

ਦਫਤਰ ਵਧੀਕ ਡਿਪਟੀ ਕਮਿਸ਼ਨਰ (ਵਿਕਾਸ), ਬਠਿੰਡਾ।

ਵੱਲ

1. ਮਹਾਰਾਜਾ ਰਣਜੀਤ ਸਿੰਘ ਪੰਜਾਬ ਟੈਕਨੀਕਲ ਯੂਨੀਵਰਸਿਟੀ, ਬਠਿੰਡਾ।
2. ਪ੍ਰਿੰਸੀਪਲ, ਸਰਕਾਰੀ ਪੋਲੀਟੈਕਨਿਕ ਕਾਲਜ, ਬਠਿੰਡਾ।
3. ਸਮੂਹ ਪ੍ਰਿੰਸੀਪਲ, ਸਰਕਾਰੀ ਅਤੇ ਪ੍ਰਾਈਵੇਟ ਤਕਨੀਕੀ ਸੰਸਥਾਵਾਂ, ਬਠਿੰਡਾ।
4. ਜਿਲ੍ਹਾ ਸਿੱਖਿਆ ਅਫਸਰ (ਸੈ.ਸਿ.), ਬਠਿੰਡਾ।
5. Baba Farid Group of Institutions, ਬਠਿੰਡਾ।
6. ਗੁਰੂ ਕਾਸ਼ੀ ਯੂਨੀਵਰਸਿਟੀ, ਬਠਿੰਡਾ।
7. ਪ੍ਰਿੰਸੀਪਲ, ਐਸ.ਐੱਸ. ਡੀ. ਕਾਲਜ, ਬਠਿੰਡਾ।

ਪੱਤਰ ਨੰਬਰ :- PSDM/BT/384-90

ਮਿਤੀ :- 19/08/24

ਵਿਸ਼ਾ :- Support Regarding Awareness and Mobilization of candidates for various CSR initiative of Punjab Skill Development Mission.

ਹਵਾਲਾ :- PSDM /2024 /3124-3126

ਮਿਤੀ :- 09/08/2024.

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਸੰਬੰਧੀ ਆਪ ਜੀ ਨੂੰ ਲਿਖਿਆ ਜਾਂਦਾ ਹੈ ਕਿ ਪੰਜਾਬ ਸਕਿਲ ਡਿਵੈਲਪਮੈਂਟ ਮਿਸ਼ਨ ਵਲੋਂ ਇੰਡਸਟਰੀਆਂ ਦੀ ਮੰਗ ਅਨੁਸਾਰ Microsoft Diversity Skill ਪ੍ਰੋਗਰਾਮ ਅਤੇ IBM Skills Build ਪ੍ਰੋਜੈਕਟ ਦੇ ਤਹਿਤ ਜ਼ਰੂਰੀ digital productivity skills, ਰੁਜ਼ਗਾਰ ਪ੍ਰਾਪਤੀ ਨਾਲ ਸੰਬੰਧਿਤ skills, English Communication skills, Self-Employment skills, Technical skills ਜਿਵੇਂ ਕਿ Cloud Computing, AI ਅਤੇ Cyber Security ਆਦਿ ਨਾਲ ਸੰਬੰਧਿਤ ਟ੍ਰੇਨਿੰਗ ਮੁਫਤ ਵਿਚ ਮੁਹਈਆ ਕਰਵਾਈ ਜਾਣੀ ਹੈ। ਇਹ ਟ੍ਰੇਨਿੰਗ 20 ਤੋਂ 320 ਘੰਟਿਆਂ ਦੀ ਹੋਵੇਗੀ। ਇਸ ਲਈ ਨਾਲ ਨੱਥੀ ਪ੍ਰੋਫਾਰਮੇ ਵਿਚ ਤੁਹਾਡੀਆਂ ਸੰਸਥਾਵਾਂ ਦੇ ਸਿਖਿਆਰਥੀਆਂ ਅਤੇ Capacity building ਲਈ ਸੰਸਥਾਵਾਂ ਦੇ ਸਟਾਫ ਦੇ ਪੂਰਨ ਵੇਰਵੇ ਭਰੇ ਜਾਣ।

