Microlearning Library Course List

COMPLIANCE

ALCOHOL & DRUGS AT WORK	9 mins
ANTI-BRIBERY & CORRUPTION	8 mins
ANTI-BRIBERY & CORRUPTION - BUSINESS OWNERS AND MANAGERS RESPONSIBILITIES	4 mins
ANTI-MONEY LAUNDERING	10 mins
CHALLENGE 25	5 mins
CYBER FUNDAMENTALS	13 mins
CYBER FUNDAMENTALS BUSINESS OWNERS & MANAGERS RESPONSIBILITIES	5 mins
ENVIRONMENTAL AWARENESS	9 mins
EQUALITY, DIVERSITY & INCLUSION	12mins
FRAUD PREVENTION	11 mins
FRAUD PREVENTION BUSINESS OWNERS AND MANAGERS RESPONSIBILITIES	5 mins
INTERNET, EMAIL & SOCIAL MEDIA	10 mins
INTERNET, EMAIL & SOCIAL MEDIA BUSINESS OWNERS AND MANAGERS RESPONSIBILITIES	2 mins
MALWARE & PHISHING	13 mins
MALWARE & PHISHING BUSINESS OWNERS AND MANAGERS RESPONSIBILITIES	4 mins
MODERN SLAVERY	7 mins
PAS 2060	12 mins
PAS 2060 - BODY SHOP VERSION	14 mins
PCI DSS	20 mins
SAFEGUARDING ADULTS	16 mins
SAFEGUARDING CHILDREN	21 mins
SEXUAL HARASSMENT AT WORK	6 mins
UK GDPR	18 mins
UK GDPR - BODYSHOP VERSION	2 mins
WHISTLEBLOWING	6 mins
WORKER PROTECTION ACT	11 mins

HEALTH & SAFETY

ASBESTOS AWARENESS	11 mins
COSHH ESSENTIALS	13 mins
DISPLAY SCREEN EQUIPMENT (DSE)	6 mins
DRIVER SAFETY AWARENESS	16 mins
FIRE SAFETY	15 mins
FIRE SAFETY (EXTINGUISHERS)	8 mins
FIRE WARDEN ESSENTIALS	5 mins
FIRST AID AWARENESS	7 mins
FOOD ALLERGY AWARENESS	22 mins
FOOD SAFETY AND HYGIENE AWARENESS	26 mins
FS & HA - CLEANING	4 mins
FS & HA - FOOD PRESERVATION, STORAGE AND TEMPERATURE CONTROL	6 mins
FS & HA - FOOD SAFETY HAZARDS AND CONTAMINATION	5 mins
FS & HA - FOODBORNE ILLNESSES	3 mins
FS & HA - HACCP	
FS & HA - PERSONAL HYGIENE	3 mins
FA & HA - WASTE MANAGEMENT AND PEST CONTROL	3 mins
PORTABLE APPLIANCE TESTING	18 mins
GOOD HOUSEKEEPING	3 mins
LONE WORKING	9 mins
MANAGING SAFELY	25 mins
MANUAL HANDLING	11 mins
PPE AWARENESS	5 mins
RIDDOR	11 mins
RISK ASSESSMENT TRAINING	13 mins
SHARPS	4 mins
SLIPS, TRIPS & FALLS	5 mins
STEP LADDER SAFETY	7 mins
WORKING AT HEIGHT	10 mins

Working Safely (Main)	11 mins
Working Safely Hazards and Risks	5 mins
Workplace Hygiene	3 mins

IT SKILLS

EXCEL BEGINNERS	97 mins
EXCEL INTERMEDIATE	100 mins
EXCEL ADVANCED	105 mins
EXCEL ARRAY FUNCTIONS	44 mins
OUTLOOK BEGINNERS	68 mins
OUTLOOK INTERMEDIATE	66 mins
OUTLOOK ADVANCED	85 mins
POWERPOINT BEGINNERS	77 mins
POWERPOINT INTERMEDIATE	49 mins
POWERPOINT ADVANCED	112 mins
WORD BEGINNERS	99 mins
WORD INTERMEDIATE	124 mins
WORD ADVANCED	127 mins

WORKING FROM HOME

DSE WORKING FROM HOME	3 mins
WFH - MENTAL HEALTH AWARENESS	10 mins
WFH - ONEDRIVE TOOLKIT	41 mins
WFH - SME TOOLKIT	6 mins
WFH - TEAMS TOOLKIT	58 mins
WFH - ZOOM TOOLKIT	60 min

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MANAGEMENT AND LEADERSHIP

CARRYING OUT APPRAISALS	14 mins
EFFECTIVE COMMUNICATION	16 mins
EFFECTIVE LEADERSHIP	22 mins
HANDLING DIFFICULT CONVERSATIONS	17 mins
HR FOR NON-HR	22 mins
HR FOR NON-HR - ABSENCE MANAGEMENT	3 mins
HR FOR NON-HR - DISCIPLINE AND GRIEVANCE	6 mins
HR FOR NON-HR - EMPLOYMENT CONTRACTS	2 mins
HR FOR NON-HR - HOLIDAYS	4 mins
HR FOR NON-HR - RECRUITMENT	5 mins
LEADING ESSENTIALS	31 mins
MANAGING EQUALITY AND DIVERSITY	22 mins
MANAGING WORKPLACE PROJECTS	16 mins
MANAGING YOURSELF	16 mins
PLANNING AND ALLOCATING WORK	19 mins
PLANNING CHANGE IN THE WORKPLACE	41 mins
SATISFYING CUSTOMER REQUIREMENTS	15 mins
SETTING TEAM OBJECTIVES	20 mins
SOLVING PROBLEMS & MAKING DECISIONS	18 mins
TRAINING & COACHING ESSENTIALS	56 mins
UNDERSTANDING HOW TO LEAD EFFECTIVE MEETINGS	18 mins
UNDERSTANDING PERFORMANCE MANAGEMENT	27 mins
WORKING WITHIN ORGANISATIONAL AND LEGAL GUIDELINES	16 mins

