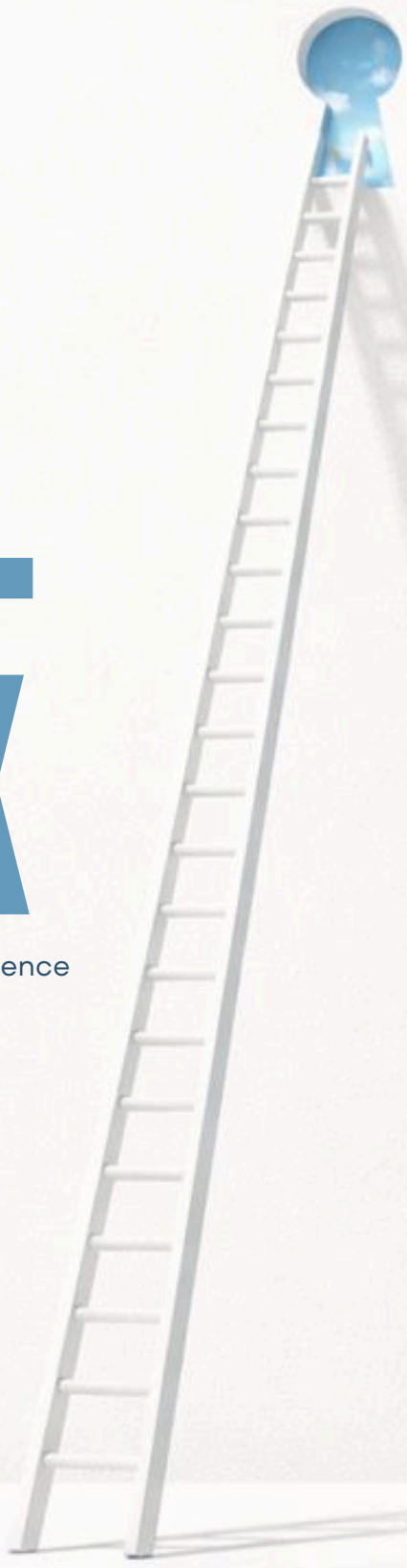
THE SKILL BOOK

Pathway to Learning, Growth & Excellence



Department of HRD
Jamaat-e-Islami Hind, Karnataka

The Skill Book – An Introduction

In today's rapidly changing world, the ability to continuously learn is no longer an option, it is a necessity. New technologies, evolving industries, and changing workplace demands require us to regularly acquire new knowledge and develop new skills. The Skill Book has been created with this purpose in mind: to make learning simple, accessible, and practical for everyone.

This book is a curated collection of learning resources covering a wide range of skills that people are interested in developing. Rather than searching through countless websites, readers will find carefully selected resources from YouTube, online courses, and recommended books, all organized in one place.

Each page of the book focuses on one specific skill, providing the essential information required to begin learning it. To make the learning experience seamless, every resource is embedded with a hyperlink. Simply click on the text to directly access the relevant YouTube video, online course, or book recommendation. This saves valuable time and enables readers to start learning immediately.

For the best experience, it is recommended to open The Skill Book on a laptop or desktop computer, where the hyperlinks function more conveniently and navigation is smoother.

Learning should never stop. The most successful individuals are those who embrace the mindset of a lifelong learner, constantly upgrading their knowledge, refining their abilities, and preparing themselves for new opportunities. Whether you are a student, professional, entrepreneur, educator, or leader, investing in new skills is one of the best investments you can make.

I encourage you to explore The Skill Book, make it a part of your learning journey, and revisit it regularly as you continue to grow. More importantly, if you find it useful, share it with your friends, colleagues, students, and family members. Together, we can cultivate a culture of continuous learning and lifelong growth.

Happy Learning!

Dr. Syed Kazim

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ISLAMIC STUDIES



QUR'AN TAJWEED

VIDEOS ON YOUTUBE

- **Learn Tajweed in 1 Month (Playlist)**
- **Learn Tajweed – the Easy Way (Playlist)**
- **TOO MANY Tajweed Rules? Here's the Ultimate Solution (Playlist)**
- **The BEST 30-day Program for Tajweed (Playlist)**
- **Learn Quran Word by Word (Playlist)**
- **Learn Quran with Tajweed – 180 Days Challenge (Playlist)**
- **Learn Tajweed (Playlist)**
- **Learn Quran with Tajweed (Playlist)**
- **Al-Quran with Tajweed**
- **Tajweed Made Easy (Playlist)**
- **Learn Tajweed – the Easy Way (Playlist)**
- **Learn Tajweed**
- **Complete ARABIC Tajweed Class to Learn Saheh Telawat of Qur'an**



