

1. Project management

 Productivity and planning

Framework frequency (%): 97.90

Google results (billions): 3.60

Definition: Planning, initiation, management and delivery of time and resource constrained packages of work, especially when managing a project team.

Real-world application / example: Managing the launch of a new product line for a retail company - coordinating cross-functional teams, timelines, budgets, and resources. Making it happen, on time and within the set budget.

Sample content

Title: What Is Project Management?: Planning

Provider: 5Mins.ai

Format: Video/Audio

Length (mins): 3

URL: <https://app.5mins.ai/lesson/61c321cfd349777dceef97bb>



2. Team management



Leadership and management

Framework frequency (%): 97.00

Google results (billions): 3.23

Definition: Building, organising, developing, motivating and directing a team.

Real-world application / example: Leading a sales team in a retail organization to drive quarterly growth and achieve sales targets.

Sample content

Title: How to gain control of your free time

Provider: TED@Work

Format: Video

Length (mins): 12

URL: <https://www.ted.com/talks/2647>

3. Programme management

 Productivity and planning

Framework frequency (%): 89.70

Google results (billions): 6.36

Definition: Managing multiple concurrent related projects.

Real-world application / example: Implementing a company-wide digital transformation involving the integration of new technology systems, updating processes, and ensuring harmony between various teams.

Sample content

Title: Project Management: Life cycle and project

Provider: Coursera

Format: Course

Length (mins): 360

URL: <https://www.coursera.org/learn/life-cycle-and-project-planning>

4. Data analysis



Data

Framework frequency (%): 88.80

Google results (billions): 2.56

Definition: Manipulating, calculating, statistically summarising and modelling with data in order to extract business insight.

Real-world application / example: Analyzing sales data to identify trends and patterns in order to adapt GTM strategies or product offerings.

Sample content

Title: Introduction to Business Analytics: Communicating with Data

Provider: Coursera

Format: Course

Length (mins): 960

URL: <https://www.coursera.org/learn/intro-business-analytics>



5. Kanban

 Productivity and planning

Framework frequency (%): 81.90

Google results (billions): 0.34

Definition: Understanding when and how to implement a Kanban approach to product development or task management.

Real-world application / example: A software development team using Kanban to manage their project tasks and prioritize work items in a continuous delivery environment.

Sample content

Title: Kanban System Basics

Provider: 5Mins.ai

Format: Video/Audio

Length (mins): 2

URL: <https://app.5mins.ai/lesson/61c3214ad349777dceef7dde>



6. People management



Leadership and management

Framework frequency (%): 74.90

Google results (billions): 1.78

Definition: Recruiting, developing, motivating and directing people.

Real-world application / example: A fast-growing startup that is rapidly expanding the team to meet growing demands in, say, customer success. Managing conflict, promoting excellence, getting people together in the right ways for the culture at the company.

Sample content

Title: Preparing to Manage Human Resources

Provider: Coursera

Format: Course

Length (mins): 1080

URL: <https://www.coursera.org/learn/managing-human-resources>

7. Data science



Data

Framework frequency (%): 64.50

Google results (billions): 0.89

Definition: Using scientific method together with statistics and analytical tools or software to answer business questions with data.

Real-world application / example: Analyzing customer data to predict purchasing behavior and recommend personalized marketing offers for an e-commerce company.

Sample content

Title: Data Science for Beginners: How It Works

Provider: 5Mins.ai


Format: Video/Audio

Length (mins): 3

URL: <https://app.5mins.ai/lesson/61c32212d349777dceefa4ed>



8. Supplier management

 Commerciality and business savvy

Framework frequency (%): 62.70

Google results (billions): 0.60

Definition: Managing and conducting relationships with suppliers in order to maximise business value.

Real-world application / example: A retail company that sources products from multiple suppliers: efficiently managing relationships with those suppliers to ensure timely delivery, quality products, and cost-effectiveness.

Sample content

Title: Tips for Managing Supplier Relationship

Provider: 5Mins.ai

Format: Video/Audio

Length (mins): 4

URL: <https://app.5mins.ai/lesson/61c32170d349777dceef858e>

9. Critical thinking

 Productivity and planning

Framework frequency (%): 62.20

Google results (billions): 0.69

Definition: Drawing conclusions or solving problems by applying structured logic to data or information.

Real-world application / example: Making strategic decisions about entering a new market or launching a new product. Might be supported by a decision-making framework such as a cost-benefit analysis.

Sample content

Title: Five simple strategies to sharpen your critical thinking

Provider: BBC Ideas YouTube channel

Format: Video

Length (mins): 5

URL: https://www.youtube.com/watch?v=NHjgKe7JMNE&ab_channel=BBCIdeas



10. Problem solving

 Productivity and planning

Framework frequency (%): 55.40

Google results (billions): 0.46

Definition: The initiative, imagination, logical thinking, and business and technical savvy to overcome obstacles.

Real-world application / example: A company faces a sudden drop in sales and needs to identify the root cause and develop a strategy to turn things around.

Sample content

Title: Cultivating Problem-Solving Skills: A Must for Fresh Graduates

Provider: The Economic Times

Format: Article

Length (mins): 5

URL: <https://economictimes.indiatimes.com/jobs/fresher/problem-solving-is-an-essential-skill-how-freshers-can-learn-it/articleshow/109059961.cms>



11. Data management



Data

Framework frequency (%): 51.10

Google results (billions): 30.84

Definition: Collecting, transforming, storing, and using data flexibly, efficiently and securely.

Real-world application / example: Organizing customer information in a centralized database to improve targeted marketing efforts and personalized customer communications.

Sample content

Title: All In The Data: A Steward In Need Is A Steward In Deed

Provider: The Data Administration Newsletter

Format: Article

Length (mins): 5

URL: <https://tdan.com/all-in-the-data-a-steward-in-need-is-a-steward-in-deed/31690>



12. Microsoft Excel



Framework frequency (%): 50.60

Google results (billions): 0.36

Definition: Using Microsoft Excel to store, manipulate and summarise data, and produce analyses and business reports.

Real-world application / example: Analyzing sales data to identify trends and make informed business decisions.

Sample content

Title: Introduction to Microsoft Excel

Provider: Coursera

Format: Course

Length (mins): 180

URL: <https://www.coursera.org/learn/introduction-microsoft-excel>



13. Change management



Leadership and management

Framework frequency (%): 47.40

Google results (billions): 26.78

Definition: Planning and delivering, and directing others to deliver, changes to the shape of the business - e.g. changes to commercial focus, organisational structure, operating model, technology or processes.

Real-world application / example: Implementing a new software system across an organization and managing the resistance to change from employees.

Sample content

Title: 5 Essentials for Better Change Management

Provider: Association for Talent Development

Format: Article

Length (mins): 5

URL: <https://www.td.org/atd-blog/5-essentials-for-better-change-management>



14. Career planning and management

💡 Growth

Framework frequency (%): 46.80

Google results (billions): 11.91

Definition: Planning self-development, identifying and taking opportunities for growth, and setting and achieving promotions or role changes.

