

## Assemble You, Learning Pool Collections

### Productivity and Navigating Change

Exercise Your Way to Greater Productivity  
Enhance Your Productivity with AI  
Diet and Gut Health for Productivity  
Pareto Principle  
Sleep: Your Productivity Superpower  
How to Guide Your Team Through Change  
Manage Procrastination, and Boss Your Day  
What is Change Management?  
Stop Stagnating and Make the Change  
How to Deal With Change to Your Job  
Systems for Working Faster  
Optimize Your Meeting Productivity  
How to Manage Your Time  
Keeping Your Energy High  
The Power of No  
Power Up Your To-Do List  
Make Remote Working Work For You  
Plain English

### Traits of Leadership

Leading with Empathy  
Inspirational Leadership  
Influence and Impact: How to affect those around you  
Speaking with Authority  
Agile Leadership  
Courageous Leadership  
Transformational Leadership  
Why Diverse Businesses are Winning  
When to Protect Your Team  
Communication and Collaboration  
Coaching and Mentoring

## New Leader

How to Get the Best From Introverts and Extroverts  
Moving from Manager to Leader  
How to Develop a High Performing Team Culture  
Spotting Talent in Your Team  
Exit Interviews  
Performance Management  
Managing Conflict in Your Team  
Inclusive Leadership  
Motivating Your Team

## Safe and Legal

Using and Managing Passwords  
Introduction to Social Engineering  
Introduction to Malware  
Cultural Awareness  
Banter and Bullying  
Unconscious and Implicit Bias and Microaggressions  
The Meaning of Equality, Diversity, and Inclusion  
Common Types of Attack

## Innovate and Deliver

How to be Proactive  
How to Initiate Change  
Critical Thinking Explained  
How to Build Your Personal Brand  
Journaling: Your Secret to Personal Development  
An Introduction to Agile  
Encouraging Teamwork as a Project Manager  
Troubleshooting Issues on Your Project  
Running Your First Project  
An Introduction to Project Management  
Stakeholder Management for Innovation Projects  
Scrum: The Basics  
Overview of Prince2  
Innovate and be an Intrapreneur  
What is Intrapreneurship?  
Introduction to PMI/PMP  
Building an Innovation Business Case

## Your Wellbeing

How to Manage Your Personal Finances  
Using AI to Improve Your Well-Being  
Meditation Basics  
Avoiding Burnout  
The Art of Resilience  
Self-reflection  
Identifying and Helping Others Who Need It  
How to be Liked  
How to Really Listen  
Making Body Language Your Greatest Ally  
Starting the Day the Right Way  
Make Time for You  
The Power of Positive Thinking  
Impostor Syndrome  
Managing Work Anxiety  
The Impact of Habits  
Ambitious Mindset  
Maintaining your belief

## Future Human

How to Manage Your Personal Finances  
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