

Adecco

better work, better life

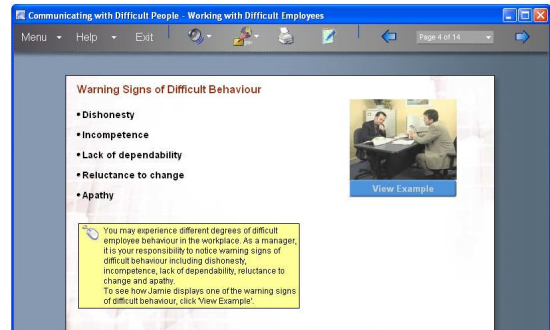
Adecco Xpert E-Learning

Adecco Xpert

As a token of appreciation to be an Adecco long term Associate, we are very pleased to provide you access to Xpert On-Line – an exclusive and highly flexible on-line Training tool.

This is a great opportunity to expand your skill sets – technical and interpersonal skills, and therefore to be eligible for more assignments. This will contribute to develop your own career path as well as your organisation's growth.

Xpert On-Line is a unique comprehensive web-based system that will enable you to take Training **REMOTELY** and to choose the location and time that best fit within your schedule.



Choose now the E-Learning Training(s) from the list below

Software Training

Excel MS 2000	<ul style="list-style-type: none">• Proficient user• Expert user
Power Point MS 2000	<ul style="list-style-type: none">• Proficient user• Expert user
Word MS 2000	<ul style="list-style-type: none">• Expert user
Access	<ul style="list-style-type: none">• Proficient user• Expert user
Lotus Note R 4.5	<ul style="list-style-type: none">• Calendaring, Scheduling and Internet Access• Fundamentals
Lotus Note R 5	<ul style="list-style-type: none">• Calendaring & Scheduling• Collecting and organising information• Managing and Sharing information• Messaging and Working Remotely

Soft Skills Training

Time management	<ul style="list-style-type: none">• Developing a Time management plan• Overcoming Time management challenges
Management and Leadership	<ul style="list-style-type: none">• Leading the way: learning to lead• Leading through change
Team Building	<ul style="list-style-type: none">• Developing a High performance team• Promoting your team's effectiveness
Communicating with Difficult People	<ul style="list-style-type: none">• Working with Difficult Employees• Handling Difficult Co-Workers• Communicating with Your Manager
Self Development	<ul style="list-style-type: none">• Increasing your assertiveness• Positively influencing others
Business Writing	<ul style="list-style-type: none">• Creating effective business proposal
Excellence in Service	<ul style="list-style-type: none">• Providing Superior Customer Services• Working with upset Customers

How to use Xpert On-Line Training

- 1) Select the E-Learning Training(s) of your choice and send an email at training.hk@adecco.com with the following information:
 - Training Title and level (if applicable)
 - Email address to which the online training must be sent to
 - Your full name
 - Your current Position
 - Name of the Client you are assigned to
- 2) You will receive by email the link to access the selected Training
Please note that the Training validity period is of 45 days – beyond this 45-day period, you will have to make another request with your Adecco Branch.

Confidentiality Clause

All results are encrypted and returned via email to Adecco in complete confidence