

## Infinity Self-Development Library

### Course List – Achieve Your Potential

#### Energy & Impact

- Confidence and Personal Impact
- Be like an Olympian - How to Perform Under Pressure!
- Being Resilient
- Boost Energy Levels to Become More Effective
- Charisma - Developing the X Factor
- Have You Got 'It'? An Introduction to Executive Presence
- How to Motivate Yourself
- Make the Most of Your Time
- Quick Wins - The Key to Success
- Sharpen Your Concentration Skills
- Staying Productive - Working From Home
- The Art of Being Patient

#### How to Get Promoted

- Are You (Un)Conscious and (In)Competent?
- Being Resilient
- Boost your Chances of Success at Interview
- Doing The Right Thing - Planning and Prioritising
- How to Ace an Online Interview
- How to Get the Most from your Mentor
- How to Impress Your Boss
- How to Shine Like a STAR in Interviews
- How to Thrive When Things Change
- Make Your Appraisal Work For You
- Make Yourself Promotable
- Managing Your Manager - 6 Rules for Success
- Negotiating Office Politics
- Quick Wins - The Key to Success
- Serious About Personal Development? SWOT!
- The Art of Being Patient
- Think on Your Feet
- Understanding Power - The Five Forces
- What is Your Personal Brand?



## Infinity Self-Development Library

### Course List – Achieve Your Potential

#### Managing Stress

- Being Assertive
- Introduction to Wellbeing
- Understanding Stress Management in the Workplace
- Yoga for Wellbeing and Work-related Discomfort
- A Manager's Guide to Stress in the Workplace
- An Introduction to Imposter Syndrome
- Being Resilient
- Bounce Back From Failure
- Breaking Bad Habits
- Controlling Nerves
- Coping with Isolation
- Do You Need to Change Your Attitude?
- Feeling Stressed? Try Mindfulness
- Five Ingredients for a Flourishing Life
- Get Rid of Stress!
- How to be Assertive
- How to Say No!
- How to Thrive When Things Change
- Improve Your Digital Wellbeing
- Positive Side of Conflict
- Relax - How to Switch Off After Work
- Remove Stress - Focus and Centre Yourself
- Stand Your Ground
- Stop Playing the Blame Game!
- Stress Management
- Take Control of Your Life
- Understanding the Common Forms of Stress
- Wellbeing – The Science of Happiness
- Why Are You So Angry? The Eight Causes of Conflict
- Work Life Balance

## Infinity Self-Development Library

### Course List – Achieve Your Potential

#### Personal Change

- Basics of a Family Budget
- Being a Workplace Ally
- Boost Work Satisfaction
- Change Bad Habits to Become Happier
- Counting Sheep - How to Get a Great Night's Sleep
- Developing a Growth Mindset
- Do You Have Good Judgement?
- Dream Big! Make your goals a reality
- Financial Wellbeing
- Getting Back Into Work Mode - Returning From Holiday
- How to Flourish and Get The Most From Life
- How to Thrive When Things Change
- Make New Habits Stick
- Make the Most of Your Time
- Managing your Mindset and your Money
- Mastering Reflective Practice
- Remove Stress - Focus and Centre Yourself
- Serious About Personal Development? SWOT!
- Take Control of Your Life
- Understand Behaviour Styles With DiSC
- Understanding and Getting the Most from Hybrid Working