

# Course Summaries Brochure

An online brochure to share our library of courses with your organisation. This document will provide you with the course title, a short description of the course, it's sections, the time it takes to complete and any other approvals (all courses are CPD Accredited) it has.

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## Health & Safety Courses

Course Title	Description	Sections	Time (mins)	Approvals
Abrasive Wheels	This Abrasive Wheel Safety Training provides the knowledge you need to keep yourself and others safe during the handling, operation, and maintenance of Abrasive Wheels. It provides an in-depth look at the dangers they pose and how to spot them; the legal responsibilities of both employers and employees; how to store and regularly inspect the safety of any wheels you use; as well as considering the different kinds of wheels available and which ones are most suited to specific jobs.	<ol style="list-style-type: none"><li>1. An Introduction to Abrasive Wheels</li><li>2. The Types of Abrasive Wheels</li><li>3. Choosing the Right Wheel</li><li>4. Wheel Safety and Maintenance</li></ol>	40	IIRSM & IOSH
Accident Investigation (+International)	This course is for employers and managers who are responsible for investigating accidents. They'll learn about their legal responsibilities; the benefits of investigations; how to determine the scale of different investigations; and how to carry them out	<ol style="list-style-type: none"><li>1. The Basics of Accident Investigation</li><li>2. The Investigation Process</li></ol>	40	



<p>Accident Reporting</p>	<p>Good accident reporting can help to increase safety at work and this programme is an essential guide, explaining what should be reported and why. It's designed for everyone to use and is accredited by CPD for your reassurance. Work towards compliance with RIDDOR 2013 with our Accident Reporting Training.</p>	<ol style="list-style-type: none"> <li>1. The background of accident reporting</li> <li>2. What should be recorded?</li> <li>3. Reporting an accident</li> </ol>	<p>15</p>	<p>IIRSM</p>
<p>Anaphylaxis &amp; Allergy Training for Schools &amp; Carers</p>	<p>This Anaphylaxis and Allergy Training Course is for anyone who cares for children. It's ideal for those who work in schools, as well as parents, guardians, youth workers and childminders. It offers practical guidance on allergy management and explains how to offer comprehensive support to children with allergies. It's also CPD accredited &amp; IIRSM approved.</p>	<ol style="list-style-type: none"> <li>1. Allergies</li> <li>2. Allergy Management</li> <li>3. Anaphylaxis</li> <li>4. School Policies and Responsibilities</li> <li>5. The Impact of Allergies on Children</li> </ol>	<p>40</p>	<p>IIRSM</p>
<p>Asbestos Awareness (+ International Version)</p>	<p>This Asbestos Awareness training course is for anyone who works with, or might potentially come into contact with asbestos at work. It looks at what asbestos is, what an Asbestos Management Plan is; it considers some of the major diseases associated with working with asbestos and the effects they have on the human body; and it covers what you should do if you are ever accidentally exposed. The course is IOSH Approved and has been audited by the Independent Asbestos Training Providers (IATP).</p>	<ol style="list-style-type: none"> <li>1. Asbestos Awareness</li> <li>2. Practical Steps</li> </ol>	<p>35</p>	<p>IOSH &amp; IATP &amp; CITB</p>



<p>Asthma Training for Schools &amp; Carers</p>	<p>This Asthma Training Course offers practical support for anyone who cares for children with asthma. It's ideal for those who work in schools, as well as parents, guardians, youth workers and childminders. It offers comprehensive guidance on how to monitor and manage a child's asthma while they're at school. It's IIRSM approved &amp; CPD accredited.</p>	<ol style="list-style-type: none"> <li>1. What is Asthma?</li> <li>2. Triggers and Symptoms of Asthma</li> <li>3. Medication</li> <li>4. Asthma Attacks</li> <li>5. School Responsibilities</li> </ol>	<p>50</p>	<p>IIRSM,</p>
<p>Banksman Essentials Training</p>	<p>This Banksman Essentials Training course aims to help reduce the risk of accidents occurring when carrying out large vehicle manoeuvres. The course provides demonstrations of the signals that are used by banksman (or traffic marshal) throughout the UK and Europe and helps your organisation work towards legislative compliance.</p>	<ol style="list-style-type: none"> <li>1. Banksman Overview</li> <li>2. Signalling</li> </ol>	<p>20</p>	<p>IIRSM</p>
<p>Bar Staff Training (Licenced Premises)</p>	<p>This Bar Staff Training course (Working in Licensed Premises) is for anyone who works anywhere alcohol is sold or served. It includes a step-by-step guide to the Age Verification process and explains how to refuse to serve someone. Our Bar Staff Course is CPD accredited and helps you work towards compliance with current legislation.</p>	<ol style="list-style-type: none"> <li>1. The Licensing Act and its aims</li> <li>2. Age Verification Process</li> <li>3. Best Practice Working</li> </ol>	<p>60</p>	



<p>Basic Life Support in Care (Standard 12 of the Care Certificate)</p>	<p>This Basic Life Support in Care Training Course focuses on Standard 12 of the Care Certificate and educates users on the basic administration of basic life support. Your employer should provide you with practical training alongside this awareness training. This course is CPD Accredited.</p>	<ol style="list-style-type: none"> <li>1. Basic Life Support for Adults</li> <li>2. Treating a Choking Child</li> <li>3. Obstructed Airways - Infants</li> <li>4. Training and Record Keeping</li> </ol>	<p>30</p>	
<p>CDM Regulations</p>	<p>Our CDM Regulations Training covers everything you need to know about planning, managing, and maintaining everyone's safety throughout a construction project. With CPD Accreditation and IOSH Approval, this course will help guide you towards compliance with current legislation. Understand the CDM Regulations and learn how to effectively plan your projects with this short course.</p>	<ol style="list-style-type: none"> <li>1. What are the CDM Regulations?</li> <li>2. Planning</li> <li>3. Safe Sites</li> </ol>	<p>30</p>	<p>IOSH</p>
<p>Compressed Air Safety Training (+International)</p>	<p>Whether pumping tyres, powering machinery, spraying chemicals, or cleaning dust and debris, working with compressed air is dangerous.</p> <p>During this course, users will learn what compressed air is, why it's used, what makes it so dangerous; and what responsibilities they have - whether they're an employee or employer - to help create and maintain a safe workplace.</p>	<ol style="list-style-type: none"> <li>1. Compressed Air</li> <li>2. Compressed Air System</li> <li>3. Managing the Risks</li> </ol>	<p>35</p>	<p>IIRSM &amp; Citation</p>



<p>Confined Space Training - Working in Confined Spaces</p>	<p>This Confined Space Training is ideal for those whose job involves working in poorly ventilated, confined spaces. Whether you work there all the time or only on some occasions, this Confined Space Training will equip you with the knowledge you need to spot hazards, properly follow safety instructions, and keep yourself and others safe whilst working in confined spaces. The course is CPD accredited.</p>	<ol style="list-style-type: none"> <li>1. What is a Confined Space? Why are they dangerous?</li> <li>2. Legal Duties and Responsibilities</li> <li>3. Preparing for Entry</li> </ol>	<p>35</p>	<p>IOSH</p>
<p>CoSHH</p>	<p>This online COSHH (Control of Substances Hazardous to Health) Training course covers all the information necessary to keep your staff safe from substances that could be potentially harmful to their health. It covers all aspects of chemical and hazardous substance safety in the workplace and is essential training across a range of industries. Our COSHH Training is IOSH Approved and CPD Accredited for your reassurance and takes just 25 minutes to complete.</p>	<ol style="list-style-type: none"> <li>1. Hazardous Substances, coming into contact with them and the effects of exposure</li> <li>2. Hazard Symbols</li> <li>3. 6 Simple Steps</li> </ol>	<p>25</p>	<p>IOSH</p>
<p>Diabetes Training for Schools &amp; Carers</p>	<p>This Diabetes Training Course is for anyone who cares for children with diabetes. It's ideal for those who work in schools, as well as parents, guardians, youth workers and childminders. It explains how to monitor, treat and care for children with diabetes in all aspects of their school life. It's IIRSM approved &amp; CPD accredited.</p>	<ol style="list-style-type: none"> <li>1. What is Diabetes?</li> <li>2. Everyday Risks and Responsibilities</li> <li>3. Medication for Diabetes</li> <li>4. School Trips</li> <li>5. Education and Well-Being</li> </ol>	<p>40</p>	<p>IIRSM</p>



<p>Display Screen Equipment Training</p>	<p>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 and helps DSE users avoid RSI, headaches, eyestrain and back problems; all of which are proven to contribute to absenteeism. Our course is IOSH Approved and includes a free DSE Risk Assessment.</p>	<ol style="list-style-type: none"> <li>1. Physical - At Your Desk</li> <li>2. Visual - Looking After Your Eyes</li> <li>3. DSE Stress</li> <li>4. Portable Devices</li> </ol>	<p>25</p>	<p>IOSH &amp; IIRSM &amp; RoSPA &amp; Citation</p>
<p>Driver Awareness</p>	<p>This Driver Awareness Training Course is for anyone who drives as part of their job. It looks at legal requirements and responsibilities involved in being a safe driver. It also covers what to do if you breakdown or have an accident. Its high-quality has been highlighted with a stamp of approval from IOSH.</p>	<ol style="list-style-type: none"> <li>1. Safe Driver</li> <li>2. Expect the Unexpected</li> <li>3. Reading the Road</li> <li>4. Safe Vehicle</li> </ol>	<p>25</p>	<p>IOSH &amp; RoSPA</p>
<p>DSEAR Training</p>	<p>This Dangerous Substances and Explosive Atmospheres Regulations (DSEAR) Training course provides users with an understanding of the DSEAR regulations whilst highlighting the responsibilities that they and their employer share. Dangerous Substances are any substances used or present at work that may, if not controlled, cause harm and injury to people as a result of a fire or explosion (HSE) so it's crucial for staff who could encounter these substances to be trained in DSEAR.</p>	<ol style="list-style-type: none"> <li>1. DSEAR</li> <li>2. Employer Responsibilities</li> <li>3. Your Responsibilities</li> </ol>	<p>15</p>	<p>Citation</p>



<p>Dust Awareness</p>	<p>During this Dust Awareness training, users will learn how to identify different kinds of dust and the risks that they pose; they'll consider how dust affects the human body; and they'll learn about the legal responsibilities that both they and their employer share for keeping themselves, their colleagues, and anyone else affected by their work safe from harm.</p>	<ol style="list-style-type: none"> <li>1. What is Dust?</li> <li>2. The Dangers of Dust</li> <li>3. Workplace Responsibilities</li> </ol>	<p>30</p>	<p>RoSPA &amp; Citation</p>
<p>Electrical Safety</p>	<p>This Electrical Safety Training Course is for everyone because everyone uses electricity and electrical appliances on a daily basis. It offers practical advice and guidance for safety when working around electricity. Work towards legal compliance to current legislation with our Electrical Safety Training.</p>	<ol style="list-style-type: none"> <li>1. Working Safely with Electricity</li> <li>2. Injuries and Emergency Procedures</li> <li>3. Electricity and the Law</li> </ol>	<p>30</p>	<p>IOSH</p>
<p>Emergency First Aid at Work Refresher</p>	<p>This online Emergency First Aid at Work Training is an essential course for emergency first aiders in the workplace. Emergencies can happen at any time, in any place so it is important that employees and employers are equipped with the skills to help someone when an accident or emergency occurs. This refresher course is the perfect course for emergency first aiders in any workplace or industry.</p>	<ol style="list-style-type: none"> <li>1. The Primary Survey</li> <li>2. The Secondary Survey</li> <li>3. First Aid Treatment</li> </ol>	<p>50</p>	<p>IIRSM</p>



<p>Epilepsy Training for Schools &amp; Carers</p>	<p>This Epilepsy Training for Schools &amp; Carers Course has been written for anyone who cares for children with epilepsy. It's ideal for those who work in schools, as well as parents, guardians, youth workers and childminders. It explains the different types of epilepsy and what to do if a child is having a seizure. It's also IIRSM approved &amp; CPD accredited for your reassurance.</p>	<ol style="list-style-type: none"> <li>1. The Background of Epilepsy</li> <li>2. Types of Epileptic Seizures</li> <li>3. Triggers and Treatment</li> <li>4. Your Responsibilities</li> <li>5. How Epilepsy Affects Education and Well-being</li> </ol>	<p>45</p>	<p>IIRSM</p>
<p>Eye-Protection Training</p>	<p>This Eye Protection Training course is your go-to course for identifying hazards and the risk they pose to your eyes, using the correct Personal Protective Equipment (PPE), first-aid advice, and how to manage risks. Learn how to keep your eyesight safe with our online training course.</p>	<ol style="list-style-type: none"> <li>1. Risks and Hazards</li> <li>2. Protecting Yourself</li> <li>3. Accidents Happen</li> <li>4. Identifying Risk and Managing Safety</li> </ol>	<p>30</p>	<p>IOSH</p>
<p>Fire Awareness</p>	<p>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.</p>	<ol style="list-style-type: none"> <li>1. The Nature of Fire</li> <li>2. Fire Signage</li> <li>3. Fire Hazards</li> <li>4. Emergency Procedure</li> <li>5. Portable Fire Extinguishers</li> </ol>	<p>30</p>	<p>IOSH &amp; IIRSM &amp; RoSPA</p>



