



Personal Development



PERSONAL DEVELOPMENT

Build yourself up into a fantastic and likeable being, ensuring you maximise your potential to the best of your abilities with the help of this comprehensive Personal Development bundle!

From the utmost fundamentals of developing a good, well-rounded personality to more complex aspects of breaking habits and forming new ones, this premium Personal Development bundle has it all! Gain the ability to become the best version of yourself, and make yourself and your loved ones proud! I mean, who wouldn't overjoy seeing improvement. Additionally, the personal development skills that you will gain will also highly benefit you when job hunting. After all, employers love people with good qualities!

This well-crafted Personal Development bundle is your ultimate key to success. Create a master out of yourself by enrolling now!

Learning Outcomes of this Personal Development Bundle:

- Gain efficient productivity habits to enhance personal development.
- Learn how to break bad habits and replace them with good ones.
- Be able to cope and take control of your life.
- Learn an effortless way to succeed and keeping a healthy mindset.
- Know how to develop your personality effectively.
- Identify causes of stress and know how to tackle them concerning personal development.
- Gain a solid understanding of other's personality and much more!

Personal Development Bundle Specialities

- 8 hours of instant video lectures and downloadable resources.
- Affordable premium-quality E-learning content, you can learn at your own pace.
- You will receive 10 completion certificates upon completing the personal development bundle.
- Internationally recognised Accredited Qualification would boost up your resume.

- You will learn the researched and proven approach of personal development adopted by renowned experts.

Assessment

After completing all the modules of the personal development bundle, your learning will be assessed by an automated multiple-choice based exam. You may choose to participate in a Mock Exam before attending the course completion Final Exam with absolutely no extra cost.

Certificate

This personal development bundle comes with FREE PDF Certificates, PDF Transcripts, making it the perfect value for money. You can also claim a Hard Copy certificate for only £10.99.

This self-paced Personal Development bundle by Skill Up, loaded with up-to-date knowledge and techniques, is truly ideal for all aspiring professionals.

Let your eLearning experience meet the utmost satisfying level by enrolling in our premium Personal Development bundle now!

This Personal Development Bundle Consists of the Following Courses:

- Course 1: Breaking Habits & Mastering New Ones
- Course 2: Life Skills Course
- Course 3: Personality Development Course
- Course 4: Time Management: Step By Step Training
- Course 5: Productivity Boosting
- Course 6: Mental Resilience Diploma Training
- Course 7: Critical Thinking & Problem Solving
- Course 8: Touch Typing Masterclass
- Course 9: Microsoft Excel Complete Training 2021
- Course 10: Leadership & Management

Curriculum Breakdown of the Premium Courses:

➤ **Breaking Habits & Mastering New Ones**

Unit 01: Forming long lasting habits

- Module 01: Habit linking secrets
- Module 02: The 3 elements of a habit: PAR
- Module 03: Practical exercise: linking the prompts
- Module 04: BONUS: Eliminate decision-making; only make the first step!

Unit 02: The Challenge

- Module 01: Practical exercise: choose a first step for your next habit
- Module 02: How to exercise daily, no matter how little time you have
- Module 03: The Challenge
- Module 04: BONUS: The Only Motivational Technique You Need
- Module 05: BONUS: The SBS Technique

Unit 03: Start your habit NOW

- Module 01: Willpower Jedi mind tricks
- Module 02: BONUS: Happiness and performance
- Module 03: Start your habit now!

➤ **Life Skills Course**

Introduction

- Introduction

Goal Setting & Decision Making

- Set BIG Goals
- Make Real Decisions
- Consistency Is Key
- How To Be Accountable

KEY Life Skills

-
- Nothing Is Impossible
 - Live In The Moment
 - Being Adventurous
 - Words Of Success
 - Life-Long Learning
 - No Such Thing As Failure

➤ **Personality Development Course**

Module 01: Introductory Material

- Introductory Material
- The Correct Test Result

Module 02: Identify the Personality of Others

- The Extrovert / Introvert preferences
- The Sensing / iNtuitive preferences
- The Thinking / Feeling preferences
- The Judging / Perceiving preferences

Module 03: Causes of stress

- Causes of stress
- BONUS: More information about the Judgement / Perception and Sensing / Intuitive

Module 04: How to Change Your Personality

- Part one
- Part two
- Part three
- BONUS: More examples of world creation

Module 05: Your Personal Development Plan

- Your personal development plan
- BONUS: The Pyramid Technique
- Module 04: BONUS: The Only Motivational Technique You Need
- BONUS: The SBS Technique
- Closing words



