



# Training Edge

## Welcome to our monthly newsletter

Monthly, PowerConcepts will share free Microsoft Office 365 tips, special offers, upcoming training events, current training grants available to organizations, inspiration and more. Let's get started...

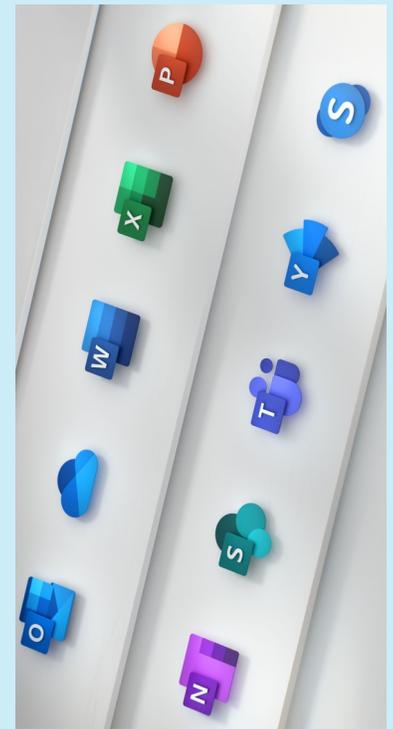
## Training Tip of the Month

### How OneNote's Integration with Outlook can Transform how You Manage Team Meetings

If you are managing or part of recurring meeting you may have experienced some of these tedious routines. Asking for agenda items, creating agendas, sending agendas, modifying agendas, sending minutes and managing .

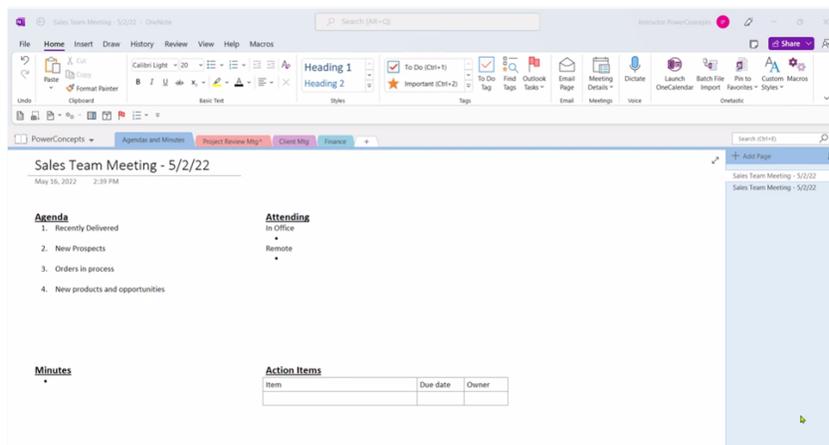
Let's see how OneNote can reduce this to 1 email per meeting and improve the entire process.

[This six minute video can change the way your teams work.](#)



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# Free one hour lunch and learn

## How to use OneNote to Transform Meetings



Did you like the OneNote Video tip? Then you will want to join us for this free one-hour Meeting Management webinar.

Gain experience and a chance to ask questions.

Spaces are limited so contact [Register@PowerConcepts.ca](mailto:Register@PowerConcepts.ca) or call 877-954-8433 to register for this virtual training session.

July 20, 12:00 pm - 1:00 pm

July 20, 11:00 am - 12:00 pm

## PowerConcepts offers computer courses that will change your life

### Making the most of your Training Budget with Training Vouchers

Powerconcepts Training Vouchers Training vouchers allow a company to get our largest discounted rates even if they are only booking individuals or small groups into training courses. By purchasing a group of training vouchers companies can manage their budget and simplify organizing training.

Purchase a group of vouchers and then as required register staff for courses, online or in person, and remit a voucher to cover the training costs. No more invoices, approvals or other paperwork required.

Need a custom training experience for your company for a group of six or more? You can also use training vouchers towards that .

Vouchers have no expiry date so they are a great way to utilize unused training dollars at year end.

[Contact us for more information.](#)

### Training Grants

The BC Employer Training Grant provides funding to small, medium, and large enterprises to support skills training for their workforces, including prospective new hires. Employers can apply as often as they need and may receive up to \$10,000 per employee, with a maximum annual amount of \$300,000.

As of May, 2022 the grant has been simplified, making the reimbursement requirements easier and faster. Contact PowerConcepts to learn more.

