



# Course Catalogue

Training made simple

# Over 150 high-quality eLearning courses

Our video based eLearning training courses provide the perfect solution to working towards compliance with current legislation, all in a cost-effective and straightforward way.

Whatever sector your business operates in, an organisation is only as good as its people.

Our course library provides your organisation with over 150 titles out of the box and with a busy course production schedule you can be sure that this will only continue to grow...

 Education

 Care

 Construction

 Retail

 Hospitality

 Office

 Manufacture

## Most popular Health & Safety courses

- Manual Handling
- Fire Awareness
- Display Screen Equipment
- Slips, Trips & Falls
- Fire Warden/Marshal
- Food Safety & Hygiene
- COSHH
- Health & Safety Essentials

## Most popular HR Compliance courses

- Equality, Diversity & Inclusion
- Stress Awareness
- Mental Health Awareness
- Bullying & Harassment
- Drug & Alcohol Awareness
- Sexual Harassment Awareness
- Unconscious Bias Training
- HR Compliance & Wellbeing Essentials

## Most popular Business Compliance courses

- Cyber Security
- GDPR
- Environmental Awareness
- Anti Money Laundering
- Fraud Awareness & Prevention
- Anti Bribery
- Modern Slavery
- Business Compliance Essentials

## Most popular Soft Skills courses

- Time Management
- Conflict Resolution
- Customer Service
- Resilience Training
- Communication Skills
- Mindfulness
- Confidence Building
- Recognising Your Value

# Health & Safety

**Our Health and Safety courses will help improve your employee's knowledge of safe working practices, reduce risks in the workplace, and help to create a more compliant, safer work environment.**

## Featured Courses

### Fire Awareness Training

Whatever environment you operate in, all staff legally require Fire Awareness training. Get the basics covered, keep your workplace safe and work towards compliance with current legislation with this best-selling online training course.



### DSE (Display Screen Equipment)

DSE Training is a legal requirement for anyone who regularly uses display screen equipment. Our DSE Training helps you work towards compliance with The Health and Safety (Display Screen Equipment) Regulations 1992. Includes an online DSE Risk Assessment.



## Our courses ...

- Abrasive Wheel Safety
- Accident Reporting
- Anaphylaxis & Allergies for Schools & Carers
- Asbestos Awareness (+International)
- Asthma Awareness for Schools & Carers
- Banksman Essentials
- CDM Regulations
- Confined Spaces
- COSHH
- Diabetes Awareness for Schools & Carers
- Display Screen Equipment (DSE)
- Driver Awareness
- DSEAR
- Electrical Safety
- Epilepsy Awareness for Schools & Carers
- Eye Protection
- Fire Awareness
- Fire Extinguisher Use
- Fire Marshal & Warden
- First Aid Appointed Person
- First Aid Refresher
- First Aid Refresher: Emergency First Aid
- First Aid Requirements & RIDDOR
- Food Allergy Awareness
- Food Safety & Hygiene - Level 1, 2 & 3
- General Workshop Safety
- HACCP - Level 2
- Hand Arm Vibration Awareness
- Health & Safety Essentials
- Health & Safety for Homeworkers
- Infection Prevention & Control
- Ladder Safety
- Legionella Awareness
- LOLER
- Lone Worker Safety
- Managing Contractors
- Manual Handling
- Manual Handling including Tyres
- Medication Awareness in Care & Education
- Moving & Handling People
- Noise Awareness
- Paediatric First Aid Refresher
- Personal Protective Equipment
- PUWER
- Risk Assessments
- School Trips for Organisers & Support
- Sharps
- Slips, Trips & Falls
- Spill Kits (Bodily Fluids & Chemicals & Oils)
- Working at Height (+International)
- Working in Licensed Premises (Bar Staff)

# HR Compliance

Our range of HR Compliance courses allow you develop your staff and bring them up to speed with important workplace topics and legislation in under an hour.

## Featured Courses

### Equality, Diversity & Inclusion (EDI)

The Equality, Diversity & Inclusion (EDI) Training course was created in collaboration with global EDI experts and introduces the protected characteristics, discrimination, victimisation, and unfair treatment within a professional environment.



### Mental Health Awareness

This Mental Health Awareness Training raises awareness of ill-mental health (particularly stress, depression and anxiety), provides tools and guidance for daily wellbeing-management, and aims to remove the stigma surrounding mental health.



## Our courses ...

Assessing Mental Capacity  
Building Resilience  
Bullying & Harassment  
Conflict Resolution  
Customer Service Skills  
Disability Awareness & Inclusion  
Drug & Alcohol Awareness  
Effective Remote Working  
Equality, Diversity & Inclusion  
FGM Awareness & Prevention  
Gender Identity & Expression  
HR Compliance & Wellbeing Essentials  
Liberty Protection Safeguards  
Managing Anxiety  
Menopause Awareness / Women's Health  
Mental Health Awareness  
New & Expectant Mothers at Work  
Prevent Duty  
Returning to Work  
Returning to Work after COVID-19  
Safer Recruitment in Education  
Sexual Harassment Awareness  
Stress Awareness & Management  
Time Management  
Unconscious Bias

# Business Compliance

**Our Business Compliance courses educate your staff to carry out everyday workplace tasks confidently and in line with current legislation.**

## Featured Courses

### Cyber Security Awareness Training

This cyber awareness training has been designed for all businesses and individuals to use. It includes some straightforward practical steps that will help to protect computers, networks, software, and data from unauthorised access. Our online cyber security training will help you protect your business from cyberattacks, whilst giving staff the practical tools they need to stay safe online.