➤ Time Management- Step By Step Training

Section 01: Welcome & Getting Started

- Introduction to Time Management: Step-by-Step
- Getting Help

Section 02: Choosing Your Time Tools

- What Tools Will I Need?
- Should I Use Print or Software Time Tools?
- General Factors When Choosing Software
- Choosing a Time Management System
- Choosing a Contact Management System
- Choosing a Calendar
- Choosing a Notes System
- Choosing a Time Tracker
- Make Your Choices

Section 03: Planning Your Work

- Time for Planning
- What is Your REAL Job?
- Identifying Your Work Categories
- Setting Blocks of Time for Each Category
- The Carousel Method for Projects
- Goals and Outcome Setting
- The Power of Outlining
- Mind Mapping for Planning and Brainstorming

Section 04: Reducing Distractions

- How Distractions Cripple Productivity

- Why Time Tracking is Critical to Success
- Reducing Email Distractions
- Social Media & App Distractions
- People Interruptions
- Telephone Distractions

Section 05: Creating Focus

- Taming Your Monkey Mind
- Getting It All Out of Your Head
- How Batching Gets More Done
- Using a Countdown Timer to Achieve Focus
- Discipline and Will Power
- Create an Office Power Hour

Section 06: Handling Tasks Effectively

- Analyzing Tasks
- How to Prioritize Tasks
- Visualizing and Organizing Your Tasks
- The Power of Checklists
- The Two Minute Rule
- Should I Go Paperless?
- Telephone Time Tips

Section 07: Delegating Effectively

- Introduction to Delegating Effectively
- Delegating Tasks – Analyze First
- Delegating – Best Practices
- Why Delegating Fails
- Hiring vs. Outsourcing
- Fast Lazy Way to Create PowerPoints

Section 08: Inbox Zero Email Mastery

- Welcome to Inbox Zero Email Mastery
- Stopping Email Interruptions
- Sorting Your Inbox Daily

- Stop Working in Your Inbox
- Email Analysis
- Dumping Unneeded Emails
- Delegating Emails
- Scheduling Emails
- Finish the Most Important Emails First
- Email Handling & Reply Tips
- Email Replies in Seconds Using Text Expanders
- Second Priority Level Emails
- Stop Digital Filing & Embrace Search
- Handling Reading/Resource Emails
- Reduce Internal Emails with Task Management Systems
- Reducing Customer Emails with Support Ticket Systems
- How to Use Email Filters to Save Time
- Best Practices for Internal Email
- Outsource Your Email with Personal/Virtual Assistants

Section 09: Effective Meetings

- Introduction to Effective Meetings
- The Importance of an Agenda
- Having the Right People at the Meeting
- Setting Ground Rules for the Meeting
- Preparing Reports before Meeting
- Capturing Meeting Notes
- Starting on Time
- Getting Attendees Involved
- Keeping the Meeting on Track
- Creating an Action Plan
- No “Anything Else?” Questions
- End Meetings on Time
- After Meeting Follow Up
- Online Meeting Tips
- Dealing with Controversial Topics

Section 10: Automating Your Work

- The Importance of Automation
- Getting Started with Automation

- Automating with Text Expanders

Section 11: Work/Life Balance

- Introduction to Work/Life Balance
- Work Life Balance Steps 1-5
- Work Life Balance Steps 6-8
- Step 9: Learn to Play Again
- Work Life Balance Steps 10-14
- Work Life Balance Steps 15-17

Section 12: Student Time Tips

- Student Time Planning
- Creating Focus for Students
- Learning Tips for Students

> Productivity Boosting

- Unit 01: The beginner's guide
- Unit 02: The mentality of a winner
- Unit 03: Fight against procrastination
- Unit 04: How to focus on your priorities regardless of interruptions
- Unit 05: Vision – plan your objectives so that you can easily fulfill them
- Unit 06: Outro


> Mental Resilience Diploma Training

Introduction

- Emotional Competence Promo FREE
- Introductory Video

Lesson One: Understanding emotion

- Lesson 1-1
- Lesson 1-2

- 
- Lesson 1-3

Lesson Two: Understanding emotional competence

- Lesson 2-1
- Lesson 2-2
- Lesson 2-3

Lesson Three: Avoiding burnout

- Lesson 3-1
- Lesson 3-2
- Lesson 3-3

Lesson Four: Developing emotional competence

- Lesson 4-1
- Lesson 4-2
- Lesson 4-3

Lesson Five: Spirituality and values

- Lesson 5-1
- Lesson 5-2
- Lesson 5-3

Lesson Six: Conclusion

- Lesson 6-1
- Lesson 6-2
- Lesson 6-3

Conclusion

- Concluding video

E-Book

- E-Book: Emotional Intelligence and Resilience Diploma

➤ **Critical Thinking & Problem Solving**

- Module 1: Components of Critical Thinking
- Module 2: Non-Linear Thinking
- Module 3: Logical Thinking
- Module 4: Critical Thinkers (I)
- Module 5: Critical Thinking (II)
- Module 6: Evaluate the Information
- Module 7: Benefits of Critical Thinking
- Module 8: Changing Your Perspective
- Module 9: Problem Solving
- Module 10: Putting It All Together

