

# Doris life-long learning 2011

Computer Skills

Video Refreshers once/month

Excel, Word, PowerPoint

Mind-mapping in complex situations

One-to-one online consulting

Create a complex Pivot Table Report to identify problem areas

Learn the basics of VBA to modify or Microsoft Access database

Class Room Exam Preparation

Weekend at Chamonix to prepare for Sophrology Certification

3 days in London to pass PNP Project Management exam

Exams

Sophrology Advanced Level II

PNP Project Management

Soft Skills

Training Style

Multimedia

Watch John Gerstner's DVD about presentation skills

TED.com - Listen (again) to Steve Job's inspiring Commencement Speech

In the car, listen to Branka's weekly audio about "Using your Voice"

Podcasts

Download Rikki's Refresher videos to the iPod, watch when needed

PDF

Download and read the AT&T White Paper about "Negotiation Skills"

Download and read the IBM Whitepaper about 3-tierce learning

Traditional Classroom

1 day training at IMF about "Team Management"

1 day training at FER about "Running a creative meeting"