



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

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

**Tips Covered In The Newsletter**

**Business/Soft Skills**

- Email Etiquette Tip
- Stress Management Tip

**Microsoft Office**

- Excel Dashboard and Reporting Tip
- Microsoft Visio (Intermediate) Tip

**Email Etiquette Tip**

**Email Etiquette**  
 Training Tip (#BEE002)

- Be concise.
- Have a clear subject line.
- Avoid using abbreviations.
- Use the proper email structure and layout.

**Email Etiquette: 1 Day Course**

- Be cautious with humor.
- Proof read every message.
- Sparingly use exclamation marks.
- Your subject line must match the message.
- Give a timely and polite reply to each legitimate email addressed to you.

**Stress Management Tip**

**Stress Management**  
 Training Tip (#SMT001)

- Be assertive.
- Keep a positive attitude.
- Identify your stress source.
- Learn to recognise stress signals.

**Stress Management: 1 Day Course**

- Plan regular breaks throughout your day.
- Resist trying to be perfect with everything.
- Share your thoughts and get things off your chest.
- Delegate the things you do not have to do yourself.
- Prioritise your most important task and projects early in the day.

Stress Management - Course Outline

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**Excel Dashboards and Reports Tip**

**Excel Dashboards Training Tip: Adding a Slicer**

**Excel Dashboards and Reports by:**

- Sorting data to see extremes.
- Removing duplicates to avoid errors.
- Removing leading and trailing spaces.
- Changing the text to lower, upper or proper case.
- Providing the data in an easily understandable format. It is important to display the key performance indicators in real-time.

Excel Dashboards and Reports - Course Outline

**Microsoft Visio (Intermediate) Tip**

**Microsoft Visio Training Tip: Working With Shapes**

**Microsoft Visio (Intermediate) - Course Outline**

- Create business related diagrams such as business processes, flowcharts, organisation charts, and project scheduling diagrams with **Microsoft Visio**.
- Create visually engaging diagrams, maps, and drawings, using graphical elements to make information easier to comprehend.
- Easily create a professional looking visual product with **Microsoft Visio's** extensive gallery of shapes.
- Use the various templates to design and manage workflows.

**Training Tips Covered Next**

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

**Business/Soft Skills**

- Critical Thinking Tip
- Coaching and Mentoring Tip

**End User Computer**

- Microsoft Outlook (Beginner) Tip
- Microsoft Project (Beginner) Tip



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

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

**#StaySafe #StayHome #FlattenTheCurve**