



## **User's Guide**

**Improve your skills and become the best version of yourself through the unlimited learning ecosystem**

## Introduction

Welcome to the user guide of your unlimited learning ecosystem. This guide will show you how to use the ecosystem step by step.

As access and discover Online and Offline content, in addition to using accessibility tools and personalizing your experience to the maximum.

The main objective of your ecosystem is to promote **corporate strategies** and ensure the success of learning objectives through the implementation of personalized itineraries and/or developed by your company, and focused exclusively on the corporate community.

From this moment on, we want you to be the driver of the best version of yourself, **increasing your competencies and skills** through the path towards information and training that will allow your intellectual, professional and personal development.

For this reason, the ecosystem is based on three important pillars that will help you learn effectively and efficiently.

- Technology: Explore and enjoy the content of your interest with one click. You'll see how simple it is!
- Resources: The ecosystem offers resources leading suppliers worldwide, **in multiple formats and languages.**
- People: The platform has a **team of people** committed to helping you become your best version.

**Important:** On the next page, you can access the interactive index. By clicking on any title, the document will take you directly to the page where you will find the information.

Click on the titles to navigate through the areas quickly and easily.

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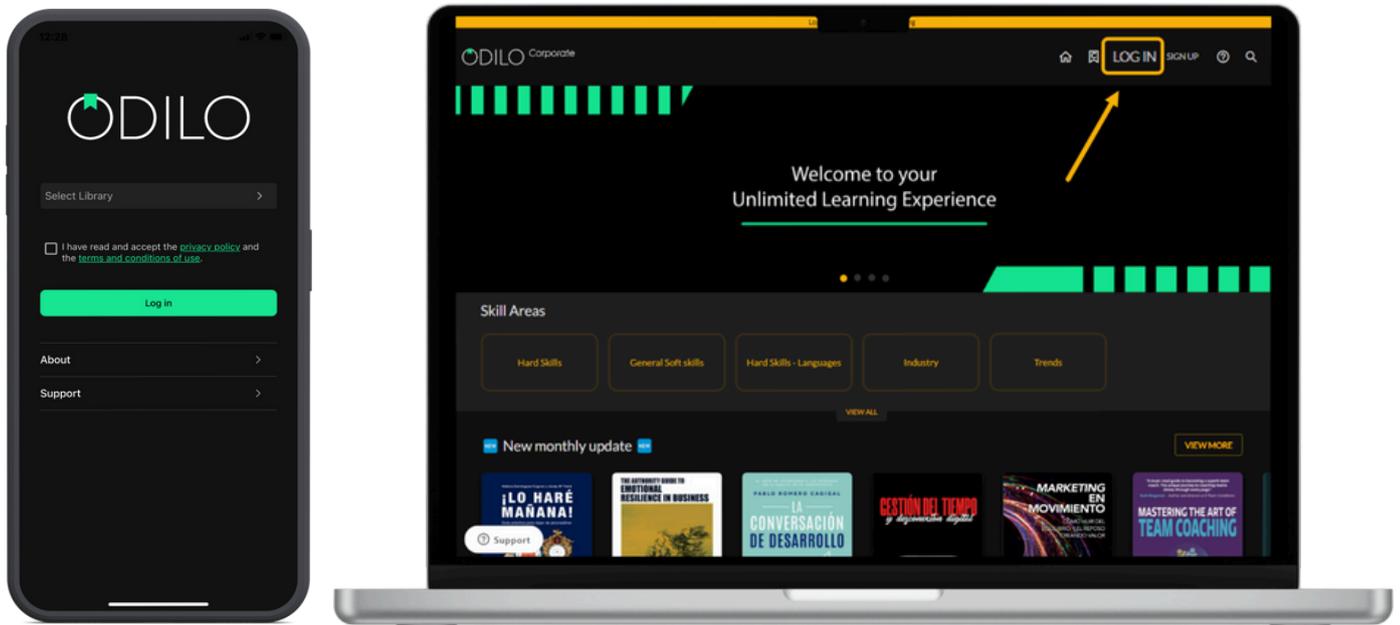
# 1. Discover your unlimited learning ecosystem

## 1.1. Log in

Once your organization has provided you with access credentials, you can access it from different devices.

- **Through the APP:** If your ecosystem has the application download option mobile, you just have to insert your credentials in the "Log in" section.
- **From the web browser:** click the "Log in" button, located at the top right of the browser and enter your credentials.

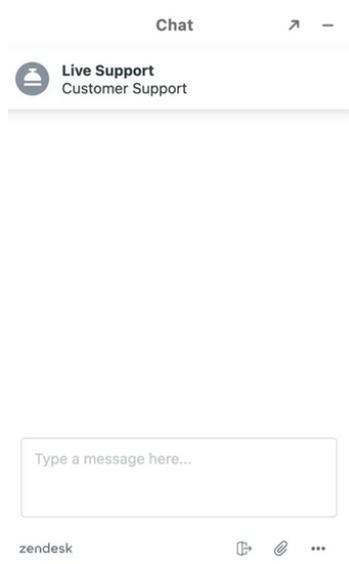
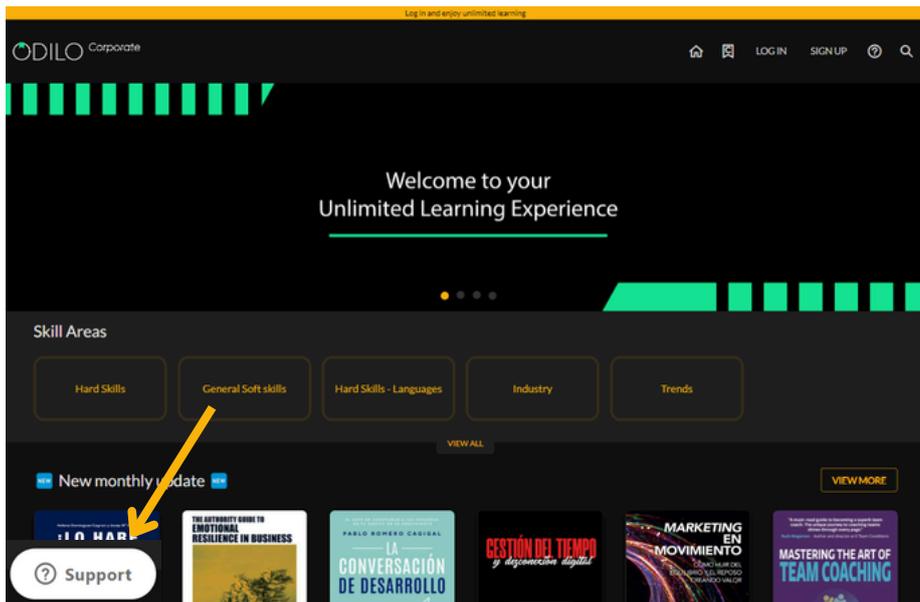
Keep in mind that, in some cases, you may be taken directly to the login area to enter your credentials.



## 1.2. Support Service

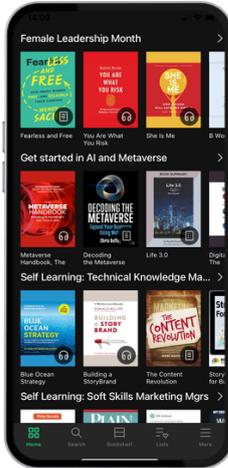
You will have a support button where you can communicate directly with the technical team to help you in case of login problems or any difficulty while navigating the ecosystem.

To use this support service, simply click on the button at the bottom left, enter your question or comment, and provide a contact email. You can also attach screenshots if needed.



### 1.3. Download the App

Your learning ecosystem adapts to your pace of life so you can enjoy reading anytime, anywhere.



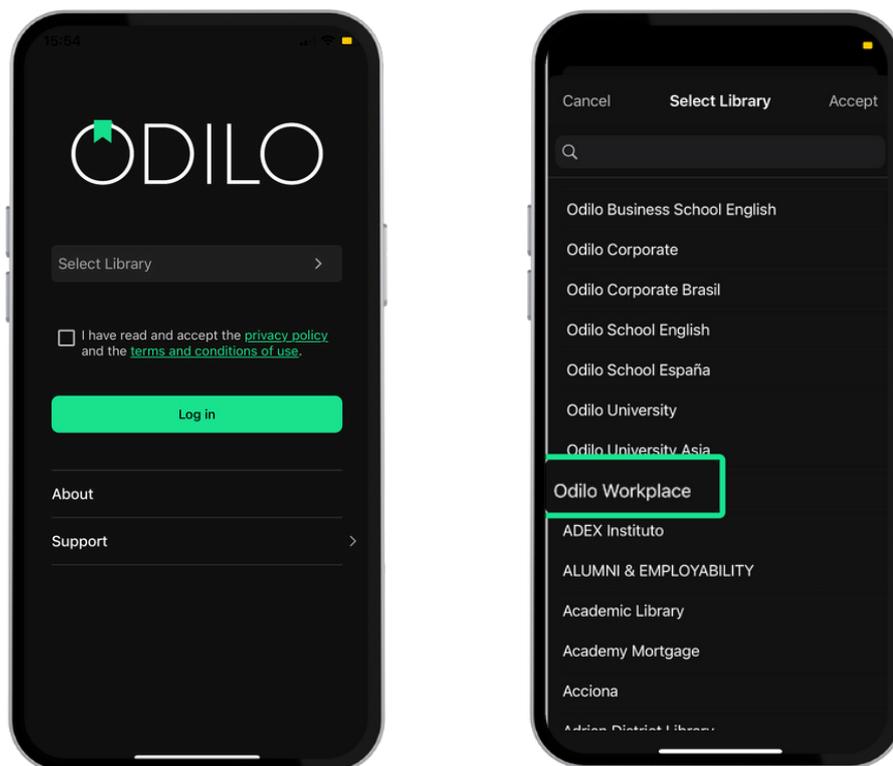
Through the application, you will be able to download your resources with an active loan period onto your app, and then access them without the need of an internet connection.

If your organization has the option to download the application, to initiate the download process from the browser, you must click on the download buttons, at the bottom of your screen. Make sure to select the operating system that matches your mobile device or tablet.

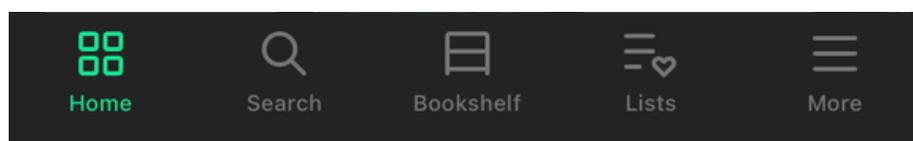
**Important:** If you cannot see the download buttons, it means that your organization does not have a mobile application download option.



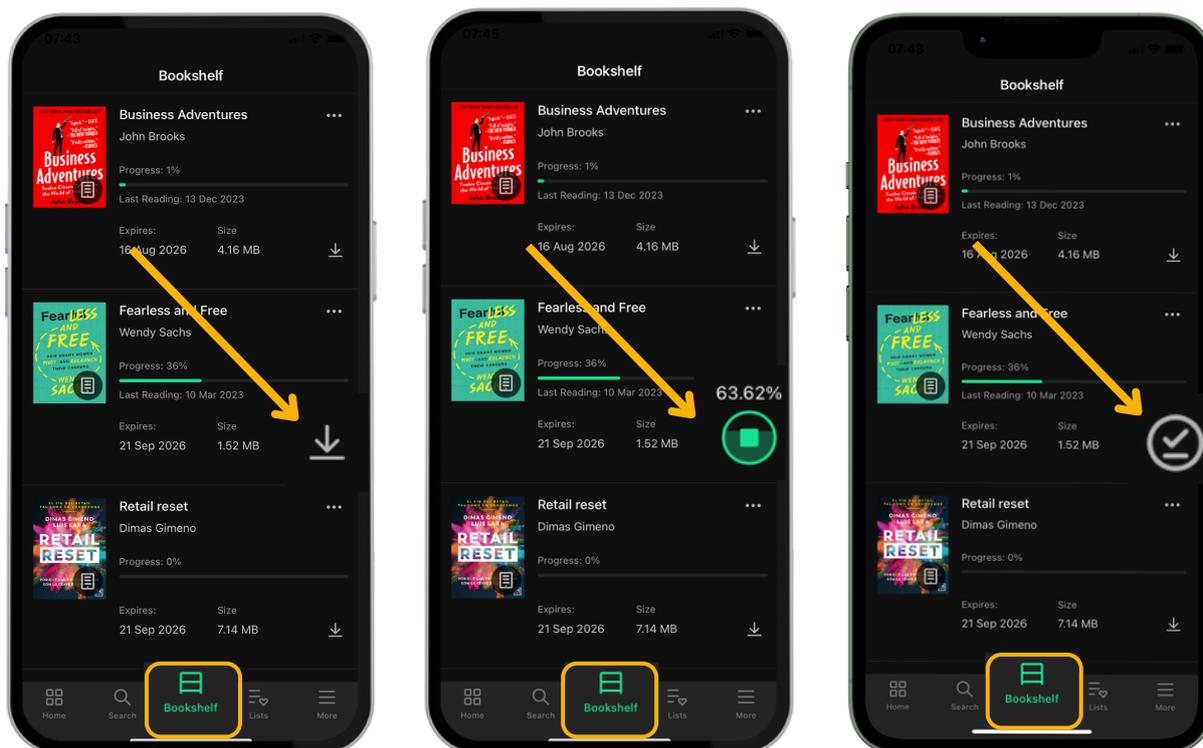
If your learning ecosystem is associated with the Odilo Unlimited Learning, after downloading, proceed to choose your organization's name from the "Select Library" box.



