



Business Topics in this email: Team Building, MS Office, ISD

Don't forget the 48% off sale on my team e-books ends March 5! If you do not have a Kindle Reader, you can still get the book and read it on your smartphone, tablet, or computer by downloading the free app. **To get the free app, click on the "Read on Any Device" icon under the book cover on Amazon** and follow the instructions in the pop-up box.

- [*Team Building Primer: A Start-up Guide for Developing Effective Teams, Committees, and Other Groups*](#)
- [*OPIE Project Planning and Implementation for Teams*](#)

After you buy or if you already bought one of my books, please write a short review on Amazon after you read it. Thanks!

In my last newsletter, I mentioned changes I made to business skills training. This time I want to talk about changes in technical and train-the-trainer offerings.

Do you need to improve computer knowledge? As a certified [Microsoft Office Master](#), I have taught introduction through advanced courses in Access, Excel, Outlook, PowerPoint, VBA, and Word. I have decided to stop doing these as hands-on classroom training. If asked, I may demonstrate "Train-the-Trainer" features on specific topics that help trainers with material development that is quick as well as high-quality. I will continue to offer my custom lecture portions of Access or VBA for non-IT professionals creating programs for special uses. These lectures will be listed under Keynotes as "Understanding Relational Databases" and "Doing Calculations, Counts, and Logical Loops." Any of these short topics could make a great lunch and learn.

Do you want training resources? I gave away a few instructional design books last month. I still have some titles available for FREE to anyone who wants to pick-up a copy. As I clean out my resource library. I will add books I am giving away at the bottom of this [List of Team-building and Training](#).

Please note: Last month I noted updates to my mailing list were made to include some ATD contacts who might want to take advantage of the resources listed in my emails. So since no one jumped off the list I wanted to repeat: if you were a recent addition to this list and do not want future newsletters, please feel free to unsubscribe via link at bottom of this email.

Newest blog posts:

- [*Speaking for Mugs or Money: Do you want to be a motivational speaker?*](#)
- [*Money Matters for an Organized Office*](#)