➤ **Touch Typing Masterclass**

1. Introduction
2. How to Set up Your Computer
 - 2.1. Understanding the Keyboard Layout
 - 2.2. How to set up input languages – for Mac
 - 2.3. How to set up input languages – for Windows
3. How to type the letters F and J
4. How to type the letters D and K
5. How to type the letters S and L
6. How to type the letter A and ; (semicolon)
7. How to type the letters E and I
8. How to type the letters R and U
9. How to type the letters T and O
10. How to type CAPITAL letters
11. How to type the letter C and , (Comma)
12. How to type the letters G and H
13. How to type the letters N and V
14. How to type the letters W and M
15. How to type the letters W and M
16. 00:04:00
17. How to type the letters Q and P
18. How to type the letters B and Y
19. How to type the letters Z and X
20. How to type Colon and Semicolon

-
21. How to type Full Stop and Comma
 22. How to type Question Mark and Exclamation Mark
 23. How to type Dash, Parentheses and Quotation Marks

➤ **Microsoft Excel Complete Training 2021**

Unit Module 01: Excel from A-Z Course Introduction

- Excel from A-Z Course Intro
- Excel Job Opportunities
- Excel Job Types
- Microsoft Excel Marketplace
- What is Microsoft Excel?
- Who is This Course For?

Unit Module 02: Getting Started With Excel

- Finding & Opening Excel
- Excel's Start Screen
- Explaining the Excel Interface
- Excel Interface Continued
- Excel Workbook vs. Excel Worksheet
- Saving an Excel Document
- Customizing the Quick Access Toolbar
- Customizing the Excel Ribbon
- Excel Shortcut Keys

Unit Module 03: Values, Referencing and Formulas

- Creating Excel Labels
- Entering Numeric Values in Excel
- Formatting Date Values in Excel
- Building Basic Formulas in Excel
- Order of Operations
- Relative vs. Absolute Cell References

Unit Module 04: Intro to Excel Functions

- Excel Functions Explained
- The SUM() Function
- The MIN() & MAX() Function

- The AVERAGE() Function
- COUNT() Functions

Unit Module 05: Adjusting Excel Worksheets

- Moving & Copying Data
- Insert & Delete Rows and Columns
- Adjusting the Width and Height of Cells
- Hiding and Unhiding Excel Rows and Columns
- Renaming, Moving & Deleting Excel Worksheets
- Adding Protection to Specific Cells
- Protecting the Structure of a Workbook
- Adding a Workbook Password to Open File

Unit Module 06: Visually Pleasing Cell Formatting

- Formatting Fonts and Cell Background Color
- Adding Cell Borders
- Formatting Data Appropriately
- The Magic behind Excel's Format Painter
- Creating Styles for Formatting Efficiency
- Merging Cells for a Cleaner Look
- The Power of Conditional Formatting

Unit Module 07: How to Insert Images and Shapes!

- Grab User's Attention using Illustrations
- Customizing Icons
- Create Compelling Graphics with SmartArt

Unit Module 08: Visualize Data with Charts

- The Commonly Used Column Chart
- Changing the Chart Design
- Formatting Elements of a Chart
- Modifying the Data, Type & Location of a Chart
- Little Slice of Pie Charts

Unit Module 09: Excel's Printing Options

- Print Preview Options
- Excel's Page Layout View

- Printing a Specific Range of Cells
- Converting Spreadsheets to PDF Files

Unit Module 10: Benefits of Using Excel Templates

- Why Create an Excel Template
- How to Create an Excel Template

Unit Module 11: Working with Excel Datasets

- How to Prepare Data for Analysis
- How to Sort Data in Excel
- Multi-Level Sorting
- Custom Sorting Datasets in Excel
- Applying Filters to Datasets
- Creating Subtotals within a Dataset
- Converting Datasets into Tables
- Finding & Removing Duplicate Values

Unit Module 12: Excel Database Functions

- The SUMIF() Function
- The DSUM() Function
- The DSUM() Function Cont.
- The SUBTOTAL() Function

Unit Module 13: Excel Data Validation

- What is Excel Data Validation?
- Creating a Drop Down List with Data Validation
- Different Types of Excel Data Validation
- Adding Custom Alerts to Data Validation
- Creating a Dynamic Drop Down List
- Complex Validation: Dependent Drop Down List!

