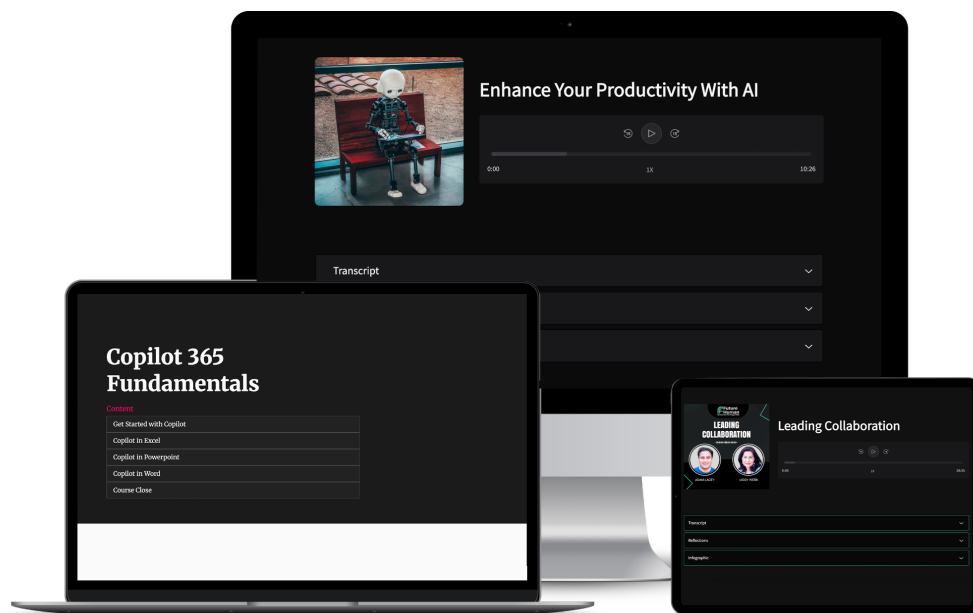




G-Cloud 15

Service Definition Document:

Assemble You Content

2026

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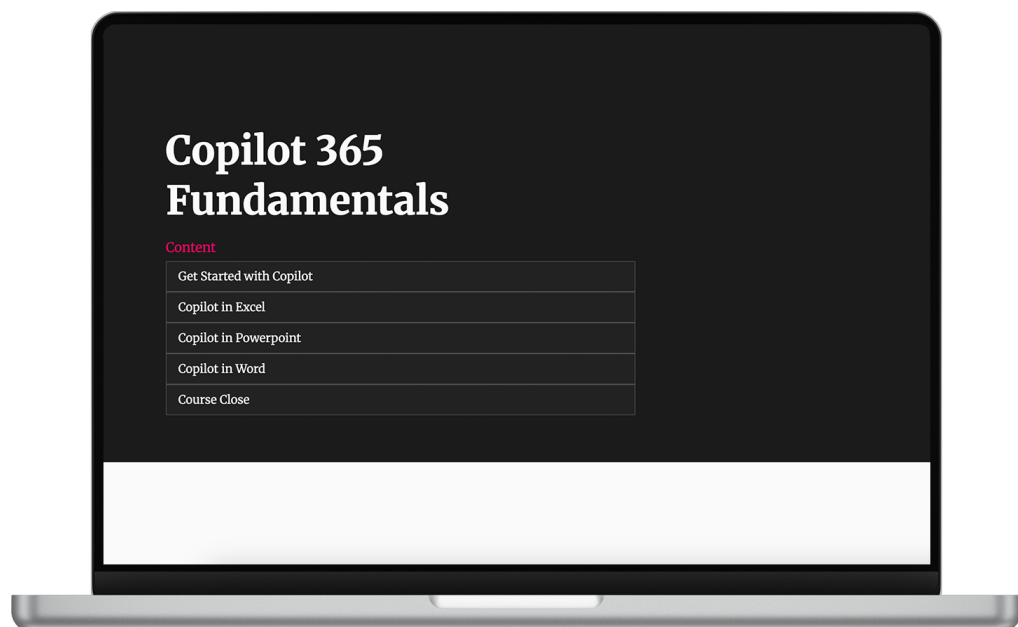
Introducing Assemble You

Learning Pool provides content in **partnership with Assemble You**, a team of **learning technologists and instructional design specialists**

They offer **succinct, ten-minute audio courses** designed to provide you with actionable, practical ways to build your skillset. They focus on the **Power Skills** unique to humans—like Leadership, Productivity, Wellbeing, Project Management, and Communication—that profoundly affect your career and business.

