

January New Releases!

Jumpstart your learning with new courses! Below are just a few AgLearn 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

- + [Performing with Others under Pressure](#) (1 hour)
High-pressure environments can be hard on professional relationships. Under pressure, you may start to make instinctive emotional reactions as your awareness of others' feelings fades. But, to be as effective as possible, you need the support of others, and high-pressure situations are no exception. This course helps you develop skills you need to recognize your personal reaction to pressure and how it impacts your relationships with others.
- + [Bouncing Back with Perseverance and Resilience](#) (1 hour)
No matter what your current project, success is never guaranteed. Sometimes, you may fail. To achieve your goals when this happens, you need the ability to bounce back, regain your focus, and take action – fast. This course shows you how to weather the storm of a setback and stay on track toward your goal.
- + [Social Networking for Users](#) (1 hour)
A social networking service is an online service used to build networks of people often with a common interest or goal. Typically each user has a representation in the form of a profile, and the service allows interaction in the form of messaging, and typically some way to share events, activities, and content. This course will focus on using social networking services in a business context, and will include a discussion on the services available, instruction on using services in a professional manner, and a discussion of potential issues arising from social networking usage in the workplace.

Desktop Computer Skills

- + [Microsoft Excel for Mac 2011: Getting Started](#) (1 hour)
Excel for Mac 2011 is the newest version of Microsoft's comprehensive spreadsheet tool for Macintosh systems that offers features supporting a wide range of data entry, formatting, organization, and analysis methods. This course explores these topics and many other basics of Excel 2011, including opening the application, creating new spreadsheets, and entering data both manually and through Excel's automatic features.
- + [Microsoft Excel for Mac 2011: Applying Basic Data Formatting](#) (1 hour)
Excel 2011 provides a number of tools and features that allow you to visually enhance the appearance of worksheets and workbooks. Data and cells can be manipulated and customized using various alignment and formatting features. This course explores the processing of formatting cells and text, using basic formatting options such as bold and underline, and tools such as the Format Painter.

Management And Leadership Curriculum

- + [Essential Mentoring Techniques: Mentoring Fundamentals](#) (1 hour)
Mentor relationships, whether formal or informal, are a key to enabling success in both our personal and professional lives. The mentor relationship helps mentees work out what they want to achieve and how to get there, while benefiting the mentor in the capacity as a role model. This course reviews the objectives of mentoring programs and the benefits offered to employees, mentors, and the organization as a whole.
- + [Essential Mentoring Techniques: Designing and Initiating Mentoring Programs](#) (1 hour)
Mentoring programs are as varied as the organizations that implement them. Options include one-to-one, group, executive, and e-mentoring approaches. Understanding the goals required from your mentoring program and ensuring that support is available for both mentors and mentees will aid your decision on how to approach mentoring for your organization. This course explores how to set up a successful mentoring program by looking at the elements that are needed to design and implement an effective program.
- + [Setting and Managing Priorities within the Organization: Mission and Goals](#) (1 hour)
Getting your priorities straight, no matter where you are in your organization, is about keeping a focus on your goals. It requires you to think about the bigger picture to ensure your department's work supports the strategic objectives of your organization as effectively as possible. This course helps you establish priorities for your group by ensuring that its goals are properly aligned with the company-wide goals and mission.
- + [Setting and Managing Priorities within the Organization: Deciphering Priorities](#) (1 hour)
As a manager, you need to be able to determine the difference between what has to be done and what has to be done first. By establishing clear priorities, you provide your team with the focus it needs to take the most effective action and achieve its goals more quickly. If the department's priorities aren't deciphered and defined, the team may lose sight of what's most important and fall behind on objectives and performance. This course helps you set priorities for your departmental team. It explains the importance of managing priorities appropriately and the dangers of failing to do so.
- + [Setting and Managing Priorities within the Organization: Motivation](#) (1 hour)
Harnessed properly, personal motivators can become the driving force for action on your department's priorities. As a first step to energizing your team to take action on the priority tasks and issues, you need to understand the values and rewards that motivate you and your team members. This enables you to get the most from your team. This course shows the impact that motivation has on your team's approach to its work.

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 January releases!](#)