<p>Fire Awareness (Care)</p>	<p>Fire Awareness training for anybody working in the care sector. Crucial health and safety information regarding risk assessment, fire signage and emergency procedures. Ideal for hospitals and care homes.</p>	<ol style="list-style-type: none"> <li>1. Fire in Care Settings</li> <li>2. Signs</li> <li>3. Fire Hazards</li> <li>4. Emergency Procedure</li> <li>5. Fire Extinguishers</li> </ol>	<p>45</p>	<p>IIRSM</p>
<p>Fire Awareness (Construction)</p>	<p>Fire Awareness for Construction is a course specifically aimed at educating those in the construction sector about the risks posed by fire to health and safety. This training course is an essential guide, covering fire prevention, use of fire extinguishers, recognition of fire signs and emergency procedure and safe evacuation.</p>	<ol style="list-style-type: none"> <li>1. The Nature of Fire</li> <li>2. Fire Signage</li> <li>3. Fire Hazards</li> <li>4. Discovering a fire</li> <li>5. Fire Extinguishers</li> </ol>	<p>55</p>	
<p>Fire Awareness (Education)</p>	<p>This Fire Awareness training course has been created for anyone who works in an education setting, including nurseries, schools, colleges and universities, as it includes specific fire safety information which is particularly relevant to educational settings. There are more than 1000 fires in schools every year, with the serious ones costing up to 3 million pounds each in damages.</p>	<ol style="list-style-type: none"> <li>1. Fire in Schools</li> <li>2. Signs</li> <li>3. Fire Hazards</li> <li>4. Emergency Procedures</li> <li>5. Fire Extinguishers</li> </ol>	<p>35</p>	<p>IOSH, IIRSM</p>
<p>Fire Extinguisher Training</p>	<p>The use of fire extinguishers can dramatically improve your chances of controlling a small fire. This online Fire Extinguisher Course helps learners to recognise the different types of fire extinguishers, know which should be used for different types of fires and how they should use each type.</p>	<ol style="list-style-type: none"> <li>1. Fire Extinguisher Use</li> </ol>	<p>10</p>	<p>RoSPA</p>



Fire Warden	A complete in-depth Fire Warden training course that will equip you with all the knowledge you need to become a fully trained Fire Warden or Fire Marshal. IOSH and RoSPA approved & CPD accredited training helping you work towards compliance with the Fire Safety Order 2005 and other current legislation.	<ol style="list-style-type: none"> <li>1. The Nature of Fire</li> <li>2. Signage</li> <li>3. Proactive Duties</li> <li>4. Reactive Duties</li> <li>5. Fire Extinguisher</li> </ol>	40	IOSH & RoSPA
Fire Warden (Care)	A comprehensive online course with everything needed to become a trained Fire Warden or Fire Marshal. Content aimed specifically at professionals in the Care industry.	<ol style="list-style-type: none"> <li>1. Introduction</li> <li>2. Prevention Measures</li> <li>3. Performing an Evacuation</li> <li>4. Types of Extinguishers</li> <li>5. Relevant Legislation</li> </ol>	75	
Fire Warden (Construction)	This course is specifically aimed at the Construction industry and provides comprehensive information needed to become a qualified Fire Warden or Fire Marshal. It includes full details on the duties of a Fire Warden or Marshal, use of fire extinguishers and how to complete effective fire drills and evacuation.	<ol style="list-style-type: none"> <li>1. Background</li> <li>2. Fire Prevention</li> <li>3. Fire Evacuation</li> <li>4. Fire Extinguishers and Classes</li> <li>5. Legislation Overview</li> </ol>	100	
Fire Warden (Education)	This Fire Warden course covers your duties under fire legislation, as well as looking at fire prevention measures, the correct use of fire extinguishers, and how to organise a fire evacuation in a school.	<ol style="list-style-type: none"> <li>1. Background</li> <li>2. Fire Prevention</li> <li>3. Fire Evacuation</li> <li>4. Fire Extinguishers and Classes</li> <li>5. Legislation</li> </ol>	100	



<p>First Aid Appointed Person</p>	<p>This First Aid Appointed Person Course is designed to educate a designated individual within an organisation about their responsibilities as a First Aid Appointed Person. It's one of our shortest courses at just 20 minutes long for your convenience.</p>	<ol style="list-style-type: none"> <li>1. Health and Safety Requirements</li> <li>2. Dealing with an Emergency</li> </ol>	<p>20</p>	
<p>First Aid at Work Refresher</p>	<p>This online First Aid at Work Training is an essential course for first aiders in the workplace and acts as a refresher for their practical first aid training, or as an introduction to first aid for anyone about to take a practical course. You never know when an accident might happen at work and having the knowledge necessary to deal with them effectively is crucial.</p>	<ol style="list-style-type: none"> <li>1. The Primary Survey</li> <li>2. The Secondary Survey</li> <li>3. First Aid Treatment</li> <li>4. First Aid Procedures for FULL First Aiders</li> </ol>	<p>80</p>	<p>IIRSM</p>
<p>First Aid Requirements and RIDDOR</p>	<p>This First Aid Requirements and RIDDOR training course is designed to help you understand what first aid personnel your business requires. It also tells you what kind of accidents and injuries need to be reported, as well as how to go about this. CPD accredited training to help you work towards compliance with legislation.</p>	<ol style="list-style-type: none"> <li>1. Health and Safety Requirements</li> <li>2. What is RIDDOR?</li> </ol>	<p>15</p>	
<p>Fluids and Nutrition in Care Training (Standard 8 Care Certificate)</p>	<p>Our Fluids &amp; Nutrition in Care Training works alongside Standard 8 of the Care Certificate and provides information on the importance of a balanced and nutritious diet for the elderly in a care setting. This course is CPD Accredited.</p>	<ol style="list-style-type: none"> <li>1. Nutrition and Hydration</li> <li>2. Food Safety</li> <li>3. Promoting Adequate Nutrition and Hydration</li> </ol>	<p>25</p>	



<p>Food Allergy Awareness Training</p>	<p>This Food Allergy Awareness Training is an essential piece of training for those producing, selling or handling food. All staff handling food should have a thorough understanding of allergens and the potential dangers surrounding them. This course also includes the requirements for pre-packed for direct sale (PPDS) food labelling legislation changes that come into effect on the 1st October 2021 (Also known as Natasha's law).</p>	<ol style="list-style-type: none"> <li>1. Food hypersensitivity</li> <li>2. Declaring allergens</li> <li>3. Managing risk</li> </ol>	<p>35</p>	
<p>Food Safety &amp; Hygiene Level 1</p>	<p>It is absolutely essential that anyone who works where food is made, sold or served has a good understanding of food hygiene and knows how to handle consumables properly. This Food Safety and Hygiene Level 1 course covers all the basics and is IOSH approved for your reassurance.</p>	<ol style="list-style-type: none"> <li>1. Food Hazards and Food Poisoning</li> <li>2. Personal Hygiene</li> <li>3. Cleanliness and Cross-contamination</li> </ol>	<p>50</p>	<p>IOSH</p>
<p>Food Safety &amp; Hygiene Level 2</p>	<p>IOSH Approved and CPD Accredited Online Food Safety and Hygiene Level 2 Training providing instant certificates upon completion. It's essential that anyone who regularly handles food - whether during production, preparation or sale is aware of their responsibilities. Get staff up to speed quickly and cost-effectively with our approved course.</p>	<ol style="list-style-type: none"> <li>1. Food Hazards and Food Poisoning</li> <li>2. Personal Hygiene</li> <li>3. The 4 C's of Food Safety</li> <li>4. Procedures and Premises</li> </ol>	<p>70</p>	<p>IOSH</p>



<p>Food Safety &amp; Hygiene Level 3</p>	<p>This Food Safety &amp; Hygiene Level 3 course is aimed at supervisors, managers or business owners working in the food industry. It identifies key areas within food safety and hygiene, allowing problems to be identified and resolved with the ultimate aim of ensuring good practices throughout the whole business. This course matches the CIEH syllabus and meets UK/EU legal requirements.</p>	<ol style="list-style-type: none"> <li>1. Introduction to Food Safety</li> <li>2. Personal Hygiene</li> <li>3. Cleaning</li> <li>4. Storage, Temperature &amp; Time</li> <li>5. HACCP &amp; Legal requirements</li> </ol>	<p>180</p>	<p>IIRSM &amp; RoSPA</p>
<p>General Workshop Safety</p>	<p>This General Workshop Safety Training programme is for anyone who works in a workshop. It concentrates on GENERAL safety awareness, safe working habits and safe operating procedures. Receive printable certificates and show your commitment to current legislation with this course.</p>	<ol style="list-style-type: none"> <li>1. Your Workshop</li> <li>2. Safety Signs</li> <li>3. Preventing Accidents</li> </ol>	<p>35</p>	<p>IOSH</p>
<p>HACCP Level 2</p>	<p>All businesses that produce, handle, retail or distribute consumable products are legally required to implement HACCP as a food safety management system. Our level 2 HACCP Training course is CPD accredited and provides essential training for all employees in the food industry.</p>	<ol style="list-style-type: none"> <li>1. What is HACCP?</li> <li>2. The 12 Steps of HACCP</li> </ol>	<p>35</p>	<p>IOSH</p>



<p>HACCP Level 3</p>	<p>HACCP is a system of food safety management used all over the world. It's robust, adaptable, and, most importantly, a legal requirement in all organisations that handle food.</p> <p>During this course, users will learn about the science and theory behind food safety and hygiene, they'll gain an in-depth understanding of the 12 steps and 7 principles of HACCP; and they'll explore how to create and implement a HACCP plan.</p>	<ol style="list-style-type: none"> <li>1. What is HACCP?</li> <li>2. Prerequisites</li> <li>3. The 12 Steps and 7 Principles of HACCP</li> </ol>	<p>150</p>	
<p>Hand Arm Vibration Training</p>	<p>Exposure to vibration may not sound particularly dangerous, but the effects are accumulative, progressive, and irreversible. However, they're also preventable. This Hand Arm Vibration Awareness Training course looks at the effects of hand-arm vibration, who's at risk, how to recognise the damage it causes, and what can be done to reduce harmful exposure. This course is CPD accredited and IOSH approved.</p>	<ol style="list-style-type: none"> <li>1. What is Hand-arm Vibration?</li> <li>2. Understanding Your Responsibilities</li> </ol>	<p>20</p>	<p>IOSH</p>
<p>Handling Aggressive Behaviour Training</p>	<p>During this course, we explain what aggressive behaviour is, how to recognise it and provide some actionable tips on how to defuse a tense situation. We also cover the UK legislation that protects employees, as well as the processes involved in reporting aggressive or violent incidents.</p>	<ol style="list-style-type: none"> <li>1. Aggressive or Violent Behaviour</li> <li>2. Workplace Aggression and the Law</li> <li>3. Steps: Handling Aggressive Behaviour</li> </ol>	<p>40</p>	<p>IIRSM</p>



<p>Health &amp; Safety Essentials</p>	<p>This basic Health and Safety Training programme covers the key areas of Health and Safety that you are legally required to train your staff in. It provides an easy-to-follow but comprehensive introduction to the major topics that will keep your workplace safe.</p>	<ol style="list-style-type: none"> <li>1. The Hazards</li> <li>2. Health and safety responsibilities</li> </ol>	<p>45</p>	<p>IOSH &amp; IIRSM &amp; RoSPA</p>
<p>Health and Safety for Homeworkers</p>	<p>Everyone should have health and safety training, regardless of if they work in a fixed place of work or they work from home. This course is for people who work at home, some, or all of the time. It's to keep you safe while you're at work, when your workplace is your own home. Our course includes access to our Homeworking Assessment Tool.</p>	<ol style="list-style-type: none"> <li>1. Slips, Trips, and Falls</li> <li>2. Your Workspace</li> <li>3. DSE &amp; Manual Handling</li> <li>4. Fire &amp; Electrical Safety</li> <li>5. Safety Responsibilities &amp; Procedures</li> <li>6. Mental Health</li> </ol>	<p>45</p>	
<p>Health and Safety in Care (Standard 13 Care Certificate)</p>	<p>Our CPD Accredited Health &amp; Safety in Care Training Course works alongside and helps you understand Standard 13 of the Care Certificate. This Standard touches on the legislation, policies &amp; responsibilities relating to Health &amp; Safety in the Care sector, as well as looking at accidents and sudden illnesses.</p>	<ol style="list-style-type: none"> <li>1. Legislation, Policies, and Responsibilities</li> <li>2. Accidents and Sudden Illnesses</li> </ol>	<p>35</p>	



