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**TOOLS  
THAT ADULT EDUCATORS & ADULT EDUCATION ORGANIZATIONS CAN  
EXPLOIT IN ORDER TO SUPPORT CCS PROFESSIONALS / ARTISTS WITH  
THEIR PERSONAL AND PROFESSIONAL DEVELOPMENT**

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### 1. **SPOTTING OPPORTUNITIES**

- [The top 10 job skills of tomorrow – and how long it takes to learn them](#) (EN)
- [Applying the neuroscience of creativity to creativity training](#) (EN)
- [Individual qualities of creative persons](#) (EN)
- [Creativity Tools](#) (EN)
- [How to Be More Creative](#) (EN)
- [Golden Circle model: Simon Sinek's theory of value proposition, start with why](#) (EN)
- [An Overview of the Componential Theory of Creativity \(Amabile\)](#) (EN)
- [SCAMPER - Improving Products and Services](#) (EN)
- [Scamper as a Design Thinking Tool](#) (EN)

- [How To Get STARTED On LinkedIn in 2022](#) (EN)
- [How To Use LinkedIn To Market Your Business](#) (EN)
- [What is Design Thinking?](#) (EN)

For Further Reading:

- [What is creativity? The ultimate guide to understanding today's most important ability](#) (EN)
- [Creativity](#) (EN)
- [What is Creativity? And why is it crucial for business success?](#) (EN)
- [Applying the neuroscience of creativity to creativity training](#) (EN)
- What is design thinking and why is it important?  
<https://www.mygreatlearning.com/blog/importance-of-design-thinking/> (EN)

## 2. **VALUING IDEAS**

- [Valuing ideas](#) (EN)
- [Four Key Ideas For Social Value Creation](#) (EN)
- [How To Evaluate Your Ideas Using A Value Hierarchy](#) (EN)
- [How to use design thinking in the UX design process](#) (EN)
- [How to Know Which Ideas Your Company Should Pursue](#) (EN)
- [Balancing on the Creative Highway: Forecasting the Success of Novel Ideas in Organizations](#) (EN)
- [Idea Evaluation Matrix: Step-by-Step Guide](#) (EN)
- [How To Pick The Best Ideas After A Brainstorm](#) (EN)
- [The 4 Best Methods To Evaluate Ideas For Your Innovation Pipeline](#) (EN)

For Further Reading / Watching:

- [How To TEST ANY BUSINESS OR PRODUCT IDEA With REAL Customers → 3 Simple Steps](#) (EN)
- [6 Steps to Discover Your Core Values](#) (EN)

- [How to Define Your Personal Values](#) (EN)
- [My Career Path, Carnegie Mellon University](#) (EN)
- [A Model Of Idea Evaluation and Selection for Product Innovation](#) (EN)
- [Innovation Management – The Ultimate Guide](#) (EN)

### 3. **SELF-AWARENESS & SELF-EFFICACY**

What is self-awareness & self-efficacy

- [Tips for believing and developing yourself](#) (EN)
- [Reflecting on your needs, aspirations and wants in the short, medium and long term](#) (EN)
- [Identifying and managing your goal-attaining efforts](#) (EN)
- [Identifying and assessing your individual and group strengths and weaknesses](#) (EN)
- [Believing in yourself in times of uncertainty](#) (EN)
- [Good Examples/Practices](#) (EN)
- [Practicing self-awareness](#) (EN)

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#### 5. **FINANCIAL AND ECONOMIC LITERACY**

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## **6. PLANNING AND DEVELOPMENT**

- [Mastering Time Management: How time guarantee your success](#) (EN)
- [How To Plan Your Life, When You Can't Plan Your Life](#) (EN)
- [How to Create a Master Plan for Your Life](#) (EN)
- [Entertainment, Arts & Culture Action Plan](#) (EN)
- [The Action Plan for Entertainment, Arts & Culture Businesses](#) (EN)
- [Treasure Mapping](#) (EN)
- [SMART Goals](#) (EN)

For Further Reading / Watching:

- [Infographic: Re-planning using the change compass](#)