ਇਹਨਾਂ Projects ਨਾਲ ਸੰਬੰਧਿਤ Trainings ਲਈ ਪ੍ਰੋਫਾਰਮਾ ਨਾਲ ਨੱਥੀ ਕੀਤਾ ਗਿਆ ਹੈ। ਇਹਨਾਂ ਟ੍ਰੇਨਿੰਗਾਂ ਨੂੰ ਸੈਫਲਤਾਪੂਰਵਕ ਕਰਨ ਵਾਲੇ ਸਿਖਿਆਰਥੀਆਂ/ਵਿਦਿਆਰਥੀਆਂ ਨੂੰ ਸੰਬੰਧਿਤ ਟ੍ਰੇਨਿੰਗ ਭਾਗੀਦਾਰ ਵਲੋਂ ਸਰਟੀਫਿਕੇਟ ਵੀ ਮੁਹਈਆ ਕਰਵਾਇਆ ਜਾਵੇਗਾ।

ਇਸ ਲਈ ਸਿਖਿਆਰਥੀਆਂ ਨੂੰ ਇਹਨਾਂ ਟ੍ਰੇਨਿੰਗਾਂ ਦਾ ਮਹੱਤਵ ਦਸਿਆ ਜਾਵੇ ਅਤੇ ਨਾਲ ਨੱਥੀ ਪ੍ਰੋਫਾਰਮੇ ਅਨੁਸਾਰ ਪੂਰਨ ਵੇਰਵੇ ਮਿਤੀ 22/08/24 ਤੱਕ ਭੇਜੇ ਜਾਣ ਲਈ ਨਿਮਨ ਹਸਤਾਖਰ ਦੇ ਦਫਤਰ ਦੀ ਈ-ਮੇਲ ਆਈ.ਡੀ kaushalgagan19@gmail.com ਤੇ ਭੇਜਣ ਲਈ ਲਿਖਿਆ ਜਾਂਦਾ ਹੈ। ਇਸਨੂੰ ਅਤਿ ਜ਼ਰੂਰੀ ਸਮਝਿਆ ਜਾਵੇ।

ਦਫਤਰ ਜਿਲ੍ਹਾ ਸਿੱਖਿਆ ਅਫਸਰ (ਸੈ.ਸਿ) ਬਠਿੰਡਾ

ਪਿਠ ਐਂਕਟ ਨੰ. ਜੀ-1/1 ()2024/ 10/09

ਮਿਤੀ: 20/08/2024

ਉਪਰੋਕਤ ਦਾ ਉਤਾਰਾ ਸਮੂਹ ਸਕੂਲ ਮੁਖੀਆਂ ਨੂੰ, ਭੇਜਕੇ ਲਿਖਿਆ ਜਾਂਦਾ ਹੈ ਕਿ ਉਕਤ ਪੱਤਰ ਨਾਲ ਨੱਥੀ ਪ੍ਰੋਫਾਰਮੇ ਅਨੁਸਾਰ ਸੂਚਨਾ ਭਰਨ ਉਪਰੰਤ ਦਿੱਤੀ ਗਈ ਮੇਲ ਆਈ.ਡੀ kaushalgagan19@gmail.com ਤੇ ਭੇਜਣੀ ਯਕੀਨੀ ਬਣਾਈ ਜਾਵੇ।

ਜਿਲ੍ਹਾ ਸਿੱਖਿਆ ਅਫਸਰ (ਸੈ.ਸਿ)

ਬਠਿੰਡਾ। 20/8

Details of the Faculty

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11	IBM	Online	IBM Robotic Process Automation introduction		Any learner who is enrolled in ITI/ Polytechnic/ Engineering/ Higher Education Institutes is eligible for the program.
12			Surface automation with IBM RPA		
13			Digital assistants in IBM Robotic Process Automation		
14			Building Robots with T.J. Bot		
15			Electric Vehicle Operations		
16			Electric Vehicle Maintenance and Support		
17			Electric Vehicle Charging Infrastructure		
18			Electric Vehicles Customer Experience		
19			AI and cognitive technologies		
20			Introduction to Artificial Intelligence		
21			Artificial Intelligence Tutorial AI Tutorial for Beginners		
22			AI for everyone		
23			How to build chatbots?		
24			Everyday ethics for Artificial Intelligence		
25			Team Essentials for AI		
26			started with AI development by using the Personality Insights service		
27			An introduction to e-commerce and distributed applications		
28			Project planning for beginners Project management training		
29			IBM Robotic Process Automation introduction		
30			Intro to Project Reporting Project Management training		
31			Project Management Professional		
32			Skills for project management		
33			Quantum computing		
34			What is Quantum Computing?		
35			Quantum mechanics		
36			IBM Quantum experience		
37			Hardware of a quantum computer		

