

Implementation: Admin Resources - Microsoft Internet Explorer

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MindLeaders® Learning Hub

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Implementation: Admin Resources

Not only will you find FAQs and information about how to implement your training solution, in this section you'll also find resources to guide you with change management, gathering information on your environment, and obtaining management buy-in.

Resources:

- [A Model for Success](#): Lists and describes the criteria necessary for a successful training program Updated on October 21, 2004
- [Change Management](#): Provides detail about how to employ change management techniques to implement e-Learning Updated on January 23, 2004
- [Gathering Information and Obtaining Sponsorship](#): Describes how to assess your Learners and Learning Environment and suggests how to obtain executive sponsorship Updated on January 23, 2004
- [Management Buy-In](#): Suggests how to get support from the top for your training program Updated on January 23, 2004
- [Passing vs. Mastery](#): Explains the difference between Passing a MindLeaders course and Mastering a MindLeaders course Updated on May 24, 2004
- [PLuS Manager Instructions](#): Instructions for the PLuS manager Updated on December 30, 2005
- [Setting Up Your Site](#): Provides information about your Manager ID and how to create Groups and add students to your site Updated on March 4, 2004
- [Unplugged/Download Instructions--Admin](#): Details how to enable the download capability for a Group and provides answers to FAQs Updated on February 17, 2004

Quick Links:

- Course Lists
- Marketing Plan
- Newsletters
- Student Info Guide

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Change Management - Microsoft Internet Explorer

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Address http://rc.mindleaders.com/wpaper/lhchgmgnt.html

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Browse: Implementation Search:

Change Management

Details:

Updated:
January 23, 2004

Quick Summary:
For many companies and institutions, implementing e-Learning requires change management, and positive adaptation to change requires assessing the changing environment, deciding how to adapt to it, forming a logical plan of action, and charging ahead.

Download:

- [Change Management](#): Word doc

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Quick Links:

- Course Lists
- Marketing Plan
- Newsletters
- Student Info Guide

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http://courses.mindleaders.com - Photoshop: Selecting and Retouching - Microsoft Internet Explorer

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[Waving the Magic Wand](#)
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[Quick Mask Concepts](#)
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About This Unit

In this unit, you'll learn how to select complex shapes by using paths. After learning how to create a path, you'll learn how to convert it to a selection so you can select objects and people with ease.

You'll also learn how to set Quick Mask options and how to utilize Quick Mask mode to add to or subtract from your selections.

Selecting Complex Shapes
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http://courses.mindleaders.com - Photoshop: Selecting and Retouching - Microsoft Internet Explorer

Photoshop: Selecting and Retouching

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Try it – Exercise 1

Try using Quick Mask mode to add to and subtract from a selection in Photoshop 5.

Step	Action
1	Open Big sky.tif found in the Photoshop/Goodies/Samples folder and select one of the clouds as precisely as possible with the Magnetic Pen tool.
2	Switch to Quick Mask mode.
3	Set the foreground and background colors to the defaults.
4	Choose a hard-edged brush tip.
5	Zoom in to view the selection more closely and paint black in the areas you'd like to add to the mask and paint white in the areas you'd like to take away from the mask.
6	Close Big sky.tif without saving.

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Adding to or Subtracting from Selections
 The concept behind the Quick Mask mode is that you can use any of the Paint tools to add to or paint away from the selection area — but Photoshop only uses grayscale information to create this mask (which is why you only need the default colors). Here is where anybody can begin to have fun. All you have to do is fill black in the areas you want to mask and press X to paint with white to clear the areas you want to select.



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http://courses.mindleaders.com - Negotiating: Gaining Control - Microsoft Internet Explorer

Negotiating: Gaining Control

Try it – Exercise 2

Try visualizing every detail of an entire bargaining process.

Say you've decided to go after that long overdue raise. If you repeat this exercise until you've got the entire process down cold, when you finally do get to negotiate, you'll be more comfortable, more confident, more powerful, and more likely to get what you want.

Picture yourself walking into the office and making some small talk. Watch yourself confidently launching into your request. (Imagine at least two, preferably three, approaches you'll take. That gives you the flexibility to choose the best approach when you're actually negotiating.) Visualize yourself making good eye contact and sitting up straight.

Be realistic, even in your imagination. Visualize every possible excuse your boss might use to turn you down, and then come up with an answer for each negative response.

Be graphic. Picture your boss's face and her physical reaction when you pop the question. Visualize the whole event, from start to finish, in great detail.

Finally, imagine your boss saying yes.

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Negotiating: Gaining Control

3. **Appealing to Emotions**
[Why Play the Emotional Angle?](#)
[Three Ways to Make Your Opponent Give Me Money \(That's What I Love the Spotlight — Remember Give Me Shelter — Self-Protection\)](#)
[How to Appeal to Your Opponent](#)
[Offering Your Opponent Money](#)
[Offering Your Opponent Something](#)
[Unit 3 Summary](#)

4. **Building Goodwill**
[Why It's Necessary to Build Goodwill](#)
[How Can You Build Goodwill?](#)
[When Not to Give Goodwill:](#)
[Unit 4 Summary](#)

5. **Getting Power**
[What Is Negotiating Power?](#)
[Using Negotiating Power](#)
[When to Reveal or Use Your Power](#)
[Keep Recharging Your Negotiating Power](#)
[Repeat Yourself, Repeat Yourself](#)
[Questioning Your Power](#)
[Mental Practice: The Way to Success](#)
[What Mental Practice Really Is](#)
[Unit 5 Summary](#)

6. **Good and Bad Negotiating Habits**
[The Effects of Habits on Negotiating](#)
[Good Negotiating Habits](#)
[Hard Habits to Break](#)
[Dealing with Your Opponent's Habits](#)
[Unit 6 Summary](#)

7. **Controlling the Process**
[When and How to Get in Control](#)
[Taking Control Before the Negotiation](#)

Summary

In this unit you learned how to develop good habits and how to break your bad habits. You also learned how to deal with your opponent's bad habits.

- ▶ Good negotiating habits will free your mind to concentrate on the bargaining.
- ▶ The best way to develop good negotiating habits — such as making good eye contact, standing up straight, and arriving on time — is to practice these good habits even when you're not negotiating.
- ▶ Eliminate bad negotiating habits — such as fidgeting, taking excessive notes, and using fillers when you speak — quickly and decisively.
- ▶ If you must ask your opponent to stop a bad habit (such as fiddling with something or smoking), do it tactfully.

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http://courses.mindleaders.com - Office 2000: Editing Text and Printing - Microsoft Internet Explorer

Office 2000: Editing Text and Printing

Try it — Exercise 3

Try using some the features of Print Preview in Word 2000.

Step	Action
1	In Word, open an existing document.
2	Open Print Preview.
3	Move the mouse pointer to the center of the document. The pointer becomes a magnifying glass. If it does not, verify that the Magnifier button is selected.
4	Click anywhere on the document. The view zooms in; then click again. The view zooms out.
5	Click the View Ruler button to deselect it. The ruler disappears. Then click the View Ruler button again to select it. The ruler reappears.
6	Click the Multiple Pages button. A palette appears.
7	Drag across four pages (two down and two across). Four pages are displayed.
8	Click the One Page button. The display returns to a single page.
9	Click the Close button. Print Preview closes.
10	Close the document without saving. Then close Word.

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