Real-world application / example: An employee is seeking a promotion within the company and needs guidance on the steps to take to reach the next level in their career.

Sample content

Title: Profit's not always the point

Provider: TED@Work

Format: Video

Length (mins): 8

URL: <https://www.ted.com/talks/1904>

15. Business intelligence



Framework frequency (%): 44.50

Google results (billions): 0.31

Definition: Transforming data generated by the business into measurable and actionable indicators and insights, especially in a systematic way so as to provide business leaders with the information needed to manage.

Real-world application / example: Analyze customer purchasing patterns to optimize inventory management and make data-driven decisions on product assortment and pricing strategies.

Sample content

Title: Foundations of Business Intelligence

Provider: Coursera

Format: Course

Length (mins): 1500

URL: <https://www.coursera.org/learn/foundations-of-business-intelligence>



16. Self analysis

💡 Growth

Framework frequency (%): 44.00

Google results (billions): 0.93

Definition: Forming an objective and accurate view on your emotions, capabilities and performance, with particular awareness of biases or blind-spots.

Real-world application / example: A business professional is preparing for a performance review with their manager and takes a good, long look in the mirror to understand their strengths and weaknesses and how they might improve, for discussion.

Sample content

Title: Stop Basing Your Self-Worth on Other People's Opinions

Provider: Harvard Business Review

Format: Blogpost

Length (mins): 6

URL: <https://hbr.org/2024/02/stop-basing-your-self-worth-on-other-peoples-opinions>



17. Time management

Productivity and planning

Framework frequency (%): 44.00

Google results (billions): 725.22

Definition: Planning and prioritising work in order to maximise productivity and improve focus.

Real-world application / example: A project manager overseeing the development of a new software application for a client, where strict deadlines need to be met and resources need to be managed efficiently. Or an individual wants to better use her time in the day (try timeboxing!)

Sample content

Title: Time Management Is About More Than Life Hacks

Provider: Harvard Business Review

Format: Article

Length (mins): 10

URL: <https://hbr.org/2020/01/time-management-is-about-more-than-life-hacks>

18. Applied analytics



Framework frequency (%): 43.60

Google results (billions): 0.44

Definition: Application of descriptive and predictive analytics, characterising data sets and exposing relationships between metrics, to business problems.

Real-world application / example: Predicting customer demand for various products. By analyzing historical sales data, demographic information, and external factors like seasonality and marketing campaigns, businesses can optimize their inventory management, pricing strategies, and market.

Sample content

Title: 6 Industry-Leading Predictive Analytics Examples & Applications

Provider: Datamation

Format: Article

Length (mins): 12

URL: <https://www.datamation.com/big-data/predictive-analytics-examples/>



19. Data security



Data

Framework frequency (%): 43.30

Google results (billions): 0.32

Definition: Protecting data held by the business from unauthorised access or corruption.

Real-world application / example: In a financial services company handling sensitive customer information, implementing secure data encryption and access controls to protect against data breaches and unauthorized access.

Sample content

Title: Fundamentals of Data Governance

Provider: Coursera

Format: Course

Length (mins): 180

URL: <https://www.coursera.org/learn/fundamentals-of-data-governance>



20. Learning agility

💡 Growth

Framework frequency (%): 42.40

Google results (billions): 0.63

Definition: Knowing how to learn effectively and at the pace of work, and in particular applying an experimental, agile mindset to learning.

Real-world application / example: In rapidly changing industries such as technology where keeping abreast of the latest developments is essential.

Sample content

Title: Become a More Agile Learner

Provider: Harvard Business Review

Format: Article

Length (mins): 3

URL: <https://hbr.org/tip/2023/12/become-a-more-agile-learner>



21. Python



Framework frequency (%): 42.20

Google results (billions): 0.45

Definition: Using the Python programming language for data manipulation and analysis

Real-world application / example: Developing a data analysis tool for a marketing team to analyze customer behavior and optimize marketing strategies using Python.

Sample content

Title: Introduction to Python Fundamentals

Provider: Coursera

Format: Course

Length (mins): 1200

URL: <https://www.coursera.org/learn/introduction-python-fundamentals>



22. Microsoft Access



Framework frequency (%): 42.20

Google results (billions): 0.91

Definition: Effective and efficient use of Microsoft Access for data manipulation, reporting and analysis.

Real-world application / example: A small business that needs to manage and analyze customer data, such as a local boutique store that wants to track customer purchases, preferences, and contact information for targeted marketing campaigns.

Sample content

Title: Introduction to Microsoft Excel

Provider: Coursera

Format: Course

Length (mins): 180

URL: <https://www.coursera.org/learn/introduction-microsoft-excel>



23. Data visualisation



Data

Framework frequency (%): 42.00

Google results (billions): 0.03

Definition: Using charts and graphics to communicate characteristics of data sets and the business insights they underpin.

Real-world application / example: Analyzing sales data to identify trends and patterns in order to make informed, better business decisions.

Sample content

Title: Fundamentals of Data Visualization

Provider: Coursera

Format: Course

Length (mins): 900

URL: <https://www.coursera.org/learn/fundamentals-of-data-visualization>



24. Growth mindset

Growth

Framework frequency (%): 42.00

Google results (billions): 0.58

Definition: Believing that ones skills and capabilities can be improved through experiences, tenacity, sound thinking and learning from others.

Real-world application / example: A company is undergoing a major restructuring and needs employees who are willing to adapt, learn new skills, and embrace change to help the organization grow and succeed in the long term.

Sample content

Title: Help Your Team Embrace Growth Mindset, With Eduardo Briceno

Provider: Coaching for Leaders

Format: Podcast

Length (mins): 36

URL: <https://coachingforleaders.com/podcast/embrace-growth-mindset-eduardo-briceno/>

25. Data privacy



Data

Framework frequency (%): 41.30

Google results (billions): 22.92

Definition: Understanding how to collect, store process and manage access to potentially sensitive data so that only individuals with the appropriate authority can access data sets.

Real-world application / example: A company is collecting and storing customer information for online purchases - ensuring that the customer's personal and financial data is securely protected from potential cyber threats and unauthorized access.

Sample content

Title: Understand GDPR and Privacy

Provider: 5Mins.ai

Format: Video/Audio

Length (mins): 2

URL: <https://app.5mins.ai/lesson/659e79636b2557b8c672ced2>



26. Empowering teams



Leadership and management

Framework frequency (%): 40.80

Google results (billions): 0.03

Definition: Encouraging and enabling teams to work self-sufficiently towards goals without the need for sign-off or direction.

Real-world application / example: In a software development company, empowering teams would be highly applicable when restructuring project teams to work more independently and collaboratively on complex software development tasks.

Sample content

Title: Inspiring Teamwork

Provider: 5Mins.ai

Format: Video/Audio

Length (mins): 3

URL: <https://app.5mins.ai/lesson/61c321d1d349777dceef9860>



27. Machine learning



Framework frequency (%): 40.30

Google results (billions): 0.99

Definition: Building software which improves its performance - usually in prediction, classification or segmentation tasks - as it learns from data, and applying these software models to business problems.