Compiled list of courses run by IBM and Microsoft

Sr No	Company Name	Course Mode	Name of the courses	Duration	Eligibility
1	Microsoft Corporation India Pvt Ltd	Hybrid	Microsoft Skill India Mission	135 hours	10th class and above
2			Passport2 Earning	40 hours	6th standard students or 12 years of age
3			Digi Saksham	100 hours	12th Pass or 16 years of age
4			Cyber Shiksha Educators	320 hours	Teachers of educational institutions/Training Centres
5			Cyber Shiksha Basics	20 hours	Teachers of educational institutions/Training Centres
6			Future Ready Skills	200 hours	Anyone in engineering & science colleges
7			Capacity Building of Government Officials	84 hours	Government officials
8			Cyber TechX	300 hours	Anyone in ITI colleges
9			Green Skills for Vocational Education	200 hours	Anyone in ITI colleges
10			English for Youth	84 hours	10th standard or 16 years of age

IBM

SkillsBuild

	SKILLS	COURSE	DURATION	LEARNING ACTIVITIES (SUB TOPICS)
1	Essential Skills	Agile Methodology- Foundations https://skills.yourlearning.ibm.com/channel/CNL_LCB_1567441580632	1.5 Hours	1. What is Agile at IBM? 2. Agile Concepts 3. How the Agile methodology really works? 4. What is Agile? 5. Agile Methodology & Agile Frameworks 6. Agile Project Management
2	Essential Skills	Agile Methodology- Advanced https://skills.yourlearning.ibm.com/channel/CNL_LCB_1567442075862	9 Hours	1. Problems Agiles Solves 2. Focusing Your Agile with Personas, Problem Scenarios, and Alternatives 3. Getting to Great Agile User Stories for Practical Learning 4. Focusing on Customer Value & Technology with Agile User Stories
3	Essential Skills	Agile Methodology- Explorer https://skills.yourlearning.ibm.com/badge/A_dc3b5213-b2dd-4760-b45e-c9a95032bda7	7.5 Hours	1. A Taste of Agile 2. Agile Operations Fundamentals 3. Agile Program Fundamentals
4	Essential Skills	Artificial Intelligence- Foundations https://skills.yourlearning.ibm.com/channel/CNL_LCB_1567443069285	41 Hours	1. AI Tutorial for Beginners 2. What is Artificial Intelligence? 3. Learn about a career in AI? 4. What is AI? (Crash Course) 5. A beginner's guide to Artificial Intelligence, machine learning & cognitive computing 6. Elements of AI 7. AI for Everyone

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	Online	Learn quantum computing of a field guide	
		Learn algorithms and protocols of a quantum computer and quantum internet	
		Everything you need to know about excel tables	
		Web analytics using excel for beginners	
		Microsoft 365 training (word powerpoint excel etc)	
		Solar panel calculator	
		What is data science?	
		Techniques to manage change and put data to work	
		Data science in the real world	
		Deep learning 101	
		IBM Watson studio ML and DL	
		Machine learning and its science with python 2021	
		Free guide to artificial intelligence machine learning and cognitive computing	
	Offline	Artificial intelligence workshop	
		Cloud computing workshop	
		Enterprise workshop	
		Design thinking workshop	
		Self-organizing workshop	
		AI and Machine Learning	
		Skills and Competencies	

