Learning Breaks Course List

PROJECT-MANAGEMENT SKILLS

- **How to Write a Business Case** "Getting Approval and Funding for Your Project"
- **Action Plans** "Small Scale Planning"
- **Gap Analysis** "Reaching Your Ideal Future State"
- **Kanban Boards** "Managing the Delivery of Your Project"
- **Work Breakdown Structures** "Mapping Out the Work Within a Project"
- **Project Dashboards** "Keeping Your Project on Target"
- **Overcoming Cultural Barriers to Change** "Moving to a High Performance Culture"
- **Bridges Transition Model** "Guiding People Through Change"
- **Changing People's Habits** "Encouraging and Sustaining New Behaviors"
- **Leavitt's Diamond** "An Integrated Approach to Change"
- **Why Change Can Fail** "Knowing What NOT To Do"
- **Scheduling Simple Projects**
- **Gantt Charts** "Scheduling projects with dependent stages"
- **Critical Path Analysis and PERT** "Scheduling complex projects"
- **Log Frames and the Logical Framework Approach** "Planning robust, coherent, successful projects"
- **Planning Large Projects and Programs**
- **How to Use Burndown Charts** **"Keeping Your Projects on Track"**
- **Managing Project Uncertainty** "Planning for the Unknown"
- **Effective Scrum Meetings**
- **SIPOC Diagrams** "Making Sure Change Process Serves Everyone"
- **After Action Review Process** "Learning From Your Actions"
- **Conducting a Project Health Check** "Finding Out How a Project is Progressing"
- **Scope Control** – Avoiding Too Many Changes in Projects
- **Working with Project Sponsors**
- **The Change Curve** "Accelerating and Improving Change"
- **Estimating Time Accurately**
- **The Planning Cycle** "A planning process for middle-sized projects"
- **Influence Maps** "Uncovering where the power lies in your projects"
- **Kotter's 8-Step Change Model** "Implementing change powerfully and successfully"
- **Why Projects Fail** "Learn How to Avoid Project Failure"
- **Stakeholder Management** "Communicating to win support for your projects"
- **Stakeholder Analysis** "Working out whose support you need"
- **Risk/Impact Probability Chart** "Learning to prioritize risks"
- **Project and Program Governance** "Using Sr Mgmt Support to Ensure Success"
- **Business Requirements Analysis** "Agreeing to What Will and Will Not Be Delivered"
- **Project Initiation Documents** "Getting You Project Off to a Great Start"

Learning Breaks Course List

PRACTICAL-CREATIVITY SKILLS

- **Encouraging Team Creativity** "Helping Your People Think Creatively"
- **Brainwriting** "Getting More From Your Idea Sessions"
- **The Charette Procedure** "Brainstorming Multiple Idea with Multiple Stakeholders"
- **Online Brainstorming** "Using Technology to Harness Your Team's Ideas"
- **Crawford Slip Writing Method** "Generating Ideas and Solutions from Many Contributors"
- **Reversal** "Improving products and services"
- **Brainstorming** "Generating many radical ideas"
- **Random Input** "Making creative leaps"
- **DO IT** "A simple process for creativity"
- **Reverse Brainstorming** "A different approach to brainstorming"
- **Attribute Listing, Morphological and Matrix Analysis** "Creating new products, services and strategies"
- **Provocation** "Carrying out thought experiments"
- **Concept Fan** "Widening the search for solutions"
- **Reframing Matrix** "Looking with different perspectives"
- **TRIZ** "A powerful methodology for creative problem solving"
- **The Simplex Process** "A powerful problem-solving process"
- **SCAMPER** "Generating new products and services"

TEAM MANAGEMENT

- **Theory X and Y** "Understanding Team Member Motivation"
- **How to Have a Great One on One** "Catch Problems Early and Build Trust"
- **Successful Delegation** "Use the Power of Other People's Help"
- **Management by Walking Around (MBWA)** "Keeping Your Finger on the Pulse"
- **How to Manage When Values Clash** "Working Together Despite Different Beliefs"
- **Meeting Your New Team** "Taking Your First Steps Toward a Positive Working Relationship"
- **Avoiding Micromanagement** – Helping Team Members Excel on Their Own
- **Coaching with Feedback** – Helping Your People Improve Their Performance
- **Managing Harmony in Your Team**
- **Using OKRs** "Aligning People's Objectives with Organizational Goals"
- **Managing Virtual Teams** "Team Working That Overcomes Time and Space"
- **Gaining the Trust of Your New Team**
- **The Three Component Model of Commitment**