When you enter your app, you will find the following buttons at the bottom.

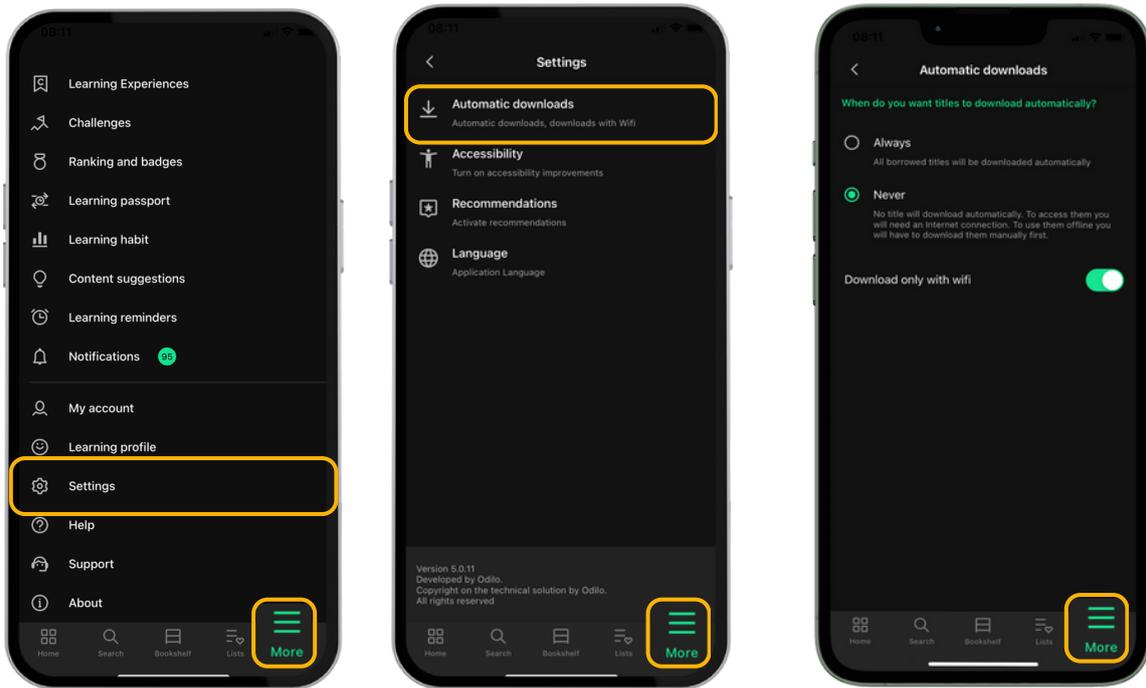


- **Home:** Allows you to browse carousels and content just as you would from the web. By clicking on the cover of a content you will be able to access it.
- **Search:** Allows you to search for content by name, author, language, and more. Use the filters at the top.
- **Bookshelf:** Allows you to access your resources that are currently on an active loan period. From this section, you can download the content to your app bookshelf for offline access during the loan period.



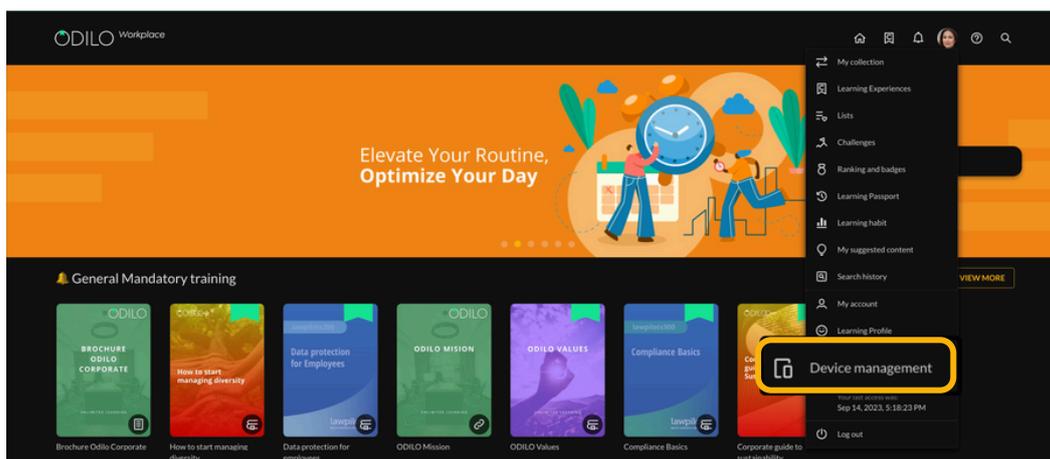
**Important:** If you wish to access your app without an internet connection, you will only have access to your bookshelf and previously downloaded loans.

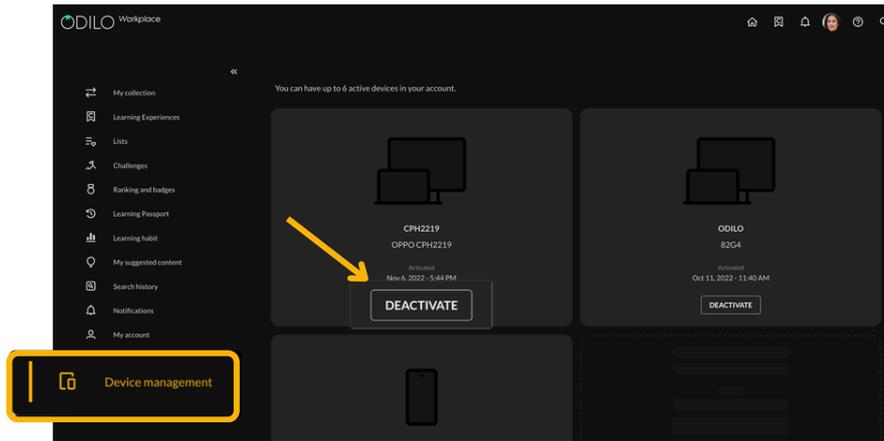
- **Lists:** Allows you to create, view, edit, and share lists, as well as access the lists and authors you follow.
- **More:** Corresponds to the user area of your learning ecosystem. From here, you can access your account and download settings of your app to set your download preferences. Go to *"Settings"* and click on *"Automatic downloads"*. From this area, you will be able to configure the content downloads you make from your bookshelf.



**Important:** Keep in mind that each download will increase the size of your app on your mobile device.

You can log in using your credentials on up to 6 different devices. If you want to monitor your devices and deactivate any of them, you can do it from "*Device management*" in the user area from your computer.

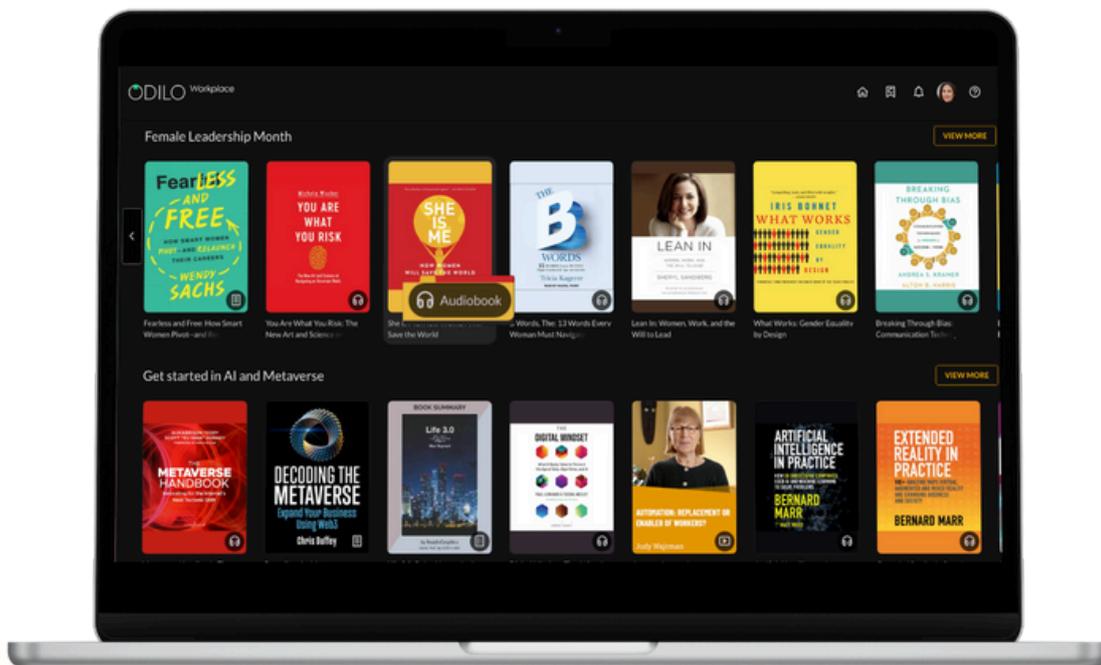




## 2. Discover different format content

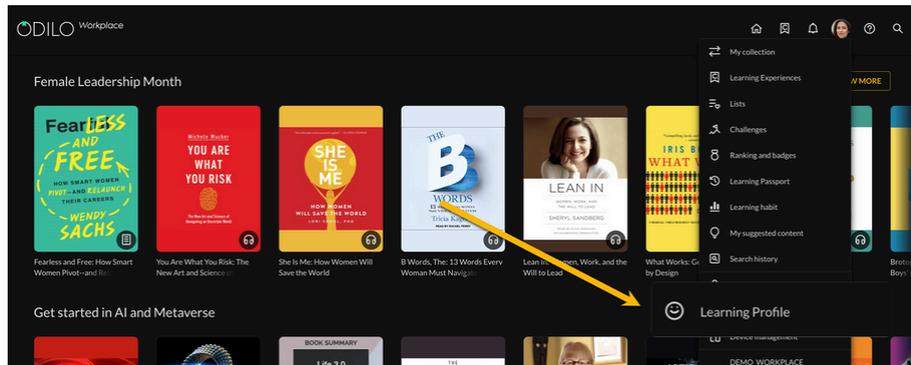
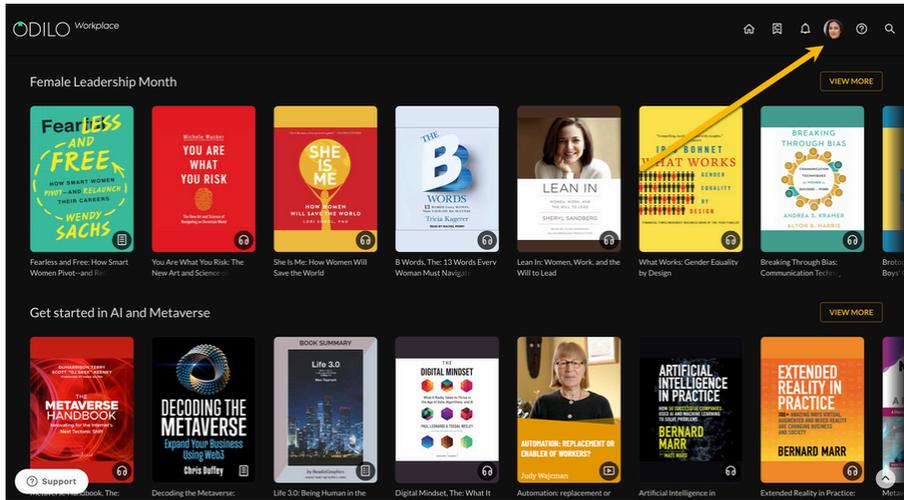
### 2.1. Through themed carousels

The ecosystem offers you a first-class user experience when discovering content through themed carousels constantly updated. It offers a wide variety of formats, from **podcasts, audiobooks, magazines, courses, summaries, articles, newspapers to ebooks**, easily accessible, that adapt to the learning preferences and individual needs of all users.



If your ecosystem has the learning profile option, you will be able to personalize your experience within the ecosystem to the maximum, and make the carousels adjust to your interests.

You can adapt it, accessing the user area, by clicking on the colored circle at the top right, and, by clicking "Learning profile", select the role of interest or department to which you belong.



Of the following roles, which one do you think best fits yours?  
Choose the role you think best suits you.

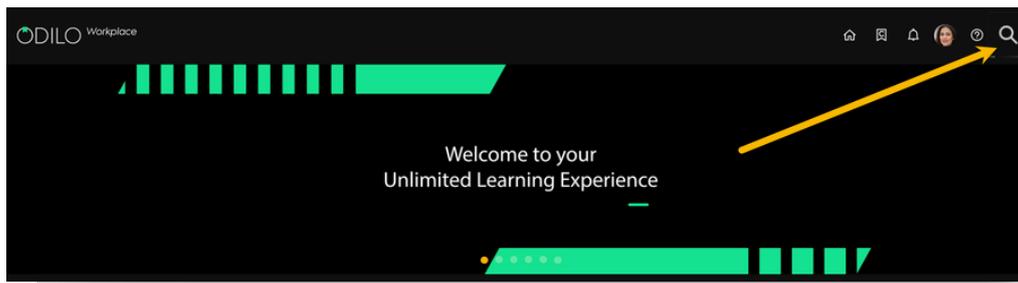
- Leadership, Vision & Strategy
- Management, Operations & Logistics
- Strategic Planning & Finance
- HR, Company Culture, Learning & Development
- Innovation & Entrepreneurship
- Product
- Programming & Computer Engineering
- Marketing & Communication
- Sales & Business Development
- Customer Satisfaction

[SAVE CHANGES](#)

**Important:** The learning profile can be edited as many times as you consider, helping you adjust your profile to have recommendations adjusted to your preferences.

