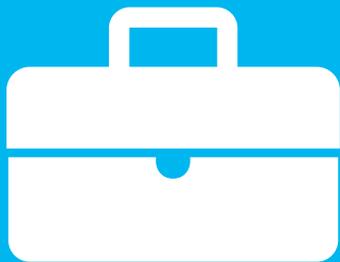


# PERSONAL IMPROVEMENT INVENTORY

*Gale Presents: Udemy* provides you with on-demand courses for in-demand skills to improve both your professional and personal skill sets. Key topics include technology, business, and personal growth. Complete the inventory below to see how *Gale Presents: Udemy* can support your learning and development!

Mark any growth options you're interested in to start exploring *Gale Presents: Udemy*. Each selection has a wide range of courses to support you. Keep this inventory to make sure you achieve all your learning goals!



## Professional Growth

- Technical Skills:
  - Computer Literacy
  - Microsoft Suite
  - Virtual work including online meeting platforms and formatting virtual work communications
  - Advanced skills including coding, data analysis, webpage development, and IT operations
- Workplace Soft Skills:
  - Public Speaking and Presentations
  - Management Skills and Coaching
  - Conflict Resolution
  - Business Strategy Development
  - Marketing
  - Product Management
  - Sales



## Personal Growth

- Creative Skills:
  - Drawing
  - Photography
  - Music and Instruments
- Life Skills:
  - Personal Finance
  - Parenting
  - Time Management
  - Foreign Language
- Health and Wellness
  - Fitness
  - Stress Reduction
  - Nutrition
  - Mental Health

**FIND YOUR CONTENT!**  
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