

November New Releases!

Jumpstart your learning with new courses! Below are just a few SkillSoft resources available to you starting this month. And, as always, you can **add to your knowledge at no cost to you, 24/7!**

Add exciting titles to your To-Do List today!

Personal Development

+ [Developing Character for Perseverance and Resilience](#) (1 hour)

Because setbacks are an inevitable part of daily life, you must develop an attitude of perseverance and resilience in order to reach your goals. From changes in the economic climate to the loss of working resources, setbacks are challenges you encounter and must somehow overcome. This course gives you the tools you need for developing an attitude that allows you to bounce back from setbacks and forge ahead.

Professional Effectiveness

+ [Basic Business Math: Using Whole Numbers and Decimals](#) (1 hour)

The ability to analyze and comprehend numbers is a vital skill for personal, as well as organizational, growth and success. This course builds on the basic math skills you learned in school, showing you how to apply those skills to some common work situations.

+ [Basic Business Math: Averages and Equations](#) (1 hour)

Because math skills are valuable in so many work situations, refreshing your skills can demonstrate your mathematical competence and business savvy. This course builds on the basic math you learned in school, showing you how to apply those skills to some common work situations. It helps you to confidently calculate weighted and moving averages, as well as using equations in work through a series of real-life problems and examples.

+ [Basic Business Math: Charts and Graphs](#) (1 hour)

Being able to read and select the right types of charts and graphs in a basic work environment is invaluable. This course builds on the basic math skills you learned in school, showing you how to apply those skills to some common work situations, while helping you to understand how numerical data is represented in charts and graphs. You will also learn how to choose the right type of graph for a particular work situation, and apply good practice when using graphs and charts.

Management Curriculum

+ [Communicating during Difficult Times](#) (1 hour)

Communication is never more important than when an organization is experiencing difficult times. Different levels of leadership bear specific responsibilities at such times. These responsibilities include communicating strategic vision, explaining the rationale for decisions made, and translating those decisions into day-to-day operational terms. This course explains the responsibilities of various leadership roles when communicating during challenging times.

+ [Managing Resources during Difficult Times](#) (1 hour)

Organizations facing tough times such as economic hardship or even extreme growth need to take action. This course covers strategic responses to difficult times, such as cutting unnecessary costs and building relationships with employees.

As with all AgLearn resources, these are available to all USDA employees at no cost to you!

 [Click here for a complete list of the November releases!](#)