## 2.2. Explore the full catalog

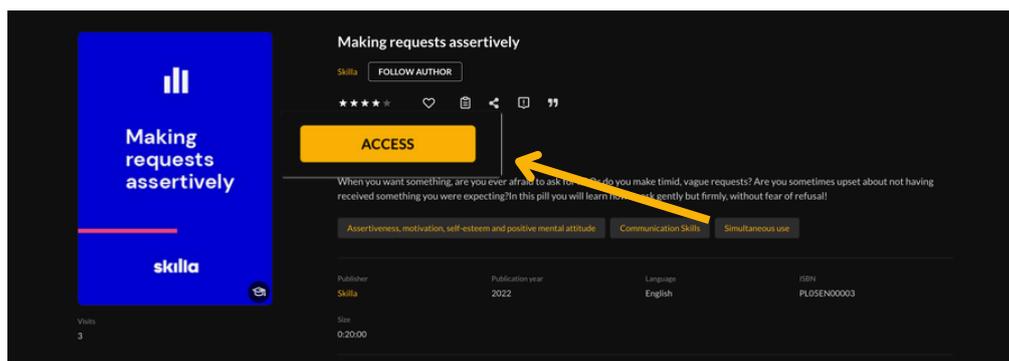
For a greater discovery experience, access the entire catalog and perform a specific **search** from the search icon which you will find in your upper right corner.

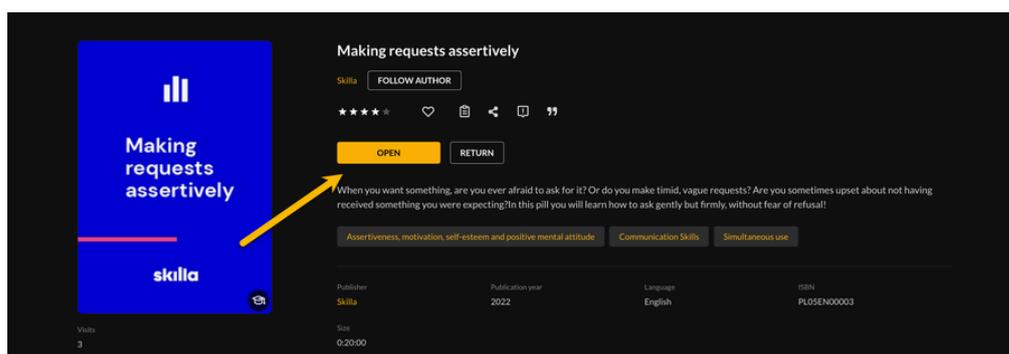


You will navigate through all unlimited content that make up the ecosystem, you can also establish filters in your search, such as format, author, language, publisher, etc., to make it more concrete and limited.

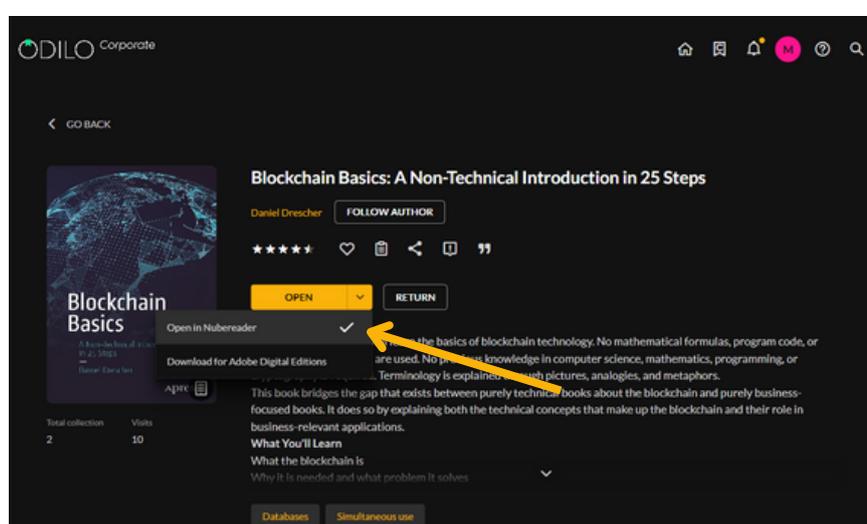
## 3. Learn through different format content

Once you have selected the content you want to access, you simply have to click on "Access". Once you have accessed the resource you can click on "Open" for an online reading.





**Important:** To read online, be sure to keep the "Open in Nubereader" setting (from the drop-down menu arrow). Click "Open" and access the resource in a different tab.

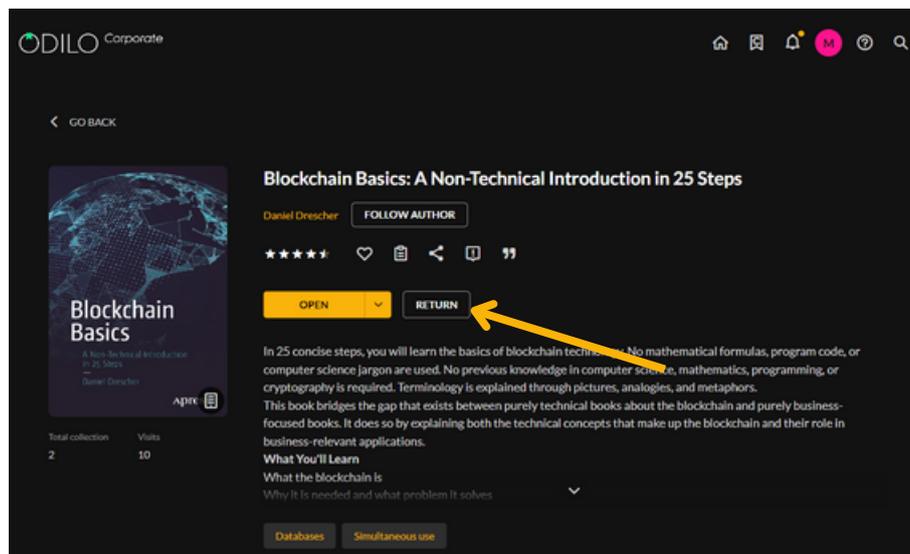


When you choose the "Download for Adobe Digital Editions" option, the content is downloaded to your computer as a DRM file, and you will be able to read it through an e-reader device compatible with this type of files.

**Important:** For e-reader reading, you must download the Adobe Digital Editions application before downloading the content to your computer.

Users will have an established accessibility policy, so they will be able to have a limited number of content on simultaneous loan.

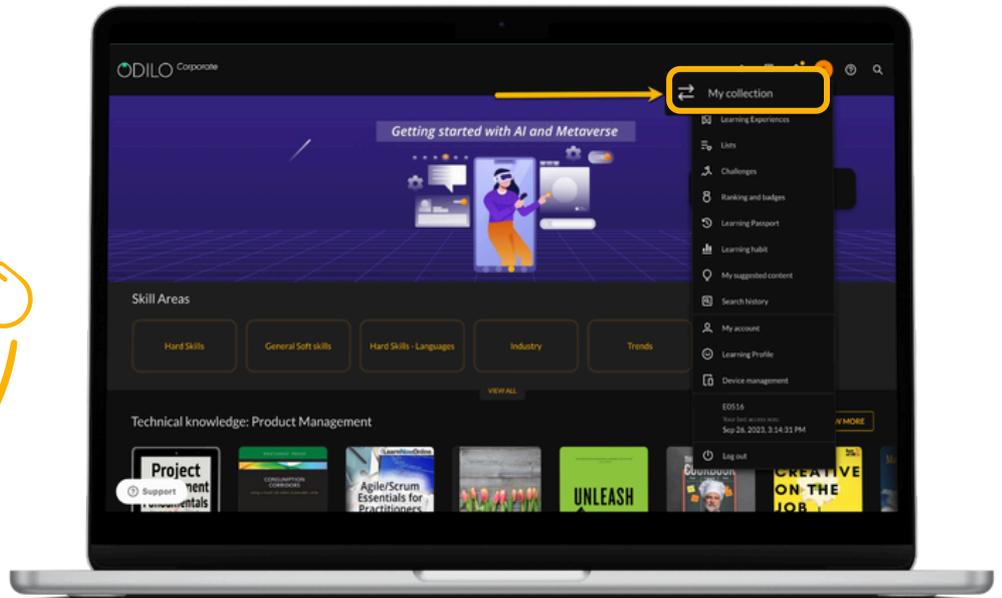
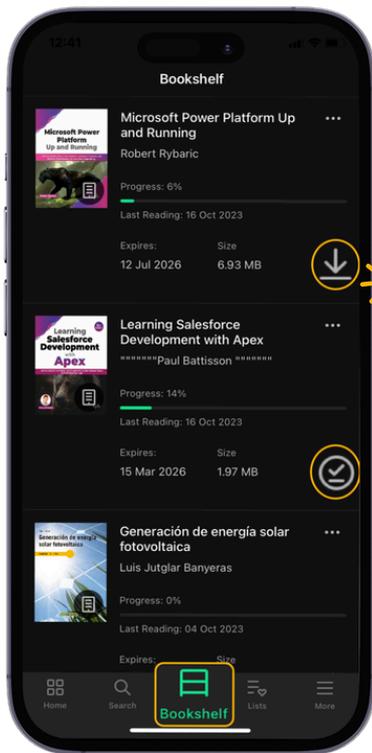
When this limit is exceeded, your library will notify you with the message "You have exceeded the loan limit", you only have to return one of your active resources to release a new slot.



**From the web,** you will find all the content you have accessed in the section "*My collection*" which is located in the user area.

**From the app,** you will find the accessed content in the "*Bookshelf*" section. Within this section of the app, you can download the selected resource for offline consumption simply by clicking on the download arrow (⬇️) located in the lower right corner of the resource. A check mark (✅) will let you know that the content is ready to be accessed offline.

**Important:** To browse the catalog and access content for the first time, as well as to download selected resources, Internet connection is required.



### 3.1. Content interaction

You will be able to interact with the content from its information area once you access 'View More'

- "Follow author" will notify you when new content related to that author is added to the catalog.
- Rate and give feedback ★★★★★
- Add to favorites to later access the content ♥
- Create or add content to a list. 📁
- Share the content. ➦
- Report a problem, such as incorrect data, incorrect cover page, problem reading/playing a resource. Please consider that this notification is one-way and you will not receive a response, your report will be reviewed as soon as possible. 🗨️

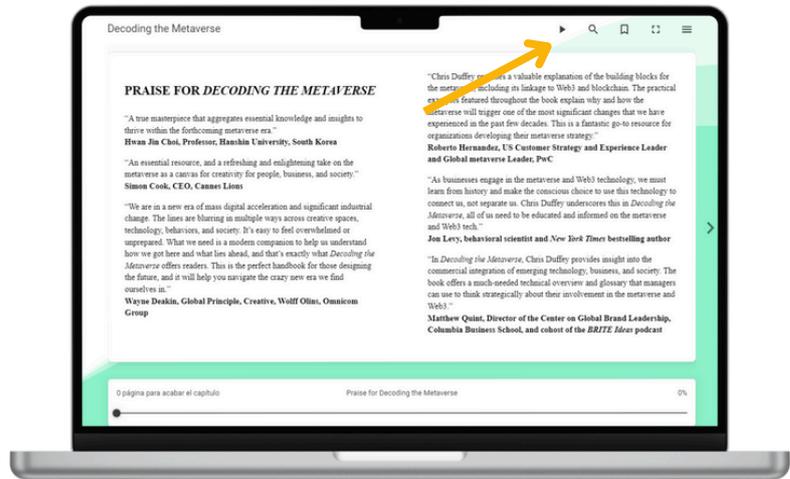
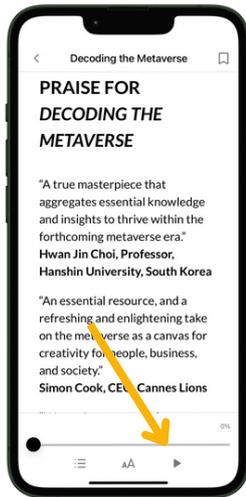
**Important:** Please consider that this notification is one-way and you will not receive a response, your report will be reviewed as soon as possible.

### 3.2. Accessibility and navigation module

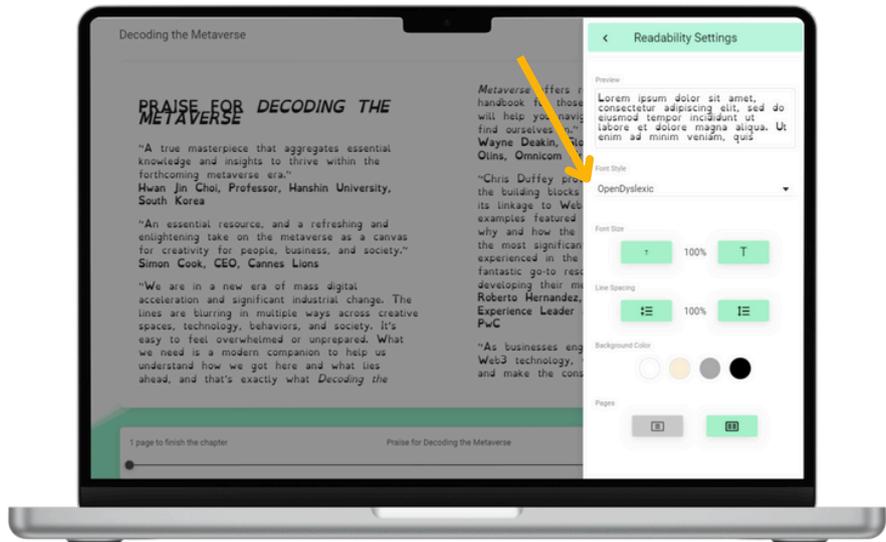
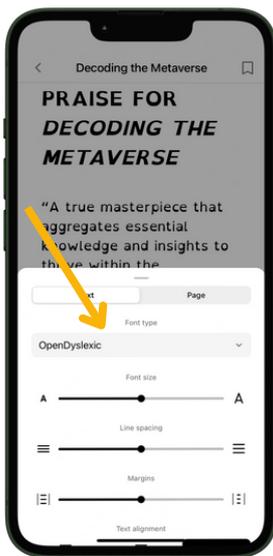
With the objective that all users adapt the content to their needs, the ecosystem offers: the accessibility module.