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Essential Skills	Data & Analytics- Foundations https://skills.yourlearning.ibm.com/channel/CNL_LCB_1567178224443	7.5 Hours	1. Data Analysis Fundamentals 2. Data Visualization 3. Big Data in 5 Mins 4. Data Analytics for Beginners 5. Data Analytics Using R 6. Data Science for Beginners 7. Data Science Vs Big Data 8. Introduction to Data Science 9. What is Data Science? 10. Learn about a career in Data Science 11. Art of Data Visualization 12. Big Data 101
Essential Skills	Data & Analytics- Advanced https://skills.yourlearning.ibm.com/channel/CNL_LCB_1567179142688	12 Hours	1. Big Data 2. Data- Art & Science of Visualization 3. Introduction to Data Science 4. Data Science Methodology 5. Python for Data Science 6. IBM Data Science Community
Essential Skills	Design Thinking-Foundations https://skills.yourlearning.ibm.com/channel/CNL_LCB_1567182695359	6 Hours	1. What is Design Thinking? 2. Learn about careers that use design thinking 3. IBM Design Thinking Toolkit 4. How it Works: Design Thinking 5. 5 Stages of the Design Thinking Process 6. Enterprise Design Thinking Practitioner 7. Enterprise Design Thinking Co-Creator
Essential Skills	Design Thinking-Advanced https://skills.yourlearning.ibm.com/channel/CNL_LCB_1567183679647	6 Hours	1. Master Design Thinking to become more Agile 2. The user experience 3. Team Essentials for AI 4. IBM Design Thinking Toolkit
Essential Skills	Digital Marketing https://skills.yourlearning.ibm.com/channel/CNL_LCB_1583250932902	5 Hours	1. What is Digital Marketing? 2. Digital Marketing Plan & Best Practices 3. Introduction to Marketing 4. Digital Marketing Strategy 5. Marketing & Online Advertising

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5	Essential Skills	Artificial Intelligence- Advanced https://skills.yourlearning.ibm.com/channel/CNL_LCB_1567619027398	7 Hours	1. Introduction to Advanced AI 2. AI & Cognitive Technologies 3. Ethics for AI 4. Deep Learning (AI) 5. Build your Own Chatbots
6	Essential Skills	Blockchain- Foundations https://skills.yourlearning.ibm.com/channel/CNL_LCB_1567443539771	4.5 Hours	1. Blockchain Expert One Concept 2. What is blockchain? 3. Learn about a career in Blockchain? 4. Introduction to Blockchain technology? 5. Blockchain Technology Explained 6. Blockchain Basics 7. Blockchain Essentials
7	Essential Skills	Blockchain- Advanced https://skills.yourlearning.ibm.com/channel/CNL_LCB_1567443713520	7.5 Hours	1. Discovering the Application of blockchain technology 2. Understanding blockchain technology 3. IBM Blockchain Foundation Develop
8	Essential Skills	Cloud Computing-Foundations https://skills.yourlearning.ibm.com/channel/CNL_LCB_1567186797371	6.5 Hours	1. What is cloud computing? 2. Learn about a career in cloud computing 3. Cloud computing Explained 4. Cloud Computing Tutorials for beginners 5. Introduction to Cloud
9	Essential Skills	Cloud Computing- Advanced https://skills.yourlearning.ibm.com/channel/CNL_LCB_1567186985906	5 Hours	1. Cloud Computing 2. IBM Cloud Essentials 3. IBM Cloud Learn Hub 4. IBM Cloud Developer Center 5. Mobile Cloud Computing 6. Microservices Primer
10	Essential Skills	Customer Service Representative https://skills.yourlearning.ibm.com/channel/CNL_LCB_1556909339060	12 Hours	1. Customer Service Representative - Communication Skills 2. Customer Service Representative - Personality Dynamics 3. Customer Service Representative - Problem Solving 4. Customer Service Representative- Process Control

