



**NextGen Training Solutions**  
**Training Tips**  
 (Week 18 - First)

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

**Tips Covered In The Newsletter**

Business/Soft Skills	Microsoft Office
Telemarketing	Microsoft PowerPoint (Intermediate)
Problem Solving	Microsoft Excel (VBA)

**Telemarketing Tip**

**Telemarketing Tip**  
 Training Tip (#TTT001)

- Define the problem.
- Have an A+ attitude.
- Maintain a natural tone.
- Make your conversation interesting.

Telemarketing Tip: 1 Day Course

- Take note of feedback.
- Work out what floats your prospect's boat.
- Deal with rejection and move on to the next potential opportunity.
- Have answers available at any given moment to avoid having to place a prospect on hold.

**Problem Solving Tip**

**Problem Solving**  
 Training Tip (#PST001)

- Identify the issues.
- Listen to understand.
- Evaluate the options.
- Understand everyone's interests.

Problem Solving: 1 Day Course

- List the possible solutions.
- Be clear about what the problem is.
- Look at potential causes for the problem.
- Create opportunities to evaluate the agreements and their implementation.
- Put down your differences for a while and listen to each other with the intention to understand.

[Problem Solving - Course Outline](#)

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**Microsoft PowerPoint (Intermediate) Tip**

**PowerPoint Tip: Presentation Theme**

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- Add a personalised video experience, if needed.
- Create high-quality presentations with stunning graphics.
- Bring more energy and visual impact to your presentations.
- Captivate your audience with new transitions and improved animations.
- Simple transitions, clean fonts, and large attractive graphics outshine PowerPoint every time.

[Microsoft PowerPoint \(Intermediate\) - Course Outline](#)

**Microsoft Excel (VBA) Tip**

**Excel VBA Training Tip: VB Editor**

**VB Editor Auto-Complete.**  
 Start typing a line of code like "Active".  
 After typing the first few letters, press "Ctrl" + "Space" or the same thing. You will see a list of all VBA words that start with "Active".  
 Press the up or down "Arrows" to select the word you want.  
 Press "Tab" or "Enter" to complete the word.

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- Use Microsoft Excel (VBA) functions to build code in Excel.
- Microsoft Excel (VBA) decreases the percentage of mistakes.
- Looping is one of the most powerful programming techniques. A loop in Microsoft Excel (VBA) enables you to loop through a range of cells with just a few code lines.

[Microsoft Excel \(VBA\) - Course Outline](#)

**Training Tips Covered Next**

Covered in our next Training Tip Newsletter will be the following:

Business/Soft Skills	End User Computer
- Email Etiquette Tip	- Excel Dashboard and Reporting Tip
- Stress Management Tip	- Microsoft Visio (Intermediate) Tip



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

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

**#StaySafe #StayHome #FlattenTheCurve**