Learning Breaks Course List

PROBLEM-SOLVING SKILLS

- **Avoiding Logical Fallacies** "What They Are and How to Avoid Them"
- **Constructive Controversy** "Improving Solutions by Arguing For and Against Your Options"
- **Jain and Sharma's BADIR Framework** "Extracting Information from Data , Intelligently"
- **8D Problem Solving Process** "Finding Permanent Solutions"
- **The Straw Man Concept** "Build It Up, Knock It Down, and Create a Final Solution"
- **Flow Charts** "Identify and Communicate Your Optimal Process"
- **Appreciation** "Extracting maximum information from facts"
- **Cause & Effect Diagrams** "Identifying likely causes of problems"
- **Flow Charts** "Understanding process flows"
- **Risk Analysis and Risk Management**
- **SWOT** "Analyzing your strengths, weaknesses, opportunities and threats"
- **PEST Analysis** "Understanding big picture forces of change"
- **Porter's Five Forces** "Understanding the balance of power in a situation"
- **Core Competence Analysis** "Get ahead; stay ahead"
- **Critical Success Factors** "Identifying the things that really matter for success"
- **The Greiner Curve** "Surviving the crises that come with growth"
- **The McKinsey 7S Framework** "Ensuring all parts of your organization work in harmony"
- **Affinity Diagrams** "Organizing ideas into common themes"
- **Appreciative Inquiry** "Solving problems by looking at what's going right"
- **The Marketing Mix and the 4 Ps** "Understanding how to position your market offering"
- **The Ansoff and Boston Matrix**
- **USP Analysis** "Finding your competitive edge"
- **5 Whys** "Getting quickly to the root of a problem"

STRATEGY TOOLS

- **Lafley and Martin's Five Step Strategy Model** "Making Effective Strategic Choices"
- **Hambrick and Frederickson's Strategy Diamond** "Developing a Cohesive Strategy"
- **Baker's 4 Strategies of Influence** "Using Logic and Emotion To Change People's Thinking"
- **Carroll's Pyramid of CSR** "Building Both Profits and Reputation"
- **Business Process Reengineering** "Using Radical Change to Improve Organizational Performance"
- **Disruptive Technologies** "How to Capture a Market by Appealing to Neglected Customers"
- **SOAR Analysis** "Focus on the Positives and Opening Up Opportunities"

Learning Breaks Course List

DECISION-MAKING SKILLS

- **Organizing Team Decision Making** "Reaching Consensus for Better Decisions"
- **Pareto Analysis** "Choosing what to change"
- **Grid Analysis** "Making a choice taking into account many factors"
- **Force Field Analysis** "Analyzing the pressures for and against change"
- **Cost/Benefit Analysis** "Seeing whether a decision makes financial sense"
- **Decision Trees** "Choosing by valuing different options"
- **Blindspot Analysis** "Avoiding Common Fatal Flaws in Decision Making"
- **Reactive Decision Making** "Making Good Decisions Under Pressure "
- **The Ladder of Inference** "Avoiding Jumping to Conclusions"
- **The TDODAR Decision Model** "Considering Your Option Under Pressure"
- **The Vroom-Yvette-Jago Decision Model** "Deciding How To Decide"
- **Linear Programming** "Optimizing Your Limited Resources"
- **ORAPAPA** "A Checklist for Making Better Decisions"
- **Decision Making Under Uncertainty** "Choosing With Limited Available Information"
- **Starbursting** "Understanding options better by brainstorming questions"
- **Cash Flow Forecasting** "Analyzing whether an idea is financially viable"
- **Paired Comparison Analysis** "Working out the relative importance of different options"
- **Stepladder Technique** "Making better group decisions"
- **PMI** "Weighing the pros and cons of a decision"
- **Innovation Process Steps** "Making the Right Decision Every Time"
- **Six Thinking Hats** "Looking at a decision from different perspectives"

STRESS MANAGEMENT

- **Surviving Long Hours at Work** "Thriving with a Demanding Schedule"
- **Top 10 Personal Morale Boosters** "Stay Happy and Productive at Work"
- **How to Keep Calm in a Crisis** "Staying in Control When Times Get Tough"
- The Inverted U Model "Balancing Pressure and Performance"

CAREER SKILLS

- **Dealing with Rude Customers**   "Managing Your Emotions in a Hostile Confrontation"
- **Working with Rivals** "Keeping Your Integrity While Protecting Your Territory"