PEOPLE AND RELATIONSHIPS

BEING ASSERTIVE	13 mins
CUSTOMER SERVICE	11 mins
CUSTOMER SERVICE FOR ONLINE CHAT	3 mins
CUSTOMER SERVICE FOR ONSITE ENGINEERS	2 mins
CUSTOMER SERVICE FOR RECEPTIONS	2 mins
CUSTOMER SERVICE IN AN OFFICE	3 mins
CUSTOMER SERVICE IN HOSPITALITY	4 mins
CUSTOMER SERVICE IN LOGISTICS	3 mins
CUSTOMER SERVICE IN RETAIL	4 mins
EFFECTIVE RECRUITMENT	32 mins
EMPLOYEE WELLBEING	13 mins
HR COMPLIANCE ESSENTIALS	12 mins
MANAGING ANXIETY	4 mins
MENTAL HEALTH AWARENESS - HAVING MENTAL HEALTH CONVERSATIONS	9 mins
MENTAL HEALTH AWARENESS - STIGMA, DISCRIMINATION AND THE IMPORTANCE OF LANGUAGE	5 mins
MENTAL HEALTH AWARENESS - WHAT IS MENTAL HEALTH AND WHY WE SHOULD TALK ABOUT IT	7 mins

NEGOTIATING & INFLUENCING	13 mins
PRESENTATION SKILLS	12 mins
PROBLEM SOLVING AND DECISION MAKING	15 mins
STRESS AWARENESS AND MANAGEMENT	6 mins
TEAM WORKING	14 mins
TIME MANAGEMENT	16 mins
TIME MANAGEMENT - GETTING THINGS DONE	10 mins
TIME MANAGEMENT - PRIORITISATION	6 mins
UNCONSCIOUS BIAS	7 mins
UNDERSTANDING CONFLICT MANAGEMENT IN THE WORKPLACE	21 mins
WELLBEING	4 mins
WORKING THROUGH THE MENOPAUSE	3 mins

SALES

BUILDING YOUR PERSONAL BRAND	15 mins
CLOSING THE SALE	9 mins
KEY ACCOUNT MANAGEMENT	10 mins
OBJECTION HANDLING	17 mins
PERSONAL RESILIENCE	1 min
RAPPORT BUILDING	17 mins
REMOTE AND VIRTUAL SELLING	14 mins

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Bite-sized and engaging | Written by experts | Integrates with your LMS

Our Subject Matter Experts

SALES, MARKETING AND CUSTOMER SERVICE

RICHARD

During his highly successful career spanning over many years, Richard has gained considerable experience in creating, expanding and developing organisations, delivering sustainable competitive advantage across many sectors.

He has been in senior management positions within Berghaus, the UK's leading outdoor brand; founder and sales manager of Craghoppers; marketing director at Go Outdoors, where Richard led the expansion of this shop through Private Equity Investment to become a major outdoor retail group in its sector.

Richard FCIM, is a successful business builder and highly experienced trainer with a wealth of practical experience. With over eighteen years of experience and knowledge in the field of leadership and management, business strategy, sales and marketing he has worked with some of the biggest companies in the world and some of the smallest making them more effective by creating and promoting a successful 'can do' culture within them.

GDPR AND DATA PRIVACY

IAN

With a track record spanning over two decades, Ian is a highly respected figure in data privacy and protection.

His vast expertise ranges from the complexities of the Data Protection Act and GDPR to intricate data flow evaluations within large-scale organisations. Ian's consultative work includes addressing privacy structures for the UK Government, auditing a flagship 5-star hotel's intricate data interchanges, and identifying critical privacy concerns in financial sectors.

Notably, his acumen caught the attention of the UK Head of Data Privacy after his incisive paper on GDPR implications.

Over the years, he's been at the forefront of identifying and mitigating risks in data privacy, setting standards for both national and international entities.

Our Subject Matter Experts

HEALTH AND SAFETY

ROBIN

With over two decades of experience in health and safety management, Robin brings a wealth of expertise to the field.

From developing comprehensive safety management systems for major retailers like Staples to driving safety initiatives at busy airports and logistics companies.

His achievements include implementing behavioural safety programs and introducing vehicle safety protocols that significantly cut costs. Equipped with a diverse array of qualifications, from NEBOSH certifications to instructor roles in first aid and manual handling, Robin is well-versed in legislative compliance and risk management strategies.

His commitment to continuous professional development and membership in esteemed safety organisations underscores his dedication to maintaining the highest standards of safety across industries.

MARTIN

Martin is an accomplished Health, Safety, Quality and Environmental consultant, specialising in HSQE Management Systems and compliance.

With a background spanning from leading renewable energy firms to civil engineering giants, Martin excels in implementing ISO standards, conducting audits, and delivering bespoke training. His diverse clientele includes prominent names across various industries, reflecting his adaptability and expertise.