<p>Infection Prevention &amp; Control</p>	<p>Infection Prevention and Control Training is incredibly important. No matter where you work or which industry you work in, the risk of spreading infections in the workplace is ever-present. However, with time, money, and productivity lost to illness and sick days, it's important that everyone knows the risks, how to stay safe, and keep themselves and everyone around them healthy.</p>	<ol style="list-style-type: none"> <li>1. Infections</li> <li>2. The Chain of Infection</li> <li>3. Hygiene</li> </ol>	<p>30</p>	<p>IOSH, IIRSM</p>
<p>Infection Prevention &amp; Control in Care Training (Standard 15 Care Certificate)</p>	<p>This Infection Prevention &amp; Control in Care Training is based on Standard 15 of the Care Certificate. Infection control is an important issue. This online training programme has been designed to explain why it's so important and to show you what you can do to help to avoid infections from spreading.</p>	<ol style="list-style-type: none"> <li>1. Infections</li> <li>2. The Chain of Infection</li> <li>3. Hygiene</li> </ol>	<p>40</p>	
<p>Ladder Safety (+International)</p>	<p>This Ladder Safety training is your go-to course to help reduce the risk of ladder-related injuries and increase your knowledge and skills. It includes how to select, setup, and use a ladder correctly, as well as conduct pre-checks. It's IOSH approved and provides printable certificates upon course completion.</p>	<ol style="list-style-type: none"> <li>1. Ladder Selection</li> <li>2. Ladder Pre-Check</li> <li>3. Ladder Setup</li> <li>4. Ladder Use</li> </ol>	<p>25</p>	<p>IOSH</p>
<p>Legionella Awareness</p>	<p>Designed to highlight the risks of exposure to legionella bacteria, this Legionella Awareness Training Course looks at what to look out for and how to protect your organisation from harmful Legionnaires' disease. It takes just 25 minutes to complete online.</p>	<ol style="list-style-type: none"> <li>1. Legionella Bacteria</li> <li>2. Preventing an Outbreak</li> </ol>	<p>25</p>	



<p>LOLER (+International)</p>	<p>This LOLER Training course (Lifting Operations and Lifting Equipment Regulations 1998) aims to reduce the chances of any accidents or incidents occurring during any lifting operations in the workplace. The course covers the regulations thoroughly to give you an understanding of how to work towards compliance.</p>	<ol style="list-style-type: none"> <li>1. What is LOLER?</li> <li>2. Selecting the right equipment</li> <li>3. Location of your equipment</li> <li>4. Planning Lifting Operations</li> <li>5. Maintenance of Lifting Equipment</li> </ol>	<p>35</p>	<p>IOSH</p>
<p>Lone Worker Safety Training</p>	<p>This CPD accredited Lone Worker Safety Training is an essential eLearning course that helps lone workers to stay safe when commuting and working. It covers planning ahead, diffusing tension, recognising signs of aggression, handling emergencies, and a variety of actions they can take to care for their mental and physical health whilst working alone, no matter what the location.</p>	<ol style="list-style-type: none"> <li>1. Preparing &amp; Travelling</li> <li>2. Responsibilities</li> <li>3. Practical Safety Measures</li> </ol>	<p>45</p>	<p>Citation &amp; RoSPA</p>
<p>Manual Handling</p>	<p>This Manual Handling Training course teaches you all you need to know about safe manual handling. Being competent in safe carrying and lifting techniques for the workplace is a legal requirement, and this online Manual Handling Course provides everything you need to know. It includes lifting techniques, 'LITE' and 'TILE' and explains the importance of safe manual handling. Correct Manual Handling is so important to your everyday health, especially if you're regularly lifting.</p>	<ol style="list-style-type: none"> <li>1. Your back during Manual Handling</li> <li>2. Daily Tasks</li> <li>3. LITE Assessment</li> <li>4. Techniques</li> </ol>	<p>35</p>	<p>IOSH &amp; IIRSM &amp; RoSPA</p>



<p>Manual Handling (including TYRES)</p>	<p>This online Manual Handling Including Tyres training teaches you all you need to know about Moving and Handling safety and includes a specialised section with specific techniques for moving and lifting TYRES. Work towards compliance with current legislation with our CPD accredited course.</p>	<ol style="list-style-type: none"> <li>1. You and Your Back</li> <li>2. Preparation</li> <li>3. Manual Handling</li> <li>4. Moving and Lifting TYRES</li> <li>5. Conclusion</li> </ol>	<p>40</p>	
<p>Medication Awareness Training for Care</p>	<p>This Medication Awareness Training course is specifically targeted at care workers who look after residents in a care home. It provides an overview of how to manage residents' medical needs; the legal responsibilities involved; and how to deliver, store, and dispose of medication and effectively manage doses.</p>	<ol style="list-style-type: none"> <li>1. Policies and The Law</li> <li>2. Medication</li> <li>3. Administering Medication</li> </ol>	<p>30</p>	
<p>Medication Awareness Training for Education</p>	<p>This Medication Awareness Training for schools course is specifically targeted at adults working in the education sector. It provides an overview of how to care for a child with medical needs; the legal responsibilities involved; and how to deliver, store, and dispose of medication and effectively manage dosing by various health and safety rules. It's the perfect online course to support practical training.</p>	<ol style="list-style-type: none"> <li>1. The Law and School Policy</li> <li>2. Medication</li> <li>3. Handling and Administering Medication</li> <li>4. Managing Medical Needs</li> </ol>	<p>40</p>	



<p>Moving &amp; Handling People</p>	<p>This online Moving and Handling training explains the process of moving someone safely and gives step-by-step guidance, showing the most common lifts and moves. This training is ideal for those working in the care sector, where moving and handling people are regular occurrences.</p>	<ol style="list-style-type: none"> <li>1. You and Your Back</li> <li>2. Preparing to Lift Someone</li> <li>3. Moving and Lifting Someone</li> </ol>	<p>50</p>	
<p>Noise Awareness in the Workplace</p>	<p>This online Noise Awareness Training course looks at what can be done to recognise and reduce exposure to noise at work. Particularly suitable for those working in Construction or Industrial environments, as well as Hospitality and Leisure professionals.</p>	<ol style="list-style-type: none"> <li>1. The Ear</li> <li>2. Noise &amp; Responsibilities</li> <li>3. Hearing Protection</li> </ol>	<p>25</p>	<p>IOSH</p>
<p>Oral Care Training (+International)</p>	<p>Taking care of a person's oral health is an important role. In this course, users will learn about the different conditions that affect the mouth, how to plan for a person's care needs, and how to support them with oral hygiene. It follows the guidance provided by the National Institute for Health and Care Excellence.</p>	<ol style="list-style-type: none"> <li>1. Oral Care</li> <li>2. Oral Health Awareness</li> <li>3. Providing Effective Care</li> <li>4. Supporting Oral Care</li> </ol>	<p>45</p>	
<p>Paediatric First Aid Refresher Training</p>	<p>This online Paediatric First Aid Refresher Training is suitable for anyone working with children, infants or babies. It's a refresher or introductory course for those with a practical First Aid qualification and has been designed to work in conjunction with either our First Aid at Work Refresher or Emergency First Aid at Work Refresher programmes.</p>	<ol style="list-style-type: none"> <li>1. Introduction</li> <li>2. First Aid Demonstrations</li> </ol>	<p>20</p>	



<p>PAT (EET) Testing Training</p>	<p>This course is for anyone who works in a low-risk environment and wants to understand checks and PAT Testing, now commonly referred to as Electrical Equipment Testing. They'll learn which equipment needs testing and how to determine equipment class; how to carry out a visual inspection; and the different types of tests.</p>	<ol style="list-style-type: none"> <li>1. An Introduction to Testing</li> <li>2. User Check and Visual Inspection</li> <li>3. EET Test Basics</li> </ol>	<p>36</p>	<p>Citation</p>
<p>Permit to Work (+International)</p>	<p>This course is for employers and managers who want to learn best practice for permit-to-work systems. They'll learn what the system is and what types of work need a permit; what information to include in a permit; and the duties of everyone involved.</p>	<ol style="list-style-type: none"> <li>1. An Introduction to Permit-to-Work Systems</li> <li>2. The 12 Step Permit Process</li> <li>3. Permit-to-Work System Essentials</li> </ol>	<p>35</p>	<p>Citation</p>
<p>Personal Protective Equipment</p>	<p>This Personal Protective Equipment Training programme is for people whose job requires them to wear PPE of any type. It highlights the importance of wearing the PPE which has been provided, wearing it correctly and looking after it properly. It's IOSH approved for your reassurance and will help you to comply with current legislation.</p>	<ol style="list-style-type: none"> <li>1. What is PPE?</li> <li>2. Types of PPE</li> <li>3. Safety Signs Relating to PPE</li> </ol>	<p>35</p>	<p>IOSH</p>



<p>PUWER</p>	<p>This PUWER Training course will take you through what you need to know when it comes to staying safe with the use of work equipment. The course will provide strong guidance towards compliance with current legislation. The course is IOSH Approved &amp; CPD Accredited, to assure you of its quality and is suitable for anybody who works in manufacturing or construction.</p>	<ol style="list-style-type: none"> <li>1. PUWER Responsibilities</li> <li>2. Safe Standard</li> <li>3. Protection and Controls</li> </ol>	<p>30</p>	<p>IOSH</p>
<p>Respiratory Protective Equipment (RPE) Training</p>	<p>In this Respiratory Protective Equipment course, users will be taught why RPE is so important, what different types of RPE exist and what they're used for, how to properly use and look after RPE, and what legal responsibilities they and their employer share.</p>	<ol style="list-style-type: none"> <li>1. Respiratory Protective Equipment</li> <li>2. Working with RPE</li> </ol>	<p>30</p>	<p>RoSPA &amp; Citation</p>
<p>Risk Assessment (+International)</p>	<p>This Risk Assessment Training is a key Health and Safety course that teaches you both what Risk Assessments are, as well as how and when to perform them. Understand the benefits of comprehensive risk assessments, and comply with basic legislation. This Risk Assessment Training is IOSH approved.</p>	<ol style="list-style-type: none"> <li>1. Why Assess Risks?</li> <li>2. When Should I Assess Risks?</li> <li>3. The 5 Steps to Risk Assessment</li> <li>4. Risk Assessment Tool</li> </ol>	<p>35</p>	<p>IOSH</p>



<p>Safeguarding Children (Standard 11 Care Certificate)</p>	<p>This Safeguarding Children training course covers both levels 1 &amp; 2 and also covers standard 11 of the Care Certificate. The WHO estimated that up to 1 billion minors between the ages of 2 and 17 years of age have endured physical, emotional, or sexual violence. This is why Safeguarding Children training is essential for anyone who comes into contact with children, either at work or as a volunteer. This course covers the often-difficult subject of child abuse; considering the different kinds of abuse, how to spot the signs, and how to correctly and discreetly report your concerns so that the problem is addressed.</p>	<ol style="list-style-type: none"> <li>1. Safeguarding Responsibilities</li> <li>2. Recognising Abuse in Children</li> <li>3. Responding to Abuse</li> <li>4. Recording Observations</li> <li>5. Reporting Concerns</li> </ol>	<p>60</p>	<p>IIRSM</p>
<p>Safeguarding Children Level 3 Training</p>	<p>This course is for the DSL and their deputies, but it's useful for anyone responsible for identifying, assessing, and supporting the needs of a child. It will help users understand their role, including recognising abuse, managing records, and making referrals.</p>	<ol style="list-style-type: none"> <li>1. Responsibilities</li> <li>2. Recognising</li> <li>3. Responding</li> <li>4. Recording</li> <li>5. Reporting</li> </ol>	<p>132</p>	
<p>Safeguarding Adults</p>	<p>This Safeguarding Vulnerable Adults course covers levels 1 &amp; 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.</p>	<ol style="list-style-type: none"> <li>1. Safeguarding</li> <li>2. What is abuse?</li> <li>3. Dealing with Abuse</li> </ol>	<p>50</p>	<p>IIRSM</p>



