



enewsletter

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SUMMER 2013

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Get Ready, Get Set, Go!

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Now, with AgLearn Mobile, you have another reason to get started.

Mobile platforms give you more convenient access to the information you need. As we approach the middle of the year, make sure that you are keeping up with your to-do list and using AgLearn to stay informed and keep your skills sharp.

This issue highlights the most popular courses, new videos from SkillSoft, and federal ethics courses. Also included are IDP updates, the upcoming AgLearn Strategic Workshop, and great financial courses. Get started today!

2013 Strategic Workshop

It's almost time for the annual AgLearn Strategic Workshop! It will be held from July 9–11 in Washington DC. Sessions will also be offered virtually via LiveMeeting to make it convenient for you to participate.

- + Interested in learning about upcoming offerings in Rosetta Stone or SkillSoft courses?
- + Want to learn how AgLearn courses can be accessed on your tablet or smartphone? Plan to attend the July 9th sessions.
- + Are you an AgLearn administrator interested in improving your skills?

Attend the sessions offered on July 10th and 11th.

To register for the workshop, add the AgLearn July 2013 Workshop - Virtual Access item to your To-Do List, then register for the virtual sessions of your choice. Once you register, you'll receive an email with webinar details attached.

For more information, contact your AgLearn Agency Lead.

NEW!

IT and Desktop Videos

Now, when you log in to the SkillSoft portal in AgLearn, you can access Skillsoft's new information technology (IT) or desktop videos. They are quick, easy, and targeted to support your business and IT needs. With access to on-demand video support to address skill gaps or learn additional desktop technology functionality, this is a smart and fast way to maximize your learning time!

In just 5 minutes, you can:

- + Enhance your presentations with video or audio
- + Perform fast V-look up
- + Create pivot tables for reporting
- + Build mobile apps to support your business
- + Manage your Outlook tools to improve productivity

Go to the SkillSoft portal in AgLearn and search the video library to get started.

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Keep Up-to-Date On Ethics Rules

Federal ethics rules not only govern your conduct while you are at work, but also apply to some of your activities outside of the office.

The Office of Ethics worked with Team AgLearn to develop a training curriculum that covers three distinct subjects:

- + [Seeking Non-Federal Employment](#)
- + [Basic Post-Employment Restrictions](#)
- + [Fundraising](#)

Questions sometimes arise outside of the office. Now, you can access this year's ethics training on your mobile device.

IDP Check-In Time!

With only five months left in the current fiscal year, you should be checking your IDP to see if you're on target for completing your activities and goals. Supervisors should also log in to AgLearn to check the Approvals' queue.

There are many resources for learning more about the IDP process; check out the [AgLearn course on IDPs](#), job aid on [How to Create and Submit an IDP](#), and [Frequently Asked Questions About the AgLearn IDP Forum](#).

Improve Your Financial Habits

Earning, saving, spending, investing, and budgeting are all a part of financial literacy. [New Employee Orientation for Federal Employees Retirement System \(FERS\)](#) is a new course designed to help you prepare for your financial future with the help of AgLearn.

[New Employee Orientation for Federal Employees Retirement System \(FERS\) Special](#) teaches you tax-smart ways to save, how to balance risk and return, and how much savings and income you'll need for what you want to do.

* Certified Financial Planner Board of Standards Inc. owns the certification marks CFP®, CERTIFIED FINANCIAL PLANNER™ and CFP in the U.S., which it awards to individuals who successfully complete CFP Board's initial and ongoing certification requirements.

TOP 10

Check out these popular items or find one that's right for you.

- 101 Tough Conversations**
[A Manager's Guide to Addressing Performance, Conduct, and Discipline Challenges \(Book\)](#)
- Leadership Advantage Test Yourself**
[Work/Life Balance](#)
- Leadership Advantage Test Yourself**
[Perseverance and Flexibility](#)
- Leadership Advantage Test Yourself**
[Managing Conflict](#)
- Leadership Advantage Test Yourself**
[Managing Diversity](#)
- Leadership Advantage Test Yourself**
[Leading Organizational Vision](#)
- Leadership Advantage Test Yourself**
[The Emotionally Intelligent Leader](#)
- Leadership Advantage Test Yourself**
[Creative Thinking](#)
- Leadership Advantage Test Yourself**
[Leading Innovation](#)
- Personal Productivity**
[Self-organization and Overcoming Procrastination](#)

Got questions?

No need to log in... [Ask AgLearn Now](#) has answers to your frequently asked questions online.