DARS-E-QURAN

BOOKS TO READ

- An Approach to the Quranic Sciences by Mufti Muhammad Taqi Usmani
- Way to the Quran by Khurram Murad
- Journey Through the Quran by Muhammad al-Ghazali
- How to Understand the Quran by Abdul Hamid A. Abu Sulayman
- Reflecting on the Quran by Muhammad al-Ghazali
- Purification of the Heart and Soul by Hamid Ahmad Tahir
- The Quran and the Seerah by Abul Hasan Ali Nadwi
- The Majestic Quran by Musharraf Hussain
- Quranic Concepts by Abul Hasan Ali Nadwi
- Tadabbur-e-Quran ke Usool by Amin Ahsan Islahi
- The Qur'an: Basic Teachings by Khurram Murad
- The Message of the Quran by Muhammad Asad

VIDEOS ON YOUTUBE

- Dars-e-Quran Ki Tayyari Kaise Kare?
- How to Deliver Dars-e-Quran
- Dars-e-Quran ka Tarika
- The importance of Dars-e-Quran
- Dars-e-Quran & Surah Summary (Playlist – Ramadan 2026/2025/2024/2023/2020)
- Surah by Surah - Urdu Tafsir by Dr. Israr Ahmed (Playlist)
- Noman Ali Khan - India (Channel)

TAFSEER

- Towards Understanding the Quran (Tafhim al-Quran) by Abul A'la Maududi
- Fi Dhilal Al Qur'an by Sayyid Qutb
- Tafseer Ibn-e-Kaseer by Hafiz Ibn Kathir
- Tafsir Maariful Quran by Maulana Mufti Mohammad Shafi
- Dawat ul Quran by Shams Pirzada
- Tafsir Ishraq al-Ma'ani by Syed Iqbal Zaheer
- The Clear Quran by Dr Mustafa Khattab



DARS E HADITH

SEERAH BOOKS

- Finality of Prophethood (Khatm-e-Nubuwwat) by Abul A'la Maududi
- Muhammad the Guide of Mankind (Muhammad-e-Arabi) by Dr. M. E. Asad Subhani
- Holy Life of Hazrat Muhammad (Hayyat-e-Tayyaba) by Maulana A. S. Muhammad Abdul Hai
- Muhammad: The Benefactor of Humanity (Muhsin-e-Insaniyat) by Naeem Siddiqi
- Mercy for Mankind (Rahmatul-lil-Alameen) by Qazi Sulaiman Mansoorpuri
- Ar-Raheeq Al-Makhtum (The Sealed Nectar) by Safi-ur-Rahman al-Mubarakpuri
- Ideal Prophet by Abul Hasan Ali Nadwi
- The Last Prophet by Abul Hasan Ali Nadwi
- Al-Sirah al-Nabawiyyah (4 Volumes) by Ibn Kathir
- The Sunnah: A Source of Civilization by Muhammad Asad
- Images from the Prophet's Life Album by Khurram J. Murad

VIDEOS ON YOUTUBE

- Dars-e-Hadith: Arbaeen E Nawawi by Dr. Israr Ahmed
- Dars e Hadees by Shaikh Abdul Hadi Umri
- Dars-e-Hadith by Ataul Mujeeb Rashed
- Dars-e-Hadith by Molana Tariq Masood
- Dars-e-Bukhari by Shaikh Noorul Hasan Madani (Playlist)
- Source Website

HADITH BOOKS

- Introduction to the Sciences of Hadith by Suhaib Hasan
- The Prophetic Way of Life (Rah-e-Amal) by Jaleel Ahsan Nadwi
- A Day with the Prophet (200 Daily Actions) by Ahmad Von Denffer
- The Provision for Akhirah (Zad-e-Rah) by Syed Abul Hasan Ali Nadwi
- The Way of the Prophet (Intikhab-e-Hadith) by Maulana Muhammad Manzoor Nomani
- Riyadhus-Saliheen (The Gardens of the Righteous) by Imam Yahya ibn Sharaf al-Nawawi
- 110 Ahadith Qudsi - Based on selections compiled by Syed Abul Hasan Ali Nadwi
- An-Nawawi's Forty Hadith (Al-Arba'in Al-Nawawiyyah) by Imam Yahya ibn Sharaf al-Nawawi

TAFSEER

- Towards Understanding the Quran (Tafhim al-Quran) by Abul A'la Maududi
- Fi Dhilal Al Qur'an by Sayyid Qutb
- Tafseer Ibn-e-Kaseer by Hafiz Ibn Kathir
- Tafsir Maariful Quran by Maulana Mufti Mohammad Shafi
- Dawat ul Quran by Shams Pirzada
- Tafsir Ishraq al-Ma'ani by Syed Iqbal Zaheer
- The Clear Quran by Dr Mustafa Khattab

DAWAH & COMMUNICATION



DAWAH

VIDEOS ON YOUTUBE

- Online Mini Dawah Training Course
- Dawah training
- CuriousHats English (YouTube Channel)

