



## May 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

+ [Planning a Presentation](#) (1 hour)

A presentation can be drastically improved if you apply ample time and attention to three key steps - analyzing your audience, organizing your ideas, and selecting an appropriate presentation method. This course describes how to plan effectively for a presentation by carrying out these steps.

#### Microsoft Office 2010

+ [Introduction to Project 2010](#) (1 hour)

Microsoft Project 2010 includes a variety of easily accessible features to simplify the process of managing projects. This course provides an overview of Project 2010, including the Project 2010 Backstage and how to navigate within the application.

+ [Initializing a Project with Project 2010](#) (1 hour)

Before your project can get going, you need to have tools in place that will allow you to control tasks and organize the resources you'll use to complete your it. This course covers the steps for setting up a new project from a template, from an existing project, or from SharePoint Task Lists.

#### Employee Engagement

+ [The Benefits and Challenges of Engaging Employees](#) (1 hour)

Creating an engaged and motivated workforce can help make an organization more innovative and productive. This course reviews the benefits of having an engaged workforce. It also explores employee motivation and commitment challenges.

+ [Maintaining an Engaging Organization](#) (1 hour)

An engaging organization depends on an engaged workforce – but different employees are motivated in different ways. This course explains how to identify what does and does not motivate. It also shows how you can drive engagement within your organization to create a place where people want to work and provides strategies to help you become a motivating and engaging manager.

**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 May releases!](#)