### GDPR Training

This GDPR Training covers the essentials for anyone who handles personal data. It doesn't matter how big or how small your organisation is, or how much or little data you handle; the GDPR applies to all and negligence can have a devastating impact if breached.



## Our courses ...

- Anti-Bribery
- Anti-Money Laundering (AML)
- Anti-Tax Evasion (Audio Course)
- Bomb Threats and Suspicious Packages
- Business Compliance Essentials
- Competition Law
- Consumer Rights Training for Retailers
- Cyber Security Awareness
- Environmental Awareness
- Fraud Awareness and Prevention
- Freedom of Information Act
- GDPR Advanced (Management)
- GDPR EU Advanced (Management)
- GDPR EU Refresher
- GDPR EU
- GDPR in Education
- GDPR
- Modern Slavery
- Social Media Awareness
- Whistleblowing

# Soft Skills

**Our range of bitesize Soft Skills eLearning courses provide a quick and cost-effective way of bringing staff up to speed with important Soft Skills topics that will enable them to thrive in the workplace.**

## Featured Courses

### Communication Skills Training

This bitesize (10-minute) online Communication Skills Training course helps staff build on their existing communication skills by providing guidance on initiating and responding to various forms of communication. It's suitable for all levels of staff within any type of organisation.



### Emotional Intelligence Training

This 10-minute bitesize Emotional Intelligence Training course has been designed to help users understand the basics of what it means to be emotionally intelligent and the important part it plays, both inside and outside of the workplace.

## Our courses ...

Anger Management  
Communication Skills  
Confidence Building  
Creative Thinking  
Critical Thinking  
Decision Making  
Effective Meetings  
Emotional Intelligence  
Leadership Skills  
Mindfulness  
Presentation Skills  
Problem Solving  
Project Management Essentials  
Recognising Your Value  
Responding to Change  
Setting Goals  
Speaking Confidently  
Writing Effective Emails

# Care Certificate

**This Care Certificate bundle is suitable for anybody who is going to be practically observed for the Care Certificate and needs to know what they will be assessed on and what is required of them.**

## Featured Courses

### Equality & Diversity in Care Training

The Equality & Diversity in Care Training Course works alongside Standard 4 of the Care Certificate and promotes equality and respect for diversity by offering care workers knowledge and advice on understanding individuals needs with confidence.



### Safeguarding Adults (SOVA) Level 2 Training

This Safeguarding Vulnerable Adults course covers levels 1 & 2 and is for anyone who works with, helps, or supports adults at risk. It covers the signs of abuse and explains what to do if you suspect something is happening to a vulnerable adult. It's all about sensitive handling and timely intervention.

## Our courses ...

Understanding Your Role in Care  
Personal Development in Care  
Duty of Care Awareness  
Equality & Diversity in Care  
Person-Centred Care  
Communication in Care  
Privacy & Dignity in Care  
Fluids and Nutrition in Care  
Mental Health, Dementia and Learning Disabilities in Care  
Safeguarding Adults (SOVA) Level 2  
Safeguarding Children  
Basic Life Support in Care  
Health & Safety in Care  
Handling Information in Care  
Infection Prevention & Control in Care

# Management

**We offer a range of courses designed specifically with management teams in mind. Our Health & Safety, HR and Compliance Training for managers will give you peace of mind that your senior leader's skills are up to scratch.**

## Featured Courses

### Health and Safety Training for Managers & Supervisors

Our Health and Safety Training for Managers and Supervisors is an easy-to-follow, easy-to-understand guide for employers and managers who have a responsibility for health and safety. Leads through necessary steps and informs about different laws and legislation.



### Mental Health Awareness Training for Managers

This Mental Health Awareness Training for Managers is designed to make management teams aware of mental health issues and illnesses inside and outside the workplace. It provides wellbeing-management techniques and aims to reduce the stigma surrounding mental health at work.

## Our courses ...

- Bullying & Harassment Training for Managers
- CDM Regulations
- First Aid Requirements and RIDDOR
- Food Hygiene Level 3
- GDPR Advanced (Management)
- GDPR EU Advanced (Management)
- Health and Safety Training for Managers & Supervisors
- LOLER
- Mental Health Awareness Training for Managers
- Modern Slavery
- New and Expectant Mothers at Work
- Risk Assessment
- School Trips Training for Management
- Unconscious Bias Training for Management



# Inclusive Short Format Courses

**Our range of short-format eLearning courses give you the flexibility to offer staff a wide range of Soft Skills, text-based and audio-based courses.**

## Featured Courses

### Project Management Essentials Training

This bitesize (15-minute) Project Management Essentials Training course guides users through the process of managing a project, learning what it means to be a Project Manager, and seeing things through from an initial idea to a final product.



### Confidence Building Training

This bitesize (10-minute) online Confidence Building Training course is designed for all levels of employees and aims to help the user understand the effect confidence can have in the workplace and in their personal lives, whilst also providing them with the tools to begin improving their own confidence.

## Our courses ...

Anger Management  
Anti-Tax Evasion (Audio Course)  
Communication Skills  
Competition Law (Audio Course)  
Confidence Building  
Critical Thinking  
Effective Meetings  
Emotional Intelligence  
Freedom of Information Act (Audio Course)  
KCSIE (2021 - Official Guidance)  
Mindfulness  
Problem Solving  
Project Management Essentials  
Recognising Your Value  
Responding to Change  
Setting Goals  
Speaking Confidently