From this section you can personalize and adapt the content to your preferences and reading needs.

**Automatic narration (Text to speech):** Pressing the play button ▶ you will convert text into speech.

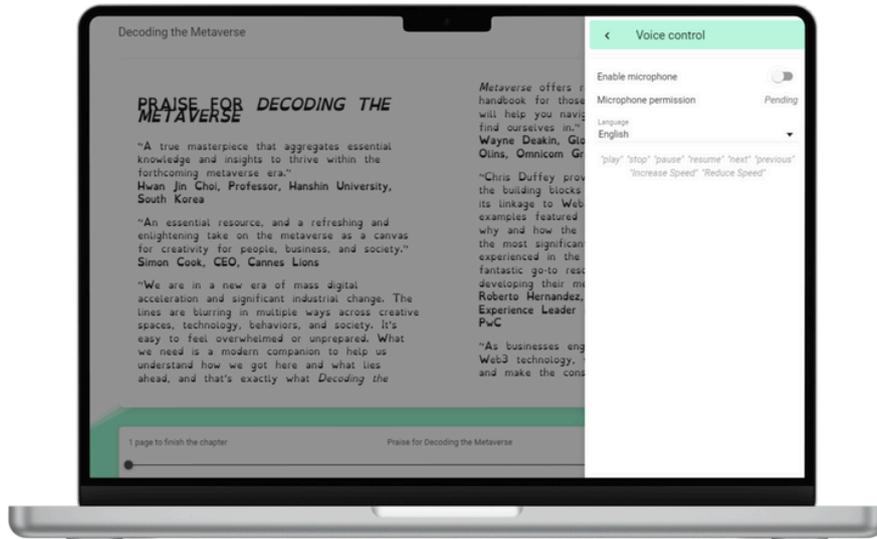


**Typography adapted to dyslexia (OpenDyslexic):** Clicking on settings  located in the upper right corner of the screen and selecting "Readability settings" you will be able to access the font type **OpenDyslexic** which has been specially designed for readers with dyslexia.



**Voice control:** By enabling the microphone, you can interact with the reading, for example, using the following commands:

- "Play"
- "Pause"
- "Continue"

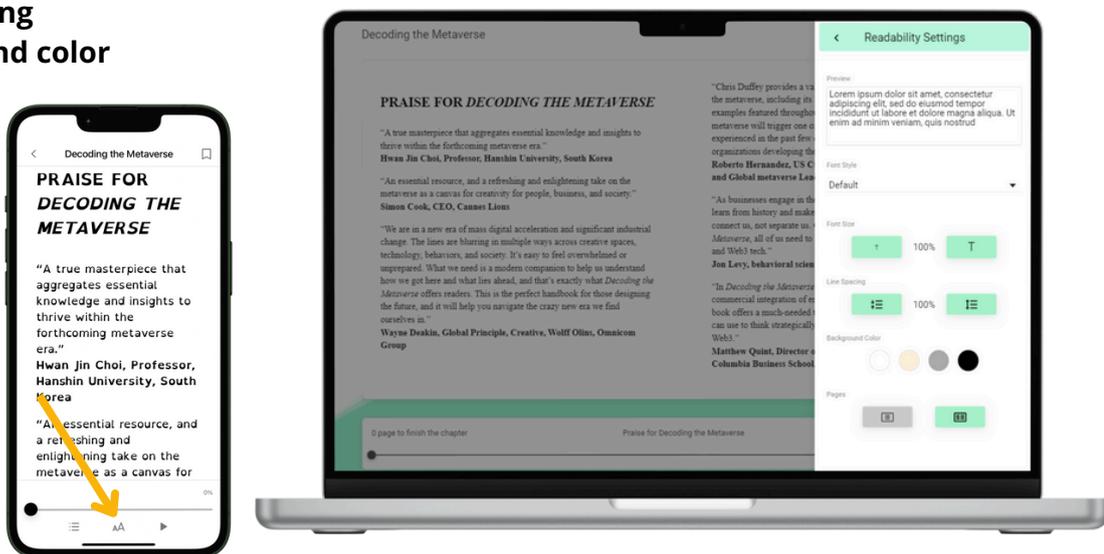


### 3.3. Customize content

#### 3.3.1. Personalize the reading experience

You can personalize your reading experience and adapt ebooks to your preferences. When selecting "Readability settings" from the menu located in the upper right corner of the screen you can modify:

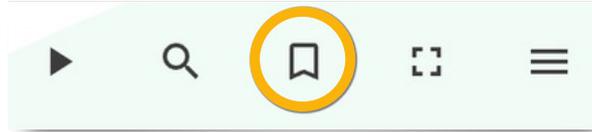
- Type of font
- Font size
- Line spacing
- Background color
- Pages



**Important:** All interactions made with your content will only affect the resource that is being personalized under your user. Personalization will not be reflected on other resources, other users or other resources from the same user.

### 3.3.2. Bookmarks and notes

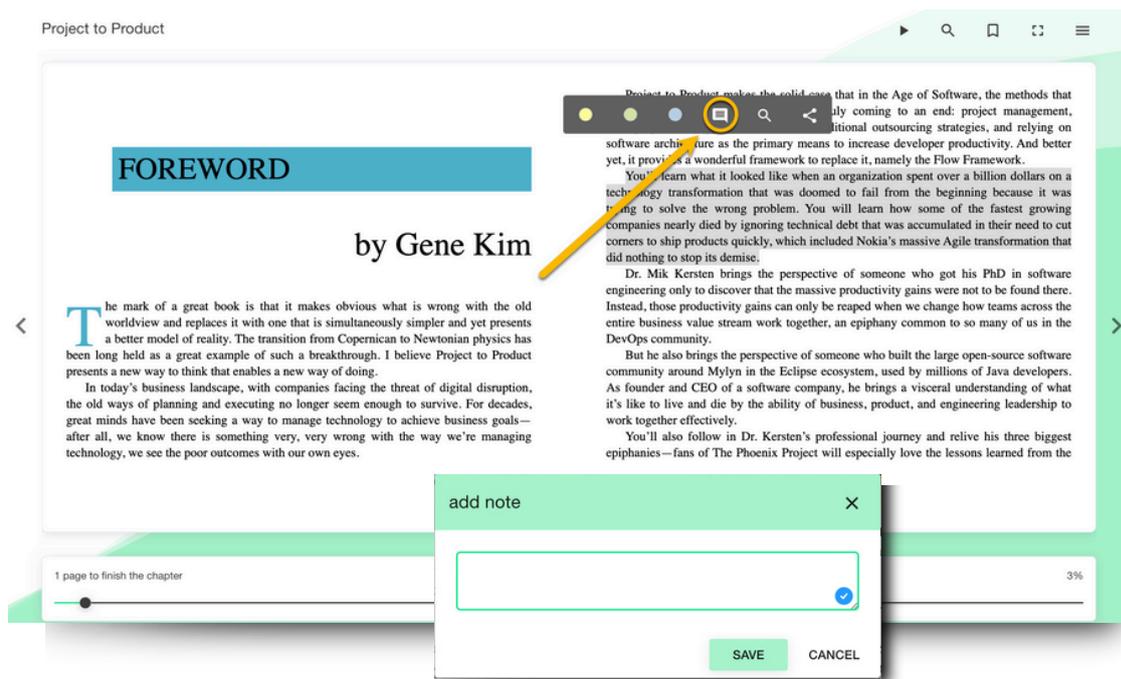
If you want quick access to a piece of content, you can create a bookmark in the desired section by clicking the icon shown below.



You will find all the marked pages and notes made in the option “Bookmarks and notes” from the drop-down menu in the upper right corner.

For adding notes within content is as simple as selecting the text in which want to add it and click on the **add note** icon.

**Important:** The notes you add are visible only to you, other users will not be able to see them.



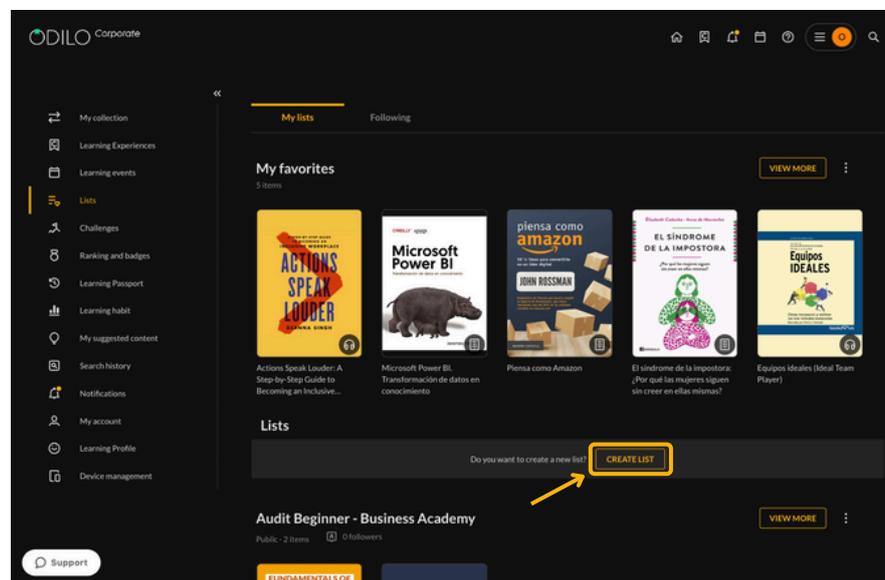
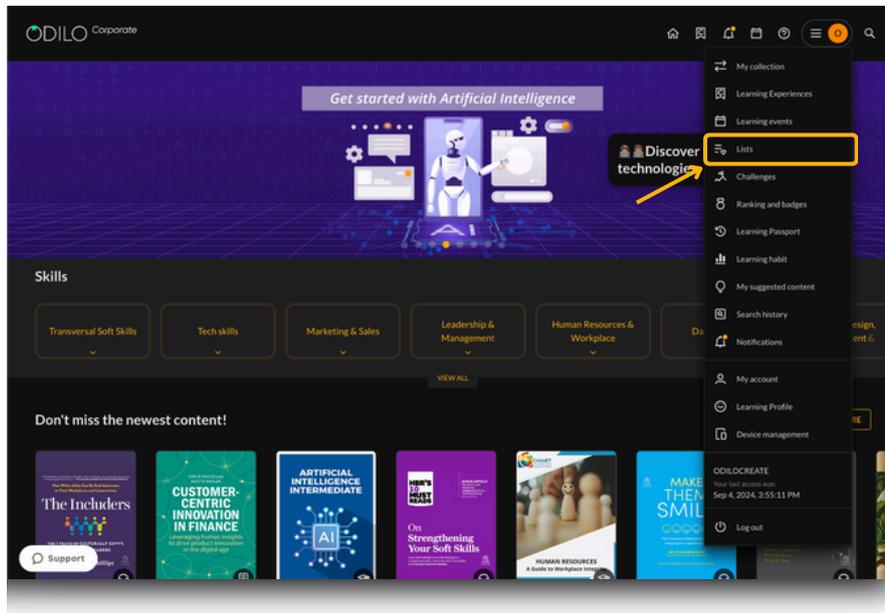
### 3.4. Organize content into lists

You will be able to create specific content lists that can be useful to have the content organized and quickly accessible.

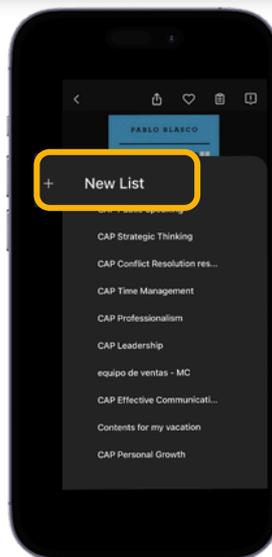
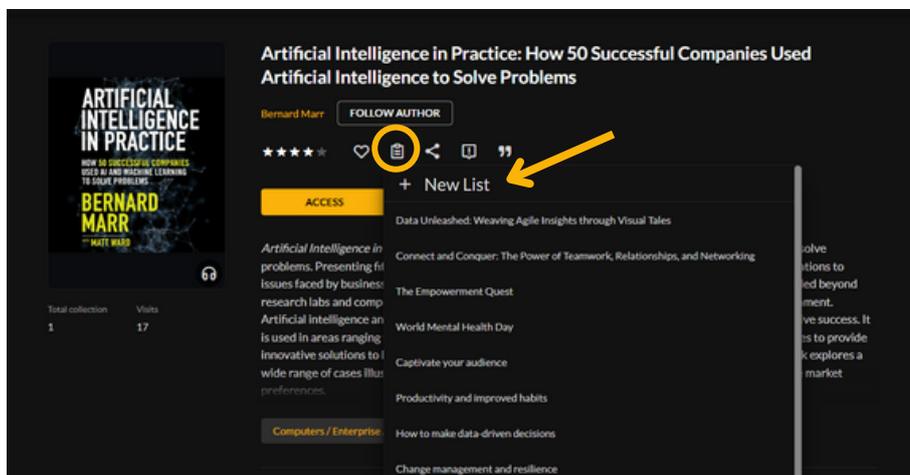
You can create as many lists as you want in 2 formats: **Private list** (for personal use) and **Public list** (visible to all users and can be shared via link).