BOOKS TO READ

- Witness unto Mankind by Abul A‘la Maududi
- Towards Understanding Islam by Abul A‘la Maududi
- Dawah Guide by Abdus Salaam Patigey
- The Methodology of Da‘wah by Dr. Jamal Badawi
- The Fundamentals of Da‘wah by Dr. Abdul Rahman Al-Sheha
- The Call to Islam and the Caller by Sheikh Ali Hasan Al-Halabi
- Inviting to Islam: Ethics of Engagement by Jamal Zarabozo
- Fiqh ad-Da‘wah by Sheikh Yusuf Al-Qaradawi
- The Dawah to Islam – The methodology to Re-establishing the Islamic State by Sheikh Ahmad Mahmoud

CONTENT

- Curious Hats



PUBLIC SPEAKING

BOOKS TO READ

- Speeches and Table Talk of the Prophet Muhammad (pbuh) by Stanley Lane Poole
- Sermons of the Prophet by S F H Faizi
- How to Develop Self-Confidence and Influence People by Public Speaking by Dale Carnegie
- The Quick and Easy Way to Effective Speaking by Dale Carnegie
- Talk Like TED: The 9 Public-Speaking Secrets of the World's Top Minds by Carmine Gallo
- Confessions of a Public Speaker by Scott Berkun
- Public Speaking for Success by Dale Carnegie
- Speak With No Fear by Mike Acker
- The Exceptional Presenter by Timothy J. Koegel
- TED Talks: The Official TED Guide to Public Speaking by Chris Anderson
- The Art of Public Speaking by Stephen E. Lucas

VIDEOS ON YOUTUBE

- Art of Public Speaking
- Public Speaking Skills - Boost your Confidence
- 4 essential body language tips from a world champion public speaker
- 3 Daily Public Speaking Exercises
- The Trick to Powerful Public Speaking | Lawrence Bernstein | TED

ONLINE COURSES

- Learn how to Speak with Confidence & Clarity in 6 Weeks
- Public Speaking Courses
- Public Speaking

WATCH

- TED and TEDx Talks
- Josh Talks



STORYTELLING

BOOKS TO READ

- Building a Story Brand by Donald Miller
- The Storyteller's Secret: Why Some Ideas Catch on and Others Don't by Carmine Gallo
- The Storytelling Animal: How Stories Make Us Human by Jonathan Gottschall
- Made to Stick: Why Some Ideas Survive and Others Die by Chip Heath & Dan Heath
- The Hero with a Thousand Faces by Joseph Campbell
- Story: Substance, Structure, Style, and the Principles of Screenwriting by Robert McKee
- The Anatomy of Story: 22 Steps to Becoming a Master Storyteller by John Truby
- Resonate: Present Visual Stories that Transform Audiences by Nancy Duarte
- Wired for Story by Lisa Cron
- Long Story Short: The Only Storytelling Guide You'll Ever Need by Margot Leitman
- Stories That Stick: How Storytelling Can Captivate Customers, Influence Audiences, and Transform Your Business by Kindra Hall

VIDEOS ON YOUTUBE

- The Secret to Telling a Great Story — in Less Than 60 Second
- The Art of Business Storytelling
- The Art of Storytelling: a complete guide - NSB Pictures
- 7 POWERFUL Storytelling Secrets to Level Up Your Communication Skills
- Storytelling Course

ONLINE COURSES

- The Art of Storytelling
- Storytelling and influencing: Communicate with impact
- The Art of Visual Storytelling Specialization
- Certificate in Storytelling
- Storytelling Course
- Storytelling Mastery for Content Creators and Writers
- The Complete Storytelling Course for Speaking & Presenting
- Storytelling Mastery: How to Tell Better Stories



CREATIVE WRITING

BOOKS TO READ

- On Writing: A Memoir of the Craft by Stephen King
- The Elements of Style by William Strunk Jr. & E.B. White
- Bird by Bird: Some Instructions on Writing and Life by Anne Lamott
- Writing Tools: 50 Essential Strategies for Every Writer by Roy Peter Clark
- On Writing Well: The Classic Guide to Writing Nonfiction by William Zinsser
- Stein On Writing by Sol Stein
- Everybody Writes: Your Go-To Guide to Creating Ridiculously Good Content by Ann Handley
- The Art of X-Ray Reading by Roy Peter Clark
- The War of Art: Break Through the Blocks and Win Your Inner Creative Battles by Steven Pressfield
- The Sense of Style: The Thinking Person's Guide to Writing in the 21st Century by Steven Pinker