<p>School Trips for Organisers and Support</p>	<p>This School Trips Training Course is for the person who organises a school trip or for anyone who helps out, these people may also be known as an Educational Visits Coordinator. It takes a practical look at some of the things which must be considered when planning and delivering school trips, both in the UK and abroad.</p>	<ol style="list-style-type: none"> <li>1. Planning a School Trip</li> <li>2. Health and Safety on a School Trip</li> <li>3. The Trip</li> <li>4. Residential Trips and Trips Abroad</li> </ol>	<p>45</p>	<p>IIRSM</p>
<p>Sharps</p>	<p>This Sharps Training focuses on the dangers associated with Sharps, the potential health risks and the handling and disposal of Sharps objects. It also looks at The Health and Safety (Sharp Instruments in Healthcare) Regulations 2013 and covers what PPE equipment is available</p>	<ol style="list-style-type: none"> <li>1. What are Sharps?</li> <li>2. Preventing the spread of infections</li> </ol>	<p>20</p>	<p>IOSH</p>
<p>Slips, Trips &amp; Falls</p>	<p>This Slips, Trips and Falls programme is designed to ensure all staff understand why slips, trips and falls happen and what they can do to reduce this risk and avoid workplace accidents. It's IOSH Approved and one of our most popular courses to date!</p>	<ol style="list-style-type: none"> <li>1. Responsibilities</li> <li>2. Slips &amp; Trips</li> <li>3. Falls</li> </ol>	<p>30</p>	<p>IOSH &amp; IIRSM</p>
<p>Spill Kits Training: Bodily Fluids</p>	<p>This Spill Kit Training for Bodily Fluids Training course aims to teach you best practices when handling spillages of bodily fluids. It covers the best way to prevent spillages and how to use the equipment safely. We also look at the potential risks associated with these hazardous spills. This course is CPD Accredited.</p>	<ol style="list-style-type: none"> <li>1. Spill kits</li> <li>2. Dealing with a spill</li> </ol>	<p>15</p>	<p>IOSH</p>



Spill Kits Training: Chemicals & Oils	This Spill Kit for Chemicals & Oils Training course aims to teach you best practices when handling spillages of hazardous liquids, how to prevent spillages and how to use the equipment safely. We also look at the potential risks associated with these hazardous spills. This course is CPD Accredited.	<ol style="list-style-type: none"><li>1. Spill kits</li><li>2. Spill response procedure</li></ol>	20	IOSH
Waste Management (+International)	This course is for employers and managers who are responsible for managing waste at work. It helps users understand the importance of proper waste management and how to handle waste safely and efficiently - from identifying different types of waste, to conducting a waste audit and implementing an action plan.	<ol style="list-style-type: none"><li>1. Understanding Waste Management</li><li>2. The Waste Audit</li><li>3. The Waste Action Plan</li></ol>	40	
Working at Height (+International)	Whether you work at height as part of your job or supervise those who do, this Working at Height Training is essential. It covers the basic principles of Health & Safety, the legal obligations of both employers and employees, and it provides best-practice guidance designed to keep everyone safe.	<ol style="list-style-type: none"><li>1. Working at Height</li><li>2. The Risks</li><li>3. Choosing Equipment</li></ol>	35	IOSH & IIRSM & RoSPA



<p>Young People in the Workplace Training</p>	<p>In this course, users will explore these dangers and the legal duties employers have to keep young people safe, how to properly train and supervise young people, and how to carry out a young person risk assessment.</p> <p>This course is for anyone who's responsible for creating, overseeing, or implementing health and safety policies and practices in the workplace. Users will be given a downloadable certificate upon completion.</p>	<ol style="list-style-type: none"><li>1. Young People at Work</li><li>2. Young People &amp; Employment Laws</li><li>3. Training &amp; Supervising Young Workers</li><li>4. Risk Assessments</li></ol>	<p>32</p>	
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## HR Compliance

Course Title	Description	Sections	Time (mins)	Approvals
Assessing Mental Capacity	This Assessing Mental Capacity training course guides you through the process of assessing a person's mental capacity to make decisions for themselves. It looks at the Mental Capacity Act 2005 and the 5 key principles involved in assessing mental capacity. It also looks at capacity assessment examples and how to deal with disagreements and complaints.	<ol style="list-style-type: none"><li>1. The Mental Capacity Act 2005</li><li>2. The Five Principles of the Mental Capacity Act</li><li>3. Helping People Make Decisions</li><li>4. Capacity Assessment</li><li>5. Disagreements and Complaints</li></ol>	40	IIRSM
Autism Awareness	In this course, we discuss the definition of autism, its impact on children, adults, and families and the current theories on what factors may influence the condition. We'll identify the challenges autistic individuals and their loved ones face, the positive qualities of being autistic, as well as the various forms of support that are available to them.	<ol style="list-style-type: none"><li>1. What is Autism?</li><li>2. Living with Autism</li></ol>	33	



<p>Bullying &amp; Harassment for Employees Training</p>	<p>This Bullying &amp; Harassment in the Workplace training course is for ALL employees. It provides practical steps and conscientious guidance to help prevent, identify and confidently confront bullying and harassment at work. It's CPD accredited and will help you work towards various current legislation.</p>	<ol style="list-style-type: none"> <li>1. What are Bullying and Harassment? Differences and Similarities</li> <li>2. What Should I do if I'm being bullied?</li> <li>3. Creating a Positive Culture in the Workplace</li> </ol>	<p>15</p>	
<p>Communication in Care Training (Standard 6 Care Certificate)</p>	<p>Our CPD Accredited Communication in Care Training course works alongside Standard 6 of the Care Certificate and provides information about why it is important for Care Workers to understand the importance of effective communication in a care setting.</p>	<ol style="list-style-type: none"> <li>1. Communication in Care</li> <li>2. Communication in Practice</li> </ol>	<p>30</p>	
<p>Conducting Appraisals Training (Text-Based)</p>	<p>This course has been created for people who are responsible for conducting appraisals with their colleagues. It provides tips on how to prepare for an appraisal, how to carry one out, how to set goals, deal with concerns, and how to follow up afterwards. There's also a downloadable step-by-step guide for creating and implementing an appraisals scheme at work for anyone who has this responsibility.</p>	<ol style="list-style-type: none"> <li>1. Benefits of an Appraisal</li> </ol>	<p>15</p>	



<p>Conflict Resolution Training</p>	<p>This CPD Accredited Conflict Resolution Training course is for everyone. It provides the most effective techniques and strategies for handling and resolving conflict in the workplace. Conflict can occur in any workplace, this course is, therefore, suitable for all industry sectors. Understand the types of conflict and learn how to prevent conflict with this short course.</p>	<ol style="list-style-type: none"> <li>1. Introduction to Conflict</li> <li>2. Tips &amp; Techniques</li> <li>3. Handling Serious Conflict</li> </ol>	<p>30</p>	<p>IIRSM</p>
<p>Customer Service Training</p>	<p>This CPD Accredited Customer Service Training course will help you to provide excellent customer service and improve interpersonal skills. Someone working in customer services will often be one of the first voices that someone hears when contacting an organisation and therefore, they have a huge impact on the first impression that someone has of an organisation; providing good customer service is, therefore, essential.</p>	<ol style="list-style-type: none"> <li>1. What is good customer service?</li> <li>2. Communicating with your customer</li> <li>3. Handling Customer Complaints</li> <li>4. Room for improvement</li> </ol>	<p>35</p>	
<p>Dementia Awareness Training</p>	<p>This Dementia Awareness course offers family members, friends, colleagues, employers, carers, and those in the early stages of dementia the information they need to better understand the condition and the abundance of support and care that's available. It covers the signs, symptoms and different types of dementia; the impact that symptoms have on people physically, socially and emotionally; the responsibility of employers; the role of carers and community systems; and it offers practical guidance on how to live well with dementia.</p>	<ol style="list-style-type: none"> <li>1. Raising Awareness</li> <li>2. Dementia-Friendly Environments</li> <li>3. Living Well with Dementia</li> </ol>	<p>55</p>	



<p>Dementia Awareness for Carers</p>	<p>This Dementia for Carers course aligns with legal and best practice guidelines; it provides users with the knowledge they need to offer compassionate and person-centred care to people with dementia, their family carers and their loved ones.</p> <p>It's the perfect introduction for anyone who's training to Tier 2 of the Dementia Standards Training Framework<sup>1</sup> - particularly professional carers, support workers, and anyone who works closely with people living with dementia - and it's useful for family carers too</p>	<ol style="list-style-type: none"> <li>1. Raising Awareness</li> <li>2. Dementia-Friendly Environments</li> <li>3. Active Planning &amp; Active Caring</li> <li>4. Living Well with Dementia</li> </ol>	<p>82</p>	
<p>Deprivation of Liberty Safeguards (DoLS) Training</p>	<p>This programme explains what deprivation of liberty means and what you should do if you feel it's in someone's best interests to restrain, restrict or deprive them of their liberty. This programme has been designed for healthcare professionals, social workers, emergency services staff and care workers, as well as for voluntary carers, such as family carers - in fact it's for anyone who looks after or cares for someone living in a care home or hospital who has been assessed as lacking mental capacity.</p> <p>This training will explain the differences between restraint, restriction and deprivation of liberty and describe what you need to do to make sure you have the proper authorisation to do this.</p>	<ol style="list-style-type: none"> <li>1. Deprivation of Liberty</li> <li>2. Authorising a Deprivation of Liberty</li> <li>3. Safeguards</li> <li>4. Record Keeping</li> </ol>	<p>35</p>	



<p>Disability Awareness &amp; Inclusion Training</p>	<p>Our Disability Awareness &amp; Inclusion Training is suitable for all workplaces and all levels of employees. This course provides users with more in-depth knowledge about the equal opportunities those with disabilities should be given, how both visible and invisible disabilities might impact someone's working life and what you can do to make sure that people with disabilities are given equal consideration and fair access to the same opportunities as people without disabilities.</p>	<ol style="list-style-type: none"> <li>1. Raising Awareness</li> <li>2. Disability &amp; The Law</li> <li>3. Workplace Practices &amp; Culture</li> </ol>	<p>55</p>	<p>Citation</p>
<p>Domestic Abuse Awareness</p>	<p>This training is designed to teach all staff, from business owners to managers to employees, what domestic abuse is, how to recognise the signs, and how to respond if they suspect it might be happening to someone they know. Most importantly, this course will help your organisation support its employees by responding to domestic abuse confidently and safely.</p>	<ol style="list-style-type: none"> <li>1. Understanding and Identifying Domestic Abuse</li> <li>2. Reporting Domestic Abuse</li> </ol>	<p>35</p>	
<p>Drug and Alcohol Awareness Training</p>	<p>This Drug and Alcohol Awareness Training has been designed to equip employers, managers, and employees with the knowledge to recognise the signs and symptoms of substance abuse; to understand the effects addiction has on both physical and mental health; and to make clear the impact substance abuse has on a workplace and their legal responsibilities regarding it. It's also IIRSM approved and CPD accredited for your reassurance.</p>	<ol style="list-style-type: none"> <li>1. The Problem with Drugs and Alcohol</li> <li>2. The Effects that Drugs and Alcohol Can Have on Health</li> <li>3. People and Policies</li> </ol>	<p>25</p>	<p>IIRSM</p>



<p>Duty of Care Awareness Training (Standard 3 Care Certificate)</p>	<p>This Duty of Care Awareness Training focuses on Standard 3 of the Care Certificate and is CPD accredited. This ensures that employees know what duty of care they have to those receiving care and support in the workplace.</p>	<ol style="list-style-type: none"> <li>1. Duty of Care</li> <li>2. If things go wrong</li> </ol>	<p>30</p>	
<p>Effective Remote Working Training</p>	<p>This Effective Remote Working Training course is aimed at employees who regularly work remotely or work from home. It will provide tools to ensure high levels of productivity and job satisfaction can be maintained, as well as covering the importance of communication for those based remotely.</p>	<ol style="list-style-type: none"> <li>1. Creating a Productive Workspace</li> <li>2. Structure</li> <li>3. Communication</li> </ol>	<p>30</p>	<p>IIRSM</p>
<p>Equality &amp; Diversity in Care Training (Standard 4 Care Certificate)</p>	<p>Our CPD Accredited Equality &amp; 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.</p>	<ol style="list-style-type: none"> <li>1. Equality, diversity, inclusion and discrimination</li> <li>2. Equality and Diversity in Care</li> </ol>	<p>30</p>	
<p>Equality, Diversity &amp; Inclusion (EDI) Training</p>	<p>This Equality, Diversity &amp; Inclusion (EDI) Training course introduces the protected characteristics, discrimination, victimisation and unfair treatment within a professional environment. The UK becomes more culturally diverse each year and as such, so do workplaces. Equality, Diversity &amp; Inclusion training is, therefore, becoming an essential part of training for all workplaces.</p>	<ol style="list-style-type: none"> <li>1. The Ideal Workplace</li> <li>2. Unacceptable Behaviour</li> <li>3. The Protected Characteristics</li> <li>4. Practical Improvements</li> </ol>	<p>60</p>	<p>IIRSM &amp; Citation</p>



