

NextGen Training Solutions

Training Tips (Week 17 - First)

Business Skills | Computer Skills | Coaching and Mentoring | Skills Development | Learnerships | Bursaries | E-Learning | Virtual Training

Together as the nation, we can beat the spread of Coronavirus.

We are **#StrongerTogether** when we **#StayAtHome**.

#StaySafe #StayHome #FlattenTheCurve

Tips Covered In The Newsletter

Business/Soft Skills	Microsoft Office
Minute Taking Skills Tip	Microsoft PowerPivot Tip
Emotional Intelligence Tip	Microsoft Word (Advanced) Tip

Minute Taking Skills Tip



Master Minute Taking

Training Tip (#MMT001)

- Keep it simple.
- Listen before writing.
- Use bullet points and keywords.
- Ask for clarification if necessary.

Master Minute Taking: 1 Day Course

To take effective minutes you should include:

- The next meeting date and time.
- Whether a quorum is present.
- Additions to the current agenda.
- Actions taken or agreed to be taken.
- The time the meeting was called to order.
- Names of the meeting participants and absentees.
- Corrections and amendments to previous meeting minutes.

Emotional Intelligence Tip



Emotional Intelligence

Training Tip (#EIT001)

- Empathise with others.
- Practice self-awareness.
- Learn to motivate yourself.
- Be approachable and sociable.

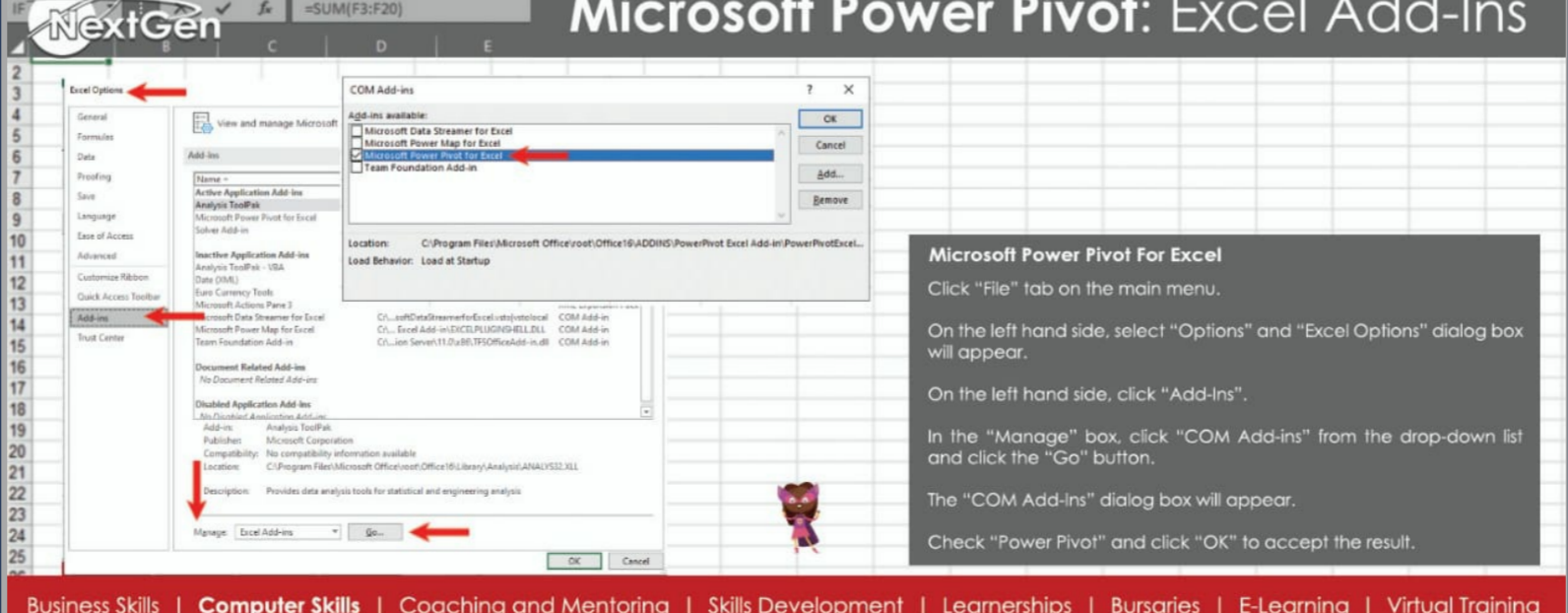
Emotional Intelligence: 1 Day Course

- Be aware of your effect on others.
- Observe your emotional reactions.
- Take responsibility for your behavior.
- Be open minded to other people's feelings.
- Practice ways of maintaining a positive attitude.

[Emotional Intelligence - Course Outline](#)

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Microsoft Power Pivot Tip



Microsoft Power Pivot: Excel Add-Ins

Microsoft Power Pivot For Excel

Click "File" tab on the main menu.

On the left hand side, select "Options" and "Excel Options" dialog box will appear.

On the left hand side, click "Add-Ins".

In the "Manage" box, click "COM Add-Ins" from the drop-down list and click the "Go" button.

The "COM Add-Ins" dialog box will appear.

Check "PowerPivot" and click "OK" to accept the result.

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- Use **Microsoft Power Pivot** to p