In addition to these Power Skills lessons, they also deliver technical skills training through the Microsoft Shorts 365 Library—bite-size, expert-led lessons designed to help your people master Microsoft 365 tools such as Excel, Word, PowerPoint, Outlook, and Teams in lessons under ten minutes that fit the way people work today.

Assemble You identified a missed medium in learning and combined a passion for podcasts with structured, solutions-focused training to create both their audio-led and short-form video offerings that are designed for **mobile-first access** and asynchronous learning.





What: They teach the Skills you need to build the best you.



How: They deliver 5-10 minute evidence-based, engaging audio and video tracks that can be consumed on the go, fitting around a busy life. In addition, they provide longer-form, deep dive content to build essential Microsoft 365 skills.

Key features



Key Point Infographic: Each track includes an infographic for visual learners.



Transcript: A full, downloadable transcript is available for every track.



Test: Two test questions per track ensure knowledge is retained.



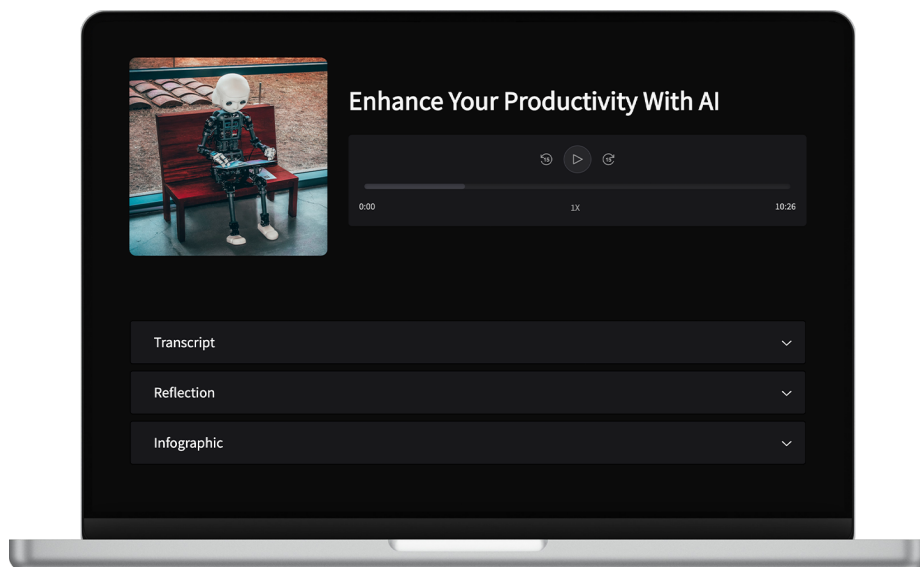
Clarity & Accessibility: They practice and promote plain language, voiced clearly by a professional, making content digestible regardless of whether English is your first language.

Assemble Your Content

AI Essentials

This collection examines bias, ethics, discrimination, productivity, communication, well-being, and creativity in AI. It also explains some key terms relating to AI and explores its origins.

AI can generate valuable content, assist with daily tasks, boost efficiency, and fuel innovation. For some, it's a vital collaboration tool; for others, it's a source of stress. We'll address some common criticisms and uncover how you can make AI work for you.



This collection is aimed at people with little to no knowledge of AI but who are interested in how this new technology could change how we work and live.

