

# Peritus Content Library Course List

## COMPLIANCE

ALCOHOL & DRUGS AT WORK	9 mins
ANTI-BRIBERY & CORRUPTION	8 mins
ANTI-BRIBERY & CORRUPTION - BUSINESS OWNERS AND MANAGERS RESPONSIBILITIES CHALLENGE 25	5 mins
CYBER ESSENTIALS	12 mins
CYBER ESSENTIALS - BUSINESS OWNERS AND MANAGERS RESPONSIBILITIES	5 mins
ENVIRONMENTAL AWARENESS	9 mins
E-PRIVACY	15 mins
E-PRIVACY - BUSINESS OWNERS AND MANAGERS RESPONSIBILITIES	5 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
UK GDPR	18 mins
UK GDPR - BODYSHOP VERSION	2 mins
WHISTLEBLOWING	6 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
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

## 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

140+ high quality UK-based courses  
in microlearning format

# Peritus Content Library Course List

## 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	NEGOTIATING & INFLUENCING	13 mins
CUSTOMER SERVICE	11 mins	PRESENTATION SKILLS	12 mins
CUSTOMER SERVICE FOR ONLINE CHAT	3 mins	PROBLEM SOLVING AND DECISION MAKING	15 mins
CUSTOMER SERVICE FOR ONSITE ENGINEERS	2 mins	STRESS AWARENESS AND MANAGEMENT	6 mins
CUSTOMER SERVICE FOR RECEPTIONS	2 mins	TEAM WORKING	14 mins
CUSTOMER SERVICE IN AN OFFICE	3 mins	TIME MANAGEMENT	16 mins
CUSTOMER SERVICE IN HOSPITALITY	4 mins	TIME MANAGEMENT - GETTING THINGS DONE	10 mins
CUSTOMER SERVICE IN LOGISTICS	3 mins	TIME MANAGEMENT - PRIORITISATION	6 mins
CUSTOMER SERVICE IN RETAIL	4 mins	UNCONSCIOUS BIAS	7 mins
EFFECTIVE RECRUITMENT	32 mins	UNDERSTANDING CONFLICT MANAGEMENT IN THE WORKPLACE	21 mins
EMPLOYEE WELLBEING	13 mins	WELLBEING	4 mins
HR COMPLIANCE ESSENTIALS	12 mins	WORKING THROUGH THE MENOPAUSE	3 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		

140+ high quality UK-based courses in microlearning format