

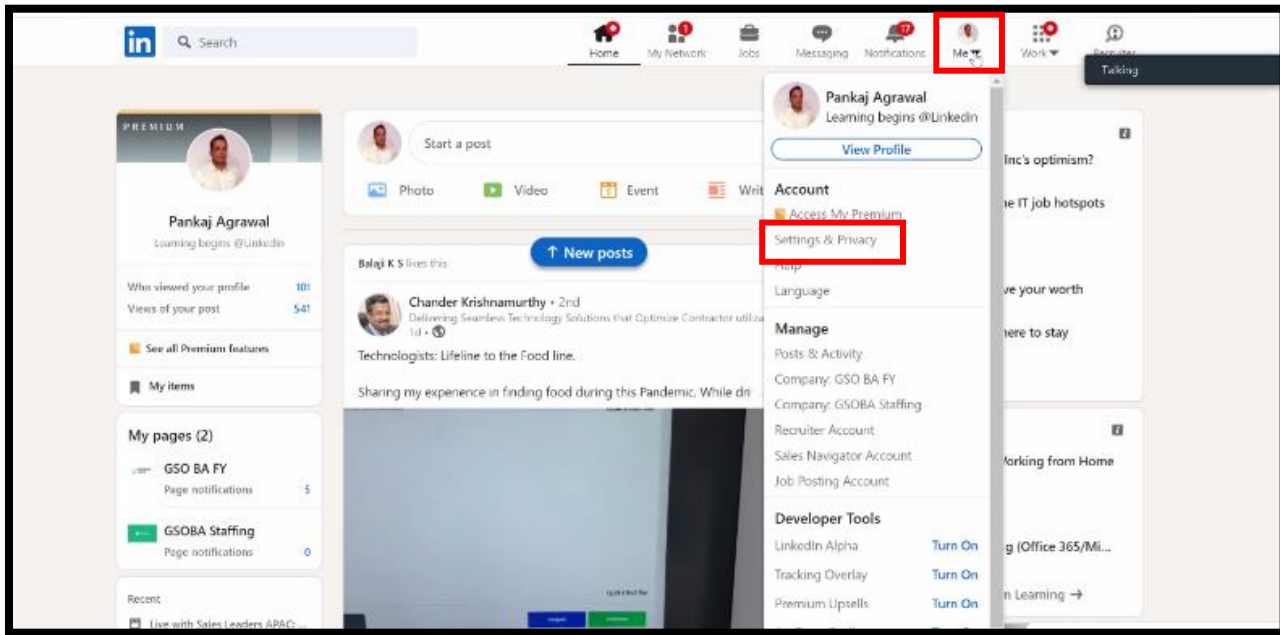
LinkedIn Learning

Before logging on to the LinkedIn Learning, please log in to your LinkedIn account.