FGM Awareness & Prevention Training	This FGM Awareness and Prevention Training Course provides useful information about Female Genital Mutilation and will help you spot the signs of potential FGM, as well as teach you how to intervene should you suspect a child is going to be subjected to the procedure. This FGM Course is CPD Accredited and can be used in conjunction with our Safeguarding Children Course.	<ol style="list-style-type: none"><li>1. FGM Awareness</li><li>2. FGM Prevention</li></ol>	20	IIRSM
Front of House Essentials Training	This online Front of House Essentials Training course explore topics like setting tables, greeting guests, taking orders, serving food and drinks, taking payments, and how to communicate effectively with guests, including how to handle complaints.	<ol style="list-style-type: none"><li>1. Understanding Front of House</li><li>2. Service Skills and Techniques</li></ol>	30	
Gender Identity & Expression Training	This Gender Identity & Expression Training course has been designed to give users a basic understanding of gender identity and the importance of gender expression in all aspects of life. Our accredited course is the perfect starting point for those who wish to learn more about the topic and actively show their support.	<ol style="list-style-type: none"><li>1. Gender Identity</li><li>2. Gender Expression</li></ol>	10	Citation



<p>Handling Information in Care Training (Standard 14 Care Certificate)</p>	<p>This Handling Information in Care Training focuses on Standard 14 of the Care Certificate. This online training course emphasises how important confidentiality is to individuals who receive care. Breaching confidentiality can breach trust between you and a patient and more importantly, leave them susceptible to fraud and cybercrime. This course is CPD Accredited.</p>	<p>1. Handling Information</p>	<p>15</p>	
<p>HR Compliance &amp; Wellbeing Essentials Training</p>	<p>We have developed this HR Compliance &amp; Wellbeing Essentials Training course for employees at all levels - it will help them gain an understanding of key HR areas and current legislation, whilst promoting a positive, equal culture in the workplace. This comprehensive yet concise eLearning course is equipped with information on subjects such as mental health, conflict resolution, equality and diversity, sexual harassment, bullying, and more.</p>	<p>1. Equality, Diversity and Unconscious Bias 2. Bullying and Harassment, including Sexual Harassment 3. Conflict Resolution 4. Mental Health</p>	<p>45</p>	<p>IIRSM</p>
<p>Liberty Protection Safeguards Training</p>	<p>This Liberty Protection Safeguards training course is designed to give your staff a solid understanding of why it might be necessary to deprive someone of their liberty and to who it applies. Learn who is involved in the process, what their responsibilities are and understand the process behind referring a patient, and what assessments need to be carried out, through to how final decisions are made how they are reviewed and how a decision can be legally challenged. Complete in just 15 minutes.</p>	<p>1. Liberty Protection Safeguards: An overview 2. The Liberty Protection Safeguards and why they exist</p>	<p>15</p>	



<p>Managing Anxiety Training</p>	<p>This Managing Anxiety Training course provides an introduction to what anxiety is and how differently it can affect different people. It offers simple and memorable CBT ideas techniques for our learners to use in order to better approach, understand and manage worrisome/anxious thoughts on a daily basis - things of which are experienced by us all.</p>	<ol style="list-style-type: none"> <li>1. Introduction to Anxiety</li> <li>2. Ideas &amp; Techniques</li> </ol>	<p>25</p>	<p>IOSH &amp; IIRSM</p>
<p>Menopause Awareness Training</p>	<p>As a community, it's important for all of us to be knowledgeable about the menopause and the impact it has on those experiencing it. Whether it's a colleague, a family member or friend, or if the user is experiencing the menopause themselves - this course keeps things simple and equips them with the information, guidance and confidence they need.</p>	<ol style="list-style-type: none"> <li>1. Understanding the Menopause</li> <li>2. Taking Action</li> </ol>	<p>31</p>	<p>Citation</p>
<p>Mental Health Awareness Training (+International)</p>	<p>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. It's the only course of its kind to achieve an IOSH Approval.</p>	<ol style="list-style-type: none"> <li>1. Mental Health Awareness</li> <li>2. Mental Health Problems</li> <li>3. Wellbeing Toolkit</li> <li>4. External Help</li> </ol>	<p>40</p>	<p>IOSH &amp; IIRSM</p>



<p>Mental Health Awareness Training for Carers and Nurses</p>	<p>This Mental Health Awareness Training for Carers and Nurses aims to break the stigma surrounding mental-ill health in the care industry. It also contains extra resources and a wellbeing toolkit to manage day-to-day mental health.</p>	<ol style="list-style-type: none"> <li>1. Mental Health in Care</li> <li>2. Mental Health Problems</li> <li>3. Wellbeing toolkit</li> <li>4. External Help</li> </ol>	<p>40</p>	
<p>Mental Health Awareness Training for Education Professionals</p>	<p>This Mental Health Awareness Training for Education Professionals (Including teachers and other school staff) aims to spread awareness of mental ill-health in primary and secondary schools, colleges and universities and aims to break the stigma surrounding ill-mental health. It also contains extra resources and a wellbeing toolkit to manage day-to-day mental health.</p>	<ol style="list-style-type: none"> <li>1. Mental Health in Education</li> <li>2. Mental Health Problems</li> <li>3. Wellbeing toolkit</li> <li>4. External Help</li> </ol>	<p>40</p>	
<p>Mental Health in Construction Training</p>	<p>This Mental Health in Construction Training programme aims to spread awareness of mental ill-health in the construction sector and break the stigma surrounding it. It also contains extra resources and a wellbeing toolkit to manage day-to-day mental health.</p>	<ol style="list-style-type: none"> <li>1. Mental Health in Construction</li> <li>2. Mental Health Problems</li> <li>3. Wellbeing toolkit</li> <li>4. External Help</li> </ol>	<p>40</p>	
<p>Mental Health, Dementia and Learning Disabilities in Care Training (Standard 9 Care Certificate)</p>	<p>Our Mental Health, Dementia and Learning Disabilities in Care Course works in conjunction with Standard 9 of the Care Certificate and provides awareness training that teaches carers to be aware of mental health conditions, learning disabilities and dementia within a care setting.</p>	<ol style="list-style-type: none"> <li>1. Mental Health Issues</li> <li>2. Care &amp; Support</li> <li>3. The Law</li> </ol>	<p>35</p>	



<p>Neurodiversity Awareness</p>	<p>This course offers crucial information for everyone on what neurodiversity is and the benefits it brings to work. It also explores the varied nature of neurodivergent minds, how to best support neurodivergent colleagues, and how to create an inclusive work environment.</p>	<ol style="list-style-type: none"> <li>1. Introducing Neurodiversity</li> <li>2. Neurodivergent Minds</li> <li>3. Neurodiversity at Work</li> <li>4. Getting a Diagnosis</li> </ol>	<p>51</p>	
<p>New and Expectant Mothers at Work Training</p>	<p>This comprehensive online New and Expectant Mothers training programme provides both employers and employees with everything they need to know about returning to work post pregnancy and considerations for expectant mothers.</p>	<ol style="list-style-type: none"> <li>1. Risk Assessments for New &amp; Expectant Mothers</li> <li>2. Workplace Risks</li> <li>3. Equality and Employment Law</li> </ol>	<p>50</p>	
<p>Person-Centred Care Training (Standard 5 Care Certificate)</p>	<p>Our CPD Accredited Person Centred Care Training course works alongside Standard 5 of the Care Certificate and explains how to work with an individual to plan for their care and support effectively.</p>	<ol style="list-style-type: none"> <li>1. Values</li> <li>2. Support</li> </ol>	<p>30</p>	
<p>Personal Development in Care Training (Standard 2 Care Certificate)</p>	<p>Our CPD Accredited Personal Development in Care Training course works alongside Standard 2 of the Care Certificate and provides information about why it is important for care workers to set goals for themselves in order to develop their skills and make the most of their talent within a care setting.</p>	<ol style="list-style-type: none"> <li>1. Personal Development Plan</li> <li>2. Learning and Development</li> </ol>	<p>20</p>	



<p>Prevent Duty Training</p>	<p>Our Prevent Duty Training Course aims to educate those working in Education on their duty in the Counter-Terrorism and Security Act 2015 and to prevent children from being drawn into terrorism and radicalisation. It will also equip staff with the right tools to deal with any direct threats of radicalisation or terrorism. This Prevent Training is CPD Accredited and is suitable for those working in education and childcare.</p>	<ol style="list-style-type: none"> <li>1. Recognise</li> <li>2. Respond, Report &amp; Record</li> </ol>	<p>20</p>	<p>IIRSM</p>
<p>Privacy &amp; Dignity in Care Training (Standard 7 Care Certificate)</p>	<p>This Privacy and Dignity in Care Course focuses on Standard 7 of the Care Certificate and aims to educate those working in Care on how both privacy and dignity can be respected and protected within a care setting. This course is CPD Accredited.</p>	<ol style="list-style-type: none"> <li>1. Privacy and Dignity in Care</li> </ol>	<p>25</p>	
<p>Resilience Training</p>	<p>This online Resilience Training course will provide your staff with the tools needed to build resilience in order to better manage challenges and maintain good personal wellbeing in the face of adversity. It includes the 'Five Pillars of Resilience' and is a simple yet effective course that is CPD accredited and suitable for all levels of staff.</p>	<ol style="list-style-type: none"> <li>1. Introduction to Resilience</li> <li>2. The 5 Pillars of Resilience</li> <li>3. Resilience Toolkit</li> </ol>	<p>35</p>	<p>IOSH &amp; IIRSM</p>



<p>Returning to Work Training</p>	<p>This Returning to Work Training course looks at what you and your organisation can do to make sure that returning to work after an extended period of time goes as smoothly as possible. It touches upon what can be done beforehand; how to handle the first few days back; policies and procedures to consider; and how to maintain focus and motivation.</p>	<p>1. Returning to Work</p>	<p>25</p>	<p>IOSH</p>
<p>Returning to Work (during &amp; after COVID-19) Training</p>	<p>This Returning to Work course helps employees transition back to work in light of COVID-19; whether they have been working from home for an extended period or after being furloughed. It covers things that can be considered before returning, and it also looks at what you can expect on their first few days and weeks back at work.</p>	<p>1. Returning to Work</p>	<p>25</p>	<p>IOSH</p>
<p>Safer Recruitment in Education Training</p>	<p>Safer recruitment is all about keeping unsuitable people away from children and vulnerable adults - a vital part of the safeguarding process. This Safer Recruitment in Education course is CPD Accredited and provides printable certificates upon completion.</p>	<ol style="list-style-type: none"> <li>1. Laws, Policies and Procedures Surrounding Recruitment in Education</li> <li>2. Pre-Employment Checks</li> <li>3. Employees and Volunteers</li> <li>4. Induction and Probation Period</li> <li>5. The Safer Recruitment Process</li> </ol>	<p>50</p>	<p>IIRSM</p>



<p>Sexual Harassment Awareness Training</p>	<p>This Sexual Harassment Training course raises awareness, sheds light on the grey areas, and provides you with the tools and guidance you need to identify, prevent and remove sexual harassment from the workplace. It's suitable for all industry sectors and all employees.</p>	<ol style="list-style-type: none"> <li>1. Sexual Harassment Awareness</li> <li>2. Identifying Sexual Harassment</li> <li>3. Confronting and Reporting Sexual Harassment</li> </ol>	<p>25</p>	<p>IIRSM &amp; Citation</p>
<p>Stress Awareness &amp; Management Training</p>	<p>Our Stress Awareness and Management Training course is for everyone - employers, safety representatives and employees. It has been designed to take positive steps to help identify and prevent stress at work. This IOSH Approved and CPD accredited course is split into 3 easy-to-follow sections and takes just 30 minutes to complete online.</p>	<ol style="list-style-type: none"> <li>1. Understanding Stress</li> <li>2. Identifying Stress</li> <li>3. Reducing and Preventing Stress</li> </ol>	<p>30</p>	<p>IOSH, IIRSM</p>
<p>Time Management Training</p>	<p>This Time Management training course has everything you need to take back control over your time. It will help you plan where you want to be and effectively manage your time so you can focus on getting there, whilst offering useful tips and strategies for avoiding distractions along the way.</p>	<ol style="list-style-type: none"> <li>1. Planning</li> <li>2. Time-bandits</li> </ol>	<p>25</p>	<p>IIRSM</p>



<p>Unconscious Bias Training</p>	<p>This Unconscious Bias Training has been created to identify, challenge and reduce unconscious bias in the workplace. Workplaces with less bias at all tend to cultivate fairer, more diverse and more successful cultures.</p>	<ol style="list-style-type: none"> <li>1. Unconscious Bias in the Workplace</li> <li>2. Strategies for Reducing Bias</li> <li>3. What's Next?</li> </ol>	<p>30</p>	<p>IIRSM</p>
<p>Understanding Personality Types</p>	<p>During this course, users will learn all about personality, the different types, and how this knowledge can help them become better communicators, strengthen their relationships, and get to know themselves a little better too.</p>	<ol style="list-style-type: none"> <li>1. What is Personality?</li> <li>2. Understanding the Four Personality Types</li> </ol>	<p>36</p>	
<p>Understanding Your Role in Care Training</p>	<p>This Understanding Your Role in Care Training focuses on Standard 1 of the Care Certificate. This online training course will provide awareness on your role, behaviours and standards of work that are expected from you in your job role. This course is CPD accredited.</p>	<ol style="list-style-type: none"> <li>1. Understand Your Role</li> <li>2. Rights and Responsibilities</li> <li>3. Works Well With Others</li> </ol>	<p>25</p>	
<p>Women in Leadership (+International)</p>	<p>This training course is packed with tools, tasks, and insights that provide a starting point for women who're emerging leaders, for experienced leaders who want to break through the glass ceiling; and for all proactive allies to women in leadership.</p>	<ol style="list-style-type: none"> <li>1. Address Inequality</li> <li>2. Start Where You Are</li> <li>3. Cultivate Trust</li> <li>4. Overcome Barriers and Thrive</li> </ol>	<p>65</p>	