Learning Breaks Course List

COMMUNICATION SKILLS

- **Written Communication**
- **Tune Your Communication** "Picking the Right Channel for Your Message and Audience"
- **How to Tell Your Boss He's Wrong** "Being Right Without Being Out of Order"
- **Making a Great First Impression**
- **The Johari Window** "Helping people understand one another"
- **Active Listening** "Hear what people are really saying"
- **Better Public Speaking and Presentation** "Ensure your words are always understood"
- **Speaking to an Audience** "Communicate complex ideas successful"
- **Questioning Techniques** "Asking questions effectively"
- **Effective Email** "How to communicate powerfully by email"
- **Writing Skills** "Before you write it down, know this"
- **Charts and Graphs** "Choosing the right format"
- **AIDA: Attention-Interest-Desire-Action** "Inspiring action with your writing"
- **Running Effective Meetings**
- **Ice Breakers** "Setting the scene for productive meetings"
- **Facilitation** "Guiding an event through to a successful conclusion"
- **Win-Win Negotiation**
- **Business Story Telling** "Using stories to inspire"
- **Hofstede's Cultural Dimensions** "Understanding values around the world"
- **Dealing With Unhappy Customers** "Turning a Challenge into an Opportunity"
- **Communicating in a Crisis**
- **Working with People You Don't Like** "Improving Bad Working Relationships"
- **Dealing with Angry People** "Learn to Defuse Tense Situations"
- **Dialogue Mapping** "Bringing Order to Chaotic Meetings"
- **How to be Tactful** "Responding with Diplomacy and Grace"
- **Dealing with Unreasonable Requests** "Asserting Yourself Effectively"

Learning Breaks Course List

LEADERSHIP SKILLS

- **Building Expert Power** "Earn Respect by Developing Expertise"
- **French and Raven's Five Forms of Power** "Understanding Where Power Comes from in the Workplace"
- **Blake Mouton Managerial Grid** "Balancing task and people-oriented leadership"
- **Leadership Motivation Test** "How motivated are you to lead"
- **Leadership Motivation Tools** "Find the passion to lead"
- **Winning Expert Power** "Leading from the front"
- **Leadership Styles** "Using the right one for the right situation"
- **Emotional Intelligence** "Developing strong people skills"
- **Mission Statements and Vision Statements** "Unleashing the power of purpose"
- **Team Effectiveness Assessment** "How well do you and your team work together?"
- **Forming, Storming, Norming, Performing** "Helping new teams perform effectively, quickly"
- **Successful Delegation** "Using the power of other people's help"
- **Mentoring** "An essential leadership skill"
- **How good are your motivational skills?**
- **Herzberg's Motivators and Hygiene Factors** "Learn how to motivate your team"
- **Adam's Equity Theory** "Balancing employee inputs and outputs"
- **Avoiding Micromanagement** "Helping team members excel - on their own"
- **Conflict Resolution** "Resolve conflict rationally and effectively"
- **The GROW Model** "Coaching team members to improve performance"
- **Belbin's Team Roles** "How understanding team roles can improve team performance"
- **Task Allocation** "Picking the right person for the job"

Learning Breaks Course List

TIME-MANAGEMENT SKILLS

- **How Good is Your Time Management?** "Zero in on the time-management skills that will help you most"
- **Beating Procrastination** "Manage your time; get it all done"
- **Activity Logs** "Know where your time goes"
- **Prioritized To-Do Lists** "Taking control of your time"
- **Prioritization** "Making best use of your time and resources"
- **Effective Scheduling** "Bringing your workload under control"
- **Personal Goal Setting** "Planning to live your life your way"
- **Locke's Goal Setting Theory** "Understanding SMART goal setting"
- **The Golden Rules of Goal Setting** "Five rules to set yourself up for success"
- **In Flow** "Maximizing productivity through improved focus"
- **Managing Interruptions** "Maintain Focus and Keep Control of Your Time"
- **Organizing Disorganized People** "Motivating Your Team To Change"
- **Creating Time in Your Day** "Maximizing a Busy Schedule"
- **Minimizing Distractions** "Managing Your Work Environment"
- **Action Programs** **"Becoming exceptionally well organized"**
- **Backward Goal Setting** **"Using backward planning to set goals"**
- **Time-boxing** "Maximizing Your Productivity"
- **5-15 Reports** "Easing the Flow of Information"
- **The Art of Concise Conversation** **"**Stick to the Point – Humanely"