22	Essential Skills	Security- Foundations https://skills.yourlearning.ibm.com/channel/CNL_LCB_1567444405323	9 Hours	1. Cybersecurity Training for Beginners 2. What is cybersecurity? 3. Cybersecurity Fundamentals 4. Cybersecurity Threats 5. Ethical Hacking for Beginners 6. What is Cryptography? 7. Cybersecurity Ops: Terminal 8. How to become a Cybersecurity Professional?
13	Essential Skills	Security- Advanced https://skills.yourlearning.ibm.com/channel/CNL_LCB_1567444534334	4 Hours	1. Security in Digital Age? 2. Voices of Security 3. Data Privacy Fundamentals
4	Essential Skills	Fortinet Network Security Expert (NSE) program: Network Security Associate Certifications https://skills.yourlearning.ibm.com/channel/CNL_LCB_1598541497696	100+ Hours	1. Fortinet NSE- 1 Certification: Information Security 2. Fortinet NSE- 2 Certification: Evolution of Cybersecurity 3. Fortinet NSE- 4 Certification: Professional Certificate 4. Fortinet NSE- 5 Certification: Security Analyst 5. Fortinet NSE- 6 Certification: Specialist Certification 6. Fortinet NSE- 7 Certification: Security Architect
5	Essential Skills	Big Data Foundations https://skills.yourlearning.ibm.com/activity/PLAN-92E2B150F301	13 Hours	1. Big Data 2. Hadoop 101 3. Spark Fundamentals-I
5	Essential Skills	Applied Data Science with Python https://skills.yourlearning.ibm.com/activity/PLAN-B6CBEFCA2BFD	12 Hours	1. Python for Data Science 2. Data Analysis with Python 3. Data Visualisation with Python

16	Essential Skills	Digital Strategy for Small Business https://skills.yourlearning.ibm.com/activity/URL-KSJYHEEE6A	10.5 Hours	1. Search 2. Social Networks 3. User Experience 4. Mobile Revolution & its effect 5. E-Commerce 6. Tools for transformation
17	Essential Skills	How it Works: Emerging Technologies https://skills.yourlearning.ibm.com/channel/CNL_LCB_1591118402230	1 Hour	1. What is AI? 2. How Blockchain works? 3. Essential characteristics of Cloud Computing 4. How it works: The Business Data 5. How it Works: Internet of Things 6. How it Works: Cybersecurity 7. How it Works: Quantum Computing
18	Essential Skills	Internet of Things (IOT)- Foundations https://skills.yourlearning.ibm.com/channel/CNL_LCB_1567184468548	5 Hours	1. What is Internet of Things? 2. How does IOT works? 3. IOT Architecture 4. IOT Development
19	Essential Skills	Internet of Things (IOT)- Advanced https://skills.yourlearning.ibm.com/channel/CNL_LCB_1567185310277	9 Hours	1. IOT- Improving lives with data 2. Preparing for tomorrow's world 3. Build IOT Apps 4. IOT Development - Advanced 5. IBM Watson IOT
	Essential Skills	Open Source Software https://skills.yourlearning.ibm.com/channel/CNL_LCB_1590778379043	13 Hours	1. What is open source? 2. Red Hat Enterprise Linux Technical Overview 3. Red Hat OpenStack Technical Overview 4. Red Hat Ansible Essentials- Automation 5. Red Hat Developing Containerized Application 6. Red Hat Developing Cloud 7. Red Hat Satellite Technical Overview 8. Virtualization & Infrastructure Migration 9. Red Hat Agile Integration
	Essential Skills	Quantum Computing-Foundations https://skills.yourlearning.ibm.com/channel/CNL_LCB_1583254994368	3 Hours	1. Quantum Computing Expert 2. What is Quantum Computing? 3. How it Works: Quantum Computing 4. Quantum Computing: IBM Research 5. A Beginners Guide to Quantum Computing 6. What problems could quantum computers solve? 7. Quantum Computing

Essential Skills	Web Development https://skills.yourlearning.ibm.com/channel/CNL_LCB_1616447372894	50+ Hours	1. Introduction to Programming 2. Learn HTML 3. Learn CSS 4. Learn JavaScript 5. Learn GitHub
Essential Skills	Project Management- Fundamentals https://skills.yourlearning.ibm.com/activity/ILB-DNRVVRGKDNQP9X	4 Hours	1. Common project management terms 2. The value of project management 3. Project management approaches: Waterfall, Agile, and Hybrid 4. The role, overall responsibilities, and competencies of a project manager 5. The purpose of the phases of a project: Initiate and Plan, Execute, and Close 6. The key tasks that a project manager performs in each project phase 7. The overall job market and common industry certifications to consider in the project management field
Essential Skills	Be an Entrepreneur https://skills.yourlearning.ibm.com/channel/CNL_LCB_1591120143256	35 Hours	The Career Relaunch: Be an Entrepreneur learning plan powered by NILE In this online self-guided journey, you will develop an entrepreneurial mindset as you build and test your own business idea to create a viable business opportunity. You will learn the basics needed to build a business model for your idea to pitch it and launch it. Take control of your life and pursue your dreams by learning how to think and act entrepreneurially in business and in your life. You will follow a step-by-step process to build your business plan. This course is comprised of 14 required lessons that are succinct and highly interactive, with activities designed to deepen your understanding of entrepreneurship principles and best practices. Every lesson includes links and videos to external resources from experts in the field. At the end of each lesson, you will build another piece of your business plan. Then, there is a final quiz of 15 questions to assess your knowledge.
Essential Skills	Business Fundamentals https://skills.yourlearning.ibm.com/channel/CNL_LCB_1591664116013	60 Hours	1. Introducing a framework for strategy 2. How to frame a business case 3. Effective communication in the workplace 4. Product services & branding 5. Understanding operations management 6. Understanding & managing risk