Lessons Summary

Enhance Your Productivity with AI (15m - No Assessment)

Understanding and Avoiding Bias and Discrimination Within AI Tools (15m - No Assessment)

Using AI to Improve Your Communication (15m - No Assessment)

The Ethics of AI (15m - No Assessment)

Using AI to Improve Your Well-Being (15m - No Assessment)

Getting Creative with AI (15m - No Assessment)

A Brief History of AI (15m - No Assessment)

Large Language Models Explained (15m - No Assessment)

Innovate and Deliver

This collection by Assemble You uses ten-minute, podcast-style audio to teach you the fundamentals of Project Management and Intrapreneurship. You'll gain the skills to successfully manage projects and drive internal innovation within your organisation. Learn to deliver results and think like an intrapreneur today.

Lessons Summary

How to be Proactive (15m - No Assessment)

How to Initiate Change (15m - No Assessment)

Critical Thinking Explained (15m - No Assessment)

How to Build Your Personal Brand (15m - No Assessment)

Journaling: Your Secret to Personal Development (15m - No Assessment)

An Introduction to Agile (15m - No Assessment)

Encouraging Teamwork as a Project Manager (15m - No Assessment)

Troubleshooting Issues on Your Project (15m - No Assessment)

Running Your First Project (15m - No Assessment)

An Introduction to Project Management (15m - No Assessment)

Stakeholder Management for Innovation Projects (15m - No Assessment)

Scrum: The Basics (15m - No Assessment)

Overview of Prince2 (15m - No Assessment)

Innovate and be an Intrapreneur (15m - No Assessment)

What is Intrapreneurship? (15m - No Assessment)

Introduction to PMI/PMP (15m - No Assessment)

Building an Innovation Business Case (15m - No Assessment)

Your Wellbeing

Boost your wellbeing and resilience with Assemble You's ten-minute, podcast-style audio courses. Learn essential self-care and actionable methods to tackle imposter syndrome, anxiety, and burnout. This high-impact collection will empower you to look after yourself and effectively support those around you.

Lessons Summary

How to Manage Your Personal Finances (15m - No Assessment)

Using AI to Improve Your Well-Being (15m - No Assessment)

Meditation Basics (15m - No Assessment)

Avoiding Burnout (15m - No Assessment)

The Art of Resilience (15m - No Assessment)

Self-reflection (15m - No Assessment)

Identifying and Helping Others Who Need It (15m - No Assessment)

How to be Liked (15m - No Assessment)

How to Really Listen (15m - No Assessment)

Making Body Language Your Greatest Ally (15m - No Assessment)

Starting the Day the Right Way (15m - No Assessment)

Make Time for You (15m - No Assessment)

The Power of Positive Thinking (15m - No Assessment)

Impostor Syndrome (15m - No Assessment)

Managing Work Anxiety (15m - No Assessment)

The Impact of Habits (15m - No Assessment)

Ambitious Mindset (15m - No Assessment)

Maintaining your belief (15m - No Assessment)

Productivity and Navigating Change

Improve your productivity, manage change and fit learning around your schedule with audio courses from Assemble You. Through high-impact, ten-minute, podcast-style audio courses, you will learn to manage procrastination, optimise your day, work more productively and handle change.

Lessons Summary

Exercise Your Way to Greater Productivity (15m - No Assessment)

Enhance Your Productivity with AI (15m - No Assessment)

Diet and Gut Health for Productivity (15m - No Assessment)

Pareto Principle (15m - No Assessment)

Sleep: Your Productivity Superpower (15m - No Assessment)

How to Guide Your Team Through Change (15m - No Assessment)

Manage Procrastination, and Boss Your Day (15m - No Assessment)

What is Change Management? (15m - No Assessment)

Stop Stagnating and Make the Change (15m - No Assessment)

How to Deal With Change to Your Job (15m - No Assessment)

Systems for Working Faster (15m - No Assessment)

Optimise Your Meeting Productivity (15m - No Assessment)

How to Manage Your Time (15m - No Assessment)

Keeping Your Energy High (15m - No Assessment)

The Power of No (15m - No Assessment)