OPEN UNIVERSITY COURSE

- Diploma in Creative Writing in English

ONLINE COURSES

- Creative Essay Writing: Explore the Personal & Powerful Specialization
- Creative Writing Specialization
- Academic English: Writing Specialization
- Good with Words: Writing and Editing Specialization
- Writing in the Sciences
- Ninja Writing: The Four Levels Of Writing Mastery
- Writing With Flair: How To Become An Exceptional Writer
- Writing With Confidence: Writing Beginners To Writing Pro



PUBLIC RELATIONS

BOOKS TO READ

- Inter Personal Relationships – An Islamic Perspective by Khurram Murad
- How To Win Friends & Influence People by Dale Carnegie
- Trust Me, I'm Lying: Confessions of a Media Manipulator by Ryan Holiday
- Crystallizing Public Opinion by Edward L. Bernays
- Everybody Writes by Ann Handley
- Made to Stick: Why Some Ideas Survive and Others Die by Chip Heath & Dan Heath
- Contagious: Why Things Catch On by Jonah Berger
- Influence: The Psychology of Persuasion by Robert B. Cialdini
- Public Relations Strategies and Tactics by Dennis L. Wilcox & Glen T. Cameron
- Crisis Communications: The Definitive Guide to Managing the Message by Steven Fink
- Spin Sucks: Communication and Reputation Management in the Digital Age by Gini Dietrich

VIDEOS ON YOUTUBE

- PR as an Instrument of Changing Public Discourse and Mass Opinion
- Effective Communication for PR
- How to Speak so People Remember You
- Public Relations 101 (YouTube Channel)

ONLINE COURSES

- Microsoft Public Relations and Communications Associate Professional Certificate
- Introduction to Public Relations and the Media Specialization
- Introduction to Public Relations
- Principles of Public Relations
- Strategic Public Relations Planning
- The Ultimate Public Relations Masterclass
- Diploma in Advertising and Public Relations
- Introduction to PR
- Advertising and Public Relations

LEADERSHIP



LEADERSHIP QUALITIES FOR SUCCESS

VIDEOS ON YOUTUBE

- Leadership of Muhammad (pbuh)
- Innovative Leadership
- How Prophet Muhammad PBUH Created next line of leadership
- Leadership in the light of Quran, Sunnah & Contemporary Literature
- Five levels of Leadership
- Leadership in Pipeline
- Strategic Leadership
- leadership qualities for success

ONLINE COURSES

- Fundamentals of Successful Leadership - Leading with Impact
- Leadership Skills
- Connected Leadership
- Emotional Intelligence in Leadership
- Leadership 4.0 Becoming an Effective Manager and Leader
- AI Leadership: Human-Centered Strategies for Leading Teams

BOOKS TO READ

- Leadership Lessons from the Life of Rasoolullah (pbuh) by Mirza Yawar Baig
- Leadership Styles and Shura System by Mohammed Ghalib Hussain and M Akbar Mohideen
- 11 Leadership Qualities That Changed the World by Nabeel Al-Azami
- The Leadership of Muhammad by John Adair
- The Leadership of Prophet Muhammad (pbuh) by Dr. Syed Kazim
- Society and Leadership – The Islamic Guidance by Dr. Syed Kazim
- Leaders Eat Last by Simon Sinek
- Developing the Leader Within You by John C. Maxwell
- The 21 Irrefutable Laws of Leadership by John C. Maxwell



TRAINING

BOOKS TO READ

- Prophet Muhammad (pbuh) – The Teacher and his teaching methodologies by Shaykh Abdul Fattah Abu Ghuddah
- The Art of Facilitation: How to Create Group Synergy and Engage Participants by Dale Hunter
- Training from the Back of the Room by Sharon L. Bowman
- Telling Ain't Training by Harold D. Stolovitch & Erica J. Keeps
- The Trainer's Handbook by Karen Lawson
- Design for How People Learn by Julie Dirksen
- Developing the Leader Within You by John C. Maxwell
- The Adult Learner by Malcolm S. Knowles
- Facilitator's Guide to Participatory Decision-Making by Sam Kaner
- The Accelerated Learning Handbook by Dave Meier
- Make It Stick: The Science of Successful Learning by Peter C. Brown, Henry L. Roediger, & Mark A. McDaniel

ONLINE COURSES

- The Complete Train the Trainer Bootcamp - Beginners-Advanced
- Train the Trainer Virtual: Virtual Training Master Class
- Train the Trainer 101: For Beginners Only!
- Train the Trainer Masterclass for Trainer, Coach, Manager
- Training of Trainers
- Introduction to Training of Trainers
- Become a trainer

VIDEOS ON YOUTUBE

- Seven Habits of Highly Effective Trainers
- How To Get Started as a Personal Trainer
- Top 10 skills for career in training & development
- Qualities of a Good Trainer



