### Problem-solving skills

1. **Take a More Creative Approach to Problem-Solving**
2. **Problem Solving Techniques**
3. **Solving Business Problems**
4. **Crafting Problem and Solution Statements**
5. **Customer Service: Problem Solving and Troubleshooting**
6. **Business Resilience**
7. **Cultivating a Growth-Market Decision-Making Strategies**
8. **Delivering Results Effectively**
9. **Enhancing Resilience**
10. **Ideas that Resonate**
11. **Improving Your Judgment**
12. **Learning Agility**
13. **Simplifying Business Processes**
14. **Learning from Failure**
15. **Making Decisions**
16. **Process Improvement Foundations**
17. **Sheryl Sandberg and Adam Grant on Option B: Building Resilience**
18. **Monday Productivity Pointers**
19. **Enhancing Your Productivity**
20. **Powerless to Powerful: Taking Control**
21. **Cultivating Mental Agility**
22. **Executive Decision Making**
23. **Making Quick Decisions**
24. **Using Questions to Foster Critical Thinking and Curiosity**
25. **Fred Kofman on Making Commitments**
26. **Developing a Learning Mindset**

### Ability to work in a team

2. **Building Your Team**
3. **Teamwork Foundations**
4. **Presenting as a Team**
5. **Managing Teams**
6. **Leading and Working in Teams**
7. **Building High-Performance Teams**
8. **Leading Inclusive Teams**
10. **Boosting Your Team’s Productivity**
11. **Working on a Cross-Functional Team**
12. **Collaboration Principles and Process**
13. **Developing Self-Awareness**
14. **Developing Your Emotional Intelligence**
15. **Developing Your Professional Image**
16. **Effective Listening**
17. **Leading Inclusive Teams**
18. **Building Trust**
19. **Collaborative Design: Managing a Team**
20. **Giving and Receiving Feedback**
21. **Improving Your Listening Skills**
22. **Business Collaboration in the Modern Workplace**
23. **Facilitation Skills for Managers and Leaders**
24. **Be a Better Manager by Motivating Your Team**
| 3 | Strong work ethic | Business Ethics  
The Rules of Work (getAbstract Summary)  
Values and Ethics: Case Studies in Action  
Project Management Foundations: Ethics |
| 4 | Analytical/quantitative skills | The Essential Elements of Predictive Analytics and Data Mining  
Learning Data Analytics  
Google Analytics Essential Training  
Data Analytics for Business Professionals  
LinkedIn Learning Highlights: Data Science and Analytics  
Learning Web Analytics |
| 5 | Communication skills (written) | Tips for Better Business Writing  
Writing a Proposal  
Writing Case Studies  
Note-Taking for Business Professionals  
Writing a Business Report  
Advanced Grammar  
Writing a Business Case  
Writing a Compelling Blog Post  
Writing Formal Business Letters and Emails  
Writing in Plain English  
Writing Recommendations  
Writing Speeches  
Writing Under a Deadline  
Writing: The Craft of Story  
Grammar Foundations  
Learning to Write for the Web  
Writing a Research Paper  
Writing Articles  
Writing White Papers  
Writing Headlines  
Editing and Proofreading Made Simple  
Productivity Hacks for Writers  
Writing Customer Service Emails  
Ninja Writing: The Four Levels of Writing Mastery  
Business Writing Principles  
Writing with Impact  
Business Writing Strategies  
Editing Mastery: How to Edit Writing to Perfection  
Writing with Flair: How to Become an Exceptional Writer  
Writing Email  
Tips for Writing Business Emails  
Writing Under a Deadline |
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**Communication skills (verbal)**
- Interpersonal Communication
- Communicating with Transparency
- Communicating with Empathy
- Communicating in the Language of Leadership
- Communication Foundations
- Business Etiquette: Phone, Email, and Text
- Communication within Teams
- The Key to Good Communication: Your Audience
- Overcoming Your Fear of Public Speaking
- Own Your Voice: Improve Presentations and Executive Presence
- Multinational Communication in the Workplace
- How to Present and Stay on Point
- Communicating about Culturally Sensitive Issues
- Communicating with Diplomacy and Tact
- Communication Tips
- Preparing for Successful Communication
- Communicating Values
- High-Stakes Communication
- Crisis Communication
- Communicating with Charisma
- Organization Communication
- Project Management Foundations: Communication
- Handling an Unruly Audience
- Communicating with Confidence

**Initiative**
- Holding Yourself Accountable
- Building Accountability into Your Culture
- Holding Your Team Accountable
- Fred Kofman on Accountability
- Stepping Up: How Taking Responsibility Changes Everything (getAbstract Summary)

**Detail-oriented**
- Improving Your Focus
- Getting Things Done
- Prioritizing Your Tasks
- Prioritizing Effectively as a Leader