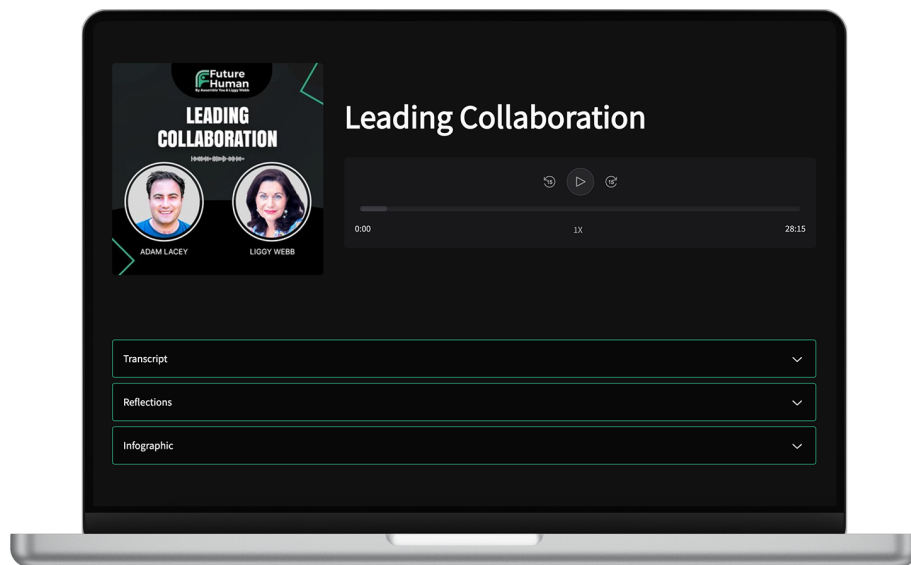
Power Up Your To-Do List (15m - No Assessment)

Make Remote Working Work For You (15m - No Assessment)

Plain English (15m - No Assessment)

Future Human

Future Human is a series of audio lessons focused on helping people develop the transferable skills they need to thrive in the next five years. Based on a framework that references the World Economic Forum's skills for the future, we focus on the 'human' skills that AI can't yet replicate.



Lessons Summary

Leading Collaboration (29m - No Assessment)

Leading Flexibility (22m - No Assessment)

Leading Initiative (24m - No Assessment)

Leading Innovation (25m - No Assessment)

Leading Empathy (29m - No Assessment)

Leading Critical Thinking (26m - No Assessment)

Leading Creativity (25m - No Assessment)

Leading Time Management (28m - No Assessment)

Leading Curiosity (32m - No Assessment)

Leading Resilience (28m - No Assessment)

Initiative and Resourcefulness (20m - No Assessment)

Innovation (23m - No Assessment)

Resilience (32m - No Assessment)

Time Management (31m - No Assessment)

Creativity (23m - No Assessment)

Flexibility (18m - No Assessment)

Critical Thinking (26m - No Assessment)

Curiosity (25m - No Assessment)

Empathy (18m - No Assessment)

Collaboration (23m - No Assessment)

Microsoft 365 Shorts

Troubleshoot common issues and **boost productivity** with Assemble You's Microsoft 365 training. Get **just-in-time support** through **mobile-ready, expert-led portrait videos**. The collection includes practice exercises and key-point infographics, making it the fastest way for your learners to **master Microsoft 365 on the go**.

Lessons Summary

How this Collection Works (15m - No Assessment)

Customise Views With Sheet View In Excel (4m - No Assessment)

Footnotes And Endnotes In Word (4m - No Assessment)

Creating A Table Of Contents With Bookmarks In Word (5m - No Assessment)

New Checkboxes In Excel (7m - No Assessment)

Create A Slick Bar Chart Like 'The Economist' In Excel (7m - No Assessment)

Join A Public Or Private Microsoft Team (5m - No Assessment)

Working With Presence Status In Microsoft Teams (6m - No Assessment)

The New Microsoft Teams For Personal Use (6m - No Assessment)

Whiteboard In Microsoft Teams (7m - No Assessment)

Breakout Rooms in Microsoft Teams (6m - No Assessment)

Take Control Of Key And Mouse In Microsoft Teams Meetings (4m - No Assessment)

Organising Data with Subtotals in Excel (15m - No Assessment)

Check for Issues and Accessibility in Excel (15m - No Assessment)