## Business Compliance

Course Title	Description	Sections	Time (mins)	Approvals
Anti-Bribery Training	This Anti-Bribery Training programme has been designed to be used by anyone who could be exposed to bribery and/or corruption. It explains what bribery is and helps to increase understanding of situations where gifts and hospitality shouldn't be offered or accepted. It's CPD accredited and provides instant printable certificates.	<ol style="list-style-type: none"><li>1. The Types of Bribery</li><li>2. Failing to Prevent Bribery</li><li>3. Bribes, Gifts and Hospitality</li></ol>	25	IIRSM
Anti Money-Laundering Training	This Anti-Money Laundering training course aims to increase awareness about money laundering and the laws, regulations and employee responsibilities surrounding it. It particularly concentrates on due diligence and the duty to report suspicious activity. Understand and show commitment to The Money Laundering, Terrorist Financing and Transfer of Funds Regulations with this CPD Accredited course.	<ol style="list-style-type: none"><li>1. Money Laundering</li><li>2. Customer Verification</li><li>3. Suspicious Activity</li><li>4. Laws, Acts and Policies</li></ol>	30	IIRSM



<p>Bomb Threats and Suspicious Packages</p>	<p>This Bomb Threats and Suspicious Packages training course is for ALL employees. It explains how important it is to remain alerted to the possibility of terrorism in the workplace. It explains what to do if a bomb threat is received or if a suspicious package is found. Create a more vigilant workforce with this CPD accredited course.</p>	<ol style="list-style-type: none"> <li>1. Identifying Risk</li> <li>2. Evacuation and Searches</li> </ol>	<p>20</p>	
<p>Business Compliance Essentials Training</p>	<p>This Business Compliance Essentials Training course covers the key parts of business compliance and relevant legislation. It provides a comprehensive yet easy-to-follow introduction to the essential areas you need knowledge of to help your organisation stay safe and compliant; including information on Data Protection, Cyber Security, Fraud Prevention, Modern Slavery and much more.</p>	<ol style="list-style-type: none"> <li>1. Cyber Security</li> <li>2. UK GDPR</li> <li>3. Anti-Bribery</li> <li>4. Anti-Money Laundering</li> <li>5. Fraud</li> <li>6. Modern Slavery</li> <li>7. Whistleblowing</li> <li>8. Environmental Awareness</li> </ol>	<p>45</p>	
<p>Consumer Rights Training for Retailers - DIGITAL CONTENT</p>	<p>This Consumer Rights for Retailers training course offers practical guidance for people who sell DIGITAL CONTENT. It explains consumer law, customer rights, and the legal standards required. It's CPD accredited and will help you work towards compliance with the Consumer Rights Act 2015.</p>	<ol style="list-style-type: none"> <li>1. Background</li> <li>2. Customer Rights Act</li> <li>3. Terms and Conditions</li> <li>4. Disputes</li> </ol>	<p>35</p>	



<p>Consumer Rights Training for Retailers - GOODS</p>	<p>This Consumer Rights for Retailers training course is a practical guide to consumer law and legal standards for people who sell products. It explains what customers' rights are from the perspective of the RETAILER and can be used in conjunction with our other Consumer Rights Training titles.</p>	<ol style="list-style-type: none"> <li>1. Background</li> <li>2. The Consumer Rights Act</li> <li>3. Terms and Conditions</li> <li>4. Disputes</li> </ol>	<p>35</p>	
<p>Consumer Rights Training for Retailers - SERVICES</p>	<p>This training course - Consumer Rights for Retailers - is an essential guide to consumer law for people who provide services. It explains customers' rights regarding the services you provide and the legal standards you must meet. It's CPD accredited and provides printable completion certificates</p>	<ol style="list-style-type: none"> <li>1. Background of Consumer Rights</li> <li>2. The Supply of Services</li> <li>3. Terms and Conditions</li> <li>4. Disputes</li> </ol>	<p>30</p>	
<p>Corporate Social Responsibility Training (+International)</p>	<p>This course will help you understand what Corporate Social Responsibility is, what benefits it brings, and how to create a sustainable CSR strategy.</p>	<ol style="list-style-type: none"> <li>1. Understanding CSR</li> <li>2. Implementing CSR</li> </ol>	<p>37</p>	
<p>Cyber Security Awareness Training</p>	<p>This Cyber Security Awareness Training has been designed for everyone to use. It includes some straightforward practical steps that will help to protect computers, networks, programmes and data from unauthorised access. It's CPD accredited and provides printable certificates.</p>	<ol style="list-style-type: none"> <li>1. Cyber Security Overview</li> <li>2. What You Can Do</li> <li>3. Security Breaches</li> </ol>	<p>35</p>	<p>IIRSM</p>



<p>Energy Efficiency Awareness Training</p>	<p>In this Energy Efficiency Awareness course, users will learn the importance of energy efficiency and will be given tips, tricks, and ideas for improving their use of energy in the workplace and when working at home. By the end, users will be able to work with their employers to make a genuine difference to their energy consumption.</p>	<ol style="list-style-type: none"> <li>1. Energy Efficiency</li> <li>2. Changes</li> </ol>	<p>26</p>	
<p>Environmental Awareness Training</p>	<p>This Environmental Awareness Training Course is for everyone. It looks at the problems faced by our environment and addresses our responsibilities in the workplace to help reduce negative environmental impact. Show commitment to The Environmental Protection Act 1990 and the Environment Act 1995 with our CPD Accredited and IOSH Approved training.</p>	<ol style="list-style-type: none"> <li>1. Global change</li> <li>2. How workplaces are affecting the environment</li> <li>3. How individuals can improve their carbon footprint</li> </ol>	<p>45</p>	<p>IOSH</p>
<p>Fraud Awareness and Prevention Training</p>	<p>This Fraud Prevention and Awareness Training Course covers what can be done to protect the workplace from fraud. Whether it is protecting an individual or the business as a whole, preventing fraudulent activity is vital for the ongoing success of any organisation.</p>	<ol style="list-style-type: none"> <li>1. What is Fraud?</li> <li>2. Detecting Fraud</li> <li>3. Preventing Fraud</li> <li>4. External Fraud</li> <li>5. Reporting Fraud</li> </ol>	<p>35</p>	<p>IIRSM</p>



GDPR EU Essentials Training	This GDPR Training course is for everyone who handles personal data. It provides a broad understanding of the General Data Protection Regulation, or GDPR - which is all about keeping personal data safe and protecting the interests of the people whose data it is. To date, we've helped over 350,000 people work towards GDPR compliance.	<ol style="list-style-type: none"><li>1. Personal Data</li><li>2. The Principles of Data Protection</li><li>3. Integrity &amp; Confidentiality</li></ol>	35	IIRSM
GDPR EU Refresher Training	Want to refresh your GDPR Training? This GDPR Refresher course is the perfect course for those who have already undertaken GDPR Training, or have a good understanding of the GDPR and are in need of a refresher programme to recap their understanding of the regulation and work towards compliance with the principles of data protection.	<ol style="list-style-type: none"><li>1. Personal Data</li><li>2. The Principles of Data Protection</li><li>3. Integrity and Confidentiality</li></ol>	15	IIRSM
GDPR UK Essentials Training	This UK GDPR Essentials Training is essential for anyone who handles personal data. It focuses on the GDPR in the UK and will help employees understand the key elements of data protection and how to comply with regulation. 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.	<ol style="list-style-type: none"><li>1. Background</li><li>2. The Regulation</li></ol>	35	IIRSM



<p>GDPR UK in Education Training</p>	<p>Our UK GDPR in Education Training is suitable for those who handle data within the Education Sector. This course gives an overview of the GDPR in the UK, focusing on its relevance to the Education sector and the importance of protecting children's data. The perfect course for nursery, school and college staff.</p>	<ol style="list-style-type: none"> <li>1. Background</li> <li>2. The Regulation</li> </ol>	<p>40</p>	<p>&amp; IIRSM</p>
<p>Modern Slavery Training (+International)</p>	<p>This Online Modern Slavery Training Course is for everyone. It provides the knowledge on how to report, acknowledge and how to handle modern slavery in and around the workplace. Alongside this, it touches upon the Modern Slavery Act 2015 and is CPD Accredited.</p>	<ol style="list-style-type: none"> <li>1. Modern Slavery Spectrum</li> <li>2. You and Your Organisation</li> </ol>	<p>25</p>	<p>IOSH, IIRSM</p>
<p>Professionalism in the Workplace Training</p>	<p>Professionalism is a set of behaviours, attitudes, and values that are accepted and expected within a workplace - they help colleagues coexist and collaborate in harmony and they represent a commitment to the shared values of an organisation.</p> <p>During this course, users will explore professionalism and what it means in today's world; they will also learn how to apply this skill in different situations.</p>	<ol style="list-style-type: none"> <li>1. Professionalism</li> <li>2. Professionalism in Action</li> </ol>	<p>26</p>	<p>, Citation</p>



Social Media Awareness Training	This short course has been designed to provide users with a basic awareness of how to use social media safely in both their professional and personal lives. Users will also learn about the different features of social media, including the benefits and risks associated with using it at work and at home.	<ol style="list-style-type: none"><li>1. Defining Social Media</li><li>2. Social Media at Work</li></ol>	15	
Whistleblowing Training	This Whistleblowing Training Course provides information about when and why employees need to report illegal activities from their place of work. This course explains the importance of having a whistleblowing policy and how to protect staff from any abuse or mistreatment during or after they blow the whistle.	<ol style="list-style-type: none"><li>1. Whistleblowing</li><li>2. Whistleblowing Policy</li><li>3. Follow Up</li></ol>	15	& IIRSM



## Short format courses

Course Title	Description	Sections	Time (mins)	Approvals
Active Listening	This Active Listening Training course has been designed to help users gain an understanding of what active listening is, why it is effective, and what can be done to improve this skill.	<ol style="list-style-type: none"><li>1. What is Active Listening?</li><li>2. How to be an Active Listener</li></ol>	12	
Adapting to Life as a New Parent (EAP) (Text-Based)	This course will help you learn how to look after a baby and maintain your own wellbeing.	<ol style="list-style-type: none"><li>1. Adapting to Life as a New Parent</li></ol>	16	
AI and the Law (Artificial Intelligence) (Text-Based)	This course will help you understand the legal landscape that affects AI in the UK.	<ol style="list-style-type: none"><li>1. AI and the Law</li><li>2. Using AI Lawfully</li></ol>	16	



<p>AI in the Workplace (Artificial Intelligence) (Text-Based)</p>	<p>This course will take you through the use of AI in the workplace, helping you better understand the benefits they can bring.</p>	<ol style="list-style-type: none"> <li>1. AI in the Workplace</li> <li>2. Using AI at Work</li> </ol>	<p>12</p>	
<p>Anger Management Training</p>	<p>Anger is an emotion that everyone will experience from time to time but with the correct training and discipline, you can easily learn to control your anger. This bitesize (10-minute) online Anger Management training course teaches staff how to effectively manage anger, improving their wellbeing and relationships as a result. Staff will learn more about the importance of working with this emotion - at home, at work, and in public.</p>	<ol style="list-style-type: none"> <li>1. What is Anger Management?</li> <li>2. Managing Anger</li> </ol>	<p>10</p>	
<p>An Introduction to Counselling (EAP) (Text-Based)</p>	<p>This course will help you learn what counselling is, what the benefits are, and explore the different types of counselling.</p>	<ol style="list-style-type: none"> <li>1. Counselling</li> </ol>	<p>16</p>	
<p>An Introduction to Employee Background Checks</p>	<p>This Introduction to Employee Background Checks Training course covers the different kinds of background checks, why they're so important, and what your responsibilities are when carrying them out.</p>	<ol style="list-style-type: none"> <li>1. Background Check Basics</li> <li>2. Common Background Checks</li> <li>3. Other Background Checks</li> </ol>	<p>28</p>	



