

JMD Training and Consultancy
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November 2018 Newsletter

Our news

We have been blessed with a lovely summer and autumn weatherwise, but as the colder weather approaches, why not take time to think about your team's well-being? A team that is well both physically and mentally makes for a more productive work force.

We offer training and workshops in:

- [Managing Seasonal Affective Disorder](#)
- [Achieving Better Work-Life Balance](#)
- [Improving Your Energy Levels](#)
- [Working Smarter Not Harder](#)
- [Resilience and Emotional Intelligence](#)
- [Effective Goal Setting](#), etc. etc.

Do you need help with any of the above or with other Personal Development training, Microsoft Office Training, or other IT training?

If so, do get in touch and we will personalise the training to suit your team.

Remember that we **come to you - training is delivered at YOUR site and can all be tailored to YOUR needs, even using YOUR files if required.**

We are proud of our experience and authority in training and consulting in IT packages and personal development skills. For a full list of our courses, visit <http://www.jmdtraining.co.uk>.

Techniques to build confidence and create a positive outlook:

Reframing – listen to your negative inner voice and turn it on its head, re-writing it as a positive message.

Create a positive mantra or affirmation – repetition of short, punchy statements which

build positive beliefs.

Scripting – write a detailed paragraph of what success looks like. Read it once everyday for three weeks.

Visualisation – create positive visual images of success in your mind.

Look for the fun – seeing the lighter side of your fears and worries helps to gain some perspective.

Expect success – tell yourself you will succeed. Imagine thoughts of failure being swept out of your mind.

Write an achievement ladder – plan small steps. Behaviour changes are more likely to occur when we see positive results. Trying to run before we can walk (known as flooding) runs the risk of failure and prevents us from trying again.

Make time for yourself – doing activities for yourself builds your sense of self worth.

Playing consequences – for every fear or worry ask yourself “if the worst did happen, what would the consequence be?” If that results in another fear ask the same question. The answers inevitably demonstrate that the world will not end and our perspectives are out of proportion.

It is important to reposition yourself in your own mind – appreciate your uniqueness and personal qualities.

If you find it embarrassing to focus on your strengths, this is a good sign as it means you are moving outside your comfort zone. Appreciating your own strengths and qualities makes it easier for other people to appreciate you.

These are some of the techniques we examine in our [Resilience and Emotional Intelligence](#) training.

If Only I'd Known That Blog

If only I had £50 for every time someone says to me during a training session ‘If only I’d known that last week...’ So, I have set up a blog with some of the answers that have proved very useful to people. You can see this at <http://ifonlyidknownthat.wordpress.com/>

For example:

Outlook Online (OWA) - setting email signature

If you want to set up an email signature in Outlook Online, click the **Settings** button – the one that looks like a cog, then scroll right down to the bottom and click **Mail**. A list of options will appear on the left hand side of the window. Scroll down until you get to the **Layout** section and then click **Email signature**.

Check the appropriate boxes as to whether you want to **Automatically include my signature on new messages I compose** and/or **Automatically include my signature on messages I forward or reply to**. Type in your signature in the main box, formatting as required. Click **Save**.

Your email signature is now set up.

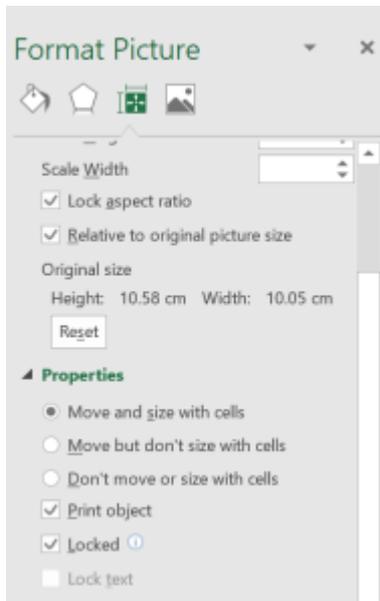
Find out more about our tailored [Office 365 upgrade training](#).

Microsoft Excel – pictures not moving with sorted or filtered data

Some organisations have pictures of products in their workbooks. A client I visited this week was complaining that sorting and filtering data did not move their pictures with the data.

To overcome this, select the first picture, then click **Ctrl + A**, which will then select all the pictures.

On the **Picture Tools Format** tab, go to the **Size** dialog box launcher. This will open up the **Format Picture** task pane.



Click where it says **Properties** and select **Move and size with cells**.

Now if you sort or filter the data, the pictures will move accordingly.

Find out more details about our tailored [Microsoft Excel training](#).

Maybe 2019 will be the year you decide to upgrade to **Microsoft Office 2016** or **Microsoft Office 365**! If so, we provide upgrade training, workshops and floorwalking to enable your staff to quickly get up-to-speed and ensure no loss of productivity.

We offer [Microsoft Office 2016 upgrade workshops](#) and [Microsoft Office 365 upgrade workshops and floorwalking](#).

If you would like a free guide on the major changes between Office 2010 and Office 2016 and insight into the new features available in Microsoft Office 2016, please contact us at info@jmdtraining.co.uk and we will be happy to send you a pdf version of this guide.

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