ENTREPRENEURSHIP

VIDEOS ON YOUTUBE

- 6 Tips on Being a Successful Entrepreneur
- Dr. Vivek Bindra: Motivational Speaker (YouTube Channel)
- Rajiv Talreja (YouTube Channel)
- CA Rahul Malodia (YouTube Channel)

BOOKS TO READ

- The Lean Startup by Eric Ries
- Zero to One by Peter Thiel with Blake Masters
- The E-Myth Revisited by Michael E. Gerber
- Start with Why by Simon Sinek
- The $100 Startup by Chris Guillebeau
- Thinking, Fast and Slow by Daniel Kahneman
- Rich Dad Poor Dad by Robert T. Kiyosaki
- Purple Cow by Seth Godin
- The Hard Thing About Hard Things by Ben Horowitz
- Atomic Habits by James Clear

SOCIAL WELL-BEING



PARENTING

VIDEOS ON YOUTUBE

- Psychological aspects of child upbringing
- 21st Century Parenting | Modern Day Parenting
- The Single Most Important Parenting Strategy
- 8 Rules of Positive Parenting
- Keys to Successful Parenting
- Protocols for Excellent Parenting & Improving Relationships of All Kinds

ONLINE COURSES

- Everyday Parenting: The ABCs of Child Rearing
- Understanding child development: from synapse to society
- The Science of Well-Being for Parents
- Introduction to Early Childhood
- The Science of Well-Being for Teens
- Less Stress, Better Health

BOOKS TO READ

- The Whole-Brain Child by Daniel J. Siegel & Tina Payne Bryson
- The Book You Wish Your Parents Had Read by Philippa Perry
- Parenting from the Inside Out by Daniel J. Siegel & Mary Hartzell
- Simplicity Parenting by Kim John Payne
- The Conscious Parent by Shefali Tsabary
- Modern Islamic Parenting by Dr. Abd Al Karim Bakkar
- Parenting Your First Child the Islamic Way by Dr. Muhammad Abdul Bari
- Islamic Parenting: Nurturing Your Child's True Potential by Dr. Ekram Beshir
- Parenting Teens the Islamic Way by Dr. Ekram Beshir
- The Parenting Tools (In the Light of Qur'an & Sunnah) — Dr. Muhammad Abdul Bari



MARITAL COUNSELLING

BOOKS TO READ

- The Seven Principles for Making Marriage Work by John Gottman & Nan Silver
- Fight Right: How Successful Couples Turn Conflict into Connection by John Gottman & Julie Schwartz Gottman
- Getting the Love You Want: A Guide for Couples by Harville Hendrix & Helen LaKelly Hunt
- You and Me Forever: Marriage in Light of Eternity — Francis Chan & Lisa Chan
- Real Marriage: The Truth About Sex, Friendship, and Life Together by Mark Driscoll & Grace Driscoll
- Introduction to Islamic Marital Counseling by Imam Abdul-Rahman Yaki
- Secrets to a Successful Marriage by Taha Chaudhary
- Handbook of a Healthy Muslim Marriage by Abdur Rahman Mangera
- The Muslim Marriage Guide by Ruqayyah Waris Maqsood
- Before You Tie the Knot: A Guide for Couples — Mohamed Hag Magid & Salma Elkadi Abugideiri
- Prophetic Matrimony: 40 Hadith on Marital Harmony — Moin Uddin Khan
- Closer Than a Garment: Marital Intimacy According to the Pure Sunnah — Muhammad al-Jibaly
- Marital Discord: Causes and Cures — Majdi Muhammad Ash-Shahawi
- The Concise Manual of Marriage — Shaykh Muhammad ibn Salih al-Uthaymeen
- The Muslim Marriage Guide — Ruqaiyyah Waris Maqsood

VIDEOS ON YOUTUBE

- 3 Elements of Love in Marital Life
- Successful & Happy Married Life: Guidance from Qur'an
- Secrets of a Couples Counselor: 3 Steps to Happier Relationships
- Making Marriage Work
- Gottman Method Couples Therapy
- Couples Counseling: Tools and Interventions

ONLINE COURSES

- Certification in Couple Therapy and Counseling
- Couples Counseling Courses
- Diploma in Family and Marriage Counseling
- Certificate Course in Pre-Marital Counselling



CAREER COUNSELLING

VIDEOS ON YOUTUBE

- The trinity of career counselling
- The Psychology of Career Decisions
- Career Counseling
- How to Find a Career You Genuinely Love
- Career Guidance after 12th
- Tell People What You Want
- How To Choose Right Career
- How to choose a career?