An Introduction to ISO Certification	This Introduction to ISO Certification Training course is designed to introduce managers and employers to the International Organisation for Standardisation, their standards, how to comply, and how audits are carried out.	<ol style="list-style-type: none"> <li>1. The International Organisation for Standardisation</li> <li>2. ISO Certification</li> </ol>	36	
An Introduction to Search Engines (Text-Based)	This course will help you master the art of effective online searching for a safer, more informed web experience.	<ol style="list-style-type: none"> <li>1. The Basics</li> </ol>	20	
An Introduction to SSIP Certification	This Introduction to SSIP Certification has been designed to explain what SSIP certification is and how it can benefit you. The course also covers the core criteria you're assessed against, who SSIP members are, how to prepare and apply for SSIP certification, and the importance of the SSIP portal.	<ol style="list-style-type: none"> <li>1. The Basics of SSIP Certification</li> <li>2. The Certification Process</li> </ol>	30	, Citation
Anti-Tax Evasion (Criminal Finances Act) (Audio-Based)	This Anti-Tax Evasion training course is designed for all types of employees across all industry sectors and offers information on the fundamental areas of the Criminal Finances Act 2017	<ol style="list-style-type: none"> <li>1. The Criminal Finances Act</li> </ol>	20	
Brand Values and Value Proposition (Text-Based)	In this course, you'll learn all about brand value propositions, why they're important, how to develop one, and how they differ from a mission statement.	<ol style="list-style-type: none"> <li>1. Brand Values and Value Proposition</li> </ol>	17	



Budgeting (EAP) (Text-Based)	This course will help you learn what budgeting is and how to manage it effectively.	1. Budgeting	17	
Building an Effective Marketing Plan (Text-Based)	In this course, you'll discover what a marketing plan is, its effectiveness, objectives, and essential components, alongside a ten-step guide to crafting your own.	1. Building an Effective Marketing Plan	17	
Coaching and Mentoring	This Coaching & Mentoring Training course has been designed as an employees first step towards becoming a more effective coach or mentor. The course is suitable across all industry sectors for any level of employee.	1. Coaching and Mentoring 2. Effective Coaching and Mentoring	20	
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.	1. What is Communication? 2. Overcoming Barriers	10	



<p>Competition Law Training (Audio Course)</p>	<p>This CPD Accredited, audio-based Competition Law Training allows users to both listen and read along with the full transcript. This course offers employees an introduction to Competition Law, helping them learn about the importance of competition in business, what it means, and how it benefits everyone.</p>	<p>1. Competition Law</p>	<p>20</p>	
<p>Conducting Appraisals (Text-Based)</p>	<p>This course will help you learn how to effectively prepare for and conduct appraisals.</p>	<p>1. Benefits of an Appraisal</p>	<p>15</p>	
<p>Confidence Building Training</p>	<p>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.</p>	<p>1. What is confidence? 2. Boost your confidence</p>	<p>10</p>	
<p>Content Marketing (Text-Based)</p>	<p>In this course, discover content marketing's definition, mechanics, benefits, and its role in attracting and engaging customers for organisational growth.</p>	<p>1. Content Marketing</p>	<p>14</p>	



<p>CPR &amp; AED Refresher</p>	<p>This CPR &amp; AED Refresher Training course demonstrates what can be done to help someone who is in cardiac arrest, including performing CPR and using an AED. You don't need formal first aid training to perform CPR or use an AED and everyone can benefit from completing this course</p>	<ol style="list-style-type: none"> <li>1. Before CPR</li> <li>2. Performing CPR</li> <li>3. Using an AED</li> </ol>	<p>13</p>	
<p>Creative Thinking</p>	<p>This 15-minute Creative Thinking Training course helps users to understand what creative thinking is, why it is a crucial skill to have in the modern workplace, and offers actionable tips on how to improve creative thinking skills.</p>	<ol style="list-style-type: none"> <li>1. Defining Creative Thinking</li> <li>2. Improving Creative Thinking</li> </ol>	<p>15</p>	
<p>Critical Thinking Training</p>	<p>This bitesize (10-minute) Critical Thinking Training course has been designed to help staff use basic logical tools to analyse problems and come up with "outside the box" solutions. With staff dealing with new technologies and working on more complex projects, Critical Thinking has become one of the most sought-after skills in the modern workplace.</p>	<ol style="list-style-type: none"> <li>1. Understanding Arguments</li> <li>2. Logical Reasoning</li> </ol>	<p>10</p>	
<p>Dealing with Personal Loss and Grief (EAP) (Text-Based)</p>	<p>This course helps you learn what grief and loss are and how to establish coping strategies.</p>	<ol style="list-style-type: none"> <li>1. Dealing with Personal Loss and Grief</li> </ol>	<p>16</p>	



Dealing with Separation (EAP) (Text-Based)	This course helps you understand the legal and practical considerations of separation and learn self-care strategies to help cope.	1. Dealing with Separation	17	
Disciplinary & Grievance (Text-Based)	This course covers the legal and ethical duties that come with raising, participating in - or leading - employee grievances and disciplinarys.	1. Section 1: Disciplinary and Grievance Overview 2. Section 2: Disciplinary 3. Section 3: Grievance 4. Section 3: Appeals	19	
Effective Decision Making Training	This Effective Decision Making Training course has been designed to help the user understand how they can effectively make decisions and how they can improve their decision making and decisiveness. The course offers advice that helps users implement what they have learnt into real world scenarios.	1. Defining Decision Making 2. Making an Effective Decision	10	
Effective Meetings Training	This bitesize (10-minute) Effective Meetings Training course helps staff to understand meeting etiquette, the different roles and responsibilities people have in meetings, and gives staff actionable tips to help them improve their participation in face-to-face and virtual meetings.	1. Workplace Meetings 2. Making a Meeting Effective	15	



Effective Recruitment Training (Text-Based)	This text-based Effective Recruitment Training course is designed for anybody involved in a recruitment interview across all industry sectors and offers information on how to conduct an effective recruitment interview, as well covering how to attract high quality candidates to the interview in the first place.	<ol style="list-style-type: none"><li>1. The Recruitment Policy</li><li>2. The Recruitment Process</li></ol>	25	
Emotional Intelligence Training	This 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.	<ol style="list-style-type: none"><li>1. Defining emotional intelligence</li><li>2. Strengthening emotional intelligence</li></ol>	10	
Ethical Values and Code of Conduct (Text-Based)	This course will help you understand the importance of an ethical code of conduct. By the end, you will be able to create your own code of conduct.	<ol style="list-style-type: none"><li>1. Ethical Values and a Code of Conduct</li><li>2. Creating a Code of Conduct</li></ol>	26	
EU AI Act (Text-Based)	The EU AI Act creates rules for how we must use and market AI systems across the EU, helping to safeguard against the risks that unregulated AI can pose.	<ol style="list-style-type: none"><li>1. Background</li><li>2. The EU AI Act</li><li>3. AI Law in the UK</li></ol>	25	



Delivering Bad News	This Delivering Bad News Training course has been designed to help the user gain actionable tips and strategies to deliver bad news in an effective and respectful way. The course is suitable across all industry sectors for any level of employee.	<ol style="list-style-type: none"> <li>1. Delivering Bad News</li> <li>2. How to Deliver Bad News</li> </ol>	25	
Freedom of Information Act Training (FoIA) (Audio-Based)	This CPD Accredited, audio-based Freedom of Information Act Training course enables the user to to both listen and read along with the full transcript. This course introduces the user to the UK legislation and provides them with an understanding of the importance of the legislation as well as an understanding of their own responsibilities.	<ol style="list-style-type: none"> <li>1. The Freedom of Information Act</li> </ol>	25	
Giving and Receiving Feedback Training	In this Giving & Receiving Feedback Training course, users will explore what feedback is and they'll be given simple yet powerful tools to help them both give and receive constructive feedback.	<ol style="list-style-type: none"> <li>1. Feedback</li> <li>2. Giving and Receiving Feedback</li> </ol>	20	
Growth Mindset Training	In this online Growth Mindset Training course, users will explore both a fixed and a growth mindset and they'll be given simple yet powerful tools to develop their growth mindset.	<ol style="list-style-type: none"> <li>1. Mindsets</li> <li>2. Develop Your Growth Mindset</li> </ol>	20	



Hot Work (Text-Based)	This course helps understand the common kinds of hot work, the hazards associated with it, and the responsibilities of employees who perform hot work, as well as the responsibilities of their employer.	1. Hot Work Overview 2. Control Measures	15	IIRSM
Introduction to Leadership Training	<p>Looking for an introduction to leadership course that can help employees make the next step in their career? This course has been designed specifically for employees across all industries who are looking to develop leadership and management skills.</p> <p>In this introduction to the world of leadership, this course explains what makes a good leader, how certain skills can be developed to help be a good leader, and how these skills can be implemented into real-world scenarios.</p>	1. Leadership 2. Embracing Leadership	20	



<p>Keeping Children Safe in Education (2024) Part 1 (KCSIE)</p>	<p>Every member of school and college staff is legally required to read Part one (or Annex A, where Governing bodies deem appropriate) of the KCSIE document. It provides statutory guidance for schools and is put together by the Department of Education. Our online version of the KCSIE document allows you to keep tabs on who has and who hasn't read the guidance.</p>	<ol style="list-style-type: none"> <li>1. Summary</li> <li>2. Part One: Safeguarding Information for All Staff</li> <li>3. Annex A: Safeguarding Information for School and College Staff</li> <li>4. Annex B: Further Information</li> </ol>	<p>75</p>	
<p>KCSIE Online Training (+International)</p>	<p>Every member of school staff is legally required to read part one of the KCSIE (Keeping Children Safe in Education) Document. It provides statutory guidance for schools and is put together by the Department of Education. We offer an online version of the KCSIE document that allows training administrators to keep tabs on who has and who hasn't read the guidance - an easy way to help work towards compliance with legislation. *Educational institutes can get this for free when they purchase any other training course.</p>	<ol style="list-style-type: none"> <li>1. Mandatory reading for all staff</li> <li>2. The management of Safeguarding</li> <li>3. Safer recruitment</li> <li>4. Dealing with allegations</li> <li>5. Sexual violence and harassment</li> </ol>	<p>65</p>	
<p>Living with Teenagers (EAP) (Text-Based)</p>	<p>This course helps understand teen development and learn skills like effective communication, setting boundaries, and preparing your teen for adulthood.</p>	<ol style="list-style-type: none"> <li>1. Living with Teenagers</li> </ol>	<p>20</p>	



Lock Out Tag Out (LOTO) (Text-Based)	This course helps you learn about what Lock Out/Tag Out means, why it's important, and how it should be practised at work to keep people safe.	1. Lock Out/Tag Out	15	
Managing Change: For Managers (Text-Based)	This course helps you learn how to manage your team through any significant change in the workplace.	1. Managing Change	20	
Managing a Remote Team (Text-Based)	This course helps you learn how to effectively manage your team when they work remotely.	<ol style="list-style-type: none"> <li>1. Setting the Scene</li> <li>2. What it Means to be a Manager</li> <li>3. Build Structure and Trust</li> <li>4. Remove Obstacles</li> <li>5. Prioritise Communication</li> </ol>	23	
Microsoft Excel: The Basics (text-Based)	Master Microsoft Excel: Layout, formulas, functions, data management, charts, and collaboration.	1. The Basics	16	



Microsoft Outlook: The Basics (Text-Based)	Master layout, email management, signatures, contacts, and scheduling with Microsoft Outlook.	<ol style="list-style-type: none"> <li>1. The Basics</li> <li>2. Staying Organised</li> </ol>	20	
Microsoft PowerPoint: The Basics (Text-Based)	Master PowerPoint: Layout, creation, formatting, dynamic presentations, and impactful delivery.	<ol style="list-style-type: none"> <li>1. The Basics</li> </ol>	12	
Microsoft Word: The Basics (Text-Based)	Master the basics of Microsoft Word: Layout, creation, formatting, and advanced features for productivity and collaboration.	<ol style="list-style-type: none"> <li>1. The Basics</li> <li>2. Additional Features</li> </ol>	20	
Mindfulness Training	This bitesize (10-minute) online Mindfulness Training course aims to help the user understand and practice mindfulness in any situation, be it in our outside of the workplace. It teaches staff the benefits of mindfulness and is designed for all levels of employees in any organisation.	<ol style="list-style-type: none"> <li>1. What is Mindfulness?</li> <li>2. Practising Mindfulness</li> </ol>	10	