Real-world application / example: Detecting credit card fraud amongst the data in a banking system.

Sample content

Title: The Power of Machine Learning: Boost Business, Accumulate Clicks, Fight Fraud, and Deny Deadbeats

Provider: Coursera

Format: Course

Length (mins): 840

URL: <https://www.coursera.org/learn/the-power-of-machine-learning>



28. Business strategy

 Productivity and planning

Framework frequency (%): 40.20

Google results (billions): 37.32

Definition: The ability to select and implement a strategy for the organisation by analysing the organisational and market context, option generation, modelling and forecasting, scenario planning and option evaluation, formally and informally.

Real-world application / example: A company is looking to enter a new market by launching a new product line to target a different customer segment.

Sample content

Title: Business Strategy vs Business Plan

Provider: Tale Trumping Headlines

Format: Article

Length (mins): 3

URL: <https://alekseiberdnik.medium.com/business-strategy-vs-business-plan-499d28c4d514>

29. Strategic thinking

 Productivity and planning

Framework frequency (%): 40.10

Google results (billions): 0.15

Definition: Thinking in a structured and 'big picture' way so as to judge the best high-level actions or approach.

Real-world application / example: Analyzing market trends and competitor strategies to develop a new marketing campaign for a product launch.

Sample content

Title: Ways to Think Strategically

Provider: 5Mins.ai

Format: Video/Audio

Length (mins): 4

URL: <https://app.5mins.ai/lesson/63f4ecb6bfd38e63657e43c4>

30. Programming



Framework frequency (%): 39.30

Google results (billions): 1.03

Definition: Coding to develop computer software applications.

Real-world application / example: Optimizing an e-commerce website's checkout process using programming skills to enhance user experience and increase conversion rates.

Sample content

Title: Open Source Programming - Bachelor's

Provider: Coursera

Format: Course

Length (mins): 3540

URL: <https://www.coursera.org/learn/illinois-tech-open-source-programming-bit>



31. Design thinking

 Productivity and planning

Framework frequency (%): 39.20

Google results (billions): 0.72

Definition: Applying a framework for problem solving or creative thinking centred on the user, and structured according to the phases: empathise, define, ideate, prototype and test.

Real-world application / example: Developing a new user-friendly mobile app for a bank that aims to improve customer satisfaction and increase ease of use for account management.

Sample content

Title: Design Thinking for Innovation

Provider: Coursera

Format: Course

Length (mins): 360

URL: <https://www.coursera.org/learn/uva-darden-design-thinking-innovation>



32. Strategy



Leadership and management

Framework frequency (%): 38.20

Google results (billions): 2.90

Definition: The ability to select and implement a strategy for the organisation by analysing the organisational and market context, option generation, modelling and forecasting, scenario planning and option evaluation, formally and informally.

Real-world application / example: Developing a market entry strategy for a company looking to expand into a new international market.

Sample content

Title: Unveiling the Art of Business Strategy

Provider: Tale Trumping Headlines

Format: Blogpost

Length (mins): 3

URL: <https://medium.com/@majidsikandar9/unveiling-the-art-of-business-strategy-navigating-success-in-a-dynamic-landscape-fde180f0c09f>

33. R



Framework frequency (%): 36.20

Google results (billions): 0.34

Definition: Using the R programming language for data manipulation and analysis.

Real-world application / example: Implementing a new software system across multiple departments in a large organization. R could be used to create charts and use statistical techniques eg data reduction, classification, and clustering.

Sample content

Title: Introduction to R Programming for Data Science

Provider: Coursera

Format: Course

Length (mins): 600

URL: <https://www.coursera.org/learn/introducton-r-programming-data-science>



34. Curiosity

 Growth

Framework frequency (%): 34.60

Google results (billions): 0.41

Definition: Hunger for new information and understanding, and forming a habit of asking oneself questions, experimenting and learning.

Real-world application / example: A marketing team conducting thorough market research to understand consumer behavior trends, competitor strategies, and new opportunities in order to develop more effective marketing campaigns.

Sample content

Title: Want to Be More Curious? Experts Recommend These Five Habits

Provider: Big Think

Format: Article

Length (mins): 12

URL: <https://bigthink.com/the-learning-curve/5-habits-increase-curiosity/>

35. Written communication

Communication and collaboration

Framework frequency (%): 33.80

Google results (billions): 0.46

Definition: The ability to write effectively and succinctly in a business context to brief readers and support decision making.

Real-world application / example: Writing a detailed, persuasive proposal to present to potential investors for funding.

Sample content

Title: Business Writing

Provider: Coursera

Format: Course

Length (mins): 780

URL: <https://www.coursera.org/learn/writing-for-business>

36. Creative thinking & innovation

 Productivity and planning

Framework frequency (%): 33.80

Google results (billions): 0.49

Definition: The ability to see problems or situations from fresh perspectives, and to generate, evaluate, test and develop ideas.

Real-world application / example: Developing a new marketing campaign to target younger generations for a traditional financial services company.

Sample content

Title: Want to be more creative? Go for a walk

Provider: TED@Work

Format: Video

Length (mins): 5

URL: <https://www.ted.com/talks/8423>



37. Microsoft Teams



Framework frequency (%): 32.40

Google results (billions): 0.57

Definition: Using Microsoft Teams for video calls, messaging, and online collaboration.

Real-world application / example: Remote team collaboration and communication, especially since the COVID-19 pandemic as so many more people now work from home.

Sample content

Title: Building a Team in Microsoft Teams

Provider: Coursera

Format: Course

Length (mins): 60

URL: <https://www.coursera.org/learn/building-team-microsoft-teams>



38. Building relationships

Communication and collaboration

Framework frequency (%): 32.10

Google results (billions): 0.71

Definition: The ability to build understanding, respect, trust and effective modes of collaboration with colleagues and stakeholders.

Real-world application / example: A sales representative building strong relationships with clients can lead to repeat business, referrals, and ultimately, increased sales revenue for the company.

Sample content

Title: How to Start Better With Peers, with Michael Bungay Stanier

Provider: Coaching for Leaders

Format: Podcast

Length (mins): 39

URL: <https://coachingforleaders.com/podcast/start-better-with-peers-michael-bungay-stanier/>

39. Managing stress



Wellbeing and resilience

Framework frequency (%): 31.80

Google results (billions): 4.42

Definition: Understanding how to recognise, react to and reduce or cope with stress.

Real-world application / example: A high-pressure sales environment where sales targets need to be consistently met or exceeded.

Sample content

Title: 5 Ways to Deal with the Microstresses Draining Your Energy

Provider: Harvard Business School Working Knowledge

Format: Article

Length (mins): 14

URL: <https://hbr.org/2024/02/5-ways-to-deal-with-the-microstresses-draining-your-energy>



40. Authentic leadership



Leadership and management

Framework frequency (%): 31.50

Google results (billions): 0.02

Definition: Being one's true self in a leadership role, acknowledging one's own strengths and weaknesses and challenges of the role, rather than seeking to project an unrealistic leadership ideal.

