

CURRENTLY AVAILABLE

IN PRODUCTION

Legislation and Regulation

- Manual Handling
- Fire Safety
- GDPR Essentials
- Working Safely
- E-Privacy
- PCI DSS ***NEW***
- Equality & Diversity
- Modern Slavery

- Safeguarding Adults
- Safeguarding Children
- Harassment & Bullying at Work
- Alcohol & Drugs at Work
- GDPR Advanced

People and Relationships

- Wellbeing
- Team Working
- Customer Service
- Time Management
- Presentation Skills
- Negotiating & Influencing
- Problem Solving & Decision Making
- Being Assertive

- Stress at Work
- Mental Health Awareness
- Sales Mastery
- Healthy Eating at Work
- Be Active
- Complaints Management
- Giving & Receiving Feedback
- Effective Delegation
- Agenda Setting
- Dealing with Difficult Conversations
- Unconscious Bias
- Emotional Intelligence

Online and Offline Safety

- Anti-Bribery & Corruption
- Cyber Essentials
- Display Screen Equipment ***NEW***
- Fraud Prevention ***NEW***
- Internet, Email & Social Media ***NEW***
- Malware & Phishing
- Anti-Bribery & Corruption
 - Management Guide
- Cyber Essentials
 - Management Guide
- Fraud Prevention ***NEW***
 - Management Guide
- Malware & Phishing
 - Management Guide

- Slips, Trips & Falls
- PPE Awareness
- Food Safety & Hygiene
- Working At Height
- COSHH Essentials
- RIDDOR
- Food Allergy Awareness
- Fire Warden Essentials
- Step Ladder Safety
- Legionnaires Disease
- Managing Safely
- Asbestos Awareness
- Lone Working
- Wire & Cable Management

Digital and Creative skills

- Excel - Beginners & Intermediate
- Word - Beginners & Intermediate
- PowerPoint - Beginners & Intermediate
- Outlook - Beginners & Intermediate
- Excel - Advanced ***NEW***
- Word - Advanced ***NEW***
- PowerPoint - Advanced ***NEW***

- Outlook - Advanced

Management and Leadership

- Leading Essentials
- Planning & Managing Change
- Training & Coaching Essentials
- HR for Non-HR
- Effective Leadership
- Effective Communication
- Planning & Allocating Work
- Understand Performance Management

- Managing Stress
- Finance for Non-Finance Managers
- Financial Literacy for Business Owners
- Performance Reviews
- Project Management
- Marketing Your SME
- How to Build a Business Strategy
- Developing People & Culture
- Developing a Commercial Mindset
- Recruitment & Interviewing Skills
- Understanding the Millennial Workforce

NEW

Working From Home Toolkit

- Working From Home ***NEW***
 - SME Toolkit
- Working From Home ***NEW***
 - OneDrive Toolkit
- Working From Home ***NEW***
 - Teams Toolkit
- Working From Home ***NEW***
 - Zoom Toolkit

- Working From Home
 - Slack Toolkit
- Working From Home
 - Mental Health
- Working From Home
 - Managing Remotely

Simple, affordable, online staff training designed for SMEs.



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