

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

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

Issue 7, July 2015

*To share is kind (forward to your team)*



We've updated the format to highlight featured courses:

#### Leadership Advantage: Managing Upward Relationships

**Why You Need It:** There are certain skills that contribute to the [sometimes] delicate art of "managing" your manager – this course does a wonderful job of concisely capturing those skills using video, case studies and even book summaries!

#### Grocery Knowledge: Gross Profit and Suggested Retail Price

**Why You Need It:** If your department isn't making it's targeted gross profit, your pricing might be the problem, and it's the first thing you should check!

#### Desktop Skills: Microsoft OneNote

**Why You Need It:** If the sticky notes and/or your memory aren't keeping you organized OneNote is a helpful tool.

More detailed course descriptions below

See below for directions on how to delete a non-required course from your active list.

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

Any questions please contact:

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*What's in YOUR Learning Cart?*

#### Suggestion Box

Have suggestions for The Learning Cart newsletter?

Click [here](#) to share them!

#### Did you know?

You can use The Learning Cart as a reference/resource tool. Just review the section you want in a course, no need to complete the entire course\*.

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

To remove your name from our mailing list, please [click here](#)

## MORE DETAILS:

### Managing Upward Relationships

In this course, you will explore some key concepts and associated skills for helping build and develop relationships that allow for **clear, two-way conversation with your manager or another leader** whose position sits "higher" than yours in the organizational chart. In the section, "Essentials of Managing Up", the topics of **trust, power, politics and work styles** are discussed in a constructive way. In the section, "Perfecting Your Relationship Skills", pay special attention to the content regarding **conflict and criticism**; the way the concepts are explained can help us see that conflict and criticism do not always need to be negative.

### Gross Profit and Suggested Retail Price

In this short 30 minute course, learn how retail prices should be calculated using the **margin method (not markup!)**, and the difference between margin and markup. The first half of the course shows you how to calculate gross profit dollars, percent's and cost percent, and calculate a retail price based on your targeted gross profit. The last half of the course shows you how to consider market conditions when setting retail prices.

### OneNote

OneNote is a note-taking software you can use to create, organize, search and share notes. This course describes how to create an electronic notebook, how to add pages and sections to it, how to search, tag and save content. It also describes how to add notebook content, including text, pictures, links, screen clips, drawings, attachments, printouts of files, audio and video recordings.

**\*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, 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