Real-world application / example: A company is going through a period of change, such as a merger or restructuring, authentic leadership would be highly applicable. Leaders who are authentic in their communication and decisions can help inspire trust and transparency among employees, lead.

Sample content

Title: Cracking the Code of Effective Leadership with the Leadership Circle

Provider: The Humanizing Work Show

Format: Video

Length (mins): 30

URL: <https://www.humanizingwork.com/cracking-the-code-of-effective-leadership-with-the-leadership-circle/>



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41. Digital collaboration



Digital

Framework frequency (%): 30.90

Google results (billions): 5.18

Definition: Using digital and online tools to communicate, collaborate, co-work and build and maintain working relationships effectively.

Real-world application / example: In a global marketing team where members are located in different countries, digital collaboration tools such as project management software, video conferencing, and cloud storage are highly applicable for coordinating campaigns and sharing resources.

Sample content

Title: The Future of Remote and Hybrid Work: Setting and Managing Expectations at Work

Provider: 5Mins.ai

Format: Video/Audio

Length (mins): 3

URL: <https://app.5mins.ai/lesson/627d38bf7ec241f2cae0d847>



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42. Emotional intelligence

🧠 Communication and collaboration

Framework frequency (%): 30.70

Google results (billions): 0.17

Definition: The ability to recognise emotions in oneself and others, and control, express and respond to those emotions in positive ways.

Real-world application / example: Resolving conflicts among team members in a fast-paced startup environment.

Sample content

Title: What Are the 5 Components of Emotional Intelligence?

Provider: eLearning Industry

Format: Blogpost

Length (mins): 4

URL: <https://elearningindustry.com/what-are-the-components-of-emotional-intelligence>



43. Business savvy

Commerciality and business savvy

Framework frequency (%): 30.60

Google results (billions): 0.16

Definition: Financial acumen, a nose for the right business priorities, and an understanding of how to get things done in the context of the organisation.

Real-world application / example: When negotiating a business deal (when selling or buying) with a difficult buyer.

Sample content

Title: Leadership Qualities the Most Successful Small Business Owners Share

Provider: Entrepreneur

Format: Article

Length (mins): 10

URL: <https://www.entrepreneur.com/leadership/leadership-qualities-the-most-successful-small-business/454270>

44. Leadership



Leadership and management

Framework frequency (%): 30.50

Google results (billions): 1.03

Definition: Selecting and defining goals, and motivating, guiding and supporting people to achieve them.

Real-world application / example: A company is undergoing a major restructuring or change in strategy. A strong leader is required to provide direction, motivate employees, and make tough decisions to steer the organization towards success.

Sample content

Title: Fearless Leadership

Provider: Journal by getAbstract

Format: Podcast

Length (mins): 28

URL: <https://eliteagent.com/fearless-leadership-rebecca-halton-on-pioneering-growth-empowering-your-team-and-embracing-wellness/>



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45. Agile

 Productivity and planning

Framework frequency (%): 30.30

Google results (billions): 22.52

Definition: Understanding when and how to employ an Agile methodology, in particular testing ideas in the real world quickly and cheaply, using prototypes and MVPs to inform their next iteration.

Real-world application / example: Developing a new software application for a startup company where quick iterations and adaptability are crucial to meet changing market demands and customer feedback.

Sample content

Title: Can Agile Methods Actually Scale?: Does Agile Suit All Teams?

Provider: 5Mins.ai

Format: Video/Audio

Length (mins): 2

URL: <https://app.5mins.ai/lesson/659677a7cae58311bae71c9e>



46. Influencing

🧠 Communication and collaboration

Framework frequency (%): 29.80

Google results (billions): 1.03

Definition: The ability to change the way people think or act.

Real-world application / example: In a sales and marketing team setting, influencing skills would be highly applicable when persuading clients to choose your product or service over a competitor's.

Sample content

Title: Influencing People

Provider: Coursera

Format: Course

Length (mins): 660

URL: <https://www.coursera.org/learn/influencing-people>



47. Microsoft Outlook



Framework frequency (%): 28.70

Google results (billions): 0.55

Definition: Use of Microsoft Outlook for email writing and receipt, together with inbox management, meeting scheduling and calendar management.

Real-world application / example: For managing and organizing emails, scheduling meetings, and coordinating communication with team members and clients effectively. It's also handy for the calendar and...timeboxing.

Sample content

Title: Manage Your Emails Better With These Outlook Tips: Email Your Calendar

Provider: 5Mins.ai

Format: Video/Audio

Length (mins): 2

URL: <https://app.5mins.ai/lesson/61c32103d349777dceef6d36>



48. High performing teams



Leadership and management

Framework frequency (%): 28.70

Google results (billions): 1.27

Definition: Understanding the characteristics, behaviours and practices of high performing teams, and how to act to tune team performance for the better.

Real-world application / example: A technology company aiming to develop a groundbreaking new product quickly and efficiently would highly benefit from a high-performing team.

Sample content

Title: Enhancing Team Performance through Debriefing

Provider: Finance Unlocked

Format: Video

Length (mins): 11

URL: <https://financeunlocked.com/videos/leadership-3-8-debriefing>



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49. Networking

🗨️ Communication and collaboration

Framework frequency (%): 27.20

Google results (billions): 1.92

Definition: Starting and developing business relationships based on shared or complimentary interests and skills, for mutual benefit.

Real-world application / example: Attending industry conferences to connect with potential clients, partners, investors, mentors, even, occasionally, friends.

Sample content

Title: The Power of Intentional Networking

Provider: Knowledge at Wharton


Format: Article

Length (mins): 6

URL: <https://knowledge.wharton.upenn.edu/article/the-power-of-intentional-networking/>



50. Partnering

 Commerciality and business savvy

Framework frequency (%): 26.70

Google results (billions): 5.99

Definition: Identifying, nurturing and managing partner relationships in order to maximise business value.

Real-world application / example: A company is looking to expand its distribution network and forms strategic partnerships with other companies in the industry to reach new markets and customers more effectively.

Sample content

Title: How Co-Leaders Succeed

Provider: Harvard Business Review

Format: Article

Length (mins): 10

URL: <https://hbr.org/2024/02/how-co-leaders-succeed>

51. Budgeting

 Commerciality and business savvy

Framework frequency (%): 26.00

Google results (billions): 0.12

Definition: Effective setting of, and managing to, financial budgets.

Real-world application / example: In the retail industry when planning for seasonal promotions and marketing campaigns.

Sample content

Title: Budgeting essentials and development

Provider: Coursera

Format: Course

Length (mins): 1560

URL: <https://www.coursera.org/learn/budgeting-essentials-development>

52. Managing remote teams



Leadership and management

Framework frequency (%): 26.00

Google results (billions): 0.04

Definition: Optimising the effectiveness of remote teams by defining work and communication patterns, processes, use of technology to ensure motivation, resilience, wellbeing and efficient collaboration and individual productivity.