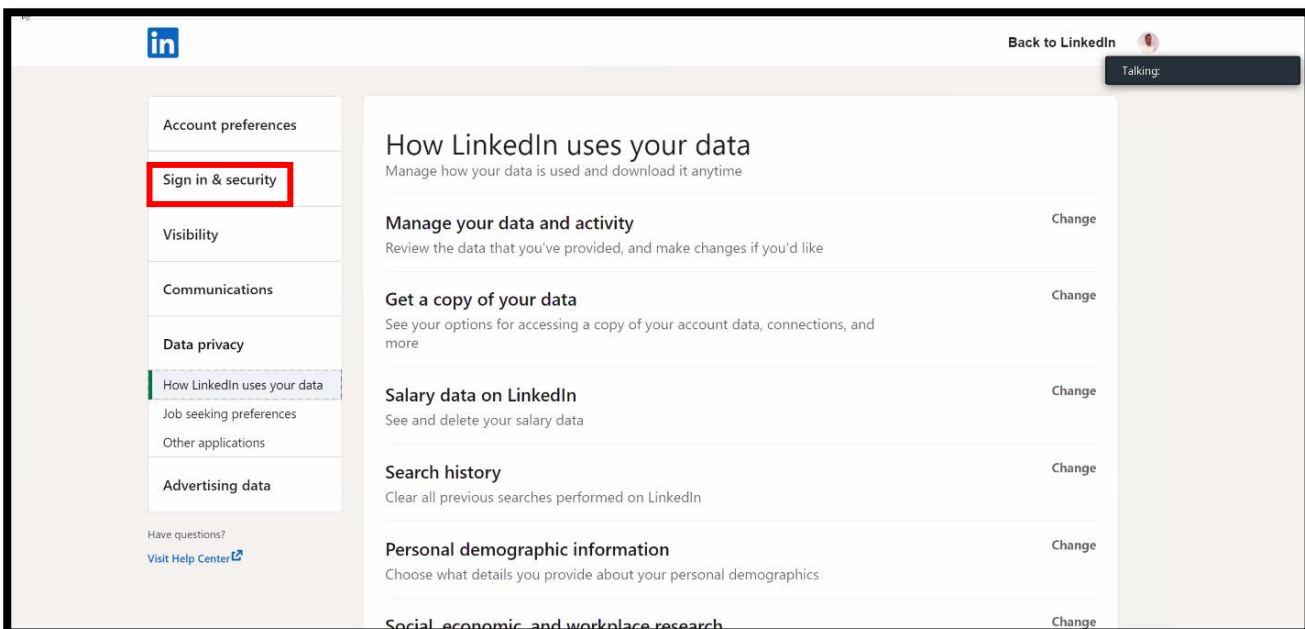
Use your current login credentials.

Follow the steps below to ensure that we have your LinkedIn accounts registered for the program.

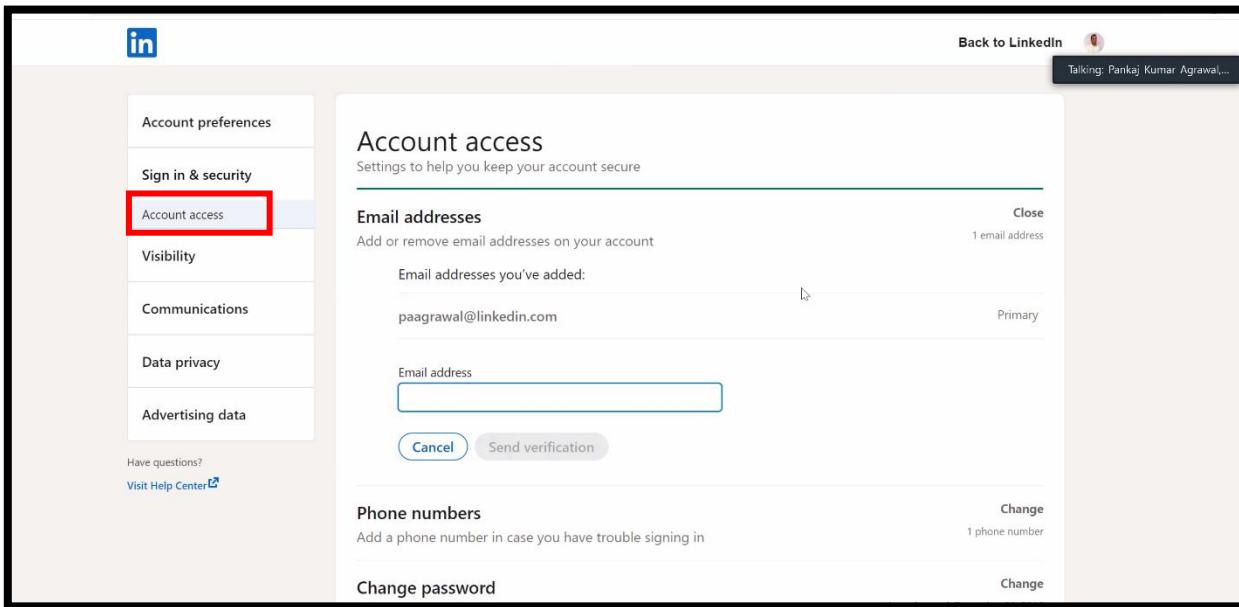
1. Log in to your profile.
2. Click on 'Me' on the top right corner.
3. Select 'Settings & Privacy'



4. Click on sign in & security.



5. Click on Account Access



6. Add your official email address and complete the verification process.
7. Once verified, mark your official email address as 'primary' (**important**)

This will enable the access to the learning program once we have activated the same at your official email IDs linked to your LinkedIn account.