Unit Module 14: Excel PivotTables

- Creating an Excel Pivot Table
- Modifying Excel PivotTables
- Grouping & Filtering PivotTable Data
- Drilling Down into PivotTable Data
- Creating Pivot Charts & Utilizing Slicers



Unit Module 15: Excel's PowerPivot Add-In

- What is PowerPivot?
- Activating the Excel PowerPivot Add-In
- Creating Relationships between Data Tables.mp4
- Using Data Models to Create PivotTables
- How to Create PowerPivot KPI's

Unit Module 16: Excel's Conditional Functions

- Excel's IF() Function
- IF() Function with AND() Criteria
- IF() Function with OR() Criteria
- Nesting Multiple IF() Functions
- The COUNTIF() Function
- Key Benefits of Named Ranges

Unit Module 17: Excel's Lookup Function

- VLOOKUP() Function
- The Beauty of Excel's IFERROR() Function
- HLOOKUP() Function
- INDEX() Function
- MATCH() Function
- INDEX() and MATCH() Combined
- Two-Way Lookup with INDEX() and MATCH()

Unit Module 18: Text Based Functions in Excel

- LEFT(), RIGHT() and MID() Function
- Extracting Specific Text using LEN() & SEARCH()
- Combining Text with CONCATENATE()
- Quick Tips & Other Text Based Functions

Unit Module 19: Auditing Formulas and Views in Excel

- Tracing Precedents & Dependents in Formulas
- Showing Formulas
- Grouping Data
- 3D Referencing in Formulas
- Utilizing the Watch Window in Excel

- How to Freeze Panes in Excel

Unit Module 20: Excel's "what If?" Tools

- Excel's Scenario Manager Tool
- Goal Seek in Excel
- Compare Results with Excel Data Tables
- Solver Tool

Unit Module 21: Welcome to Excel VBA

- The Power Behind Excel VBA
- A Look Inside the Visual Basic Editor (VBE)
- Recording a Macro
- Saving & Opening a Macro-Enabled Workbook

Unit Module 22: The VBA Language

- Modules and Procedures
- Objects, Methods and Properties
- Excel VBA Variables

Unit Module 23: Writing VBA Code

- Referencing a Range
- InputBox & MsgBox
- Using Variables in VBA Code
- If Then Else Statement
- Worksheet Functions inside VBA
- Creating User Defined Functions
- User Defined Functions within VBA Scripts

Unit Module 24: Important VBA Tools and Logic

- Find Last Row of Data
- Find Last Column of Data
- With Statement
- Debugging & Error Handling
- Debugging & Error Handling Cont.

Unit Module 25: Excel VBA Loops

- For Next Loop

- Do Until Loop
- For Each Loop

Unit Module 26: Triggering Macros

- Assigning Macros to Shapes
- Form Controls vs ActiveX Controls
- Worksheet Events
- Workbook Events
- Fun with VBA Events!

Unit Module 27: Excel User Forms

- Creating an Excel UserForm
- Adding Controls to UserForms
- How to Show an UserForm
- Passing TextBox Values to Desired Cells
- Passing Option Buttons to Desired Cells
- UserForm ComboBoxes
- Clearing Values from UserForm Controls
- How to Close an UserForm
- UserForms and Protected Sheets

Unit Module 28: Starting a Career in Excel

- Creating an Excel Resume
- Getting Started with Freelancing
- How to Become an Excel Freelancer
- Top Freelance Websites
- How to Get Your First Client
- Personal Branding
- Networking Do's and Don'ts
- Importance of Having a Website



> Leadership & Management

- Module 1: Understanding Management and Leadership
- Module 2: Leadership Theories
- Module 3: Improving Management and Leadership Performance
- Module 4: High Performance Teams
- Module 5: Motivating Employees
- Module 6: Organisational Skills
- Module 7: Talent Management
- Module 8: Succession Planning
- Module 9: Business Process Management
- Module 10: Communication Skill
- Module 11: Negotiation Techniques
- Module 12: Managing Meetings and Giving Feedback
- Module 13: Managing Change
- Module 14: Time Management
- Module 15: Stress Management
- Module 16: Emotional Intelligence in Leadership
- Module 17: Managing Conflict
- Module 18: Dealing with Office Politics
- Module 19: Risk Management
- Module 20: Corporate Responsibility and Ethics