Real-world application / example: A marketing agency with team members located in different cities working on a global campaign for a multinational corporation.

Sample content

Title: Redefining Leadership in the Age of Remote Teams

Provider: Tale Trumping Headlines

Format: Blogpost

Length (mins): 3

URL: <https://medium.com/@cryanmmora/redefining-leadership-in-the-age-of-remote-teams-75794f00a248>



53. Motivating & inspiring



Leadership and management

Framework frequency (%): 25.00

Google results (billions): 0.14

Definition: Giving purpose, direction and energy to people in the achievement of goals by setting a vision, inspiring and incentivising.

Real-world application / example: Leading a sales team during a challenging sales quarter, encouraging the team members to stay focused, positive, and motivated to meet their sales targets.

Sample content

Title: My journey to thank all the people responsible for my morning coffee

Provider: TED@Work

Format: Video

Length (mins): 15

URL: <https://www.ted.com/talks/27173>



54. Giving feedback



Leadership and management

Framework frequency (%): 24.90

Google results (billions): 13.06

Definition: Identifying and delivering advice on performance or capabilities in a kind, useful and actionable way.

Real-world application / example: During a performance review, a manager providing constructive feedback to an employee on ways to improve their sales techniques in a retail store.

Sample content

Title: Deliver Useful Feedback: What to Include & How to Deliver: Detail the Impact & Explain the Why

Provider: 5Mins.ai

Format: Video/Audio

Length (mins): 3

URL: <https://app.5mins.ai/lesson/65cb36455aa5a92634ffb84f>



55. Oral communication

Communication and collaboration

Framework frequency (%): 24.70

Google results (billions): 0.38

Definition: The ability to express thoughts and ideas clearly, confidently and persuasively in formal and informal contexts.

Real-world application / example: During a sales pitch to a potential clients. You'd need to understand the prospect, connect with them and persuade them. Much of that will be through what is said.

Sample content

Title: Getting to the Point Faster While Speaking: Know Your Point

Provider: 5Mins.ai

Format: Video/Audio

Length (mins): 2

URL: <https://app.5mins.ai/lesson/632481df5b432badd5f0ff75>

56. Business finance

 Commerciality and business savvy

Framework frequency (%): 23.60

Google results (billions): 6.63

Definition: An understanding of, and the ability to apply, financial concepts in business. This includes financial reporting (financial KPIs; interpreting profit and loss statements, cash flow); budget setting processes and management; basic macroeconomics.

Real-world application / example: Analyzing financial statements to evaluate the performance and financial health of a company before a merger or acquisition.

Sample content

Title: Fundamentals of Finance

Provider: Coursera

Format: Course

Length (mins): 600

URL: <https://www.coursera.org/learn/finance-fundamentals-uci>



57. Sense-making

 Productivity and planning

Framework frequency (%): 23.30

Google results (billions): 4.77

Definition: Understanding different points of view and sources of information, working out which are important and validating that understanding.

Real-world application / example: A company is analyzing customer feedback to understand the reasons behind a sudden drop in sales. The skill of sense-making would be highly applicable here to make sense of the data, identify patterns, and derive actionable insights to address the issue.

Sample content

Title: What Is Common Sense?

Provider: Knowledge at Wharton

Format: Article

Length (mins): 5

URL: <https://knowledge.wharton.upenn.edu/article/what-is-common-sense/>

58. Business planning

 Productivity and planning

Framework frequency (%): 23.10

Google results (billions): 3.43

Definition: Writing (or less formally defining) or contributing to a business plan in consultation with relevant stakeholders.

Real-world application / example: Developing a marketing strategy for launching a new product line.

Sample content

Title: Business Strategy vs Business Plan

Provider: Tale Trumping Headlines

Format: Article

Length (mins): 3

URL: <https://alekseiberdnik.medium.com/business-strategy-vs-business-plan-499d28c4d514>

59. Self awareness

 Wellbeing and resilience

Framework frequency (%): 22.70

Google results (billions): 0.52

Definition: Being reliably and consistently conscious of your emotions and feelings and their causes.

Real-world application / example: During a performance appraisal meeting, a manager demonstrates self-awareness by acknowledging their own weaknesses and areas for improvement, leading to a more constructive conversation with their employee about goal setting and development strategies.

Sample content

Title: The Skill of Yoda: Emotional Intelligence: Self Awareness


Provider: 5Mins.ai

Format: Video/Audio

Length (mins): 4

URL: <https://app.5mins.ai/lesson/65c4c4b368baa40c273806b0>

60. Pitching

 Commerciality and business savvy

Framework frequency (%): 21.90

Google results (billions): 0.80

Definition: The ability to succinctly and powerfully persuade an audience of the value of an idea.

Real-world application / example: A marketing executive pitching a new advertising campaign to potential clients.

Sample content

Title: The Elevator Pitch: How to Master Your Own (+ 7 Real Elevator Pitch Examples to Learn From)

Provider: Close

Format: Blogpost

Length (mins): 20

URL: <https://blog.close.com/elevator-pitch/>

61. Setting direction



Leadership and management

Framework frequency (%): 21.90

Google results (billions): 0.29

Definition: Defining goals and making robust plans, and selling and communicating that purpose to a team or group.

Real-world application / example: A retail company that is undergoing a major rebranding strategy to shift its target market from older adults to millennials. The company needs to set a clear direction for the new branding, marketing initiatives, product offerings, and customer experience.

Sample content

Title: Essentials of Management and Strategic Planning

Provider: Coursera

Format: Course

Length (mins): 540

URL: <https://www.coursera.org/learn/management-essentials-strategic-planning>



62. Giving a presentation

 Communication and collaboration

Framework frequency (%): 21.70

Google results (billions): 3.00

Definition: Delivering a talk to an audience in a way that holds attention and gets a message across.

Real-world application / example: A product manager needs to present a new product or service to potential clients during an internal strategy meeting.

Sample content

Title: Introduction to High Impact Presentations

Provider: Finance Unlocked

Format: Video

Length (mins): 3

URL: <https://financeunlocked.com/videos/introduction-to-high-impact-presentations>



63. Mindfulness

 Wellbeing and resilience

Framework frequency (%): 21.70

Google results (billions): 0.69

Definition: Reducing stress and maintaining wellbeing by focusing on being intensely aware of what you're sensing and feeling in the moment.

Real-world application / example: A high-stress corporate environment where employees are feeling overwhelmed and struggling to focus, leading to decreased productivity and increased turnover. Mindfulness training could be implemented to help employees manage their stress and improve focus.

Sample content

Title: "Mindfulness Is a Lifestyle."

Provider: getAbstract


Format: Blogpost

Length (mins): 10

URL: <https://journal.getabstract.com/en/2021/06/07/mindfulness-is-a-lifestyle/>



64. Customer focus

 **Commerciality and business savvy**

Framework frequency (%): 21.40

Google results (billions): 10.40

Definition: Seeing the world from a customer's point of view, and having their interests at heart when communicating, defining priorities and delivering products or services.