Essential Skills	IBM Z System Administrator: Practitioner	100+ Hours	The IBM Z System Administrator learning plan provides you with the opportunity to build your knowledge and skills to pursue a career as an IBM Z system administrator. Ever wonder what enterprise computing is all about? Here is your chance to try your hand at it! Kick start your learning journey with the Master the Mainframe challenges - a great way to learn, explore, and get on a real IBM Z machine to see first-hand the power of these systems, and how and why they run the world's economy and most critical applications! You will learn the fundamentals of enterprise computing, how to deploy and manage operating systems, as well as monitoring implementations, configuration management, reporting, executing change management, implementing system security, coding JCL, and writing simple REXX programs.
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40	Professional Skills	Project Management- Professional Skills https://skills.yourlearning.ibm.com/channel/CNL_REC_TOPIC-PROJECT_MANAGEMENT	4 Hours	1) Project Planning for Beginners 2) Introduction to Project Management 3) What is Project Management? 4) Critical Soft Skills for Project Manager 5) Top 10 Project Management Responsibility 6) Role of Project Management 101 7) Project Planning 8) Initiate & Organise a Project 9) Conduct a Project Etc
41	Professional Skills	Professionalism at Work https://skills.yourlearning.ibm.com/channel/CNL_LCB_1568646200311	3.5 Hours	1) Ultimate Guide to Professionalism 2) Guide to Company Culture 3) Managing stress & emotions 4) Efficient at Work 5) Importance of Positive Feedback 6) Demonstrate Work ethics Etc
42	Professional Skills	Problem Solving https://skills.yourlearning.ibm.com/channel/CNL_LCB_1568648831410	5 Hours	1) Problem Solving Skills- Definition & Examples 2) Effective Problem Solving Steps in the Workplace 3) Problem Solving Crack Complex Problems with the 4S method 4) IBM Course-Problem Solving 5) 10 Ways to improve your creative problem solving Etc
43	Professional Skills	Mindfulness https://skills.yourlearning.ibm.com/channel/CNL_LCB_1576677527895	4 Hours	1) Exploration into Mindfulness 2) What is Self Awareness? 3) Developing Interpersonal skills through mindfulness 4) Improving your attention span 5) Developing emotional stability & efficiency Etc
44	Professional Skills	Leadership https://skills.yourlearning.ibm.com/channel/CNL_LCB_1569353247419	2 Hours	1) What it takes to be a great leader? 2) 15 Leadership Qualities 3) 6 Leadership Theories for Career Growth 4) How to improve team performance 5) Evolve from manager to leader 6) Learning to lead 7) Teamwork & collaboration
45	Professional Skills	Interpersonal Skills https://skills.yourlearning.ibm.com/channel/CNL_LCB_1568906276979	6 Hours	1) Important Interpersonal Skills 2) Interpersonal Skills: Definition & Examples 3) How to give & receive feedback 4) Fundamentals of negotiation 5) Interpersonal Skills IBM 6) Active Listening 7) Emotional Intelligence Etc

