

CIVICA



Agylia eLearning Library

Personal Skills Collections

Our Personal Skills Collections are essential for the development of individuals in all organisations, in every sector, now and in the future. We provide up-to-date content in each key skill area to capture the present trends, as tomorrow's skills become today's.

CPD accreditation and certification for every lesson allows you to make sure that all learning is compliant and reliable. The content is continuously refreshed to ensure learners are always up-to-date.

Collections are easily added to your Agylia Learning Management System (LMS) and are fully responsive, providing a great user experience across desktop, tablet and mobile devices. Whether learners are in the office, at home, travelling or working away, they'll have access to their eLearning.

Adaptability and critical thinking

To thrive in the workplace, learners must adapt to their surroundings and changing circumstances. Presenting the truth or arguing a point of view is meaningless unless they can apply logical reasoning. Breaking things down and asking questions is key to solving problems or getting ideas off the ground. This collection provides learners with the skills to solve these problems.

Lessons include:

- Escape the island
- Honing the right mindset
- Tackling big changes
- The problem box
- Welcome to adaptability
- Complicated or complex?
- Exercise: Be the alien
- Is this a bunch of CRAAP?
- Welcome to critical thinking
- What makes a sound argument?
- All about me.

Collaboration

Of all the many ways in which to contact people in a modern world, what's the best? This collection aims to show learners how to successfully communicate and collaborate with team members, customers and others.

Lessons include:

- Communication channels
- Communication culture

- Welcome to communication
- Completing an application successfully
- Synchronous and asynchronous communication
- Company tone of voice
- Emails bring your personality
- Email essentials
- Questioning techniques
- Video conferencing from home
- Hybrid working.

Self-care

This collection of self-care lessons will help your people adapt to the modern working world, whatever that might be. The collection includes techniques to help people take care of their mental health and wellbeing.

Lessons include:

- Dealing with stress
- Home work life balance
- Hygiene at home and away
- Hygiene at home and away – hand washing playlist poster
- Hygiene at home and away – know your products infographic
- Introduction to mindfulness
- Relaxation
- Resilience lesson 1: perspective
- Resilience lesson 2: emotional intelligence
- Resilience lesson 3: drivers
- Resilience lesson 4: network
- Resilience lesson 5: self-care
- Resilience: let's get started
- Taking care of yourself
- The mindset and attitude toolkit
- Transitioning back to the workplace
- Self-development

- Digital wellbeing.

Creativity and entrepreneurship

Every organisation has a duty to encourage creativity in work. This collection provides the tools to develop your team and the skills to solve creativity challenges.

Lessons include:

- Alternative uses activity resource sheet
- Brainstorming: for and against
- Creativity myth buster
- SCAMPER resource sheet
- Try this – alternative uses activity
- Try this – SCAMPER activity
- Welcome to creativity – part of the Future Skills Catalogue
- Five steps to being an intrapreneur
- Are you an entrepreneur?
- Encouraging entrepreneurship
- Entrepreneurship and risk
- Innovation and fast following
- Welcome to entrepreneurship.

Digital leadership

This collection explores what learners need to become an effective digital leader and why digital leadership is a must-have for organisations in a fast-changing world. The collection will transform learners into digital leaders, capable of reaching and building a genuine connection with customers. They'll also learn about the benefits of collecting data and how to use it effectively to support organisational strategy and decision-making.

Lessons include:

- Welcome to digital leadership
- Becoming a digital leader
- The customer connection
- Online campaigns and data analysis
- Online marketing
- Personal branding

- The power of data.

Custom eLearning courses

Are you looking for eLearning courses with designs and outcomes to meet your exact needs? We have a team of highly skilled and experienced instructional designers who will create custom content to help you achieve your aims.

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