ONLINE COURSES

- Certificate Course in Career and Education Counselling
- Diploma in Career and Education Counseling
- Career Counseling Training for Teachers & Educators
- Career Counseling: The Career Guidance Course for Beginners
- International Certified Career Coach (ICCC)
- Certification in Career Guidance Psychometry and Counselling Using CBT

BOOKS TO READ

- Career Counseling: A Holistic Approach by Vernon G. Zunker
- Theories of Career Development by Duane Brown, Linda Brooks
- What Color Is Your Parachute? by Richard N. Bolles
- Designing Your Life: How to Build a Well-Lived, Joyful Life by Bill Burnett & Dave Evans
- Career Counseling: Foundations, Perspectives, and Applications by David Capuzzi & Mark D. Stauffer
- Helping Skills: Facilitating Exploration, Insight, and Action by Clara E. Hill
- The Career Counselor's Handbook by Howard Figler & Richard Nelson Bolles
- Career Development and Systems Theory by Wendy Patton & Mary McMahon
- The Complete Idiot's Guide to Career Development by Annetta Cortez

MANAGEMENT



EVENT MANAGEMENT

BOOKS TO READ

- Event Management for Dummies by Laura Capell
- Event Planning and Management: Principles, Planning and Practice by Ruth Dowson and Bernadette Albert-Srouji
- Basics of Event Management by D. Ramkumar
- The Architecture of Events by Joe Goldblatt
- Fundamentals of Event Management by Dr. S.S. Iravasami
- Events Made Easy: 25 Ps of Event Planning by Dr. Sneha Bhargava
- Event Planning Secrets: The Ultimate Guide to Creating Unforgettable Experiences by Catherine Bosley
- The Complete Guide to Event Management by Razaq Raj
- The Only Book You'll Ever Need for Event Planning by Linda Joyce Jones
- The Art of Event Management: A Step-by-Step Guide by Megan Smith
- Event Planning Toolkit: The Assistance You Need to Make Your Event a Success by Judy Allen
- You Too Can Be an Event Planner by Shital Kakkar Mehra

VIDEOS ON YOUTUBE

- Event University – Channel
- The Event BTS – Channel
- 5 Event Management Tips for Beginners
- How to Plan an Event - Project Management Training
- 7 Precepts of successful event organisation
- Event Planning Training Course Lecture
- Event Management

ONLINE COURSES

- Certification in Event Management
- Introduction to Events Management
- Introduction to Budgeting for Events
- Event Marketing Design in Canva
- Event Management Course



FINANCIAL MANAGEMENT

VIDEOS ON YOUTUBE

- What is Financial Management? 3 Types, Functions, Objectives
- Mastering the art of money management
- Financial Management for Managers (Playlist)
- Financial Management (Playlist)
- Financial Management (Playlist)
- Financial Management (Playlist)
- 21 Principles of Financial Freedom Will Change Your Future
- Stop Wasting Your Money - 5 Golden Rules for Money Management

ONLINE COURSES

- Financial Management Courses
- Certificate Course in Finance & Financial Management
- Financial Management Specialization
- Financial Management Specialization
- The Complete Finance Manager Course

BOOKS TO READ

- Financial Management: Theory and Practice by Eugene F. Brigham & Michael C. Ehrhardt
- Fundamentals of Financial Management by Eugene F. Brigham & Joel F. Houston
- Financial Management by I.M. Pandey
- Financial Management: Text, Problems and Cases by M.Y. Khan & P.K. Jain
- Principles of Corporate Finance by Richard A. Brealey, Stewart C. Myers & Franklin Allen
- Corporate Financial Management by Glen Arnold
- Financial Intelligence: A Manager's Guide to Knowing What the Numbers Really Mean by Karen Berman, Joe Knight & John Case
- Financial Planning & Analysis and Performance Management by Jack Alexander
- The Intelligent Investor by Benjamin Graham
- The Richest Man in Babylon by George S. Clason



PROJECT MANAGEMENT

BOOKS TO READ

- Project Management Absolute Beginner's Guide by Greg Horine
- Fundamentals of Project Management by Joseph Heagney
- Project Management Essentials You Always Wanted to Know by Kalpesh Ashar
- Making Things Happen: Mastering Project Management by Scott Berkun
- Practical Project Management by Dmytro Nizhebetskyi
- Project Management Mastery by Jack Hayden
- Project Management for Dummies by Stanley E. Portny
- Project Management Made Easy by Sid Kemp
- Just Enough Project Management by Curtis R. Cook
- The Project Management Book by Richard Newton
- Project Management QuickStart Guide by Chris Croft
- Making Things Happen: Mastering Project Management by Scott Berkun

VIDEOS ON YOUTUBE

- Google Project Management Certificate (Playlist)
- Master Project Management Fundamentals in Under 10 Minutes!
- A sixth sense for project management
- Project Planning for Beginners
- 6 Things Every Good Project Manager Does
- Project Management (Playlist)

ONLINE COURSES

- Foundations of Project Management
- Google Project Management Professional Certificate
- Agile Project Management
- Introduction to Project Management
- Project Management and Planning Specialization
- Construction Project Management

