



June 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!

Professional Effectiveness

- + [Emotional Intelligence At Work Simulation](#) (30 minutes)
Effective working relationships and reputation are vital, and the key to these elements is emotional intelligence. The simulation is designed to provide participants with the opportunity to practice emotional intelligence skills in a secure, virtual environment.

Microsoft Office 2010

- + [Building a Schedule with Project 2010](#) (1 hour)
Good scheduling leads to timely completion of the project, and that relies on the ability to order and link tasks, and set appropriate durations and constraints. This course covers the steps for entering and editing tasks within Microsoft Project 2010, setting milestones, organizing tasks into phases, and identifying task dependencies.
- + [Communicating Project Information with Project 2010](#) (1 hour)
It is essential to format your communications to ensure they are clear, concise, and targeted to your audience. This course introduces the different reporting options you have within Project 2010, including how to create and print standard reports and how to report project information using the Timeline view.
- + [Advanced Customizing with Project 2010](#) (1 hour)
A well set up project file is essential to the success of a project. This course covers how to customize default options and add new buttons to the Quick Access Toolbar. You will also learn how to create custom fields that contain specially formatted task and resource data, such as formulas, graphical indicators, and outline codes that meet the unique needs of your project.

Personal Development Curriculum

- + [Introduction to Workplace Ethics](#) (1 hour)
This course will prepare you to approach your job with an awareness of the importance of ethics in the work setting and an understanding of what constitutes ethical behavior. You will learn the thinking behind ethical behavior and be able to recognize some of the common myths about business ethics.
- + [Developing a Code of Ethical Conduct](#) (1 hour)
Become a better employee by understanding that honoring shared values and beliefs will gain you a reputation for being responsible, fair, honest, and respectful. This course explains common values, offers a process for developing your own ethical code of conduct, and presents several scenarios in which you get to exercise your ethical muscles.
- + [Building Trust](#) (1 hour)
Trust helps improve communication and productivity by giving you and your colleagues the confidence to express and resolve problems. This course provides invaluable insight into the impact of trust and distrust in the workplace. It also addresses the importance of fostering trusting relationships at work and how to build and sustain trust with your colleagues.

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

- + [Click here for a complete list of the June releases!](#)