32	Essential Skills	Finance Fundamentals https://skills.yourlearning.ibm.com/channel/CNL_LCB_1591639706978	48 Hours	1 Introduction to book keeping & accounting 2 Fundamentals of accounting 3 Financial accounting & reporting 4 Introduction corporate finance
33	Essential Skills	Grow your Business https://skills.yourlearning.ibm.com/channel/CNL_LCB_1591662055890	60 Hours	1 Sustainable Innovation in Enterprise 2 Innovating in Crisis 3 Commercial Awareness 4 First Steps in Innovation & Entrepreneurship 5 Entrepreneurial Behaviour 6 Entrepreneurship Idea to Reality
34	Essential Skills	Manage your Business https://skills.yourlearning.ibm.com/channel/CNL_LCB_1591663013492	50 Hours	1 Leadership in turbulent times 2 Employment Planning & Managing Workforce 3 Making Decisions 4 Developing Career Resilience 5 Introducing a framework for strategy 6 Liquidity management
35	Essential Skills	Virtual Business Management https://skills.yourlearning.ibm.com/channel/CNL_LCB_1591661182448	10 Hours	1 Managing Virtual Project Teams 2 Remote Leadership 3 People & Talent in Digital World 4 Leadership Practices
36	Professional Skills	Working in Digital World- Professional Skills https://skills.yourlearning.ibm.com/channel/CNL_LCB_1591646700865	8 Hours	1 Present with Purpose 2 Collaborate Effectively 3 Interpersonal Skills 4 Deliver Quality Work with Agility 5 Solving Problems with Critical & Creative Thinking
37	Professional Skills	Virtual Teaming https://skills.yourlearning.ibm.com/channel/CNL_LCB_1584545323629	1 Hour	1) What is Telecommunicating? 2) Working remotely & collaboratively 3) 11 Traits you need to be an effective remote worker 4) How to ensure productivity while working from home 5) Staying Connected at a team virtually Etc
38	Professional Skills	Resilience https://skills.yourlearning.ibm.com/channel/CNL_LCB_1584475286715	5 Hours	1) What is resilience? 2) Resilience 3) Developing your Resilience 4) 1 Hour to stop stressing & stay zen 5) ABC of Resilience 6) Building Resilience 7) Building Resilience in Changing Times Etc

50	Professional Skills	Communication Skills https://skills.yourlearning.ibm.com/channel/CNL_LCB_1569538212365	6 Hours	1) Communicating with Impact 2) Staying Connected & Communicating 3) Prepare your talk 4) Presentation Skills 5) Common Communication Barriers 6) Effective Writing for Professional Purpose 7) Business Writing 8) Story Telling & Influencing Etc
51	Professional Skills	Collaboration Skills https://skills.yourlearning.ibm.com/channel/CNL_LCB_1568648534810	5 Hours	1) Collaboration Skills: Definition & examples 2) Collaborate Effectively 3) 5 Ways to Develop your Workplace Collaboration Skills 4) How to give & receive feedback 5) Fostering collaboration 6) Teamwork & Collaboration Etc
52	Professional Skills	Career Exploration Ideas https://skills.yourlearning.ibm.com/channel/CNL_LCB_1591373775528	1 Hour	This collection of learning activities is designed to help if you are thinking about your future and want to explore ideas about different careers that are in demand, such as those related to web development, data analysis, artificial intelligence (AI), blockchain, cybersecurity and more. They provide high level information about various roles, skills needed, how to start in the field, and people's experiences in the work environment.
53	Professional Skills	Career Planning https://skills.yourlearning.ibm.com/channel/CNL_LCB_1568312250631	3 Hours	Career development is a journey. To grow your skills and expertise and gain new experiences, you need to understand how to effectively plan your career using career development resources. These learning activities will help you explore the skills and strategies needed to stay current and advance your career in the digital economy.
54	Job Readiness Skills	Develop a LinkedIn Profile https://skills.yourlearning.ibm.com/channel/CNL_LCB_1583339177658	5 Hours	In today's busy and connected world, branding yourself and connecting with other professionals has never been more important. One of the popular platforms for doing this is LinkedIn. These learning activities will help you create a great LinkedIn profile or improve your current profile, so you can network, join LinkedIn groups, stay up to date with your newsfeed, find jobs, and more.
55	Job Readiness Skills	Write a Good Resume https://skills.yourlearning.ibm.com/channel/CNL_LCB_1583343785021	3 Hours	Creating a great resume will build your confidence and land you more job interviews. These learning activities will provide you with resume writing best practices and tips about formatting and content, as well as how to write a resume that stands out to employers. The goal is to quickly communicate to a potential employer why you are uniquely qualified for the position based on your skills and experiences.

