Infinity Self-Development Library

Course List – Develop Your Talents

Creativity

- Creativity in Business
- Advanced Brainstorming
- Break New Ground with Disruptive Thinking
- Encouraging Creativity at Work
- Gain a Different Perspective - The Six Thinking Hats
- Mind Mapping - Boosting Creativity
- SCAMPER to Creativity
- Think Differently - The Reframing Matrix
- Harnessing Creativity and Innovation
- Teach your Team to Innovate
- Exploring Creative Thinking Techniques

Maths Skills

- Maths Foundations - Using Estimates
- Maths Foundations - Using Numbers
- Maths Foundations - Working with Percentages
- Recognising Data Types
- Summarising Data
- Understanding Data
- Using Sampling for Data Analysis

Mind and Memory

- Mind and Memory
- 3 Techniques to Improve Your Memory
- How to Remember People's Names
- Mind Mapping - Boosting Creativity
- Sharpen Your Concentration Skills
- What Sort of Intelligence Do You Have?

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Course List – Develop Your Talents

Problem Solving & Decisions

- Advanced Brainstorming
- Decision Making and Problem Solving
- Got a Smelly Problem? The Fishbone Diagram
- Ideas that Work – Developing and Implementing Solutions
- Introduction to Problem Solving
- Make Great Decisions - The Vroom-Yetton-Jago Decision Model
- Solving Problems
- The OODA Loop - Winning and Losing
- Using BRAIN to Make Effective Decisions

Reading Skills

- How to Read Faster
- Sharpen Your Concentration Skills

Time Management

- Managing Time and Priorities Certificate
- Achieve More with Less - the 80/20 Rule
- Doing The Right Thing - Planning and Prioritising
- Eliminate Wasted Work - Process Mapping
- Have You Got a Minute? - Managing Interruptions
- How Do You Eat an Elephant?
- How to Say No!
- Make the Most of Your Time
- Making the Most of Your Time
- Managing Other People's Diaries
- Managing Your Emails Effectively
- Planning for the Perfect Christmas
- Prioritise with the Urgent/Important matrix
- Quick Wins - The Key to Success
- Staying Productive - Working From Home
- Stop Procrastinating!
- The Pomodoro Technique