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Online Training

Categories

- Business Acumen & People Skills
- Business Analytics
- Customer Service
- Human Resources Management
- Engineering
- Leadership
- MS Office
- Business Applications
- Information Technology & ECS
- Project Management
- Logistic and Supply Chain
- Sales and Marketing
- T&D Appreciation
- Field Service Appreciation
- Substation Appreciation
Business Acumen and People Skills

Business acumen is understanding how a company makes money and achieves its goals and objectives. Business acumen, however, is not one skill but a set of skills that, working together, help to make a leader like Steve Jobs and his business prosperous.

- LMS-BS003 Business Writing Fundamentals
- LMS-BS004 Conflict Resolution
- LMS-BS005 Critical Thinking
- LMS-BS006 Electricity Primer Educational Programme
- LMS-BS007 Energy Audit 101
- LMS-BS008 Electronics Foundations - Basic Circuits
- LMS-BS009 Business Etiquette Phone - Email and Text
- LMS-BS010 Developing Your Emotional Intelligence
- LMS-BS011 Stress Management
- LMS-BS012 Public Speaking Foundations
- LMS-BS013 Time Management
- LMS-BS014 Electronics Foundations - Fundamentals
- LMS-BS067 Solving Business Problems
- LMS-BS069 Designing a Presentation
- LMS-LS045 Negotiation Skills
- LMS-BS075 Improve Your Focus
- LMS-BS077 Working Remotely
- LMS-BS078 Finding Your Productive Mindset: Productivity Tips
- LMS-LD080 Teamwork Foundations
- LMS-BS086 Holding Yourself Accountable
- LMS-BS087 Managing Your Manager
- LMS-BS088 Creating and Giving Business Presentations
- LMS-BS089 Learning to Be Assertive

Business Analytics

Business analytics (BN) is the iterative, methodical exploration of an organization’s data, with an emphasis on statistical analysis. Business analytics is used by companies that are committed to making data-driven decisions.

- LMS-BN056 Learning Data Analytics
- LMS-BN057 Data Visualization for Data Analysts
- LMS-BN058 Learning Data Visualization
- LMS-BN059 Excel-Managing and Analyzing Data
- LMS-BN060 Learning Excel - Data Analysis
- LMS-BN061 Business Analysis Foundations
- LMS-BN062 Business Analytics with Excel
- LMS-BN063 Business Intelligence (BI) Capabilities in Excel
- LMS-BN064 Business Analysis Foundations-Business Process Modeling
Customer Service

Customer service is the act of taking care of the customers' needs by providing and delivering professional, helpful, high quality service and assistance before, during, and after the customer’s requirements are met.

- LMS-CS046 Managing Customer Expectations for Front-line Employees
- LMS-CS047 Phone-Based Customer Service
- LMS-CS048 Quality Standards in Customer Service
- LMS-CS049 Serving Customers Using Social Media
- LMS-CS050 Writing Customer Service Emails
- LMS-CS051 JPS Support: Customer Education Training
- LMS-CS085 Customer Service: Creating Customer Value

Human Resource Management

Human resources describes both the people who work for an organization and the division responsible for managing employees resources. Human resource management involves overseeing all things related to managing an organization’s human capital. Human resource management is therefore focused on a number of major areas, including: Recruiting and Staffing, Compensation and Benefits, Training and Development, Organization Development, Labor and Employee Relations.

- LMS-HR015 HR as a Business Partner
- LMS-HR016 Human Resources Fundamentals
- LMS-HR017 Administrative Human Resources
- LMS-HR018 Organizational Learning and Development
- LMS-HR019 Strategic Human Resources
- LMS-HR020 Talent Management
- LMS-HR093 Teaching Techniques: Creating Effective Learning Assessments
- LMS-HR094 Creating a Culture of Learning

How to Register for Training?

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Engineering

Engineering is the application of science and math to solve problems. Engineers figure out how things work and find practical uses for scientific discoveries. Scientists and inventors often get the credit for innovations that advance the human condition, but it is engineers who are instrumental in making those innovations available to the world.

• LMS-EG071 Learning AutoCAD
• LMS-EG072 Electrical Systems: Reading Drawings and Schematics
• LMS-EG073 AutoCad 2020 Essential Training
• LMS-EG076 AutoCAD Electrical Essential Training

Leadership and Supervisory

Leadership is a process of social influence, which maximizes the efforts of others, towards the achievement of a goal. Leadership embodies following qualities: Decisiveness, Awareness, Focus, Accountability, Empathy, Confidence, Optimism, Honesty and Inspiration. Supervisory also includes the job of watching a person or activity to make certain that everything is done according to set standard, safely, and efficiently.

• LMS-LD052 Leading without Formal Authority
• LMS-LD053 Lead with Emotional Intelligence
• LMS-LD065 Leadership Foundations
• LMS-LD066 Coaching for results
• LMS-LD068 Coaching and Developing Employees
• LMS-LD079 Building Accountability into Your Culture
• LMS-LD090 Performance Management: Setting Goals and Managing Performance

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MS Office Suite

Microsoft Office is the collective name for Microsoft’s set of home and business productivity software. The MS suite of programs includes Microsoft Word, a word processing tool; Microsoft Excel, a spreadsheet program; Microsoft PowerPoint, used for creating interactive presentations; Microsoft Outlook, used for email and calendar management; Microsoft Access, a database management program; and Microsoft OneNote, a note-taking application. Microsoft Office programs have become the de facto standard for many of the categories of programs it includes, especially word processing and spreadsheet.