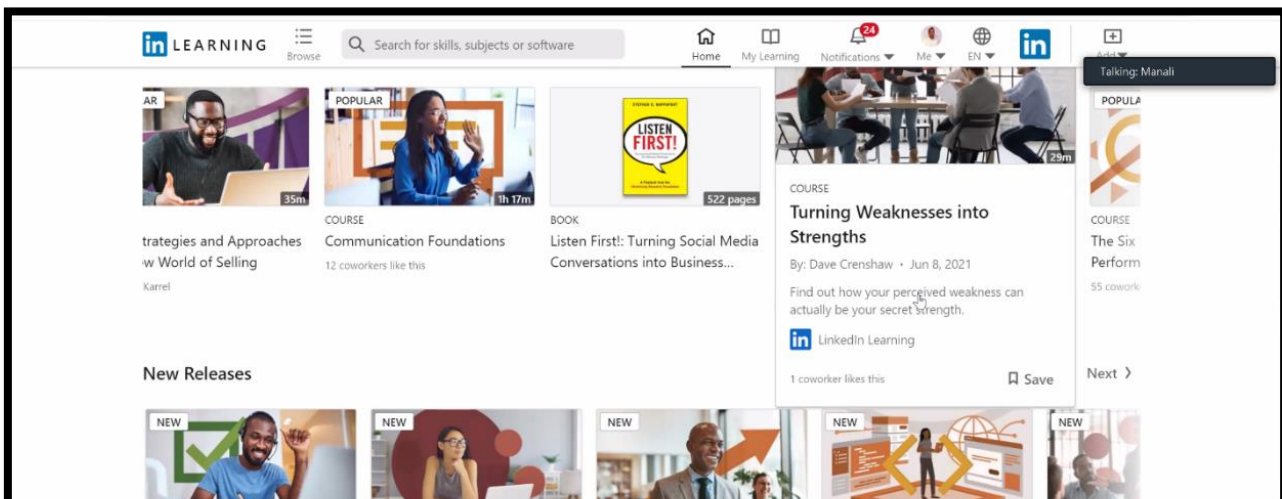
How does one navigate through the LinkedIn Learning Program?

Please watch these video to understand more about the program

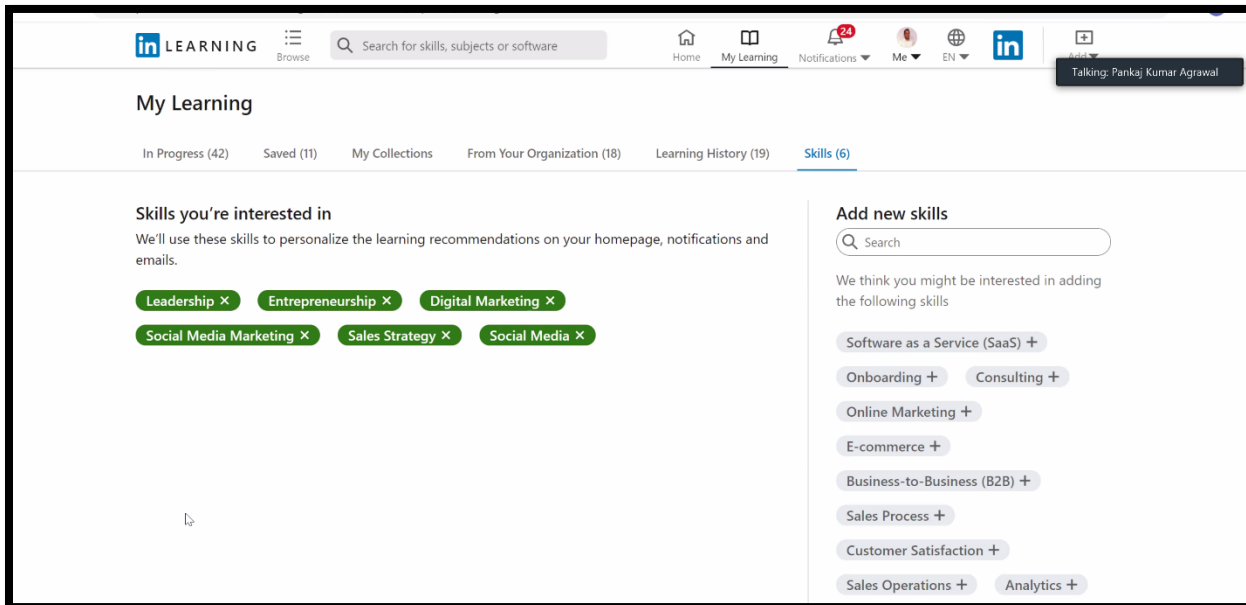
<https://www.linkedin.com/learning/how-to-use-linkedin-learning/advance-your-skills-with-linkedin-learning-2>

