

# ECP COMMERCIAL Quarterly Learning Calendar

Time Frame	Induction/ JET PACK	3 months	6 months	9 months		15 months	18 months	21 months	
Technical	1)Excel 2)Powerpoint 3)Email Etiquette 4) Brand Central	1)Refresh / Check		ERP	End of 12 Months : Best Practice Learning Sharing Session			Advanced Excel	Before Graduation : Best Practice Learning Sharing Session
Functional	Product Knowledge Conversion Training SFDC Basics	Test for Prod and Conv Knowledge Selling Skills SPIN Project Mgmt Basics	Account Management 5 Force Proposition Problem Solving	Green Sheet (with tips on Customer Visits)  Blue Sheet H1 Training Financial Tools (including Periscope)		Fin for Non Finance			
Leadership		Presentation Skills  (Elevator Speech, Persuasive Communication,, Sales Pitch)  Time Management  Managing / Running Effective Meetings	1) Effective Communication  2) High Impact Feedback and Listening  3) Influencing Others			1)Collaborating With Others  2) Partnership for Improvement	1) Valuing Differences  2) Conflict Management	Embracing Change	

Bold ones are seen as urgent and important by ex ECPs