- LMS-MS028 Learning PowerPoint
- LMS-MS029 Managing Subcontractor Projects with Microsoft Project
- LMS-MS030 Mastering Microsoft Project Graphical Reports
- LMS-MS031 Microsoft Excel Essential Training
- LMS-MS032 MS Excel-Introduction to Formulas and Functions
- LMS-MS033 Excel- Introduction to Charts and Graph
- LMS-MS034 Managing Time-Constrained Projects with Microsoft Project
- LMS-MS035 PowerPoint Creating a Self-Running Interactive Presentation
- LMS-MS036 MS Project for Beginners

Business Applications

Business applications are a collection of components that provides a business functionality that can be used internally, externally, or with other business applications. Business applications can be of individual components, which are related to each other. Example of business applications are: Order Management, Oracle Financial Management, Training Record Management System, etc.

- LMS-BA001 CS 4.3 Customer Suite
- LMS-BA002 Oracle Financials R12
Information Technology and ECS

Information technology (IT) is the use of any computers, storage, networking and other physical devices, infrastructure and processes to create, process, store, secure and exchange all forms of electronic data. Typically, IT is used in the context of enterprise operations as opposed to personal or entertainment technologies. The commercial use of IT encompasses both computer technology and telephony.

• LMS-IT021 IT Hardware and Networking-Core Hardware
• LMS-IT022 IT Hardware and Networking-Core Processing
• LMS-IT023 IT Hardware and Networking-Displays and Printers
• LMS-IT024 IT Hardware and Networking-Laptops and Mobile Devices
• LMS-IT025 IT Hardware and Networking
• LMS-IT026 IT Hardware and Networking -Peripherals and Building a PC
• LMS-IT027 SQL Data Reporting and Analysis
• LMS-IT074 Networking Foundations: Networking Basics
• LMS-IT095 Learning IP Addressing

Project Management

Project management is the practice of initiating, planning, executing, controlling, and closing the work of a team to achieve specific goals and meet specific success criteria at the specified time. The primary challenge of project management is to achieve all of the project goals within the given constraints. This information is usually described in project documentation, created at the beginning of the development process. The primary constraints are scope, time, quality and budget. The secondary—and more ambitious—challenge is to optimize the allocation of necessary inputs and apply them to meet predefined objectives.

• LMS-PM037 Business Analyst and Project Manager Collaboration
• LMS-PM038 Project Management Foundations - Budgets
• LMS-PM039 Project Management Foundations
• LMS-PM040 Project Management Professional (PMP)
• LMS-PM070 Project Management Office (PMO)

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Logistic and Supply Chain

The terms Logistics and Supply Chain Management are used interchangeably these days, but there is a subtle difference that exists between the two.

Logistics is the set of activities ranging from procurement of raw materials, to the delivery of the final good to the end consumer. In a typical business scenario, many organizations work in tandem to get a product in hand of the consumer. The supply chain is a network of these organizations that coalesce with each other to make the process successful.

- LMS-LS041 Implementing Supply Chain Management
- LMS-LS042 Logistics Foundations
- LMS-LS043 Implementing Supply Chain Management
- LMS-LS044 Purchasing Foundations
- LMS-LS045 Negotiation Skills

Sales and Marketing

Sales and marketing are two business functions within an organization -- they both impact lead generation and revenue. The term, sales, refers to all activities that lead to the selling of goods and services. And marketing is the process of getting people interested in the goods and services being sold.

Marketing informs and attracts leads and prospects to the company and product or service. Sales, on the other hand, works directly with prospects to reinforce the value of the company's solution to convert prospects into customers. While these two business functions are different, they both share a common goal: to attract prospects and convert them to customers, ultimately generating revenue.

- LMS-SM054 Sales Foundation
- LMS-SM055 Marketing Fundamentals
- LMS-SM091 Key Account Management
Transmission and Distribution Online

The Transmission line and Distribution line both are used to carry power or electricity from one place to the other. Transmission Line helps in the movement of electricity from power plant to the substations. It is carried out electricity in three phase supply system. The distribution line carries electricity from the substation to the consumer’s end, It is carried out electricity in three or single phase supply systems. When it comes to voltage levels, transmission lines are a high voltage line from up 69kV to 138 kV in Jamaica. Distribution lines are low voltage lines that carry electricity from the substations to the end users for residential and commercial use from 120V to 24 kV in Jamaica.

• LMS-LM081 Understanding Temporary Protective Grounding
• LMS-LM082 Vegetation Management Near Energized Lines

Metering & Field Services

Field service refers to the function with the the power utility dealing with power metering. Field service scope spans from the selection of metering solutions, through installation, troubleshooting and testing of meters and metering systems, both instrument and whole current meters. Filed service also covers meter investigation for the purpose of revenue protection and non technical loss management.

• LMS-FS083 Prepaid Metering Installation Appreciation
• LMS-FS092 Meter Testing Appreciation

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Substations

A substation is a part of an electrical generation, transmission, and distribution system. Substations transform voltage from high to low, or the reverse, or perform any of several other important functions. Between the generating station and consumer, electric power may flow through several substations at different voltage levels. A substation includes transformers to change voltage levels between high transmission voltages and lower distribution voltages, that makes the main difference between a substation and a switchyard. Switchyards route power through various circuits but do not transform voltages.

• LMS-LS041 Implementing Supply Chain Management
• LMS-LS042 Logistics Foundations
• LMS-LS043 Implementing Supply Chain Management
• LMS-LS044 Purchasing Foundations
• LMS-LS045 Negotiation Skills