

# Your LMS Our RESOURCES:

A perfect blend to get the best out of people

A typical day at the office:

- **Morning team briefing:**  
how do I boost morale?
- **A presentation to plan:**  
where do I start?
- **They're arguing again:**  
how do I resolve it?
- **Poor report:**  
how do I give constructive feedback?
- **Late home again:**  
how can I delegate better?



Many challenging questions arise daily in the workplace. Where do people go for answers – for help, ideas, solutions, reassurance and inspiration? With our PocketLibrary they need look no further than your LMS.

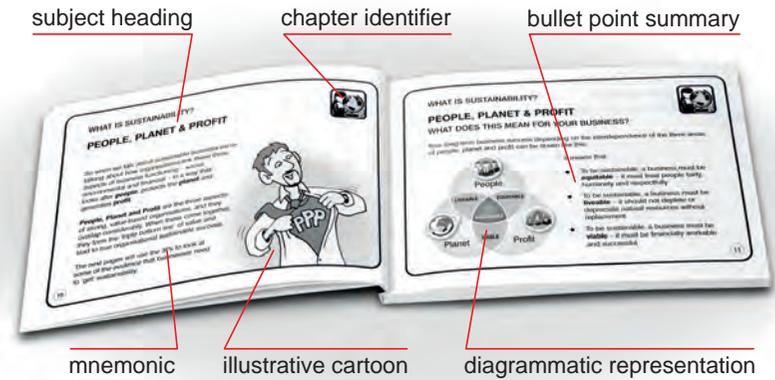
The PocketLibrary is our digital collection of Pocketbooks – illustrated guides to essential workplace skills – which you can upload to your LMS or staff intranet on payment of an annual fee. Your staff will love Pocketbooks for their concise, jargon-free and practical approach.



## Pocketbooks accelerate learning

Packed with tips, tools and techniques, Pocketbooks provide the knowledge, skills and behaviours which are essential to improving performance, both individually and organisationally.

They are written using accelerated learning principles to maximise memory retention and recall. It's fun to learn with Pocketbooks and new skills are quickly transferred back to the workplace.



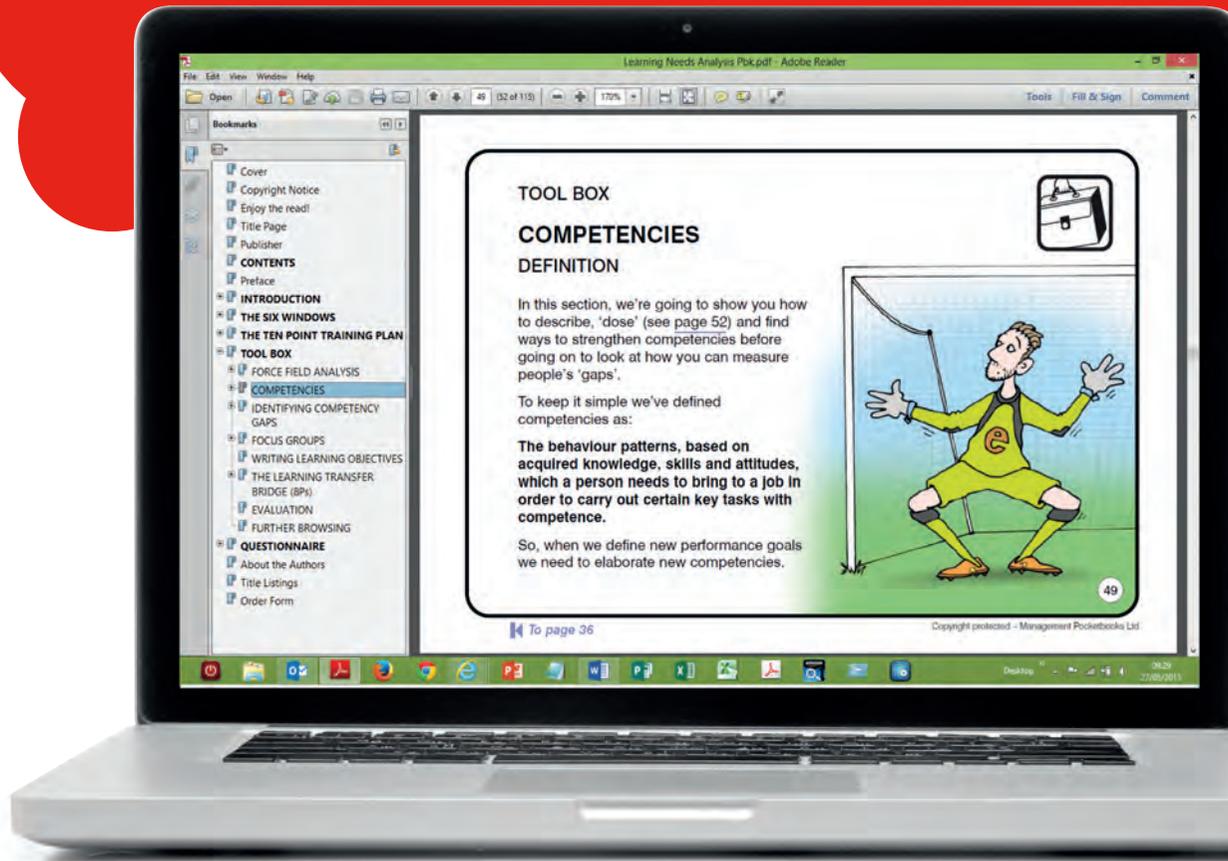
## An eLibrary package tailored to your needs

