

CURRENTLY AVAILABLE

DURATION (MINUTES)

IN PRODUCTION

Legislation and Regulation

- E-Privacy 15
- Equality & Diversity 8
- Fire Safety 15
- GDPR Essentials 12
- Manual Handling 11
- Modern Slavery 7
- PCI DSS 19
- Working Safely 22

People and Relationships

- Being Assertive 13
- Customer Service 36
- Negotiating & Influencing 13
- Presentation Skills 12
- Problem Solving & Decision Making 20
- Team Working 14
- Time Management 16
- Wellbeing 5

Online and Offline Safety

- Anti-Bribery & Corruption 8
- Cyber Essentials 12
- Display Screen Equipment 7
- Fraud Prevention 15
- Internet, Email & Social Media 10
- Malware & Phishing 13
- Anti-Bribery & Corruption - Management Guide 5
- Cyber Essentials - Management Guide 4
- Fraud Prevention - Management Guide 5
- Malware & Phishing - Management Guide 4

Digital and Creative Skills

- Excel - Beginners 91
- Word - Beginners 121
- PowerPoint - Beginners 72
- Outlook - Beginners 67
- Excel - Intermediate 94
- Word - Intermediate 126
- PowerPoint - Intermediate 50
- Outlook - Intermediate 63
- Excel - Advanced 115
- Word - Advanced 131
- PowerPoint - Advanced 114

Management and Leadership

- Effective Communication 16
- Effective Leadership 23
- HR for Non-HR 16
- Leading Essentials 28
- Planning & Allocating Work 19
- Planning & Managing Change 37
- Training & Coaching Essentials 53
- Understand Performance Management 27

Working From Home Toolkit

- Working From Home - SME Toolkit 7
- Working From Home - Microsoft OneDrive Toolkit 40
- Working From Home - Microsoft Teams Toolkit 57
- How to Make the Perfect Cup of Tea 2
- Working From Home ***NEW*** - Mental Health Awareness 10
- Working From Home ***NEW*** - Zoom Toolkit 64

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

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

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

- Outlook - Advanced

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

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