There are two options for creating lists to organize content.

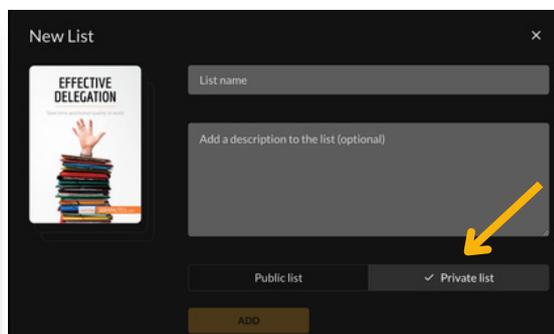
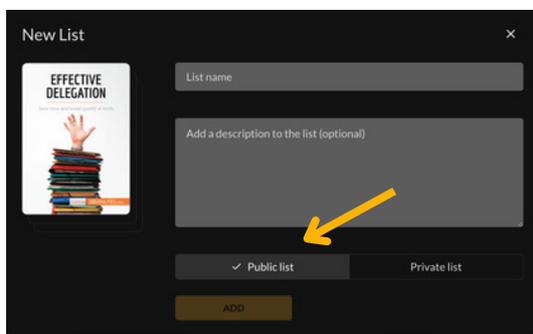
- **From your User Area:** Click on "Create List" in the lists section and add the content you want.

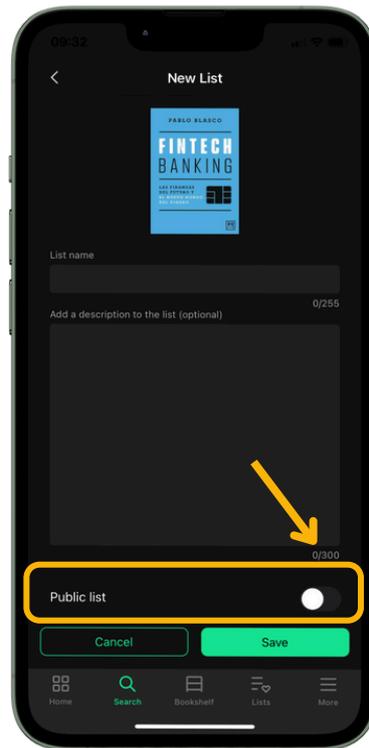


- **From Content:** To create a list, go to the content information area of any content, click on the "list" icon and select the option "new list".



Then check the option you want, "Private list" or "Public list" and fill in the marked fields: title and description (optional).



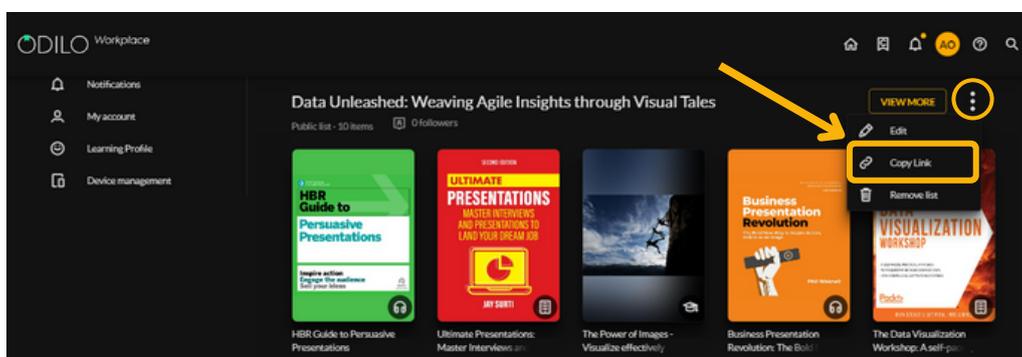


From this moment on, you can include as much content as you wish, for example, creating lists by topics in which you would like to develop.

Access all your created lists through the user area, clicking on "Lists", from here you will reach the contents directly.

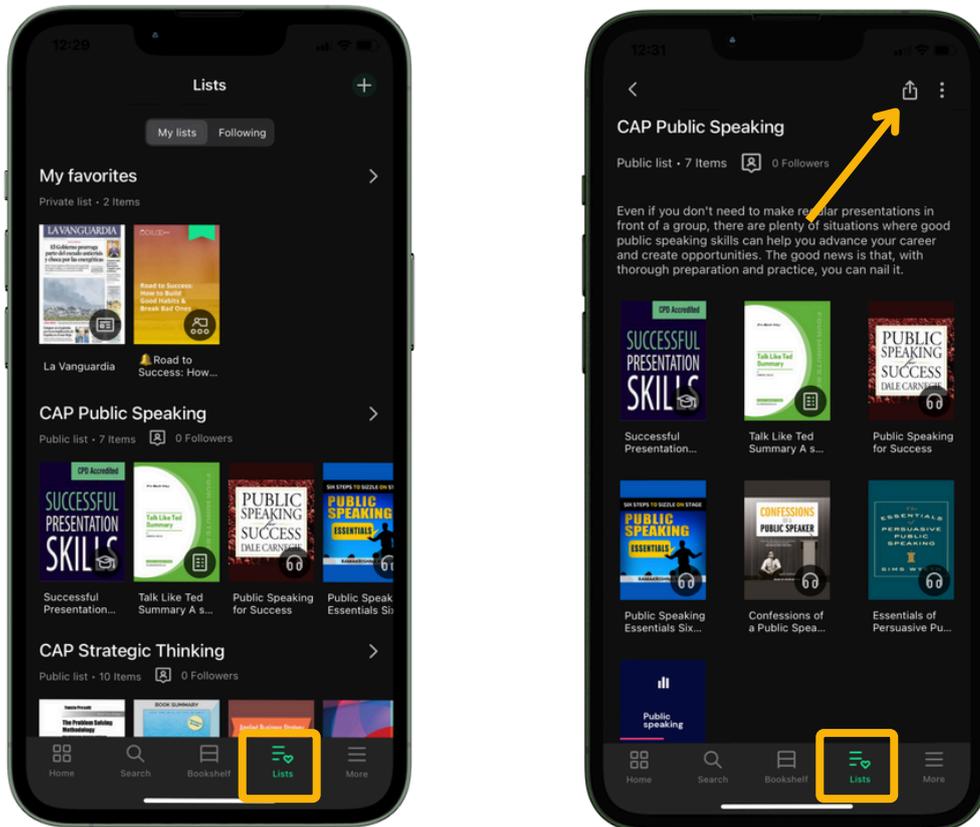
### Share lists on browser

If you have created a public list and want to share it, click on the three dots on the right, click on "Copy link" and share it with other users (if sharing from the web).



## Share lists on app

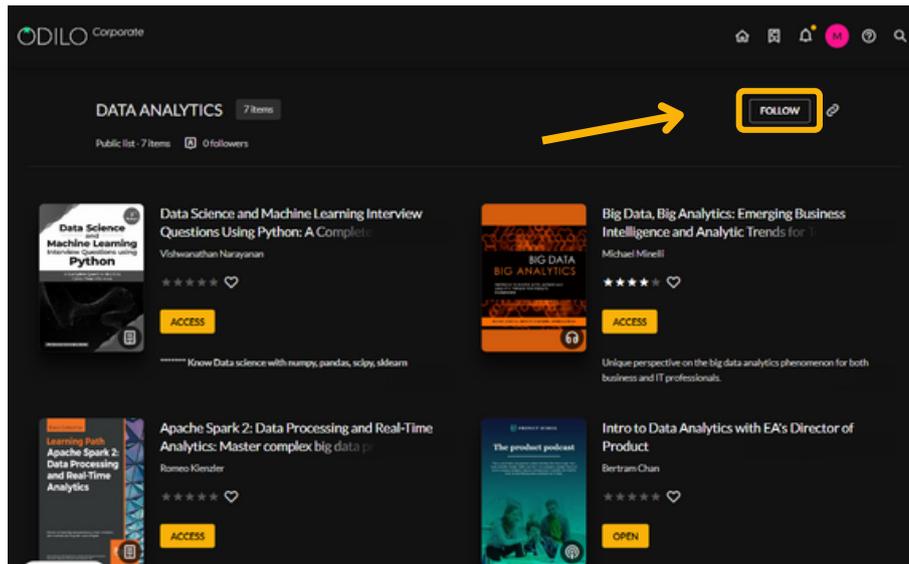
Click on "Lists" on the bottom menu, then access the list you wish to share and click on the share button on the top right corner. 



**Important:** To add new content to any type of list (whether public or private) you must access the tab of the new content you want to include, click on the icon of "List" and click on the name of the list you want to update. The content will be added automatically.

## Follow lists

If you wish to follow a list of content, access any public list from your catalog, or through a link sent by another user and click on the "Follow" button at the top right of any list.



This action will allow you to be fully informed, through the notifications that you will receive every time the author of the list adds new content to it.

### 3.5. E-readers Reading

You will be able to download e-books to your computer to read them using an e-reader device.

To access this option, you must download Adobe Digital Editions to your computer, before downloading the resource, and then transfer it to your e-reader.

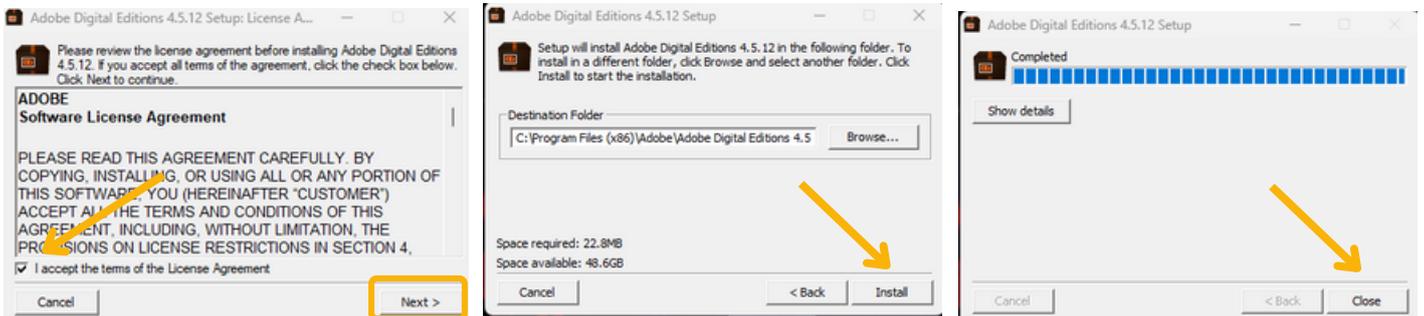
#### What is Adobe Digital Editions?

Adobe Digital Edition - (ADE): It is a program used to transfer the e-book that is borrowed and downloaded from your Learning Ecosystem, onto your computer, and then, your E-reader. As it decodes the borrowed resource, it also allows you to read the e-book directly on your computer. Only through Adobe Digital Editions, you will be able to access your ebooks and enjoy the material on your e-reader.

**Important:** Adobe digital editions is the only program that will allow access to the content. If you try to use other Adobe products (Adobe acrobat, Adobe reader, or any other), your Learning Ecosystem will block access to the resource due to security and copyright policies.



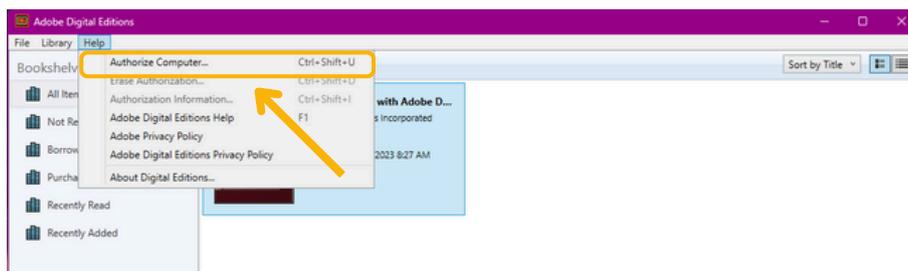
Download Adobe Digital Editions to your computer. Install the program.



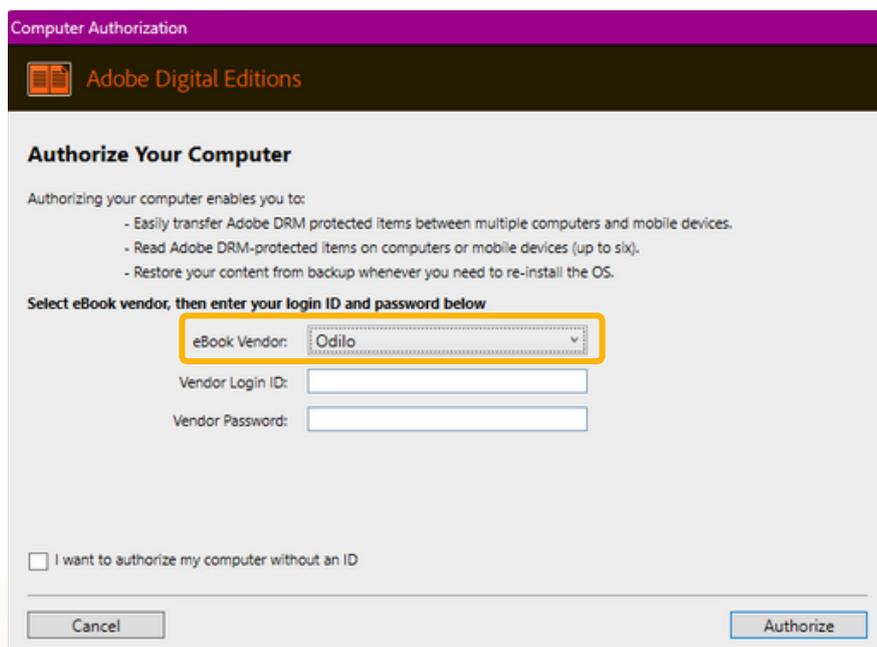
Other applications such as Adobe Reader, Adobe Acrobat, etc. Will not be compatible with files downloaded from your Learning Ecosystem.