Conditional Formatting with Icon Sets in Excel (15m - No Assessment)

Cleaning Data in Excel with Power Query Part 1 (15m - No Assessment)

Cleaning Data in Excel with Power Query Part 2 (15m - No Assessment)

Cleaning Data in Excel with Power Query Part 3 (15m - No Assessment)

IF with Partial Match in Excel (15m - No Assessment)

Create an Expiry Alert in Excel (15m - No Assessment)

Chat GPT to Bulk Send Emails (15m - No Assessment)

New Checkboxes in Excel (15m - No Assessment)

Calculate Work Days Excluding Time Off in Excel (15m - No Assessment)

Calculate Work Days with Custom Days off in Excel (15m - No Assessment)

Create a Table of Figures in Word (15m - No Assessment)

Use VBA to Create a Message PopUp Box in Excel (15m - No Assessment)

4 Efficiency Tips in Excel (15m - No Assessment)

GROUPBY in Excel (15m - No Assessment)

Outlook Search (15m - No Assessment)

Understand the Slide Master in PowerPoint (15m - No Assessment)

Copilot in PowerPoint (15m - No Assessment)

Blur Effect in PowerPoint (15m - No Assessment)

Create an Index in Word (15m - No Assessment)

Why Word Styles are Useful – Word (15m - No Assessment)

Get Live Audience Feedback – Forms and PowerPoint (15m - No Assessment)

Create a Custom Theme – PowerPoint (15m - No Assessment)

Slide Zoom – PowerPoint (15m - No Assessment)

Create a Spotlight Effect with Morph – PowerPoint (15m - No Assessment)

Search Folders – Outlook (15m - No Assessment)

Manage Emails with Quick Steps – Outlook (15m - No Assessment)

How Outlook Groups, SharePoint and Teams Link Together – Microsoft 365 (15m - No Assessment)

XLOOKUP with Multiple Criteria in Excel (15m - No Assessment)

Data Validation Input Messages and Error Alerts – Excel (15m - No Assessment)

Export Form Data to Excel the Right Way – Forms and Excel (15m - No Assessment)

Find and Replace Hack (15m - No Assessment)

Lookups with Duplicates (15m - No Assessment)

INDEX and MATCH With Multiple Criteria (15m - No Assessment)

VLOOKUP Approximate Match Explained (15m - No Assessment)

Create a Daily Habit Tracker – Excel (15m - No Assessment)

Power Toys Colour Picker – Windows (15m - No Assessment)

The AND Function with Conditional Formatting – Excel (15m - No Assessment)

Are you Using Data Bars Effectively – Excel (15m - No Assessment)

Use ChatGPT to Write Excel Formulas – Excel (15m - No Assessment)

Generate a Practice Dataset with ChatGPT – Excel (15m - No Assessment)

Data Validation with Conditional Formatting – Excel (15m - No Assessment)

A Simple LAMBDA – Excel (15m - No Assessment)

Filter Data Like an Expert – Excel (15m - No Assessment)

Excel 'Pearl' Charts and Stacking – Excel (15m - No Assessment)

Most Useful Keyboard Shortcuts – Excel (15m - No Assessment)

Combine Files in Power Query – Excel (15m - No Assessment)

The IMAGE Function – Excel (15m - No Assessment)

Print Headers and Selections – Excel (15m - No Assessment)

Create Usable Barcodes – Excel (15m - No Assessment)

Find the Closest Match to a Number – Excel (15m - No Assessment)

Permanently Hide Worksheets – Excel (15m - No Assessment)

COUNT and SUM by Cell Colour – Excel (15m - No Assessment)

New Functions TOCOL and TOROW – Excel (15m - No Assessment)

Three Ways to Split Text – Excel (15m - No Assessment)

Convert Values in a Spreadsheet – Excel (15m - No Assessment)

Excel Tables Explained – Excel (15m - No Assessment)

Data Validation Lists with Images – Excel (15m - No Assessment)

Do You Know These Pivot Table Hacks – Excel (15m - No Assessment)

Create a Conditional Chart – Excel (15m - No Assessment)