There are around 100 pocketbooks to choose from. In specifying your online library package you can choose to include all of the pocketbooks or just those that best meet your L&D objectives. The number of pocketbooks along with the number of people you plan to make the resources available to will determine the annual licence fee you pay.

With your choices made and the agreement signed (don't worry, it's just one page long!) we'll despatch your PocketLibrary CD complete with your chosen pocketbooks ready to copy across to your LMS. It's that simple!



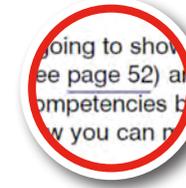
Almost half of our ePocketbooks feature colour illustrations and reader-friendly clickable links. Each chapter and every page can be instantly accessed via a single click on the sidebar. Accelerated learning just got even faster!



Print enabled



Chapter & page links



Forward links



Return links



Colour adds impact



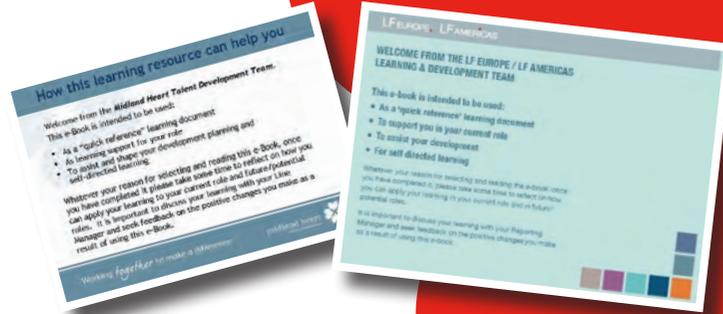
## Free support pack

To help you promote the PocketLibrary to your target audience and to give it visibility on your LMS or intranet we supply a range of support materials:

- A front cover image for each pocketbook in your collection
- A set of book descriptions, ready to copy and paste
- Promotional literature – customise, laser print and circulate
- Web banner adverts – add to email footers and other documents
- Copyright-free cartoons to draw attention and create impact

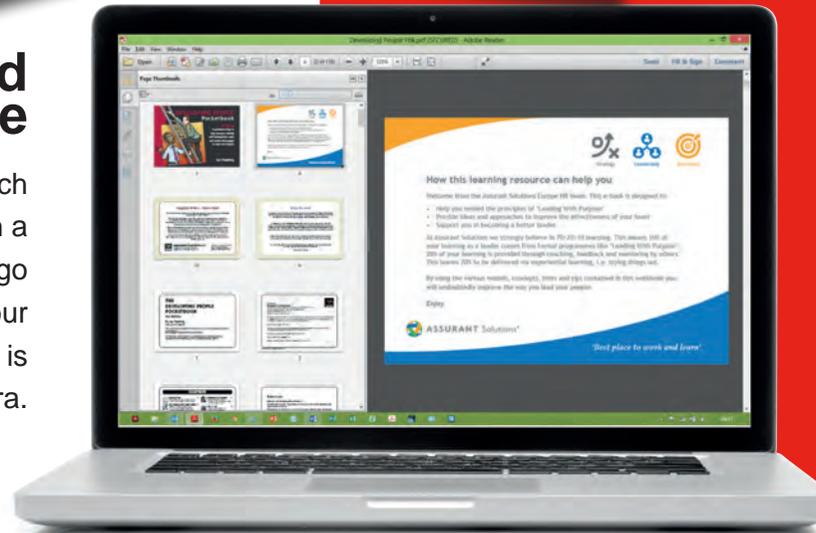
## Quizzes consolidate the learning

Your free support pack will also include, for selected pocketbooks, multiple-choice questionnaires enabling users to test their knowledge. More than 30 of these quizzes are available across the pocketbook list as a whole.