### Open Adobe Digital Editions for authorization

Open Adobe Digital Editions, click on the "Help" menu and select the option "Authorize computer".

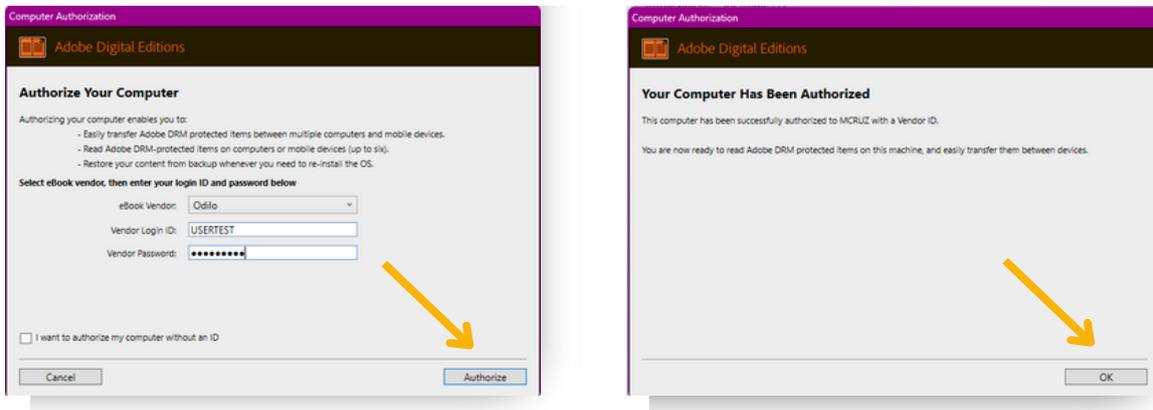


From the dropdown "eBook Vendor" menu, select "Odilo".



Insert the same credentials that you use to access your Learning Ecosystem, in the “Vendor login ID” and “Vendor password”.

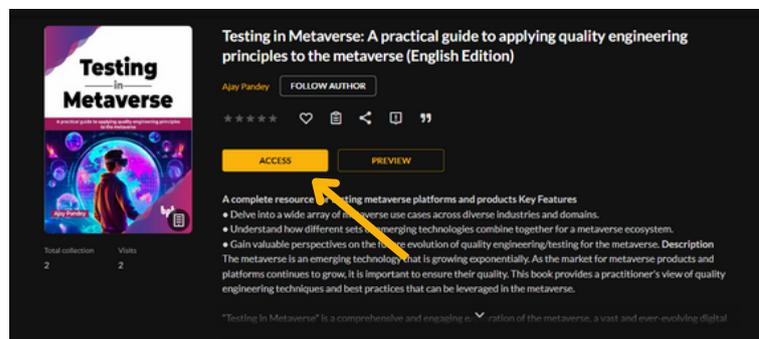
Click on the “Authorize” button, Adobe Digital Edition will check your details and, if correct, a confirmation message will be displayed, indicating the Adobe ID account to which the device has been linked.



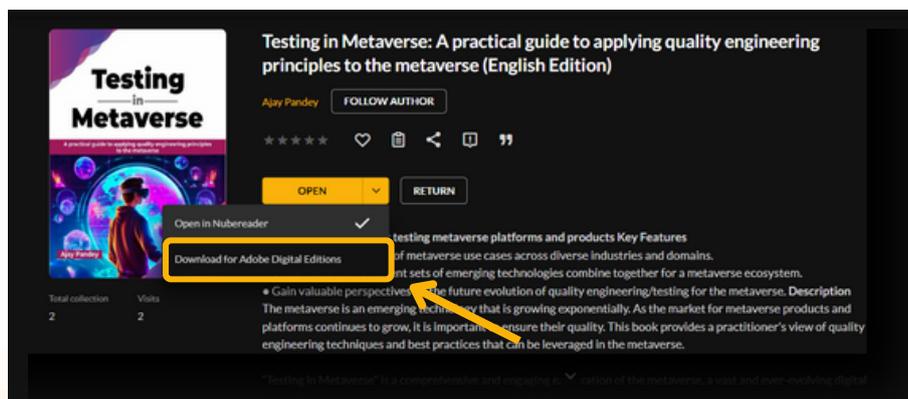
## Download the resource to your computer

From your computer, enter your Learning Ecosystem.

Choose an eBook and click “Access”.

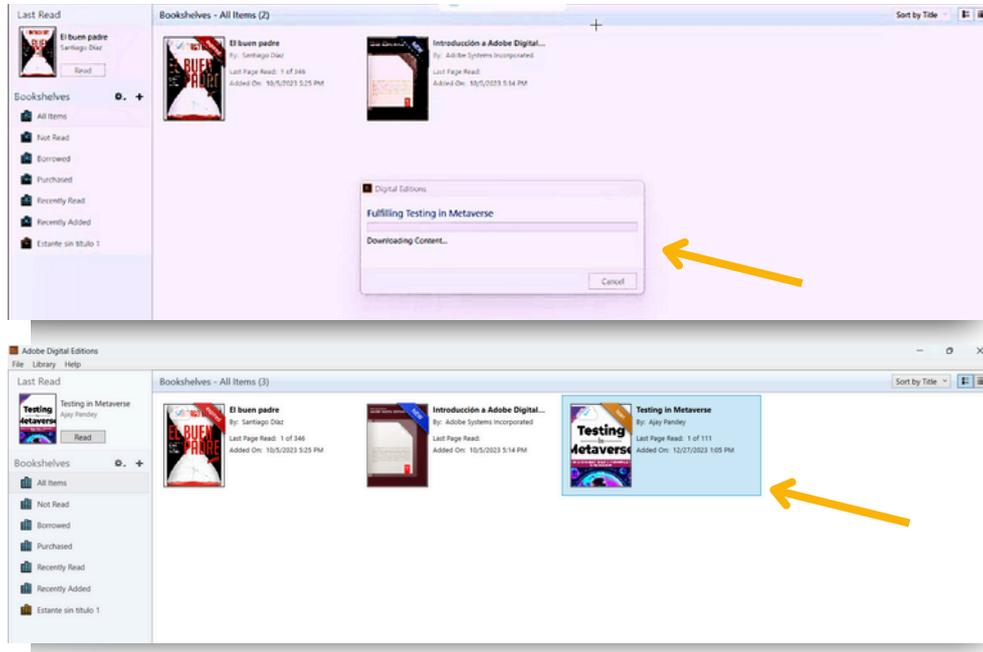


Click the arrow that appears next to the “Open” button and choose “Download for Adobe Digital Editions”.



The download process, of a file in ACSM format, will start.

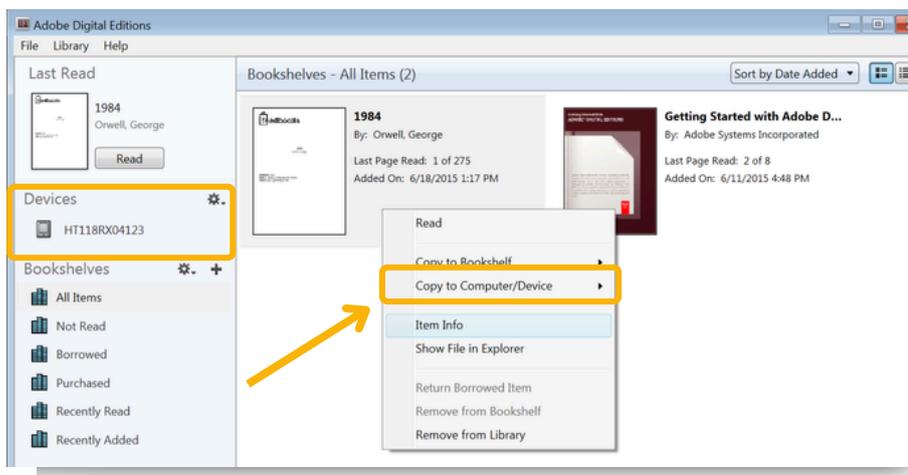
When the download process is complete, open the file and it will automatically open in Adobe Digital Editions.



## Transfer the resource to your e-reader device

Open Adobe Digital Edition and connect your e-reader to your computer. The device name will appear in the left panel.

Select the title of the book you want to transfer to the e-Reader, right-click and choose the option "Copy to device".

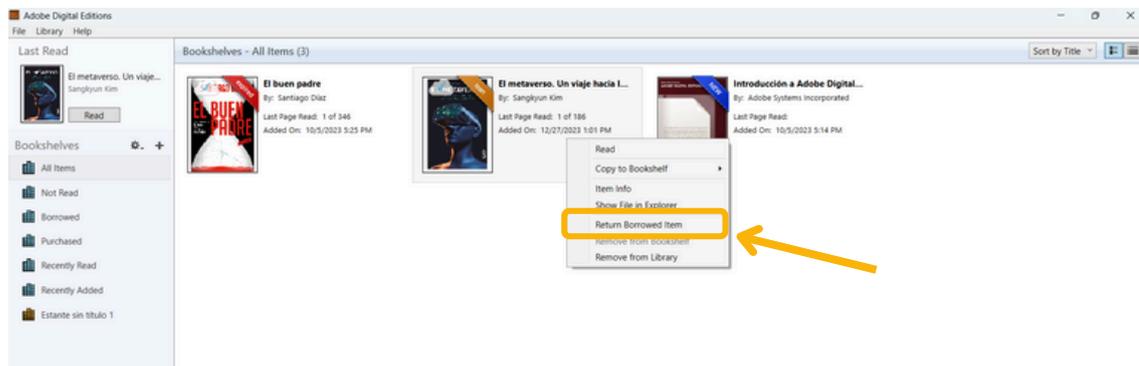


Disconnect the device from your computer to read it.

## Return of the resource

Access Adobe Digital Editions from your computer.

Right-click on the resource and choose the option *"Return borrowed item"*.



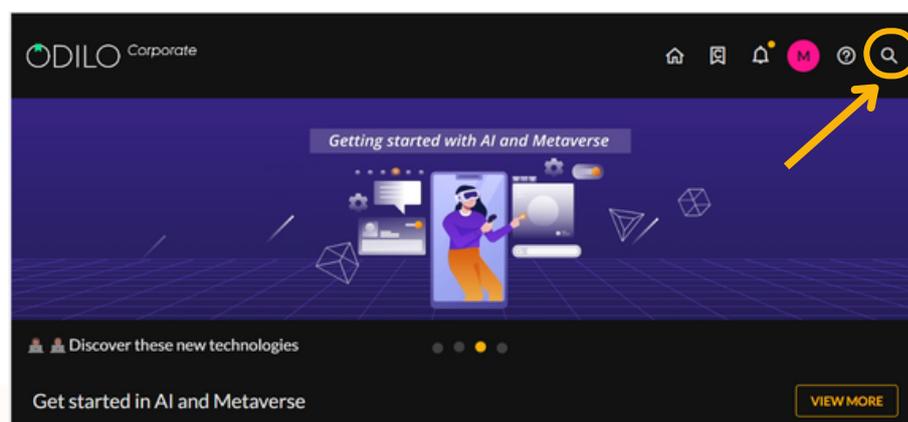
**Important:** Kindle devices are compatible only with files downloaded from Amazon. Files from your Learning Ecosystem will not be compatible with Kindle due to Amazon's own restrictions.

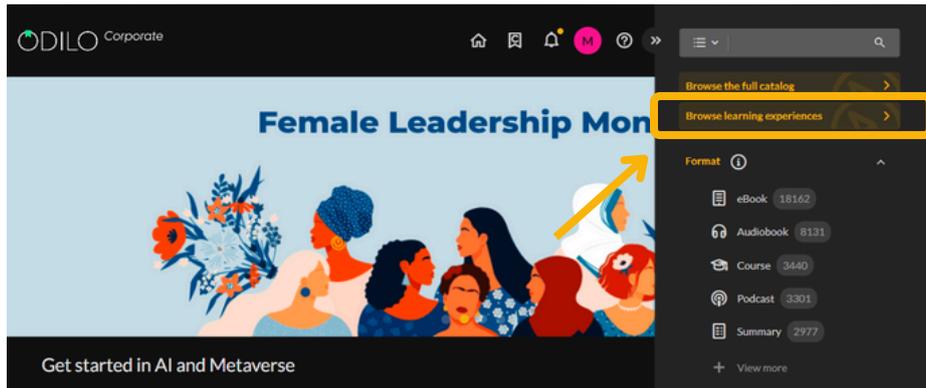
## 4. Discover Learning Experiences

A Learning Experience is a personalized and structured proposal that may include external content free from copyright, or even your own content, related to the industry they belong to or the professional topics relevant to organizations.

Additionally, these experiences have the potential to incorporate a wide range of resources, such as exercises, lectures, manuals, forum, chat and internal organizational content, designed to enhance your skills and competencies.

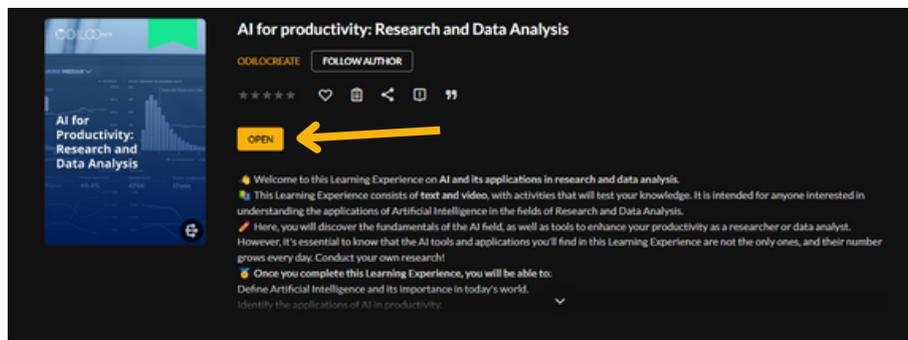
To discover Learning Experiences, you simply need to access the *"Browse learning experiences"* section through the **search icon** located in the top right corner of your ecosystem.