Contact PowerConcepts and we can help to process an application towards this receiving the training grant.

### Staff Corner

Eleonora Sanchez

Microsoft Office Master Instructor

**Eleonora** has been teaching for 25 years. She worked as an executive instructor and advisor in software programs for CEMEX, third largest concrete company in the world, and, twice in a row, voted the best professor of the year at Tec of Monterrey, the best business school in Latin America. Currently, she teaches Microsoft Office courses at PowerConcepts, Spanish at Okanagan College Continuing Studies and studies PID program.



### Stay Connected

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Call our office at 1-877-954-8433



Volume 1 - July, 2022

# Reflections from the Sea



## Inside Story from Frank

Over the last 12 years of my life I started a new hobby which has become a passion. I've found I love sailing.

Besides the challenge, the joy and the adventure of sailing I have found it to induce deeply reflective moments with so many allegories for life lessons. I'm not a guru but I hope some of my short reflections will offer inspiration to you during your busy weeks.

As I begin a new chapter in my life I hope you will join me in Reflections from the Sea.

## Blue Water Sailing

Blue water sailing, that is going far offshore or crossing an ocean, is something I have not yet experienced, but hope to in the next few years. I'm not sure how I'll get there.

Maybe it will be by slowly stretching my wings, incrementally extending passages or maybe I'll join a more experienced captain on another boat to head "into the blue". I know it will happen in the next few years. I might get seasick, I suppose there is a chance I'll have moments of terror, but I hope it will be a blissful, mesmerizing, timeless experience that others have described to me. I won't know till I do it.

Since my twenties, when I lived in Victoria and would travel on the ferry, I have longed for a time when I could sail on the oceans. In the last 12 years my wife and I bought a boat and have been learning lots about sailing and expanding our horizons from sailing on Lake Okanagan, to the Gulf Islands, then to Desolation Sound and then further north. I took some sailing courses and we started to rent sailboats with groups of friends and do two week sailing trips in various places in the Caribbean and Mediterranean. I recall the sensation of my first time captaining a large catamaran. It's like having a license for a car and then suddenly being expected to drive a bus. As the charter company released me to take away their expensive boat for a week, I quietly wondered if they knew what they were doing. At least it was insured.

Bit by bit we've expanded our skills and our horizons. Each new experience was accompanied by racing heart beats, days (sometimes weeks) of anticipation of the new challenge and mentally preparing the best we could for the unexpected. I recall our "first times": sailing to a destination beyond the horizon, first time in a storm, first night crossing, first passage, first time sailing to a different country, first time we caught a tuna, first time sailing through a gap in a coral reef, first time going to the top of the mast and first solo journey. There was also unwanted, unexpected firsts like first motor failure, first fire, first time to hit a rock, first time having to "rescue" a lost dinghy, and first time sea sick. You have to be ready to take the bad with the good.

I'd be lying if I said that sailing is always wonderful, as you can tell from some of our firsts. Still, the overwhelming experience is some combination of thrilling, peaceful, stunningly beautiful, and wonderfully freeing. We could not experience any of the amazing things we've experienced over the last years in life and in business without overcoming our fears of both the known and the unknown. We could only have grown in our confidence, our skills, our sense of self-reliance, perseverance and resilience by moving forward in spite of our fears.

You might not be at all attracted to the idea of crossing an ocean for 20 or more days, but there will be some area of "blue water" in your life or your business. That place where you have not gone, the things you have not done, that capture your imagination and make your heart beat a little faster when you think about it. Maybe it is starting or expanding a business, maybe it is a new position, a new relationship, a new adventure, a new place to travel to or a new mode of transportation. Uncharted blue water.

One of my mantras is to never make a decision based in fear, it will almost always be the wrong one. Fear is like pain, it's a warning or signal that needs to be considered, but never let it be the guiding factor. It's important to consider fear and pain and then to find a way to move through it and ultimately past it. Preparation reduces our fear but never eliminates it. Most challenges worth accomplishing will have an element of risk.

This summer decide to move into some blue water in your life. Expand into something new. Take on a new challenge. Get out of your own way. Prepare, get advice, make a plan and then do it. There will be surprises, I guarantee it. Some will be good and some will be challenging, but your life will be richer and broader. You will have true stories of your own to share.

Happy sailing,

Frank