How to Do a Weighted Average – Excel (15m - No Assessment)

Split Columns at Line Break – Excel (15m - No Assessment)

Wrap Rows Like a Boss – Excel (15m - No Assessment)

STOP using SUMIF – Excel (15m - No Assessment)

Add a Search Box to a Spreadsheet – Excel (15m - No Assessment)

The Advanced Filter – Excel (15m - No Assessment)

The LARGE and SMALL Functions – Excel (15m - No Assessment)

Sort Columns Horizontally – Excel (15m - No Assessment)

Custom Formatting in Excel (15m - No Assessment)

Convert Numbers to Words – Excel (15m - No Assessment)

Microsoft Fundamentals

This collection of Microsoft 365 lessons from Assemble You offers clear, in-depth training on the platform's core tools. Ideal for beginners or those seeking to boost their confidence, these courses build practical skills for efficient work. Learn to navigate Word, Excel, Outlook, Teams, and Copilot with ease to communicate and collaborate effectively.

Lessons Summary

Copilot 365 Fundamentals: A Beginner's Guide to Harnessing the Power of Copilot

(1h 13m - No Assessment)

Microsoft Teams Fundamentals: A Beginner's Guide to Collaboration (2h 0m - No Assessment)

Microsoft PowerPoint Fundamentals: Create Engaging Presentations with Ease (2h 1m - No Assessment)

Outlook 365 Fundamentals: Essential Email and Organisation Skills (2h 0m - No Assessment)

Word 365 Fundamentals: Master the Basics of Document Creation (2h 19m - No Assessment)

Excel 365 Fundamentals: A Beginner's Guide to Essential Spreadsheet Skills (2h 30m - No Assessment)

New Leader

In this collection, we look at practical, helpful techniques you can apply as a leader to get the best from your team. We cover managing conflict in a team, being more inclusive as a leader, getting the best out of introverts and extroverts, spotting talent, and developing a high-performing team.

Lessons Summary

How to Get the Best From Introverts and Extroverts (15m - No Assessment)

Moving from Manager to Leader (15m - No Assessment)

How to Develop a High Performing Team Culture (15m - No Assessment)

Spotting Talent in Your Team (15m - No Assessment)

Exit Interviews (15m - No Assessment)

Performance Management (15m - No Assessment)

Managing Conflict in Your Team (15m - No Assessment)

Inclusive Leadership (15m - No Assessment)

Motivating Your Team (15m - No Assessment)

Safe and Legal

Safeguard your organisation by learning common cyber-attacks and practical password management techniques. Simultaneously, build a strong workplace culture by exploring the central meaning and importance of Equality, Diversity, and Inclusion (EDI). This collection keeps your team safe and compliant.

Lessons Summary

Using and Managing Passwords (15m - No Assessment)

Introduction to Social Engineering (15m - No Assessment)

Introduction to Malware (15m - No Assessment)

Cultural Awareness (15m - No Assessment)

Banter and Bullying (15m - No Assessment)

Unconscious and Implicit Bias and Microaggressions (15m - No Assessment)

The Meaning of Equality, Diversity, and Inclusion (15m - No Assessment)

Common Types of Attack (15m - No Assessment)

Traits of Leadership

In this collection, we look at practical, helpful techniques you can apply as a leader to get the best from your team. We cover managing conflict in a team, being more inclusive as a leader, getting the best out of introverts and extroverts, spotting talent, and developing a high-performing team.

Lessons Summary

Leading with Empathy (15m - No Assessment)

Inspirational Leadership (15m - No Assessment)

Influence and Impact: How to affect those around you (15m - No Assessment)

Speaking with Authority (15m - No Assessment)

Agile Leadership (15m - No Assessment)

Courageous Leadership (15m - No Assessment)

Transformational Leadership (15m - No Assessment)

Why Diverse Businesses are Winning (15m - No Assessment)

When to Protect Your Team (15m - No Assessment)