MEDIA AND TECHNOLOGY



SOCIAL MEDIA MARKETING

VIDEOS ON YOUTUBE

- Social Media Marketing Full Course
- How to Do Organic Social Media Marketing Strategically

BOOKS TO READ

- Jab, Jab, Jab, Right Hook: How to Tell Your Story in a Noisy Social World by Gary Vaynerchuk
- Contagious: Why Things Catch On by Jonah Berger
- Building a StoryBrand: Clarify Your Message So Customers Will Listen by Donald Miller
- Social Media Marketing: A Strategic Approach by Melissa Barker, Donald Barker, Nicholas Bormann, & Debra Zahay
- Influencer: Building Your Personal Brand in the Age of Social Media by Brittany Hennessy
- Made to Stick: Why Some Ideas Survive and Others Die by Chip Heath & Dan Heath
- One Million Followers: How I Built a Massive Social Following in 30 Days by Brendan Kane
- The Art of Social Media: Power Tips for Power Users by Guy Kawasaki & Peg Fitzpatrick
- Hooked: How to Build Habit-Forming Products by Nir Eyal
- Hug Your Haters: How to Embrace Complaints and Keep Your Customers by Jay Baer

ONLINE COURSES

- Introduction to Social Media Marketing
- Meta Social Media Marketing Professional Certificate
- AI-Powered Content Creation for Social Media Success
- Social Media Marketing Specialization
- Social Media Management
- Social Media Content and Strategy
- Social Media Marketing Courses



ARTIFICIAL INTELLIGENCE

VIDEOS ON YOUTUBE

- 99% of Beginners Don't Know the Basics of AI
- Google’s AI Course for Beginners
- The Only AI Tools You Need
- Basics of AI - ChatGPT Masterclass & Midjourney
- The 7 FREE AI Courses You Need to Master AI in 2026
- 21 AI Tools That Will Make You Rich Before 2026
- 7 Best AI Tools You NEED to Try
- Artificial Intelligence Full Course

ONLINE COURSES

- The AI Masterclass
- Google AI Professional Certificate
- Google AI Essentials Specialization
- AI Foundations for Everyone Specialization

LANGUAGE



ARABIC LANGUAGE

BOOKS TO READ

- Learning Quranic Arabic for Complete Beginners by Ikram Hawramani
- 80% of Qur'anic Words: Classified Word Lists for Easy Memorisation by Dr. Abdulazeez Abdulraheem
- Essentials of Quranic Arabic (Volume 1 & 2) by Masood Ranginwala
- Arabic Course for English-Speaking Students (Originally Devised at Madinah Islamic University) by Dr. V. Abdur Rahim
- Arabic Through the Qur'an by Prof. Alan Jones
- Madinah Arabic Reader (Book 1-8) by Dr. V. Abdur Rahim
- Qur'anic Arabic: Delve and Dive in the Language of the Qur'an by Nasser Isleem and Khalid Shahu
- The Essential Book of Quranic Words by Abrar Khan
- Learn the Language of the Holy Qur'an by Abdullah Abbas Nadwi
- Al-Qaidah An-Noraniah (Noorani Qaida) by Sheikh Noor Muhammad Haqqani

VIDEOS ON YOUTUBE

- Read & Understand Quranic Arabic
- Learn Arabic Grammar
- Learn Arabic - Easy Arabic
- How to Learn Arabic for Beginner
- Quranic Arabic Course for Beginners (Urdu)
- Learn Arabic Language Grammar

ONLINE COURSE

- Arabic of the Quran from Beginner to Advanced
- Arabic for Beginners: Arabic Alphabet and Phonology
- Learn Quranic Arabic Online
- Learn Quranic Arabic Online
- The Complete Quran Learning platform



