

INSTITUTE NEWS

Advancing leadership and vocational learning to support the growth of people, workplaces, and communities.

DON'T MISS OUR NEXT WEBINAR!

Join us **November 11, 2020 at 10:00 AM CT** for a 20 minute webinar about **the New Resource Center, the New User Interface and the New Administrator ShareGroup** (see page 2)

New Courses - English

[Cashier 8 - Checkout Process: Follow Alcohol and Tobacco Laws](#)
(5 mins, Aug 2020)

[Cashier 9 - Checkout Process: Make a Sales Adjustment](#)
(15 mins, Sept 2020)

[Cashier 10 - Checkout Process: Finalize the Transaction](#)
(12 mins, Oct 2020)

[Meat 2 - Product Knowledge - Beef](#)
(15 mins, Sept 2020)

[Meat 3 - Product Knowledge - Veal](#)
(15 mins, Oct 2020)

New/Updated Courses - Spanish

[Acoso sexual - IL – Empleado](#)
(60 mins, Sept 2020)

[Acoso sexual - IL – Supervisor](#)
(35 mins, Sept 2020)

[FSS6 – Higiene Personal y Salud del Empleado](#) (18 mins, Sept 2020)

[FSS7 - Limpieza y Desinfección](#)
(17 mins, Oct 2020)

[Empacado](#) (17 mins, Sept 2020)

What is in the Pipeline?

- Cashier 11 – WIC Overview 1
- Meat 4 - Product Knowledge – Pork
- Food Manager FSS1 – FSS10 (Spanish)

NEW Resource Center.

Explore the new [Resource Center](#) collection of support materials, courses, videos, and reference documentation. These resources are design to save you time and provide you with materials that you can tailor to fit the needs of your company's online training program.



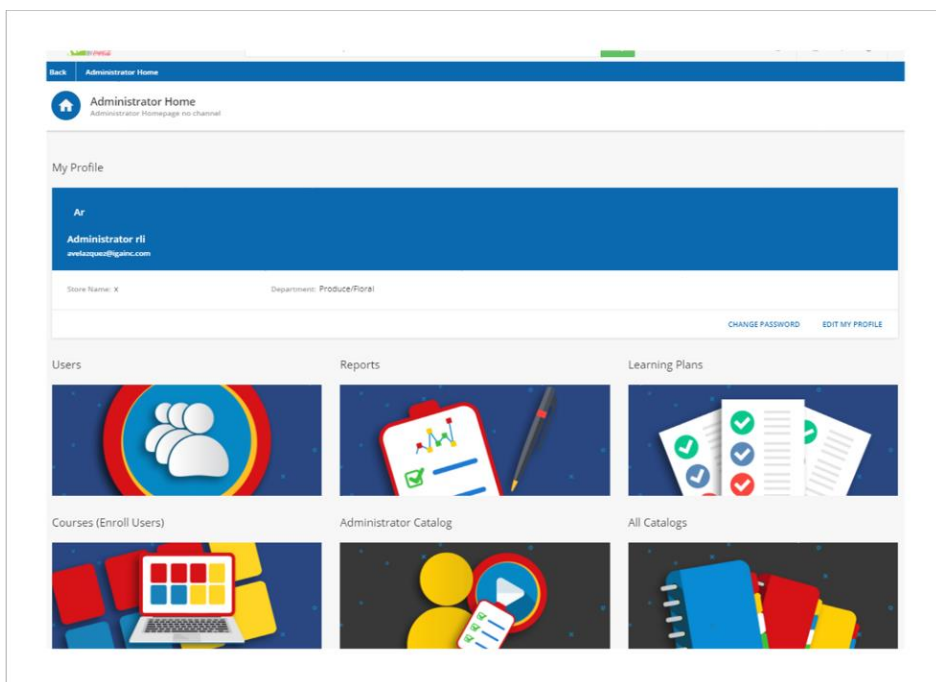
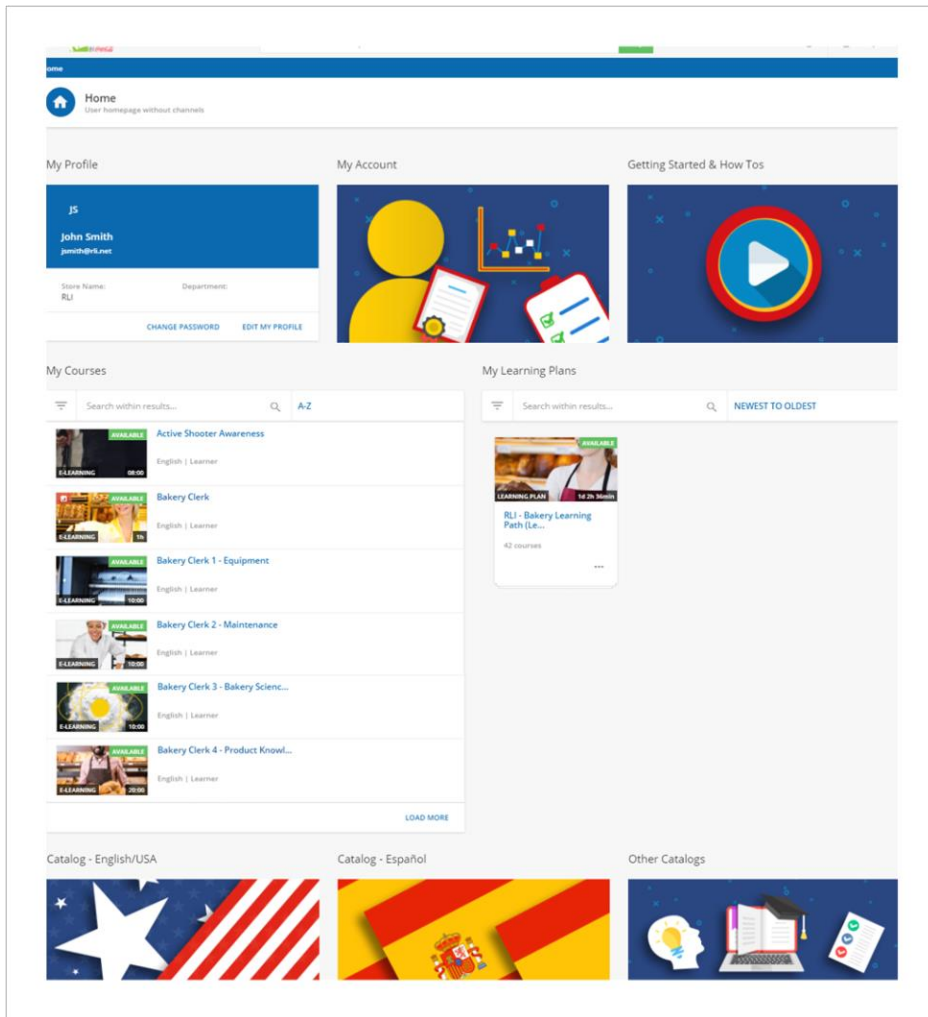
- **Administrator's How-to** learn how to get the best of the learning management system.
- **Marketing Materials** to promote the program.
- **Quarterly Newsletter** to keep you up to date.
- **Articles** about the program.