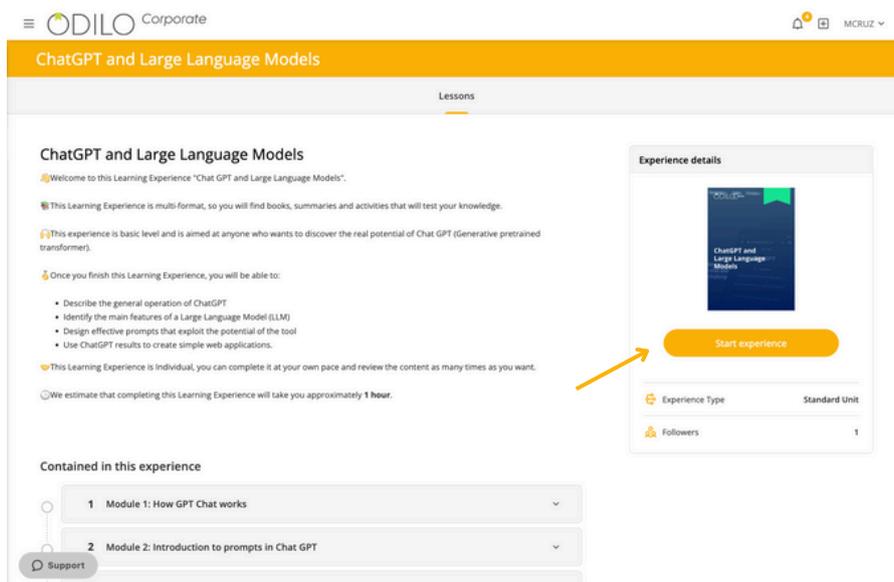


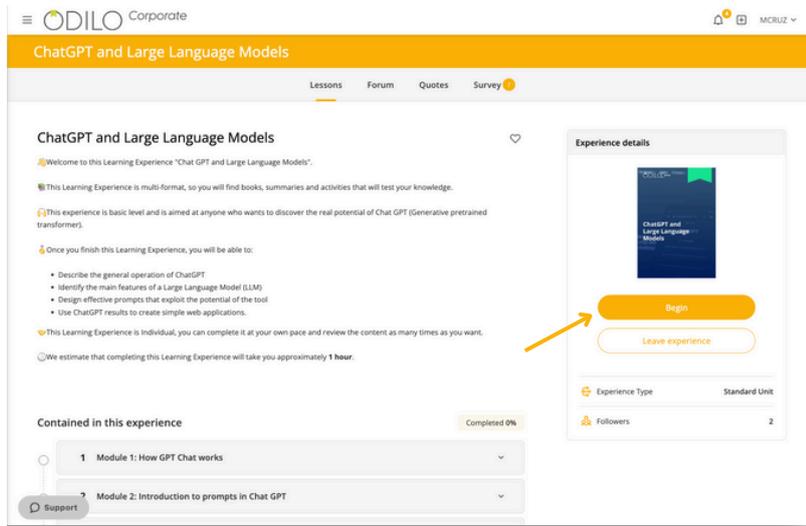
Below, you will find the different types of experiences available in your ecosystem.

You can access any Learning Experience simply by clicking on it and clicking on the button "Open".

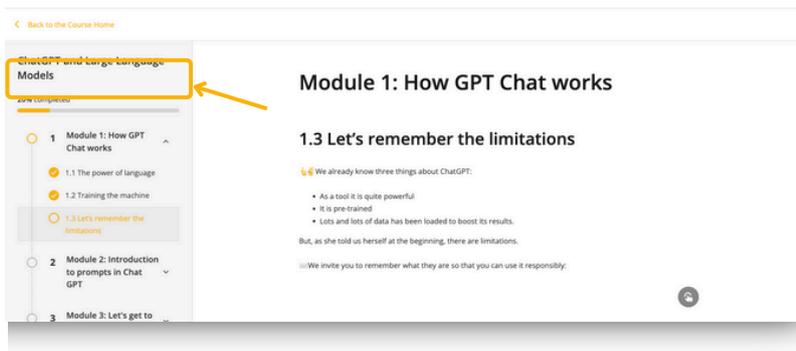


Once inside the Experience, click on the "Start Experience" button and then on "Begin" to start it.

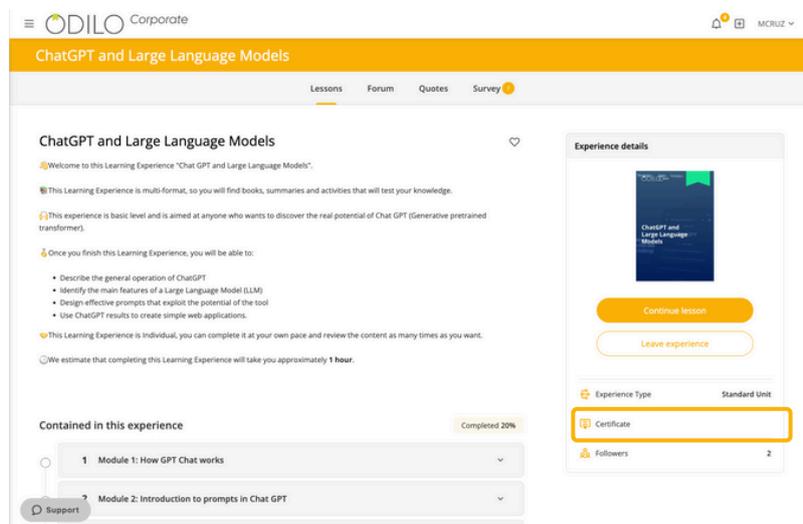




As you go through the content of the experience you will be able to see your progress percentage and the lessons in the side panel.



**Important:** Certain experiences offer certification, this information can be found within the "Experience details" on the right side.



## 4.1. Access the content of experiences

The Experiences are organized by tabs located at the top. You can navigate through them with a simple click.

To begin completing the Experience, click on the first section or module and you will be able to navigate through the areas in the side panel. Once the section is complete, click **“Complete and continue”** to go to the next section.

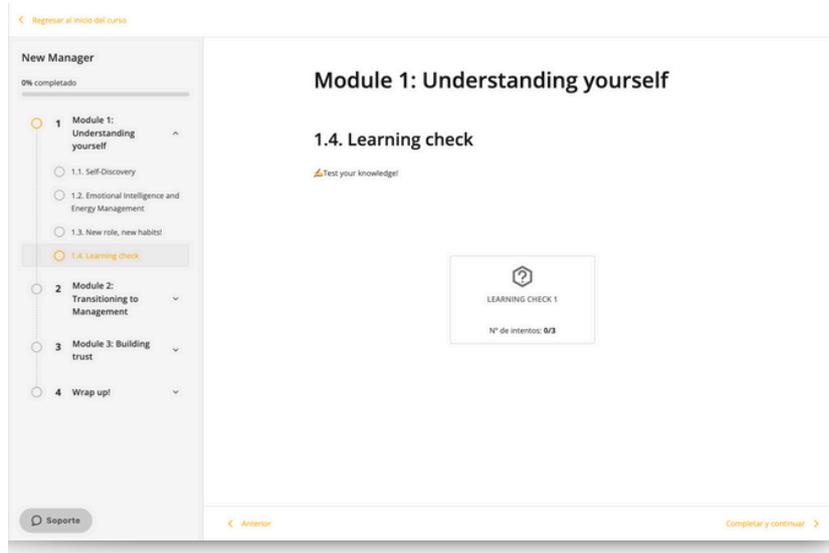
The screenshot shows a course interface for "ChatGPT and Large Language Models". The progress bar indicates 20% completion. The left sidebar lists the course structure: Module 1: How GPT Chat works (selected), Module 2: Introduction to prompts in Chat GPT, Module 3: Let's get to work!, and Module 4: Before you leave. The main content area displays "Module 1: How GPT Chat works" and "1.3 Let's remember the limitations". It includes a warning icon and text: "We already know three things about ChatGPT: As a tool it is quite powerful, It is pre-trained, Lots and lots of data has been loaded to boost its results. But, as she told us herself at the beginning, there are limitations. We invite you to remember what they are so that you can use it responsibly." Below this is a section titled "ChatGPT tells it all" with a sub-section "1 Outdated information" stating: "My training was completed in September 2021, so I have no knowledge of events or developments after that date. I am unable to provide real-time information and do not have access to updated information." A yellow arrow points to the "Complete and continue" button at the bottom right.

In order to access the content you must click on the button "Access". Then click "Open" and access directly.

The screenshot shows the same course interface, but the progress bar now indicates 36% completion. The sidebar shows that section 1.4 "Refer to the following manuals" is selected. The main content area displays "Module 1: How GPT Chat works" and "1.4. Refer to the following manuals". It features a thumbnail for a manual titled "CHAT GPT TO BULK SEND EMAILS" by Assemble: You/Deb Ashby. The manual description reads: "Streamlining your bulk email-sending process has never been easier. Say goodbye to the complexities of VBA coding and programming as we guide you through crafting precise prompts for ChatGPT to ensure optimal results. From generating VBA macros to converting Excel reports into PDF files, our step-by-step guide will supercharge your productivity. Whether you're an Excel veteran or a complete novice, this lesson empowers you to streamline your email processes." A yellow arrow points to the "Access" button below the manual thumbnail.

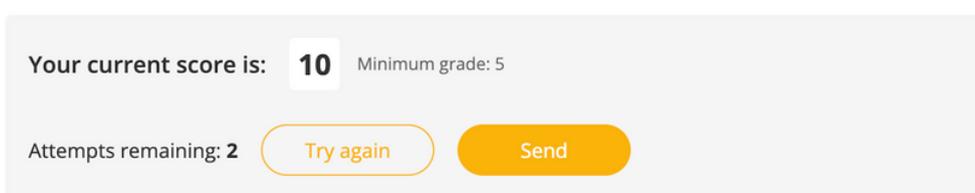
## 4.2. Exercises

Throughout the experience, you will come across exercises designed to assess the new knowledge you've acquired. To complete them, simply click on the exercise and answer the questions.

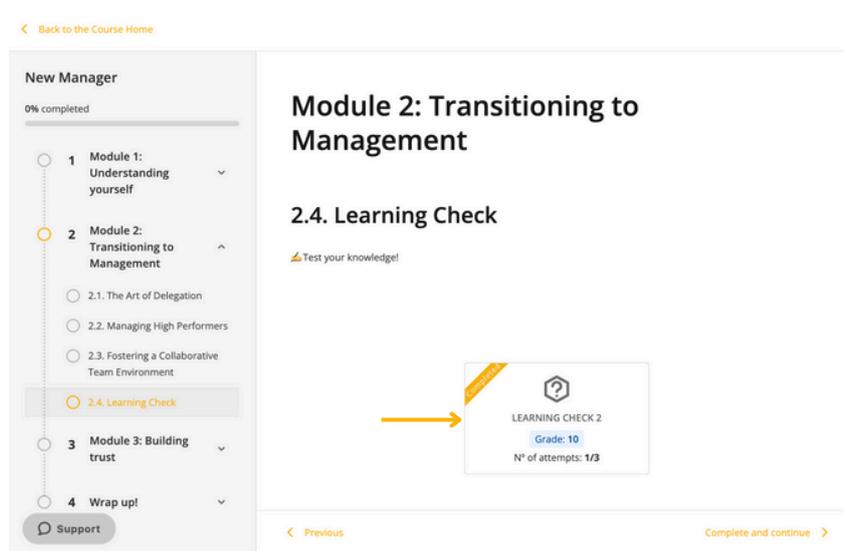


**Important:** If the exercise is structured with more than 1 attempt, you must make the final submission by clicking the button *"Send"* or if you want to try again, press *"Try again"*.

Exercises configured with more than one attempt may also have a minimum grade requirement. You must reach that score in order to submit the exercise; otherwise, the *"Send"* button will not be available.



Once the exercise is successfully submitted, you will see it marked as *"Completed"*. If the exercise is not marked as *"Completed"*, your experience will not meet the requirements to be successfully completed.