45	Professional Skills	Entrepreneurial Mindset https://skills.yourlearning.ibm.com/channel/CNL_LCB_1591120143256	5 Hours	1) Ignite the spark within 2) What does an Entrepreneur look like? 3) Who even is an Entrepreneur? 4) The Entrepreneurial Mindset 5) Different types of Entrepreneurship 6) Business Entrepreneurship Etc
46	Professional Skills	Diversity & Inclusion https://skills.yourlearning.ibm.com/channel/CNL_LCB_1618946621408	5 Hours	1) Get comfortable with uncomfortable 2) How to check your unconscious bias 3) Understanding Unconscious Bias 4) Unconscious Bias at Work 5) What is intersectionality? 6) Introduction to Privilege 7) Inclusive Language Guidelines 8) IBM Diversity & Inclusion 9) Cultural Intelligence
47	Professional Skills	Digital Literacy https://skills.yourlearning.ibm.com/channel/CNL_LCB_1567779190178	9 Hours	1) What it mean to be Digitally literate? 2) Well-Being in the Digital Age 3) Learn how to prevent digital risks 4) Social networks 5) Multi-Screening Behaviour 6) Digital Footprint 7) Improving Computer literacy 8) Microsoft Office 365 Training 9) G Suite Training
48	Professional Skills	Decision Making https://skills.yourlearning.ibm.com/channel/CNL_LCB_1568648700045	2 Hours	1) Team Decision making 2) Decision Making Strategies 3) Decision Making Methods 4) Importance of confident Decision Making 5) how to make better decisions 6) How to make faster decisions
49	Professional Skills	Critical Thinking https://skills.yourlearning.ibm.com/channel/CNL_LCB_1568648638927	3.5 Hours	1) What is Critical Thinking ? 2) Why is Critical Thinking important ? 3) Solving Problems with Critical & Creative Thinking? 4) Critical Thinking for Leaders Etc

56	Job Readiness Skills	Build Interview Skills https://skills.yourlearning.ibm.com/channel/CNL_LCB_1583423613146	5 Hours	Interviews are your opportunity to communicate to employers why you are the best candidate for the job. Acing a job interview has as much to do with the way you prepare as it does your poise and confidence during the interview. These learning activities will build your knowledge and skills about how to prepare for an interview, get ready for typical questions, practice answers, ask good questions, showcase your strengths, select appropriate attire, and follow-up after an interview.
57	Job Readiness Skills	Job Application Essentials https://skills.yourlearning.ibm.com/activity/PLAN-CC4C7655BD0D	8 Hours	1. Develop your brand using social media 2. Focus your Direction with Workplace 3. Create a Great Professional Resume 4. Ace your Job Interview
58	Job Readiness Skills	Succeed at Work https://skills.yourlearning.ibm.com/channel/CNL_LCB_1583429226987	4 Hours	Once you get the job, there can be a lot of uncertainty that comes with a new job. It's important to work on your capabilities so you can succeed at your new workplace and with your colleagues. These learning activities will help you build knowledge and skills in key areas such as company culture, relationship building, goal setting, communication, teamwork, work ethic, work-life balance, and so on.
59	Job Readiness Skills	Search for Work in difficult times https://skills.yourlearning.ibm.com/channel/CNL_LCB_1588787734159	3 Hours	1. Tips for Career Planning 2. How to transform your career 3. Essential Job Search Guide 4. How to Job Search in COVID pandemic Etc
60	Job Readiness Skills	Work from Home https://skills.yourlearning.ibm.com/channel/CNL_LCB_1588796419994	5 Hours	1. Ultimate Working from home Guide 2. Being Remote Worker 3. Working from Home Staying health & motivated 4. How to work from Home 5. Tips of Working from Home Etc
61	Job Readiness Skills	SkillsBuild: Job Exploration Webinars https://skills.yourlearning.ibm.com/channel/CNL_LCB_1615309390012	7 Hours	1. How to become a Tech Professional 2. Tips for Career Planning 3. How to make your application video a success 4. How to succeed in a digital job interview 5. How to transform your career 6. Changing Skill needs in the digital economy