Real-world application / example: A customer service representative handling a high volume of calls from dissatisfied customers with billing issues.

Sample content

Title: Beyond Transactions: How to Build Lasting Client Partnerships

Provider: Social Media Examiner

Format: Article

Length (mins): 8

URL: <https://www.socialmediaexaminer.com/beyond-transactions-how-to-build-lasting-client-partnerships/>



65. Goal setting



Leadership and management

Framework frequency (%): 21.00

Google results (billions): 5.76

Definition: Identifying, prioritising and defining goals that align with organisational objectives, and ensuring processes and tools are in place to track and manage their delivery.

Real-world application / example: A sales team setting quarterly sales targets to increase revenue and meet business objectives.

Sample content

Title: Why Setting Processes (Not Milestones) Is the Secret to Kicking Goals

Provider: The Vector Impact

Format: Article

Length (mins): 5

URL: <https://www.thevectorimpact.com/process-oriented-goals/>

66. Active listening

🧠 Communication and collaboration

Framework frequency (%): 20.90

Google results (billions): 1.10

Definition: Listening with attention to verbal and non-verbal cues, summarising to ensure comprehension, with the objective of accurately understanding the entirety of what a speaker intends to communicate.

Real-world application / example: During a client meeting, an account manager practices active listening to fully understand the client's needs and preferences in order to provide tailored solutions, leading to a successful partnership and improved customer satisfaction.

Sample content

Title: How to Understand People Better, with Heather Younger

Provider: Coaching for Leaders

Format: Podcast

Length (mins): 38

URL: <https://coachingforleaders.com/podcast/understand-people-better-heather-younger/>



67. Performance management



Leadership and management

Framework frequency (%): 20.70

Google results (billions): 9.48

Definition: Defining performance expectations and supporting individuals in their delivery through review, feedback, advice and coaching, informally and formally through a objective-setting & review process.

Real-world application / example: In a sales organization, performance management is crucial to set clear sales targets, track individual sales performance, provide timely feedback and offer coaching to improve sales outcomes.

Sample content

Title: Rethinking Performance Management: Final Thoughts

Provider: 5Mins.ai

Format: Video/Audio

Length (mins): 3

URL: <https://app.5mins.ai/lesson/61c32198d349777dceef8d04>



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68. Teamwork

 Communication and collaboration

Framework frequency (%): 19.40

Google results (billions): 0.81

Definition: Working intelligently, effectively and supportively as part of formal or informal teams.

Real-world application / example: In a marketing agency, a team of graphic designers, copywriters, and marketing specialists collaborate on a campaign for a new product launch. Each team member contributes their expertise to create a cohesive and effective marketing strategy.

Sample content

Title: 4 Characteristics of an Effective Team

Provider: Harvard Business School Online

Format: Blogpost

Length (mins): 8

URL: <https://online.hbs.edu/blog/post/characteristics-of-an-effective-team>



69. Prioritisation

 Productivity and planning

Framework frequency (%): 19.40

Google results (billions): 0.01

Definition: Deciding the order in which to tackle tasks, deliver projects etc., typically based on relative importance, urgency, risk or estimates of benefit/cost.

Real-world application / example: A project manager helping a team to prioritize tasks and deadlines to meet project milestones.

Sample content

Title: How to Prioritize Anything With the Eisenhower Decision Matrix: The Matrix Setup

Provider: 5Mins.ai

Format: Video/Audio

Length (mins): 2

URL: <https://app.5mins.ai/lesson/61e563884b4a6673aeea0f5a>



70. Resilience

 Wellbeing and resilience

Framework frequency (%): 19.40

Google results (billions): 0.21

Definition: Coping with and maintaining performance during and after setbacks and stressful situations.

Real-world application / example: A business leader facing a sudden and unexpected economic downturn that requires swift and strategic decision-making to keep the company afloat.

Sample content

Title: Set-Backs, Challenges and Resilience: How to Keep Moving Forward

Provider: 5Mins.ai


Format: Video/Audio

Length (mins): 3

URL: <https://app.5mins.ai/lesson/61c32181d349777dceef8859>



71. Negotiating

 Commerciality and business savvy

Framework frequency (%): 19.30

Google results (billions): 0.21

Definition: The ability to reach agreements with customers, suppliers, colleagues and partners that are fair, sustainable and maximise business value.

Real-world application / example: A company is negotiating a partnership or collaboration with another organization to develop a new product or enter a new market.

Sample content

Title: The Art of Negotiation

Provider: Stanford Graduate School of Business

Format: Video

Length (mins): 6

URL: https://www.youtube.com/watch?v=OFYM_RES6CQ

72. Integrity

💡 Growth

Framework frequency (%): 19.10

Google results (billions): 0.55

Definition: Being trustworthy and reliable by acting honestly and sticking to moral principles.

Real-world application / example: Handling sensitive financial information or managing investments on behalf of clients. Also important is in all situations, period.

Sample content

Title: Earning Other People's Respect Comes Down to These 3 Things

Provider: Entrepreneur

Format: Blogpost

Length (mins): 6

URL: <https://www.entrepreneur.com/leadership/earning-peoples-respect-comes-down-to-these-3-things/468428>



73. Delegating



Leadership and management

Framework frequency (%): 19.00

Google results (billions): 0.09

Definition: Knowing when and how to give others responsibility for the execution of tasks or delivery of objectives.

Real-world application / example: A project manager delegating tasks to team members in order to meet tight deadlines for a client deliverable.

Sample content

Title: Delegating Work to Employees

Provider: 5Mins.ai

Format: Video/Audio

Length (mins): 3

URL: <https://app.5mins.ai/lesson/61c321d2d349777dceef9878>



74. Having difficult conversations

🧠 Communication and collaboration

Framework frequency (%): 18.40

Google results (billions): 0.73

Definition: Being able to manage discussions where there are differences of opinion, where emotions are running high, or which include the delivery of unwelcome or sensitive messages.

Real-world application / example: Someone in your team has been rude to another member of the team. You need to bring it up and improve relations but it's not obvious what to say - this team member is sensitive.

Sample content

Title: How to Have Difficult Conversations Without Burning Bridges

Provider: Harvard Business Review

Format: Article

Length (mins): 14

URL: <https://hbr.org/2023/05/how-to-have-difficult-conversations-without-burning-bridges>



75. Personal impact

 Productivity and planning

Framework frequency (%): 18.10

Google results (billions): 1.61

Definition: Maximise the difference you make in the business, creating a strong positive first impression, communicating the value you add effectively, and selecting the highest ROI tasks and projects.

Real-world application / example: Finding a opportunity to shine as a new joiner in a marketing team. You do a good job but are not recognised for it - how to gain some recognition.

Sample content

Title: How to Create Positive Impact in People's Lives

Provider: 5Mins.ai

Format: Video/Audio

Length (mins): 3

URL: <https://app.5mins.ai/lesson/61c32100d349777dceef6c6f>



76. Storytelling

🧠 Communication and collaboration

Framework frequency (%): 18.00

Google results (billions): 1.67

Definition: The ability to simplify complex ideas, information and data by structuring the message as a story that captures the audience's imagination and connects with them emotionally.

