

# ECP OPS Quarterly Learning Calendar (2014-2016)

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	Refresh / Check			End of 12 Months : Best Practice Learning Sharing Session				Before Graduation : Best Practice Learning Sharing Session
Functional	1)Product Knowledge  2)Conversion Training  3)Lean and Six Sigma Basics	1) Quality and ISO  2) Project Management Basics  3) Problem Solving	Lean Immersion 1				Learn Immersion 2 (Green Belt)		
Leadership		1) Presentation Skills 2) Time Management	1)Influencing Others  2) Effective Communication  3)Collaborating With Others	Conflict Management		1) High Impact Feedback and Listening  2) Managing / Running Effective Meetings		1) Partnership for Improvement  2)Embracing Change  3) Valuing Differences	

Bold ones are seen as urgent and important by ex ECPs