<https://www.linkedin.com/learning/getting-started-as-a-linkedin-learning-admin/getting-started-as-a-linkedin-learning-admin>

1. To log in to LinkedIn Learning Program, go to - <https://www.linkedin.com/learning>
2. Sign in using your LinkedIn Credentials
3. Once you log in to your learning program, you will see a dashboard like this:



**4. Please add your skills using the path –
Me – Skills – Add skills**



5. Adding relevant skills will help with customized course recommendation from LinkedIn.
6. You can add / delete your skills as and when you require or complete a course / certification.
7. Since this is a community-based program, participate in discussions and assignments as and when possible, to broaden your reach.
8. If not, reach out to fellow peers to discuss about the courses and recommend if you come across an amazing learning.

As someone in the G.I. Joes ones said, “Knowing is half the battle.”

The goal of Learning and development is to align your goals and performance with the company.

As part of One Team, you’ve been part of numerous situations where you can learn. Whether its on-the job or situation based, we have always encouraged team members to empower themselves when it comes to knowledge. To take this thought a bit further, we are rolling out our first Learning Program with LinkedIn.

Looking at managerial responsibilities at certain levels, this program is available for team members at L4A and above. We see this as an opportunity for people to upskill, explore and bring their learnings to work.

What is LinkedIn Learning?

LinkedIn Learning is an on-demand library of instructional videos covering the latest business, technology, and creative skills. It provides personalized course recommendations and is designed to help you achieve your full potential. It has over 16,400 LinkedIn Learning courses in 7 languages taught by credible industry experts and 60+ new courses added every week.

Know more about the program - <https://learning.linkedin.com/product-overview>

Who can benefit from the Program?

Managers across the organization can avail this program. When you share the lessons with the team, they can indirectly benefit from their manager’s learnings.

How do I select my learning courses?

A list of general courses is attached on the page. You can manage your own pace. The LinkedIn learning library is broadly categorized into Technology, Creative and Business. With approximately 33 subcategories spread across all departments and sectors. **We highly recommend you select intermediate and advanced level courses to strengthen your professional skills. Furthermore, pick at least 2 courses that have a direct impact on your work whether in terms of a skill or managing your team.**

How long do I have to complete my courses? Is there a mandatory duration?

Your account will have access of LinkedIn learning for the entire quarter (Q2) of this financial year. You are required to complete a minimum of 50 hours of learning. You could plan an hour a day to achieve this goal. Pick up your learning path keeping in mind the number of hours required for complete

Do I get a certificate?

Yes, certain intermediate and advanced courses will have certifications once the course is completed. You can add them to your LinkedIn profile as well as post it on your timelines and submit a report at the end of Q2 in your KPI assessment.

Does my LinkedIn Profile Need to Change?

Yes, it does. Check out the instructions in the document that’s on the page.