Real-world application / example: A company is seeking to engage customers and build brand loyalty through marketing campaigns or advertising. By crafting compelling stories (like Apple did with their Think Different campaign) that resonate with the target audience.

Sample content

Title: "Many People Get Data Storytelling Wrong."

Provider: getAbstract

Format: Article

Length (mins): 12

URL: <https://journal.getabstract.com/en/2023/11/07/many-people-get-data-storytelling-wrong/>



77. Embracing change

 Wellbeing and resilience

Framework frequency (%): 17.50

Google results (billions): 0.16

Definition: Treating change as an opportunity and positive experience, and seeking to make the best of it.

Real-world application / example: A company is transitioning to a new digital platform for its operations and services.

Sample content

Title: Why change is so scary – and how to unlock its potential

Provider: TED@Work

Format: Video

Length (mins): 14

URL: <https://www.ted.com/talks/115477>

78. Decision making

 Productivity and planning

Framework frequency (%): 17.20

Google results (billions): 5.38

Definition: Proficiency in choosing between alternatives in a systematic way.

Real-world application / example: A company is faced with the dilemma of whether to expand its product line to include a new range of environmentally friendly options, weighing the potential market demand against the higher production costs and investment required.

Sample content

Title: 3 ways to make better decisions -- by thinking like a computer

Provider: TED@Work

Format: Video

Length (mins): 12

URL: <https://www.ted.com/talks/13523>



79. Coaching



Leadership and management

Framework frequency (%): 16.60

Google results (billions): 1.12

Definition: Supporting people in the development of skills and the execution of tasks through advice, guidance, training and discussion.

Real-world application / example: A manager coaching a team of sales representatives to improve their performance and achieve their sales targets.

Sample content

Title: Coaching Skills Are a Multiplier

Provider: Humanizing Work

Format: Blogpost

Length (mins): 4

URL: <https://www.humanizingwork.com/coaching-skills-are-a-multiplier/>



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80. Microsoft Word



Framework frequency (%): 16.40

Google results (billions): 3.38

Definition: Effective and efficient use of Microsoft Word to produce and edit documents.

Real-world application / example: Creating professional business documents such as reports, presentations, proposals, and correspondence.

Sample content

Title: 7 Tips For Microsoft Word to Improve Productivity: Edit PDFs, Research and Citations

Provider: 5Mins.ai

Format: Video/Audio

Length (mins): 2

URL: <https://app.5mins.ai/lesson/65f1ce6d8f8d16505000bb6e>



81. Enabling diversity

 Communication and collaboration

Framework frequency (%): 16.00

Google results (billions): 7.72

Definition: Valuing and ensuring diverse views, beliefs and backgrounds when making decisions, designing processes, building culture and in collaborative work.

Real-world application / example: In a global tech company expanding into new markets, enabling diversity would be highly applicable in fostering an inclusive workplace that can understand and cater to the needs of diverse customers and users across different regions.

Sample content

Title: Unconscious Bias and Cognitive Diversity Diversity

Provider: Finance Unlocked

Format: Video

Length (mins): 12

URL: <https://financeunlocked.com/videos/conduct-and-culture-3-3-diversity-unconscious-bias-and-psychological-safety>



82. Vision



Leadership and management

Framework frequency (%): 16.00

Google results (billions): 0.38

Definition: Imagining and communicating an inspirational future state towards which people are motivated to work.

Real-world application / example: A business leader needing to develop a long-term strategy and direction for a company undergoing significant industry disruption.

Sample content

Title: How Great Leaders Inspire Action

Provider: TED

Format: Video

Length (mins): 10

URL:

https://www.ted.com/talks/simon_sinek_how_great_leaders_inspire_action?language=en



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83. Internet of Things

 Digital

Framework frequency (%): 15.70

Google results (billions): 2.59

Definition: Understanding the function and application of technologies whereby physical products communicate with the internet, for example to supply measurements (e.g. in wearable technology) or in order to manage their performance (e.g. sending diagnostic or error

Real-world application / example: The development and implementation of a smart manufacturing system in a factory in order for their to be far more automation. Along with this comes a lot of hardware investment and training for people.

Sample content

Title: Oil And Gas Industry Sees Rapid Growth In IoT Devices

Provider: IoT Tech News

Format: Article

Length (mins): 5

URL: <https://www.iottechnews.com/news/2024/apr/04/oil-and-gas-industry-rapid-growth-iot-devices/>



84. Psychological safety

🧠 Communication and collaboration

Framework frequency (%): 15.40

Google results (billions): 2.42

Definition: Engendering an environment where people are confident in expressing their true opinion and feelings, and in taking decisions and actions without fear of blame or repercussions.

Real-world application / example: In a tech company where teams are working on innovating new products, psychological safety would be handy during brainstorming sessions to encourage open communication and idea sharing without fear of negative judgment or reprisal.

Sample content

Title: Psychological Safety Will Not Just Bubble up Because People Talk about It

Provider: getAbstract

Format: Article

Length (mins): 11

URL: <https://journal.getabstract.com/en/2023/04/14/psychological-safety-will-not-just-bubble-up-because-people-talk-about-it/>



85. Microsoft PowerPoint

 Digital

Framework frequency (%): 15.10

Google results (billions): 7.93

Definition: Effective and efficient use of Microsoft PowerPoint to produce, edit and present slides.

Real-world application / example: Creating a visually appealing presentation to pitch a new product or idea to potential investors or clients using Microsoft PowerPoint.

Sample content

Title: Create Informative Presentations with Microsoft PowerPoint

Provider: Coursera

Format: Course

Length (mins): 60

URL: <https://www.coursera.org/learn/create-informative-presentations-with-microsoft-powerpoint>

86. Ethics

Communication and collaboration

Framework frequency (%): 14.90

Google results (billions): 3.67

Definition: Doing the 'right thing' in business, even when not compelled to by rules or process.

Real-world application / example: A real-world business situation where ethics would be highly applicable is when a pharmaceutical company is deciding whether or not to release a new drug to the market, considering the potential side effects and long-term impacts on patients' health.

Sample content

Title: "You Don't Have to Be Old and Wise to Do What's Right."

Provider: Journal by getAbstract

Format: Article

Length (mins): 13

URL: <https://journal.getabstract.com/en/2022/08/25/you-dont-have-to-be-old-and-wise-to-do-whats-right/>



87. Digital agility



Framework frequency (%): 13.40

Google results (billions): 0.01

Definition: Working in a digital business environment effectively and imaginatively, assessing and adopting new technologies to improve existing processes and adapting processes to work with new technologies.

Real-world application / example: In the retail industry, where a company needs to quickly adapt and pivot their online marketing strategies in response to changing consumer behaviors and trends.