KANNADA

BOOKS TO READ

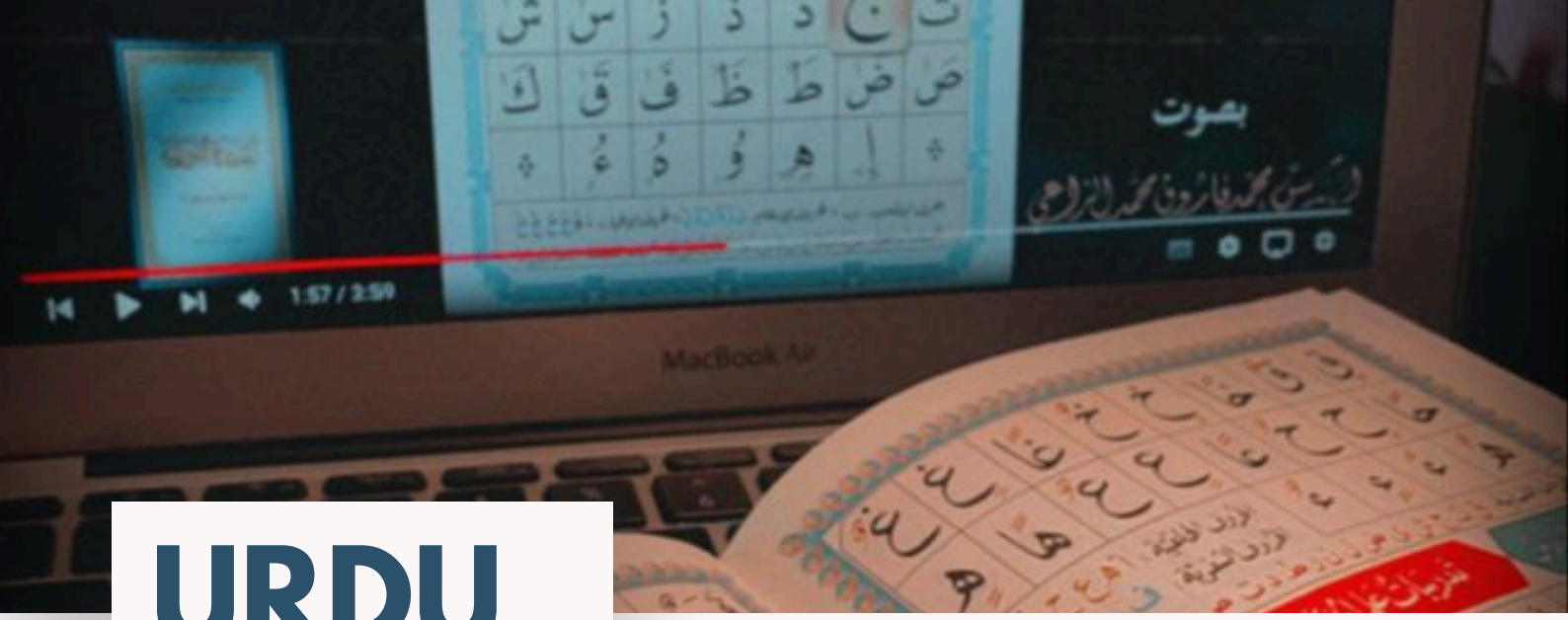
- Spoken Kannada for Absolute Beginners by Santhosh Kumar
- Learn Kannada in 30 Days Through English by Balaji Publications
- Learning Kannada Made Easy by Shashidhara Vishwamitra
- Learn Kannada in a Month (Script & Roman) by Ranga Rao
- Spoken Kannada Guide by Vallish Kumar S
- Kannada Language Mini Vocabulary Builder by Pinhok
- A Practical Key to the Kannada Language by F. Kittel
- Modern Kannada Grammar by K. V. Narayana
- Easy Kannada by G. Anand
- Bindi Baby Animals (Kannada) by Aruna K. Hatti

VIDEOS ON YOUTUBE

- Learn Kannada Through English (Playlist)
- Kannada Sikhen (Playlist)
- Learn Kannada Through English (Playlist)
- Learn Kannada Through Hindi (Playlist)

ONLINE COURSES

- Complete Kannada Course: Learn Kannada for Beginners
- Learn Kannada in just 30 days
- Kannada Class



URDU

VIDEOS ON YOUTUBE

- Learn Urdu in 30 Minutes - ALL the Basics You Need
- Learn Urdu/Hindi (Playlist)
- Urdu course (Playlist)
- Urdu Course for Beginners (Playlist)
- Urdu For Beginners (Playlist)
- Urdu Learning Course (Playlist)
- Urdu Language Course for Non-Native Urdu Speakers

ONLINE COURSES

- Urdu Language Courses
- Urdu Seekhiye Course
- Certificate in Urdu Language
- Urdu Correspondence
- Lerryn Urdu Online
- Learn Urdu
- Learn Urdu Online

BOOKS TO READ

- Beginning Urdu: A Complete Course by Joshua H. Pien & Fauzia Farooqui
- Complete Urdu: Beginner to Intermediate Course by David Matthews & Mohamed Kasim Dalvi
- Colloquial Urdu: The Complete Course for Beginners by Tej K. Bhatia & Frances W. Pritchett
- Urdu: An Essential Grammar by Ruth Laila Schmidt
- Teach Yourself Beginner's Urdu Script by Richard Delacy
- Rekhta Urdu Learning Guide by Prof. Abdur Rasheed (Rekhta Books)
- Let's Learn Urdu: Beginner's Manual for Urdu Script (with Transliteration) by S. M. Shahid
- Learn Urdu Through English by J. S. Nagra
- Learn Urdu in 30 Days by Krishna Gopal Vikal
- Learn Urdu with Beginner Stories: Interlinear Urdu to English by Language Learning Publishers