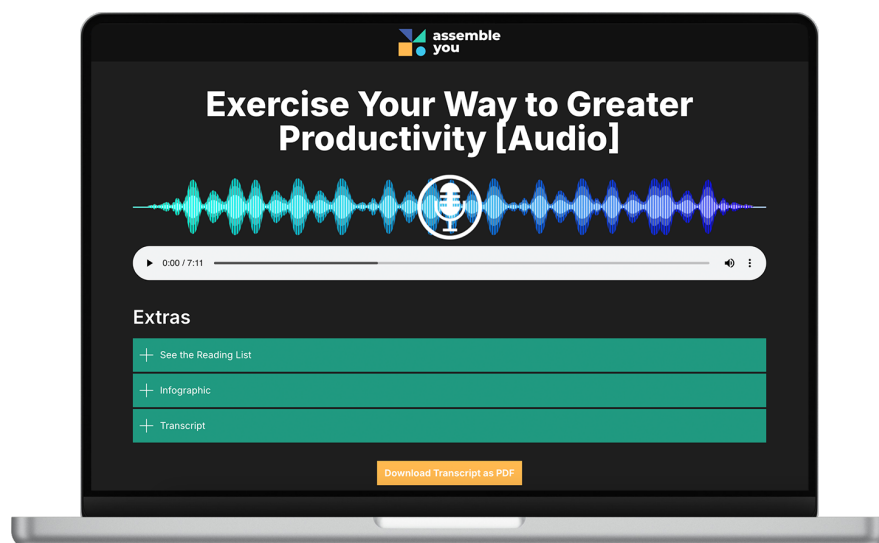
Communication and Collaboration (15m - No Assessment)

Building Trust (10m - No Assessment)

Coaching and Mentoring (15m - No Assessment)

Productivity and Navigating Change

Improve your productivity, manage change and fit learning around your schedule with audio courses from Assemble You. Through high-impact, ten-minute, podcast-style audio courses, you will learn to manage procrastination, optimise your day, work more productively and handle change.



Lessons Summary

Exercise Your Way to Greater Productivity (15m - No Assessment)

Enhance Your Productivity with AI (15m - No Assessment)

Diet and Gut Health for Productivity (15m - No Assessment)

Pareto Principle (15m - No Assessment)

Sleep: Your Productivity Superpower (15m - No Assessment)

How to Guide Your Team Through Change (15m - No Assessment)

Manage Procrastination, and Boss Your Day (15m - No Assessment)

What is Change Management? (15m - No Assessment)

Stop Stagnating and Make the Change (15m - No Assessment)

How to Deal With Change to Your Job (15m - No Assessment)

Systems for Working Faster (15m - No Assessment)

Optimise Your Meeting Productivity (15m - No Assessment)

How to Manage Your Time (15m - No Assessment)

Keeping Your Energy High (15m - No Assessment)

The Power of No (15m - No Assessment)

Power Up Your To-Do List (15m - No Assessment)

Make Remote Working Work For You (15m - No Assessment)

Plain English (15m - No Assessment)

Why Learning Pool?

Why Choose Learning Pool for the Public Sector?

Learning Pool is a provider of digital learning technology and services, delivering comprehensive, data-driven digital learning solutions trusted by public sector organisations worldwide.

For almost two decades, we've helped organisations transform employee performance through continuous innovation, strategic partnerships, and a deep commitment to customer success. Our offering provides a complete, scalable solution designed to meet the complex needs of the public sector - from essential **compliance** and **onboarding** to strategic **upskilling** and **agile workforce development**.

Proven Excellence and Strategic Leadership

Our dedication to innovation is consistently recognised, with recent accolades including the **2024 Brandon Hall HCM Award: Best Compliance Training Gold** and the **2025 eLearning Industry Top Content Providers with AI Tools Top 10**.

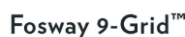


Strategic Leader
Status (5
Consecutive Years)

We have been recognised as a

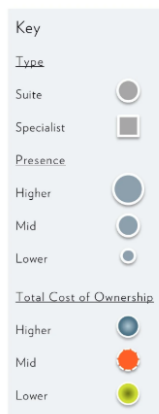
Strategic Leader on the prestigious **2025 Fosway 9-Grid™ for Digital Learning** for the fifth consecutive year (2020-2025). This independent assessment confirms our

capability to meet the needs of large, complex, enterprise-scale customers like those in the public sector.

