

Welcome to the **June** edition of the Learning Cart **Newsletter**

Our goal is to enrich you and your teams' **development** through the use of The Learning Cart.

Issue 12, June 2016

To share is kind (forward to your team)

We've updated the format to highlight featured courses:

Leadership Skills: Successful Delegation: Supervise and Encourage

Why You Need It: Supervision at the right level – avoiding the equal temptations to either micromanage or to ignore the delegate's activities – is critical to assuring a good result. Giving the right coaching, encouragement and support to the delegate, plus seeking feedback and eliciting questions from the assignee are skills to develop for best results.

Business Skills: Diplomacy and Tact for Every Day

Why You Need It: Utilizing tact and diplomacy is important when engaging in difficult conversations, but these skills are just as important in our day-to-day work environments.

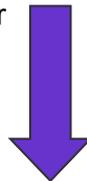
Desk Top Skills: New Microsoft 2016 and Office 365 Courses

Why You Need It: If you are wondering where you can find help for the new versions of Excel, PowerPoint and Word, look no further. We have updated all our Microsoft courses on Learning cart to include 2016 versions of all the Microsoft Office applications, and many others. 2007, 2010 and 2013 versions are still available. Please see below for a sample list of courses available.

More detailed course descriptions and directions on how to delete a non-required course from your active list are below.

[Click Here](#) to go to Learning Cart

Any questions please contact [SUPERVALU Training](#).



Need technical help with the Learning Cart? Contact the Help Desk at **1-888-767-4227**

What Courses are Trending:

Adding Visuals, Themes, and Styles to Excel 2010 Workbooks

Getting Started with Outlook 2010

Introducing Microsoft Office 365 Applications

What's in YOUR Learning Cart?

Suggestion Box

Have suggestions for The Learning Cart newsletter?

Click [here](#) to share them!

Did you know?

Leadership Advantage will be going through an upgrade. Soon you will be able to access refreshed topics, white papers, live events and more!

MORE DETAILS:

Successful Delegation: Supervise and Encourage

We all get the results we deserve' is especially true when it comes to following up on tasks after delegation. Have you ever received a request to do something from someone and never heard another thing until they complain that you are overdue or that the results are not what they expected? Supervision at the right level – avoiding the equal temptations to either micromanage or to ignore the delegate's activities – is critical to assuring a good result. Giving the right coaching, encouragement and support to the delegate, plus seeking feedback and eliciting questions from the assignee are skills to develop for best results. And remember, you have responsibility for execution no matter what happens. In this course, you'll learn how to give supervision and feedback to ensure that your delegates actually deliver what you want and when you expect. You'll find out how to set checkpoints and make sure the delegate gets the support and coaching they need to be effective. Finally, you'll discover constructive ways to respond when things go wrong and how to handle failed deliveries without demotivating the delegate.

Diplomacy and Tact for Every Day

Imagine a world where people always say what's on their mind with no filters. This is a world where you are informed at a lunch meeting that you have lettuce in your teeth, where it's announced at the staff meeting that a project has been delayed because you forgot to send an e-mail, or where your coworkers openly roll their eyes when you ask a question they think is embarrassingly basic. This is a world without diplomacy and tact. Utilizing tact and diplomacy is important when engaging in difficult conversations, but these skills are just as important in our day-to-day work environments. People who communicate with diplomacy and tact will be notable and noticed for their ability to communicate across all levels of an organization in a way that puts people at ease and inspires confidence. In this course, you'll explore diplomacy and tact, and recognize the difference between them and the value they bring to you and your work environment. You'll also review situational awareness, how to choose words to avoid a meltdown, and how to apologize with grace.

New Microsoft 2016 and Office 365 Courses

Microsoft Excel 2016 Essentials: Formulas and Functions

Microsoft Excel 2016 Essentials: Charts, Tables, and Images

Microsoft Excel 2016 Intermediate: Customizing Views, Styles, and Templates

Microsoft Office 2016 Intermediate Excel: Working with Data

Microsoft Office 2016 Intermediate Excel: Creating Custom Visual Effects

Microsoft Office 2016 Intermediate Excel: Macros and Advanced Queries

Microsoft Office 2016 Intermediate Excel: Share, Review, and Collaborate

Working with the Interface and Performing Basic Tasks in Word 2016

Formatting Text in Word 2016

Customizing Options and Using Document Views in Word 2016

Creating and Formatting Tables in Word 2016

Introduction to the PowerPoint 2016 Interface and Basic Tasks

Managing Contacts, Tasks, and the Calendar in Outlook 2016

Managing Automation, Storage, and Tidying Up in Outlook 2016

Creating Photo Albums, Sections, Transitions and Animations in PowerPoint 2016

Modifying and Formatting Slides in PowerPoint 2016

Formatting Text Boxes and Working with Graphic Content in PowerPoint 2016

***If the course is a requirement for your job, you must complete it.**

How to Remove a Course from your To-Do List (if it's non-required)

Step 1: From your list of Current Training in Learning Cart, highlight the course that you want to remove. Once selected (highlighted), the description will appear below the list of items in your To-Do area.

Step 2: In the description box for the course, click on the “Other Actions” dropdown box and choose ‘Cancel Registration.’ This will take you to the Cancellation Confirmation screen.

Step 3: In the Cancellation Confirmation screen, you will see the course title you want remove. Click on the button “Cancel Marked”. Once clicked, you have been removed from the roster of that course and it will no longer appear in your Current Registration list. Please note, if your email is connected to the Learning Cart – you will receive an automatic email confirmation stating that you are no longer registered for that class.