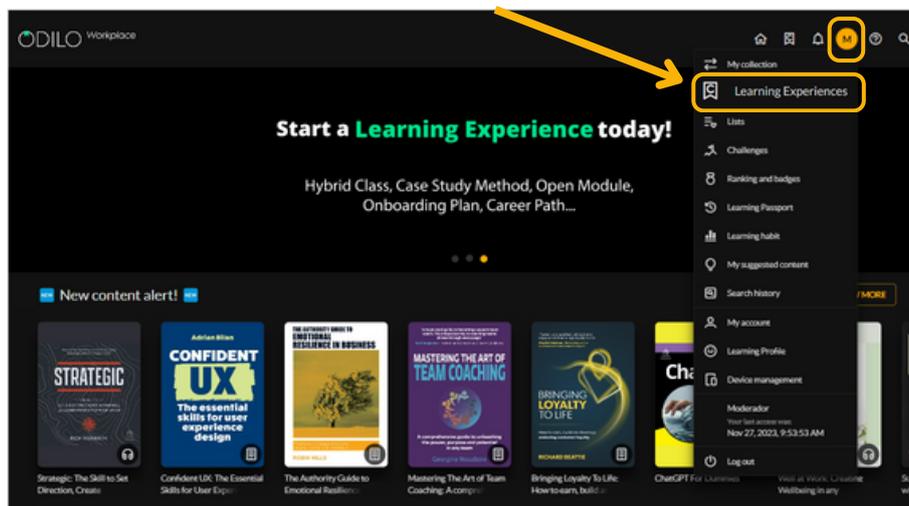


### 4.3 Track your progress and achievements

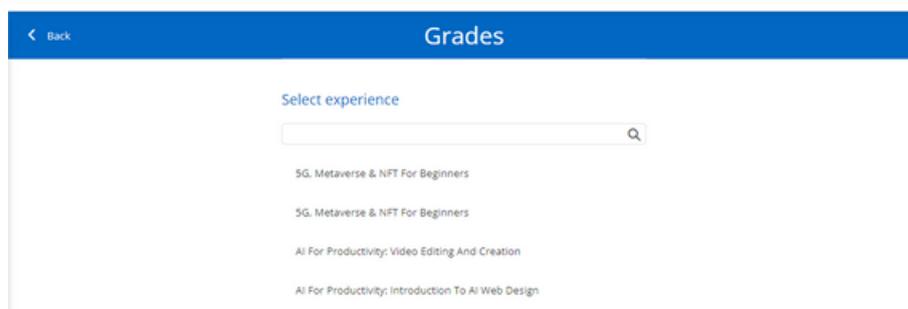
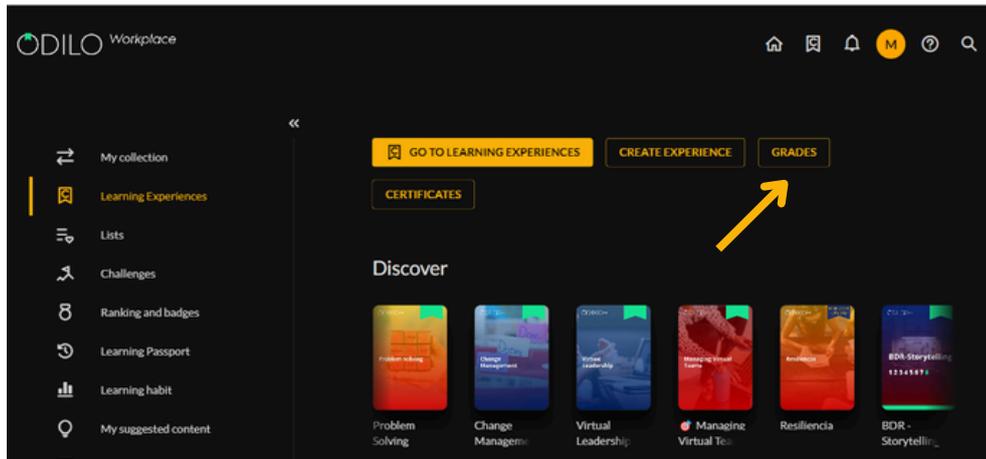
Once you successfully complete Learning Experiences, you will have access to your grades and certificates.

#### Grades

If you want to keep track of your work, you can access the grades area and consult at any time. Head to the user area and select the option "Learning Experiences".



From this area, you can click on "Grades" and search for the Learning Experience you want to consult.

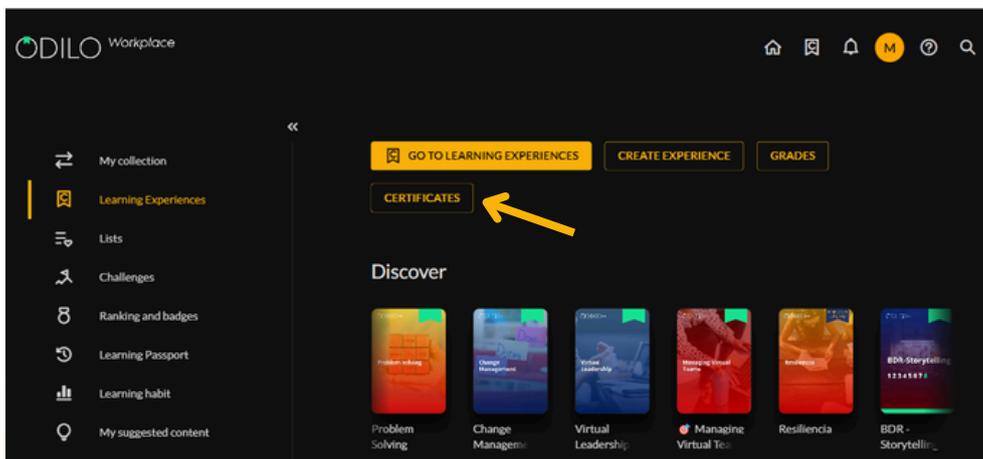


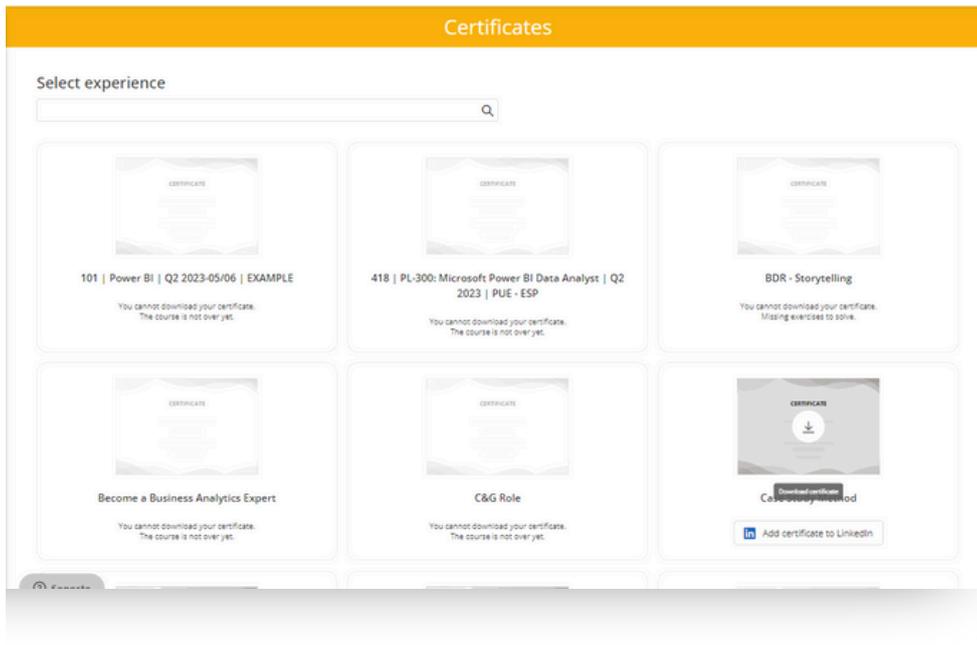
**Important:** Here you will see all the Learning Experiences that you began to follow or the mandatory training that has been assigned to you by your organization.

## Certificates

If the Learning Experiences you have completed grant certification, you can find and download them in this section.

Head to the user area and select the option "Learning Experiences", click on "Certificates" and download the certificate obtained.

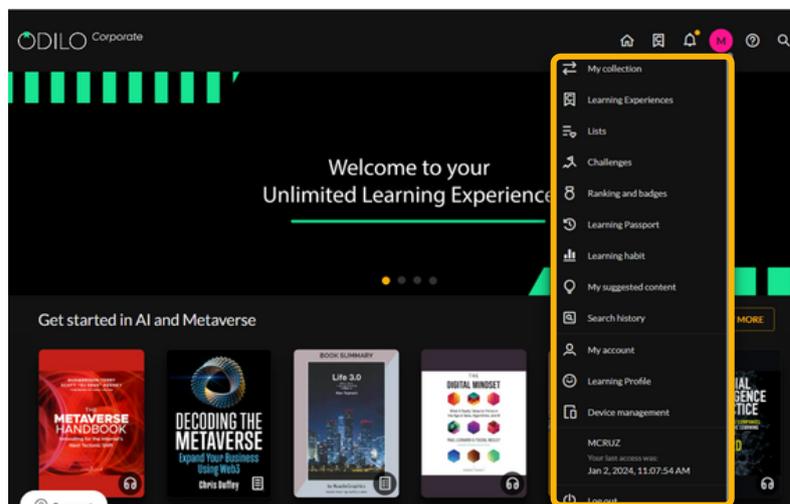




To find out if your experience grants certification, you can check it in the *"Experience Details"* area that you will find when you enter your experience.

## 5. User area

To access this area, you just have to click on the user area (top right), and different options will be displayed as a drop down menu.



- **My collection**

Show resources which you have accessed. You can also check the remaining access time and return the content. Through the app, this section is called *"Bookshelf"*.

- **Learning experiences**

From this option it will be possible to directly access the Learning Experiences.

- **Lists**

In this section, you can create lists, as well as access the public and/or private lists you have created.

- **Challenges**

You will be able to design personal challenges for the long or short term through this section. To create one, simply click on *"Monthly Challenge"* or *"Daily Challenge"*. In both cases, a menu will open where you can set the frequency you wish to consume content.

- **Ranking and badges**

If your ecosystem has the Ranking and Medals option, this section will allow you to know the result of your achievements and positioning in your organization.

- **Learning Passport**

Shows the layout of titles that you have accessed throughout your time in the ecosystem.

- **Learning habit**

You can access data about the use you have had in each of the contents.

- **My suggested content**

From this section you can suggest the acquisition of a specific title.

- **Search history**

The terms you have been using in your searches appear.

- **My account**

You will be able to verify information related to your account and set preferences.

- **Learning profile**

If your organization has a learning profile option, you will be able to select an area of interest so that your Learning Ecosystem can recommend suggestions according to your preferences.

- **Device management**

You will have the possibility of having up to 6 active devices per user. From here you can also deactivate a device if necessary.

## 6. Frequently Asked Questions

### 1. Which devices can I access the content from?

You will be able to enjoy the digital content through the browser from your computer or from mobile devices or tablets through the app.

### 2. How to access the ecosystem through mobile devices?

You will find the direct download buttons at the bottom of your Learning Ecosystem.

Download the app to access it on your smartphone or tablet. This allows you to consult any resource available in the catalog and enjoy it on your mobile device with a single click.

In order to enjoy your content without an internet connection, you must follow these steps:

- Access the App and go to the “*Bookshelf*” section (button located at the bottom of your screen)
- Download resources for offline use by clicking the download arrow  in the lower right corner.
- A check mark  will let you know that the content is ready to be accessed offline.

**Important:** To access and browse the catalog, as well as download selected resources, an internet connection is required.

See section 3

### 3. Can I access a resource from more than one device?

Yes, it is possible to use up to 6 devices with the same account. These can be computers or mobile devices (if your organization has the app download option).

### 4. How much content can I access simultaneously?

Generally, you can have up to 15 active resources simultaneously, although this number may vary depending on each organization’s policy. If in doubt, you can consult the policy established by your organization.

### 5. How long can I access the resource?

Generally, you have 21 days to consume the resource. Once that time has passed, it will be returned automatically.

If you wish, you can renew it 3 days before the end of access, as a warning message will be activated in the notifications icon.

\*You will generally have one day to consume magazines and may renew access.

## 6. Can I return the resources early?

Yes. Additionally, the resources are returned automatically when the access period ends, so it is not necessary to return the contents manually.

**Important:** If the resource was downloaded in Adobe Digital Editions, it must be returned manually from Adobe Digital Editions from the computer you have downloaded the resource.

## 7. Are there late fees for returning resources?

Never! The content will be returned automatically after 21 days of access.

## 8. Can I print the e-book pages or print my bookmarks?

Due to copyright, there is no option to print Odilo content. However, you can always enjoy an offline version through the app.

## 9. Is there content in other languages?

Yes. There are resources in various languages. To find them, you just have to access the catalog and filter by the language you want.

## 10. If I have a technical problem, where can I contact Support?

You can open the support chat (bottom left of the screen) to report the incident.

If you have problems with content, on its cover, you will find the option to report a problem.

## 11. How can I suggest a resource that does not appear in the catalog?

You can go to your user area and then go to "*My suggested content*" to add those resources that do not appear in the catalog (these suggestions must go through a review process before being accepted).

## 12. Where do I find the experiences I participate in?

From your user area, clicking on "*Learning Experiences*".

In this section several carousels will appear:

- **Mandatory training:** It is about the training that your organization assigns you.
- **Discover:** Self-motivated learning you can access.
- **Self-Learning:** These are the Learning Experiences you are currently participating in.

## 13. How do I download the certificate granted by a Learning Experience?

If the Learning Experience you have completed grants certification, head to the user area and select the option "*Learning Experiences*", click on "*Certificates*" and download the certificate obtained.

**See section 4.2**

## 14. How do I download a resource to my e-reader?

To download content to your e-reader, click on this [link](#) to follow the step-by-step instructions.

mp and influence



Growing Influence: A Story of How to Lead with



Empathy



The Emotional Intelligence Activity Kit: 50 Easy



Fearless Leadership: Lessons from the Ed



How to Supervise People

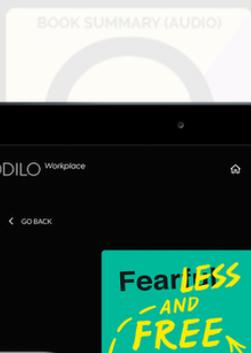


The Awakened Simple Leader

oday



Atomic Habits: An Easy & Proven Way to Build



Free: How Smart Women Pivot—and Relaunch Their Careers



Communication and Collaboration



Journey to Centricity: A Customer-Centric Journey



Mental Health



Customer Mania! It's Never Too Late to Get It Right

