOC on the delivery date of the program (need based)
- Track and Report (e-learning completion & VILT attendance) status to the management

Self – registration for VILT sessions
- Session details - On accessing the hyperlink, mylearning page will come up, click on register
- Activity registration - Session details - Click on ADD button , the program will be added below
- Right hand down corner – select 'register'
- Post successful registration, you'll will receive automated mailer from mylearning
- Accept the calendar invite shared in mylearning mailer to block calendar
- Use meeting link in the calendar invite to attend the session
- Attendance will be captured
- **Meeting link should not be shared with anyone**

Important Links
- **Access Next without VPN**
- **Discover Capgemini Next**

Nominated Employees
- Create profile in DEGREED if not done till now
  - If you are creating profile in DEGREED today , need to wait for 24 hours to activate
- Access the DEGREED link and complete the learnings
- Download the certificates post completion of the e-learning modules as proof of completion
- **COURSERA Accessibility Concerns**
  - **Write to Kumar Sil, Sandip sandip.kumar-sil@capgemini.com and IN, Learning Systems uis.in@capgemini.com.**
  - **Attach error screenshot and explain the concern you are facing**
- Self – register for VILT session using the hyperlink
- Be on time to attend the VILT sessions (join the meeting invite 15 mins prior to the start time)
- Ensure to attend the complete program basis the duration of the program- This is mandatory

Note
- Profile in NEXT to be created to access e-learnings
- **(Talent page -> Open My Learning -> Click on "Self" icon (extreme left icon on page) -> go to "Training Schedule/Upcoming Activities" tab -> search for respective program -> Click on "START" button.)**
- **To Know How to join the session through My Learning, please CLICK HERE.**

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