New FREE Quick Reference Guides!



These courses have downloadable quick reference guides that will help you get the best of these applications.

- [Quick Reference – MS Access](#)
- [Quick Reference – MS Excel](#)
- [Quick Reference – MS Power Point](#)
- [Quick Reference – MS Outlook](#)
- [Quick Reference – MS Word](#)
- [Quick Reference – Microsoft Teams](#)
- [Quick Reference – MS Windows 10](#)
- [Quick Reference – Zoom](#)
- [Quick Reference – Google Apps](#)



New Interface

The Institute is now offering two distinct interfaces, one for students (top) and another for administrators (bottom). Each designed to facilitate user's navigation to the most used features.

An administrator can **request the new interface** for their program **free of cost** and at any time. Just send an email to avelazquez@igainc.com requesting the change with the date when it to take effect.

Admin's Webinar

It has been a while since our last webinar, because we want to be respectful of your time. Today we have important information to share with you and want your feedback.

Agenda

- New Resource Center
- New Interface
- New Administrator ShareGroup

Webinar Registration

Date: November 11, 2020





Time: 10:00 AM Central Time

Duration: 20 min + 10 min Q&A

[Register Here](#)



Welcome to the New Members of the Institute !

- [Sungiven Foods](#), Burnaby, BC, Canada 
- [Spangler's Markets](#), San Francisco, CA 
- [Little Giant Farmers Market](#) (5 stores), GA 
- [Bruce's Foodland](#) (7 stores), AL 

You are invited!

[Subscribe & Join](#)

- Administrator's Share Group
- Subscribe to this Admin's Newsletter

Congratulations! "My Tips" Winners

September

- Debreona Webb, *Rouses Market #27*
- Lisa Sage, *Stake's IGA*

August

- Justin Savage, *Broulim's - Rexburg*
- Brenda Morrison, *Coborn's Inc.*

July

- Doc Nielsen, *Lee's Marketplace*
- Rich Bugajski, *Stack & VanTil*

Do you have an idea for a course or best practice to share?

Share it with your learning community. Send it to us and we will publish it in our next newsletter.

(see our contact us below)



TAKE YOUR CAREER TO THE NEXT LEVEL, ATTEND VIRTUALLY!

Join the 2021 International Supermarket Management Class, attend virtual instructor-led classes safely and still share the experience with your classmates.

Do you want to foster a culture that delivers efficiency, great service, and innovation? Then this program is for you! Here is your opportunity, attend the virtual ISMC.



Loss Prevention

Sustainability

Leadership

- ☑ [Visit the 2021 ISMC Virtual Class webpage](#)
- ☑ [View the program flyer](#)
- ☑ [Register here](#)

The Institute Family of Corporate Universities



Contact Us!

- **Email:** info@retaillearning.org
- **Call:** 773.695.2611
- **Mail:** 8745 W. Higgins Rd. Suite 350, Chicago, IL 60631

Updated Resources

[Course Catalog](#)

[Course Description](#)

[Marketing Materials & Flyers](#)