- [Video: Planning and goal setting in management](#)

## 7. **COPING WITH UNCERTAINTY, AMBIGUITY AND RISK**

- [Risk management in art sector](#) (EN)
- [VUCA framework](#) (EN)
- [Fighting ambiguity with agility](#) (EN)
- [Making decisions dealing with uncertainty, ambiguity and risk](#) (EN)
- [Making decisions when the result is uncertain, information ambiguous or with a risk of unintended outcome](#) (EN)
- [Handling fast changing situations promptly and flexibly](#) (EN)
- [Individual development of artists and industry professionals](#) (EN)
- [Risk mitigation strategies](#) (EN)
- [Examples/Good Practices](#) (EN)

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## 8. EVALUATION DATA AND INFORMATION (DATA LITERACY)

- [Data Analytics Tutorial for Beginners](#) Data Flair Training Blog (EN)
- [Data Visualise](#) Evergreen, S. (2014). Visualise data. Better Evaluation (EN)
- [France: CNIL publishes GDPR compliance guide and self-assessment tool for AI systems](#) Data Guidance Research software (EN)
- [How to Persuade Your Audience With Data Storytelling \(+Examples\)](#) Word Stream (EN)
- [Data Visualization: Best Practices and Foundations](#) Designers (EN)

## 9. **DIGITAL MARKETING**

- [Email Marketing: 8 New Strategies To Implement In 2023](#) (EN)
- [13 Top Tips For Choosing The Right Social Media Platform For Your Business](#) (EN)
- [Business of Art | Digital Marketing for Artists](#) (EN)
- [The Beginner's Guide to SEO](#) (EN)
- [The 8 Best Platforms for Sharing Your Digital Art Online](#) (EN)
- [10 portfolio websites to show off your design work](#) (EN)

For Further Reading / Watching:

- [Building A Winning Artists Business Plan Guide&Template](#)
- [20 Famous Free Brand Guidelines Examples Ready for Download](#)

## 10. **COLLABORATION THROUGH DIGITAL TECHNOLOGIES**

- [How Digital Collaboration in the Workplace Improves Workflows?](#) Bit.ai Blog (EN)
- [How Can Digital Collaboration Change The Way We Work in The Future](#), kissflow (EN)
- [Definition team collaboration](#), TechTarget (EN)
- [Digital collaboration, Delivering innovation, productivity and happiness](#), Deloitte (EN)
- Crowdsourced of software recommendations, <https://alternativeto.net/> (EN)
- <https://www.igi-global.com/chapter/digital-divide-education-knowledge-society/17643>, The Digital Divide in Education in the Knowledge Society (EN)

## 11. **MANAGING DIGITAL IDENTITY (COMMUNICATION & COLLABORATION)**

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### 13. **COPYRIGHT AND LICENCES**

- [Six steps to protect against copyright infringement claims](#) AIA (EN)
- [Open science](#) Wikipedia (EN )
- [What is copyright?](#) University of Surrey (EN)
- [Using Copyright](#) Deakin University (EN)

- [Copyright licences are the most common way rights to use copyright-protected material is given.](#)  
Australian libraries and archives (EN)

#### **14. PROTECTING PERSONAL DATA AND PRIVACY – GDPR**

- Le MOOC de la CNIL est de retour dans une nouvelle version enrichie, <https://www.cnil.fr/fr/le-mooc-de-la-cnil-est-de-retour-dans-une-nouvelle-version-enrichie> (FR)
- The French National Commission on Informatics and Liberty (CNIL) website.  
<https://www.cnil.fr/en/home> (EN)
- Data Protection and Privacy: How to Protect User Data, <https://cloudian.com/guides/data-protection/data-protection-and-privacy-7-ways-to-protect-user-data/> (EN)
- The Global Privacy Assembly website, <https://globalprivacyassembly.org/> (EN)
- The Organisation for Economic Co-operation and Development (OECD) website,  
<https://www.oecd.org/> (EN)
- The Council of Europe (COE) website <https://www.coe.int/en/web/portal/home> (EN)