

# Organizing my working life

## Professional training

Professional training helps employees take control of their career:

- either by progressing within the company,
- or by realising personal projects outside work or planning a career change.

### Discuss your project

#### With your manager or HRBP during your professional interview

- 4 themes are discussed during your professional interview:
  - a review of your performance and your situation
  - your skills
  - your project
  - support that could be provided for your project within the company.

A professional interview must be conducted every 2 years.

It is also compulsory when returning from: maternity or parental leave, sick leave over 6 months, a long part-time period, a professional assignment, change in the organisation that impacts the employee and secondment.

#### With a career adviser

- The procedure is free and confidential.
- The professional interview is not a skills assessment. The aim is to analyse the employee's individual situation, guide them, and provide them with support for their project.

Make an appointment:  
<https://mon-cep.org#trouver>

#### Test in the field to define your project!

All employees aiming for mobility or retraining can participate in the **"live my life programme"** or a period of **observation** between 1 and 5 days.

### Plan your training programme (with or without Schneider Electric)

#### Job training for Schneider Electric employees working in France

- Consult all the training available to Schneider Electric employees on My LearningLink.
- The training managers based in France select the programmes and prepare a [catalogue for download](#).



- The e-learning, distance learning and face-to-face courses are categorised by theme:
  - management and leadership
  - digital
  - project management
  - professional efficiency
  - social and environmental responsibility
  - human resources
  - sales and marketing
  - technical skills and R&D
  - health and safety
  - the global supply chain

Simply enter FRA\* in the browser of My LearningLink to find most of the specific courses for France (excluding Health and Production).

To find training by function, BU and country, use the menu ☰ at the top right.

- **New in 2024** : some employees have access to the Coursera platform via My LearningLink. Coursera offers internationally recognised online training.