Sample content

Title: Creating the Agile Organisation

Provider: 5Mins.ai

Format: Video/Audio

Length (mins): 3

URL: <https://app.5mins.ai/lesson/61c3222bd349777dceefaae9>



88. Future of work

 Growth

Framework frequency (%): 12.50

Google results (billions): 5.84

Definition: Awareness of the impact of technological, societal and economic change on the capabilities required of your organisation in the future, and the skills and technologies that will underpin them.

Real-world application / example: Developing a plan for workforce readiness in light of emerging technologies such as GenAI.

Sample content

Title: Future of Work 2022 Study

Provider: Accenture

Format: Report

Length (mins): 5

URL: <https://www.accenture.com/ch-en/insights/consulting/future-work>

89. Tableau



Framework frequency (%): 12.30

Google results (billions): 3.39

Definition: Using the Tableau application to produce charts and data visualisations in support of business reporting and insight.

Real-world application / example: Analyzing sales data to identify trends and performance insights for a retail company using Tableau.

Sample content

Title: Data Visualization with Tableau

Provider: Coursera

Format: Course

Length (mins): 1620

URL: <https://www.coursera.org/learn/data-visualization-with-tableau-public>



90. Microsoft Office

 Digital

Framework frequency (%): 11.90

Google results (billions): 1.99

Definition: Familiarity and basic facility with the full Microsoft Office suite of productivity software.

Real-world application / example: Creating a financial report presentation for a board meeting using Microsoft Office.

Sample content

Title: Office Productivity Software and Windows Fundamentals

Provider: Coursera

Format: Course

Length (mins): 300

URL: <https://www.coursera.org/learn/office-productivity-software-windows-fundamentals1>

91. PowerBI



Framework frequency (%): 11.60

Google results (billions): 0.24

Definition: Using the Microsoft PowerBI application to produce charts and data visualisations in support of business reporting and insight.

Real-world application / example: Analyzing sales data to identify trends and make informed business decisions in a retail store using PowerBI.

Sample content

Title: Power BI Introduction: Data Visualisation: Adding Charts

Provider: 5Mins.ai

Format: Video/Audio

Length (mins): 4

URL: <https://app.5mins.ai/lesson/63565903842b275849554bb2>



92. Remote working



Framework frequency (%): 11.30

Google results (billions): 1.86

Definition: Playing a full, effective and fulfilled part while working in a different location from colleagues, especially while home working.

Real-world application / example: A global software development company implementing a remote work policy to allow employees to work from anywhere in the world, enabling the company to tap into a diverse talent pool, reduce office costs, and improve work-life balance for employees.

Sample content

Title: 3 steps to stop remote work burnout

Provider: TED@Work

Format: Video

Length (mins): 4

URL: <https://www.ted.com/talks/67186>



93. Facilitation

 Communication and collaboration

Framework frequency (%): 10.70

Google results (billions): 0.25

Definition: The ability to help a group to have an inclusive, efficient and conclusive (i.e., achieving its objectives) discussion.

Real-world application / example: Leading a strategic planning meeting with key stakeholders from different departments to develop a cohesive organizational strategy for the upcoming year.

Sample content

Title: The Facilitation Advantage: 10 Key Skills to Strengthen Any Leader

Provider: ATD

Format: Article

Length (mins): 10

URL: <https://www.td.org/atd-blog/the-facilitation-advantage-10-key-skills-to-strengthen-any-leader>



94. Research

 Productivity and planning

Framework frequency (%): 10.60

Google results (billions): 5.80

Definition: Searching for, locating, extracting, organising, evaluating and using information relevant to a particular topic.

Real-world application / example: Conducting market research to understand consumer preferences and buying behavior before launching a new product.

Sample content

Title: Being a researcher (in Information Science and Technology)

Provider: Coursera

Format: Course

Length (mins): 420

URL: <https://www.coursera.org/learn/being-researcher>

95. GenAI

 Digital

Framework frequency (%): 10.00

Google results (billions): 0.42

Definition: Awareness and ability to utilise GenAI for various task.

Real-world application / example: In marketing, GenAI can be highly applicable for creating personalized and targeted advertising campaigns based on consumer behavior and preferences.

Sample content

Title: AI or GenAI

Provider: Boston Consulting Group

Format: Video

Length (mins): 1

URL: https://www.youtube.com/watch?v=a6a_QsGKtcg

96. Mentoring



Leadership and management

Framework frequency (%): 8.50

Google results (billions): 0.17

Definition: Understanding and applying the skills and techniques to encourage an individual to define their objectives and develop a robust plan for their realisation.

Real-world application / example: A senior executive in a company mentors a newly promoted manager to help them navigate the challenges of their new role and develop their leadership skills.

Sample content

Title: What Mentors Wish Their Mentees Knew

Provider: Harvard Business Review

Format: Article

Length (mins): 12

URL: <https://hbr.org/2017/11/what-mentors-wish-their-mentees-knew>



97. Lean processes

 Productivity and planning

Framework frequency (%): 7.00

Google results (billions): 0.02

Definition: Eliminating waste and improving efficiency by applying the Lean methodology.

Real-world application / example: A manufacturing company implementing lean processes to streamline production and reduce waste in their manufacturing operations.

Sample content

Title: Lean Management Fundamentals

Provider: Coursera

Format: Course

Length (mins): 720

URL: <https://www.coursera.org/learn/lean-management-fundamental>

98. Inclusivity

 Communication and collaboration

Framework frequency (%): 4.60

Google results (billions): 0.32

Definition: Behaving in a way that allows and encourages participation from people as their authentic selves, irrespective of disability, race, gender, sexual orientation, nationality or other demographic.

Real-world application / example: Developing an inclusive marketing campaign that effectively reaches and resonates with diverse demographics, such as a global beauty brand launching a new product line to cater to a wide range of skin tones and types.

Sample content

Title: How to Be Holistic in Your Organisation's Inclusivity Strategy

Provider: 5Mins.ai


Format: Video/Audio

Length (mins): 2

URL: <https://app.5mins.ai/lesson/641485b7788f4b0d8140eafc>



99. Sustainability

 **Commerciality and business savvy**

Framework frequency (%): 4.50

Google results (billions): 3.66

Definition: An understanding of the factors that affect the long-term and whole-system costs and impacts of processes, products and operating models, and of how to measure and manage for the very long term.

Real-world application / example: Implementing environmentally friendly practices in a manufacturing company to reduce waste and energy consumption, ultimately leading to cost savings and a positive impact on the environment.

Sample content

Title: Introduction to Corporate Sustainability Reporting

Provider: Sustainability Unlocked

Format: Video

Length (mins): 13

URL: <https://sustainabilityunlocked.com/videos/sustainability-data-corporate-reporting>

100. Sleep habits

 Wellbeing and resilience

Framework frequency (%): 4.40

Google results (billions): 1.11

Definition: Adopting and cementing habits that promote good sleep.

Real-world application / example: In a shift-based work environment, such as a call center. Employees who have good sleep habits are more likely to be alert, focused, and productive during their assigned shifts, leading to better customer service and overall performance.

Sample content

Title: Are naps actually good for us?

Provider: TED@Work

Format: Video

Length (mins): 2

URL: <https://www.ted.com/talks/81788>