## Branded welcome page

You can choose to insert into each pocketbook in your library collection a welcome page branded with your logo and carrying a message reinforcing your approach to workplace learning. There is a one-off charge for this optional extra.



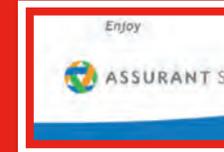
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Insert after book cover



Your message



Your logo

## Who uses the PocketLibrary?

Current subscribers to the PocketLibrary come from both the public and private sectors. Financial services, transport, healthcare, education, local government, utilities, telecoms., retail, leisure and other sectors are all represented. You'll be familiar with many of the names.

## Your next step

Interested? If so, then email Adrian ([adrian@pocketbook.co.uk](mailto:adrian@pocketbook.co.uk)) with the number of library users you are considering and he will provide pricing options. Alternatively, phone **+44 (0)1962 735573**. You'll also receive a 'guest' link to see how the Pocketbooks look online.

For further details about the Pocketbooks listed below, please go to: [www.pocketbook.co.uk](http://www.pocketbook.co.uk).

Title	Colour	Quiz
360 Degree Feedback		
Absence Management		
Advanced Coaching	✓	
Appraisals		✓
Assertiveness	✓	✓
Balance Sheet		✓
Body Language	✓	
Business Planning	✓	
Career Transition		
Coaching	✓	✓
Cognitive Behavioural Coaching	✓	
Communicator's	✓	✓
Competencies		✓
Confidence	✓	
Creative Manager's		
CRM	✓	
Cross-Cultural Business		✓
Customer Service	✓	✓
Decision-Making	✓	
Delegation		
Developing People	✓	
Discipline & Grievance		
Diversity		
Emotional Intelligence	✓	✓
Empowerment		
Energy & Well-Being	✓	

Title	Colour	Quiz
Engagement	✓	
Facilitator's	✓	
Feedback		
Handling Complaints	✓	
Handling Resistance		✓
Icebreakers	✓	
Impact & Presence		
Improving Efficiency		
Improving Profitability		✓
Induction		
Influencing	✓	✓
Interviewer's	✓	✓
I.T. Trainer's		
Key Account Manager's	✓	
Leadership	✓	✓
Learner's		
Learning Needs Analysis	✓	✓
Management Models		✓
Manager's	✓	
Managing Assessment Centres		
Managing Budgets		✓
Managing Cashflow		✓
Managing Change	✓	✓
Managing Customer Service		
Managing Difficult Participants		
Managing Recruitment		

Title	Colour	Quiz
Managing Upwards		
Managing your Appraisal		✓
Marketing	✓	
Mediation	✓	
Meetings	✓	✓
Memory		
Mentoring	✓	✓
Mindfulness at Work	✓	
Motivation	✓	✓
Negotiator's		✓
Networking		
NLP	✓	
Nurturing Innovation		
Openers & Closers		
People Manager's	✓	
Performance Management	✓	✓
Personal Success		
Positive Mental Attitude	✓	
Presentations	✓	✓
Problem Behaviour		
Project Management	✓	✓
Resilience	✓	
Resolving Conflict		✓
Sales Excellence		
Salesperson's		
Self-Managed Development	✓	

Title	Colour	Quiz
Starting in Management		✓
Storytelling	✓	
Strategy		
Stress	✓	
Succeeding at Interviews		
Sustainability	✓	✓
Tackling Difficult Conversations	✓	✓
Talent Management	✓	
Teambuilding Activities	✓	
Team Coaching	✓	
Teamworking	✓	✓
Telephone Skills		
Thinker's		
Time Management	✓	✓
Trainer's	✓	✓
Training Evaluation	✓	
Transfer of Learning	✓	
Transformative Change	✓	
Virtual Teams		✓
Vocal Skills		
Webinars	✓	
Working Relationships		
Workplace Politics		
Writing Skills	✓	✓



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