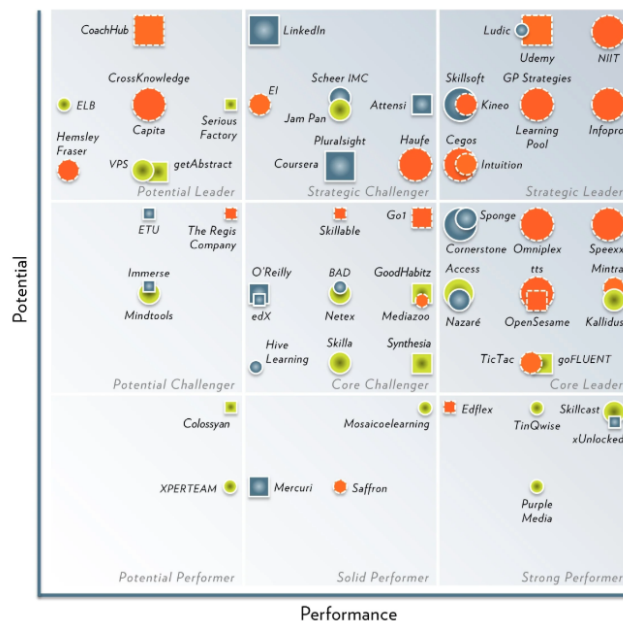


Digital Learning

2025



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Trusted by over 200 Public Sector Organisations



Focus on Customer Success

We are a trusted partner, supporting **26+ million learners worldwide** across 37 countries.

Our commitment to our clients is proven by performance metrics that have remained consistent throughout our growth. We currently have a Net Promoter Score of 36, demonstrating strong performance and high customer loyalty.



Committed to Ethical Partnership and Shared Values

Learning Pool is a **values-based company** committed to doing business the right way, aligning with the principles and integrity expected by the public sector.

Ethical Foundation: Our values, 'Build To Grow', 'Do The Right Thing', and 'Raise the Bar', form the foundation of our **Code of Conduct**. We expect all employees to act ethically and do right by our customers.



Social and Environmental Responsibility: Our **ESG programme** proudly aligns with the **B Corp™ movement**, prioritising social and environmental responsibility alongside profit. We transparently report our progress on key ESG topics and offer employees two paid volunteer days annually, demonstrating our commitment to making a positive impact.

Constraints and Dependencies

Supported Regions

In terms of geographical restrictions, there are no specific countries where the content can't be accessed.

It is important to note that while we do not restrict access, some specific regions or locations may have their own bespoke requirements, restrictions, or limitations on certain websites.

Language Limitations

All titles available in English and some titles are available in French, German, Spanish, Korean and Italian.

Customisation Limits

Assemble You content is delivered off-the-shelf and cannot be customised.

Browser / Device Limitations

Content can be accessed via all modern, **evergreen web browsers** (including the latest versions of Chrome, Firefox, Safari, and Edge). All content can be accessed via desktop or mobile devices.

Dependency on Customer-Side Systems

Assemble You content is typically launched via a learning platform (LMS or LXP). Administration of the content, completion tracking etc. will be done through that platform.

Accessibility

Assemble You currently have a WCAG accessibility rating of A and are working towards AA.

Disaster Recovery

We maintain a Business Continuity and Disaster Recovery plan as part of our ISO 27001 ISMS. This is tested annually to ensure we're able to combat any new threats or potential disasters. The plan covers a range of disaster scenarios, including fire, flood, terrorism, pandemic, theft, and loss of utilities.

Security

We're committed to protecting your data, meeting the requirements of information security good practice and seeking ways in which we can improve our security to mitigate new risks.

Learning Pool and all of our products and services are GDPR compliant. We are proud to be certified to the international standard for information security, **ISO 27001**, as well as **Cyber Essentials** and **SOC2 TYPE2**. Doing business with us means that you can be assured of standardised security levels and practices which have been independently verified by a third-party auditor.

