

ADDITIONAL LEARNING

Ashridge Virtual Learning Resource Centre



What is the Virtual Learning Resource Centre?

The VLRC provides access to a range of quality Ashridge resources and is a valuable tool for your personal development, keeping you informed of the latest materials in management thinking.

We have negotiated access for all MOD staff ; you can access the site any time, anywhere. (See opposite for login details.)

The learning guides, Management Pocketbooks and book reviews have been mapped against the MOD Core Competences (go to the 'MOD Competences' section of the Staff Development Zone).

Learning guides

You will find over 60 learning guides written by Ashridge faculty and associates covering a broad spectrum of management skills and competences. Each guide contains an overview of the topic area, a variety of activities and/or self assessment exercises and resources recommended by tutors. Several topics are now available in seven different languages.

Management Pocketbooks®

For a more bite-sized approach to learning, you can download or print pdf versions of the successful Management Pocketbook series.

Book reviews

Over 300 business and management titles have been reviewed by Ashridge associates. These comprehensive reviews extract the key learning points from the text and save you valuable time. Popular titles can also be downloaded in audio format.

Economic trends

You can gain helpful insights into industry performance around the world and access Political, Economic, Social and Technological (PEST) data through Oxford Analytica's country profiles. An Ashridge economist also produces five industry reports each month which enable you to see how a particular industry has been performing globally.

Software guides

These software guides, written by Ashridge's IT trainer, will help you brush up on your IT skills. Explore a range of tutorials from beginner to advanced level covering the entire Office Suite for Microsoft Office 2000, 2003 and XP.

A useful section which includes interactive exercises to help you assess your skills, highlighting development activities and further resources including learning guides, book summaries and websites on many areas including work/life balance and career development.

Ashridge publications

To stay up to date with the latest in management thinking, search the range of Ashridge journals written by Ashridge tutors, consultants and associates.

Useful websites

Rather than use a search engine, you will find links to over 700 websites, recommended by Ashridge tutors and experts. These are categorised by industry and business topic.

InfoTrac®

InfoTrac is a Thomson Gale database which stores articles from 250 business and management journals including such titles as Management Today, Marketing Week and The Economist. Searches can reveal full-text articles to print or download.



'Excellent informative and user-friendly material that staff can access and use at a time and pace of their own choosing. I have no hesitation in encouraging my team to make use of this valuable resource.'

ADDITIONAL LEARNING

Learning Guides

- Action Learning
- Appraisal
- Assertiveness
- Balanced Scorecard
- Benchmarking
- Brand Management
- Business Leadership for Women
- Coaching
- Communicating Bad News
- Competency Based Interviewing
- Competitor Analysis

- Consulting
- Corporate Responsibility
- Costing/Management Accounting
- Creativity
- Cross Cultural Differences
- Customer Relationship Management
- Decision Making and Problem Solving
- Delegation
- Emotional Intelligence
- Employee Engagement
- Empowerment
- Facilitation Skills
- Feedback Techniques
- Harassment
- Influencing
- Innovation
- Interpersonal Skills
- Interpreting Financial Accounts
- Interviewing
- Introduction to Marketing
- Investment Appraisal
- Knowledge Management
- Leadership
- Learning Organisation
- Lifestyle Planning
- Managing Change
- Managing Conflict
- Managing Diversity
- Managing Stress
- Managing Your Career
- Manufacturing Operations
- Marketing Strategy and Planning
- Meeting Skills
- Memory Techniques
- Mentoring
- Motivating People
- Negotiating Skills
- Networking
- Neuro Linguistic Programming
- Performance Management
- Presentation Skills
- Process Management
- Project Management
- Public Relations
- Relationship Marketing
- Remote Working
- Risk Management
- Self-Managed Development
- Service Excellence
- Strategic Awareness
- Supply Chain Management
- Talent Management and Succession Planning
- Sustainable Development
- Team Building/Team Working
- Time Management
- Value Creation
- Virtual Teams
- Work-Life Balance
- Writing a Business Plan
- Writing Skills

Management Pocketbooks®

- 360 Diagnostics
- Assertiveness
- Balance Sheet
- Business Planning
- Challenger's
- Coaching
- Communicator's
- Competencies
- Creative Manager's
- CRM
- Cross-Cultural Business

- Cultural Gaffes
- Customer Service
- Decision Making
- Delegation
- Developing People
- Discipline
- Diversity
- E-Commerce
- Emotional Intelligence
- Empowerment
- Employment Law
- Energy and Well Being
- Facilitator's
- Flexible Workplace
- Handling Complaints
- Impact and Presence
- Improving Efficiency
- Improving Profitability
- Induction
- Influencing
- International Trade
- Interviewers
- IT Trainers
- Key Account Managers
- Leadership Manager's
- Managing Budgets
- Managing Cashflow
- Managing Change
- Managing Upwards
- Managing Your Appraisal
- Management Recruitment
- Marketing
- Mentoring
- Motivation
- Negotiator's
- Networking
- Neuro Linguistic Programming
- Openers and Closers
- People Manager's
- Performance Management
- Personal Success
- Positive Mental Attitude
- Presentations
- Problem Behaviour
- Project Management
- Psychometric Testing
- Resolving Conflict
- Reward
- Sales Excellence
- Salesperson's
- Self-Managed Development
- Starting in Management
- Strategy
- Stress
- Succeeding at Interviews
- Teambuilding Activities
- Teamworking
- Telephone Skills
- Telesales
- Thinker's
- Time Management
- Trainer's
- Virtual Teams
- Vocal Skills
- Workplace Politics

Accessing the VLRC

The VLRC is open to everyone in MOD and is accessible via the Internet at: <http://www.ashridge-mod.org>

Go to **STAFF DEVELOPMENT ZONE**
Enter the username and password allocated to your TLB in CAPITALS, as they are case sensitive

Select the **Ashridge VLRC**.

NOTE: You can also access the Ashridge VLRC via the Defence Learning Portal (DLP) – www.dlp.mod.uk or a Defence Electronic Learning Centre (DELC) www.delc.co.uk

TLB	Username and password civilian personnel	Username and password military personnel
ROYAL NAVY COMMAND	CIVNAVY	MILNAVY
LAND FORCES	CIVLAND	MILLAND
AIR COMMAND	CIVAIR	MILAIR
CENTRAL	CIVCTR	MILCTR
CJO	CIVCJO	MILCJO
DE&S	CIVDES	MILDES
DE	CIVDE	MILDE
SIT	CIVSIT	MILSIT
DSG	CIVDSG	MILDSG
DSTL	CIVDSTL	MILDSTL
HYDROGRAPHER	CIVHYDRO	MILHYDRO
MET OFFICE	METOFFICE	METOFFICE