**Technical skills**
- Technical Writing: Reports
- Project Management: Technical Projects
- Tech Soft Skills: Effective Technical Communication
- Technical Writing: Quick Start Guides
- Transitioning from Technical Professional to Manager
- Presenting Technical Information with Stories
- Managing Technical Professionals
- Teaching Technical Skills Through Video
- Managing and Working with a Technical Team for Nontechnical Professionals
| 11 | Flexibility/adaptability | Building a Flexible Career | Developing Adaptability as a Manager | Creating a Culture of Change | Aaron Dignan on Transformational Change | Building Resilience | Business Innovation Foundations | Cultivating a Growth Mindset | Gary Hamel on Busting Bureaucracy | Performing under Pressure | Handling Workplace Change as an Employee | Managing Stress for Positive Change | Change Management Foundations | Communicating in Times of Change | Embracing Unexpected Change | Creating a Culture of Learning | Developing Adaptable Managers | Embracing Change | Leaders: Make Your Teams More Agile, Creative, and United | Leading Your Team Through Change | Taking Charge of Technology for Maximum Productivity | Your L&D Organization as a Competitive Advantage | Developing Adaptable Employees |
| 12 | Interpersonal skills (relates well to others) | Effective Listening | Teamwork Foundations | Being an Effective Team Member | Communicating with Empathy | Interpersonal Communication | Stepping Up: How Taking Responsibility Changes Everything (getAbstract Summary) | Motivating and Engaging Employees |
| 13 | Computer skills | Computer Components and Peripherals for IT Technicians | IT Help Desk for Beginners | Learning PC Maintenance and Performance | Troubleshooting Common PC Issues for Users | Learning Computer Forensics | Windows 10 Anniversary Update Essential Training |
| 14 | Organizational ability | Organizational Learning and Development | Organizational Culture | Organizational Thought Leadership | Managing Organizational Change for Managers | Organization Communication | Organization Design |
| 15 | Strategic planning skills | Strategic Planning Foundations | Business Development: Strategic Planning | Mission and Vision Statements Explained | Strategic Planning: Case Studies | Assessing and Improving Strategic Plans |
| 16 | Friendly/outgoing personality | Building Professional Relationships  
Leading through Relationships  
Professional Networking  
Managing Your Professional Network  
Humble Leadership: The Power of Relationships, Openness, and Trust (getAbstract Summary)  
Creating Personal Connections  
The Art of Connection: 7 Relationship-Building Skills Every Leader Needs Now (getAbstract Summary)  
Building Business Relationships  
Advanced Persuasive Selling: Persuading Different Personality Types |
|---|---|---|
| 17 | Entrepreneurial skills/risk-taker | Entrepreneurship: Bootstrapping Your Business  
The New Age of Risk Management Strategy for Business  
Project Management Foundations: Risk  
Balancing Innovation and Risk  
Risk-Taking for Leaders  
Reputation Risk Management  
Sallie Krawcheck on Risk-Taking |
| 18 | Tactfulness | Communicating with Diplomacy and Tact  
Communicating about Culturally Sensitive Issues |
| 19 | Creativity | Creative Thinking  
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Creativity for All Weekly  
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Creativity: Generate Ideas in Greater Quantity and Quality  
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Unlock Your Team's Creativity  
Banish Your Inner Critic to Unleash Creativity  
Working with Creative Millennials  
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Defining Your Creative Edge to Promote Your Work |
| 20 | Fluency in a foreign language | Communicating in the Language of Leadership  
Writing in Plain Language  
Creating a Culture of Service  
Employer Branding to Attract Talent  
Conducting Motivational 1-on-1 Reviews  
Defining and Achieving Professional Goals  
Business Ethics for Sales Professionals  
Ethics and Law in Data Analytics  
Managing Brand Reputation  
Administrative Professional Foundations  
Business Law for Managers  
Graphic Design for Business Professionals  
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Developing a Service Mindset  
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Business Ethics (2015)  
Setting Up Your Small Business as a Legal Entity  
Managing a Cross-Functional Team  
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- Disrupting Yourself
- Giving Your Elevator Pitch
- J.T. O'Donnell on Making Recruiters Come to You
- Job Hunting for College Grads
- Finding a Remote Job
- Mastering Common Interview Questions
- Recovering from a Layoff
- Repairing Your Reputation
- Succeeding in a New Job
- Transitioning Out of Your Job
- Florent Groberg on Finding Your Purpose after Active Duty
- Finding a Sponsor
- Understanding Your Compensation and Benefits
- Learning to Be Promotable
- Taking Charge of Your Career
- Internal Interviewing
- Making a Career Change
- Having an Honest Career Conversation with Your Boss
- How to Quit Your Job the Right Way
- Working Remotely
- Asking for a Raise
- Managing Career Burnout
- How to Be Promotable
- How to Give Negative Feedback to Senior Colleagues
- How to Get a Pay Raise
- Planning Your Family Leave and Return
- Employee to Entrepreneur
- Marci Alboher on Encore Careers
- Career Advice from Some of the Biggest Names in Business
- Become a Chief of Staff with Brian Rumao
- Turning an Internship into a Job
- Finding a Job
- Managing Your Career: Early Career
- How to Develop your Career Plan
- What to Do in the First 90 Days of Your New Job
- Women Transforming Tech: Voices from the Field
- Take a Holistic Approach to Advancing Your Career
- Preparing for Your Review
- Rocking Your First Retail Sales Job
- Managing Your Career as an Introvert
- Work Stories: Experiences that Influence Careers
- LinkedIn Learning Highlights: Finding a Job and Managing Your Career
- Negotiating Your Salary
- Working as a Contract or Temporary Employee
- Being Your Own Fierce Self-Advocate
- Managing Up, Down, and Across the Organization
- Working with an Executive Coach
- Women Helping Women Succeed in the Workplace
- Critical Roles Consultants Play (and the Skills You Need to Fill Them)
- Extreme Productivity (Blinkist Summary)
- Pivot: The Only Move That Matters Is Your Next One (Blinkist Summary)
- Learning to Be Assertive