<p>Navigating Change: Overcoming Challenges and Embracing Growth (EAP) (Text-Based)</p>	<p>This course helps you learn what change is, how to overcome challenges associated with change, and how to maintain your wellbeing during periods of change.</p>	<ol style="list-style-type: none"> <li>1. Navigating Change: Overcoming Challenges and Embracing Growth</li> </ol>	<p>16</p>	
<p>Organisational Skills Training</p>	<p>This online Organisational Skills Training course provides users with practical tips on how to prioritise tasks, communicate effectively, and organise their physical workspace. It's suitable for all levels of employees and across all industry sectors.</p>	<ol style="list-style-type: none"> <li>1. What are Organisational Skills?</li> <li>2. How to Improve your Organisational Skills</li> </ol>	<p>15</p>	
<p>PCI DSS Training (Text-Based)</p>	<p>This text-based PCI DSS Training course will demonstrate how to safely process card payments and how to reduce the risk of credit card fraud. The Standard was created in order to protect data exchanged between credit card transactions and is something that all companies must comply with.</p>	<ol style="list-style-type: none"> <li>1. PCI DSS Overview</li> <li>2. The 6 Control Objectives</li> </ol>	<p>15</p>	
<p>Positive Thinking</p>	<p>This Positive Thinking Training course has been designed for all levels of staff to explore what positive thinking is, why it's so powerful, and how they can think more positively.</p>	<ol style="list-style-type: none"> <li>1. Positive Thinking</li> <li>2. Develop Positive Thinking</li> </ol>	<p>25</p>	



<p>Problem Solving Training</p>	<p>This bitesize (10-minute) Problem Solving Training is the perfect starting point to improving anyone’s problem solving skillset &amp; understanding the importance of problem solving. This course is designed to give users the information and tools they need to identify problems, how to correctly identify problems when they appear, and how to create and apply solutions to remedy these problems.</p>	<ol style="list-style-type: none"> <li>1. What is Problem Solving?</li> <li>2. Problem Solving Process</li> </ol>	<p>10</p>	
<p>Presentation Skills Training</p>	<p>This Presentation Skills Training course has been designed to help the user understand the benefits of a good presentation, the importance of identifying the aim of a presentation, and how to successfully deliver an effective presentation.</p>	<ol style="list-style-type: none"> <li>1. What is a Presentation?</li> <li>2. How to be an Effective Presenter</li> </ol>	<p>15</p>	
<p>Probationary Periods (Text-Based)</p>	<p>This course helps you learn how to actively manage an employee (and potentially terminate the employment) during the probationary period.</p>	<ol style="list-style-type: none"> <li>1. What is a Probationary Period?</li> </ol>	<p>18</p>	
<p>Project Management Essentials Training</p>	<p>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. Barely over half of all project managers are certified, and without effective project management, larger-scale projects are likely to fail.</p>	<ol style="list-style-type: none"> <li>1. The Basics</li> <li>2. 5 Stages of Project Management</li> </ol>	<p>15</p>	



<p>Recognising the Value of your Team Training (Text-Based)</p>	<p>This text-based Recognising the Value of your Team Training course looks at what it means to recognise the value of your team and why it's so important to do so.</p>	<ol style="list-style-type: none"> <li>1. Recognising Value</li> <li>2. Increasing Value</li> </ol>	<p>10</p>	
<p>Recognising Your Value Training</p>	<p>From time to time, we all struggle to recognise the value we have to offer - either at work, at home, to society, or all three. However, no matter how big or small a contribution you have to make, we all make a difference. By focussing on the Japanese philosophy of Ikigai, this bitesize (10-minute) Recognising Your Value online course will help you recognise your own value and the many important things you have to contribute.</p>	<ol style="list-style-type: none"> <li>1. Ikigai: A Japanese Philosophy</li> <li>2. Finding Your Ikigai</li> </ol>	<p>10</p>	
<p>Responding to Change Training</p>	<p>Our bitesize (10-minute) Responding to Change Training Course will help employees feel more prepared when handling change. They will better understand their natural reactions to change and how to handle them so that their response to change improves and they become more open to embracing change.</p>	<ol style="list-style-type: none"> <li>1. Change</li> <li>2. Responding to Change</li> </ol>	<p>10</p>	
<p>Right to Work Checks (Text-Based)</p>	<p>Learn how to ensure compliance and avoid penalties with our comprehensive course</p>	<ol style="list-style-type: none"> <li>1. Right to Work Checks</li> </ol>	<p>18</p>	<p>Citation</p>



<p>Setting Goals Training</p>	<p>This bitesize (10-minute) Setting Goals Training course has been designed to help the learner understand the importance of setting goals in a professional environment, as well as covering best practices for setting goals. Setting goals not only motivates us as human beings but can also improve our mental health and our level of personal and professional success.</p>	<ol style="list-style-type: none"> <li>1. Setting Goals</li> <li>2. Goal Setting in Action</li> </ol>	<p>10</p>	
<p>Sexual Harassment Awareness for Managers (+International) (Text-Based)</p>	<p>Managers will learn to identify the risks of sexual harassment, the steps needed to prevent it, and how to effectively handle complaints.</p>	<ol style="list-style-type: none"> <li>1. Sexual Harassment Overview</li> <li>2. Prevent Harassment</li> <li>3. Handling Complaints</li> </ol>	<p>29</p>	
<p>Speaking Confidently Training</p>	<p>This bitesize (10-minute) Speaking Confidently Training Course is the perfect starting point to develop the skill of speaking confidently, in any scenario. Our course gives an understanding of what it means to speak with confidence, the importance of this skill in the workplace, and we provide actionable tips staff can use to speak more confidently in any situation.</p>	<ol style="list-style-type: none"> <li>1. Being a Confident Speaker</li> <li>2. Becoming a Confident Speaker</li> </ol>	<p>10</p>	



<p>Talking to Your Employer About Personal Challenges (EAP) (Text-Based)</p>	<p>This course helps you understand the benefits of discussing personal challenges with your employer and learn how to prepare and have a constructive conversation.</p>	<ol style="list-style-type: none"> <li>1. Talking to Your Employer About Personal Challenges</li> </ol>	<p>12</p>	
<p>Teamwork Skills</p>	<p>This Teamwork Skills Training course has been designed to help the user gain actionable tips and strategies to enhance their teamwork skills and achieve success with their co-workers. The course is suitable across all industry sectors for any level of employee.</p>	<ol style="list-style-type: none"> <li>1. Introducing Teamwork</li> <li>2. Being a Part of a Team</li> </ol>	<p>15</p>	
<p>The Basics of Generative AI (Artificial Intelligence) (Text-Based)</p>	<p>This course will teach you all about generative AI, what it means, how it works, and how it's being used in the workplace.</p>	<ol style="list-style-type: none"> <li>1. What is Generative AI?</li> <li>2. Using Generative AI</li> </ol>	<p>14</p>	
<p>The Building Safety Act (Text-Based)</p>	<p>This course helps you learn about the changes brought in by the Building Safety Act 2022.</p>	<ol style="list-style-type: none"> <li>1. The Building Safety Act</li> <li>2. Understanding the Building Safety Act</li> <li>3. Higher-Risk Buildings</li> </ol>	<p>23</p>	<p>Citation</p>



<p>The Calorie Labelling (Out of Home Sector) (England) Regulations 2021 (Text-Based)</p>	<p>This government guidance illustrates how the provisions of these Regulations work. It also provides assistance to those affected by the Regulations in understanding and applying them.</p>	<ol style="list-style-type: none"> <li>1. Summary</li> <li>2. Introduction</li> <li>3. Businesses in Scope</li> <li>4. Food in Scope</li> <li>5. Displaying Calorie Information</li> <li>6. Calculating Calorie Content</li> <li>7. Enforcement</li> <li>8. Annex A: Healthier Menus</li> <li>9. Annex B: Reduction and Reformulation Programme</li> </ol>	<p>21</p>	
<p>The Fire Safety Regulations 2022 - Updated Guidance (Text-Based)</p>	<p>This course covers the new Fire Safety (England) Regulations 2022 updated guidance.</p>	<ol style="list-style-type: none"> <li>1. Section 1: New Regulations</li> </ol>	<p>22</p>	
<p>The Risks of AI (Artificial Intelligence) (Text-Based)</p>	<p>Artificial Intelligence (AI) presents many benefits and opportunities, but it also poses many risks. This course will help you better understand what they are and what needs to be done to help prevent them.</p>	<ol style="list-style-type: none"> <li>1. The Risks of AI</li> </ol>	<p>15</p>	



The Role of Analysis in Marketing (Text-Based)	In this course, you'll explore marketing analysis, including goal-setting, success measurement, data utilisation, and key analysis tools.	1. The Role of Analysis in Marketing	17	
Understanding Marketing (Text-Based)	Master the secrets of marketing, from defining what it is to understanding the 7 P's and crafting the perfect "Marketing Mix", all in one concise course.	1. Understanding Marketing	17	
Understanding Marketing Channels (Text-Based)	In this course, you'll learn all about marketing channels and will explore a number of different channels and the unique benefits each brings.	1. Understanding Marketing Channels 2. Paid vs Free Marketing Channels	22	
What is AI? (Artificial Intelligence) (Text-Based)	This course will teach you the basics of Artificial Intelligence (AI), what it means, how it came about, and how it's being used.	1. What is AI? 2. Why is AI Important Now?	16	
Windows 11: The Basics (Text-Based)	This course will explore Windows 11: Customise, discover features, stay secure, and troubleshoot effectively.	1. Understanding Windows 11	20	



Writing Effective Emails Training	This Writing Effective Emails Training course has been designed to help the learner understand the importance of sending an effective email. It covers a simple four step process to writing effective emails, which can improve a persons writing skills, professional relationships, and productivity. This course has been designed for the use of all levels of employees.	<ol style="list-style-type: none"><li>1. Communicating via Email</li><li>2. Writing an Effective Email</li></ol>	10	
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## Management courses

Course Title	Description	Sections	Time (mins)	Approvals
Bullying & Harassment Training for Managers	This Bullying & Harassment in the workplace training course is for the leaders and managers in your organisation. It will help management to create a positive culture by providing practical guidance for preventing, handling and tackling bullying and harassment at work.	<ol style="list-style-type: none"><li>1. What are bullying and harassment?</li><li>2. How do I tackle bullying?</li><li>3. How can I prevent bullying from happening?</li></ol>	30	IIRSM
GDPR EU Advanced (Management) Training	This GDPR Training for Management course is your one-stop guide to everything you need to know about the latest change in data protection law. It explores the principles of the regulation, providing you with all the information you need to make sure you're compliant.	<ol style="list-style-type: none"><li>1. What is the GDPR?</li><li>2. Processing Data</li><li>3. Security</li><li>4. Accountability</li><li>5. Individual's Rights</li></ol>	40	IIRSM



<p>GDPR UK Advanced (Management) Training</p>	<p>This advanced training is for employees who not only need to know about their duties and responsibilities under the GDPR in the UK, but for those who are enforcing, or managing data protection in their workplace.</p>	<ol style="list-style-type: none"> <li>1. A Little Bit of Background</li> <li>2. The Principles of the GDPR</li> <li>3. Individual Rights</li> <li>4. What Have You Learned Today?</li> </ol>	<p>65</p>	<p>IIRSM</p>
<p>Health &amp; Safety for Managers</p>	<p>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.</p>	<ol style="list-style-type: none"> <li>1. The 10 Steps</li> <li>2. Legislation relating to Health and Safety</li> <li>3. Health and Safety Myths</li> </ol>	<p>40</p>	<p>IIRSM</p>
<p>Managing Contractors</p>	<p>This online Managing Contractors Training course has been designed to provide management staff with an understanding of their responsibilities whenever they hire, manage, or supervise contractors, whilst also giving them an understanding of the contractors responsibilities. This course is suitable for staff across all industry sectors.</p>	<ol style="list-style-type: none"> <li>1. Managing Contractors</li> <li>2. The 5 Step Plan</li> </ol>	<p>22</p>	<p>Citation</p>



<p>Mental Health Awareness Training for Managers</p>	<p>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.</p>	<ol style="list-style-type: none"> <li>1. Mental Health Awareness</li> <li>2. Mental Health Problems</li> <li>3. Wellbeing Toolkit</li> <li>4. Tips for Management</li> <li>5. External Help</li> </ol>	<p>50</p>	<p>IIRSM</p>
<p>Onboarding Training</p>	<p>This course is for managers who contribute to and implement an onboarding process. They will learn all about onboarding - what it is, why it's important, and who's responsible, among other things.</p>	<ol style="list-style-type: none"> <li>1. The Basics of Onboarding</li> <li>2. The Onboarding Process</li> <li>3. Follow Up &amp; Feedback</li> </ol>	<p>35</p>	
<p>School Trips Training for Management</p>	<p>This training programme is for a School Management Team - the people in a school who are responsible for school trips. It's all about making sure that school trips are carefully planned, appropriately risk-assessed and well managed. IIRSM approved &amp; CPD accredited training.</p>	<ol style="list-style-type: none"> <li>1. Management Responsibilities</li> <li>2. Risk Assessments for School Trips</li> <li>3. Costs and Consent</li> </ol>	<p>30</p>	<p>IIRSM,</p>



Unconscious Bias Training for Management	Our Unconscious Bias Training for Managers has been created for management to identify, challenge and reduce bias in the workplace, so they can cultivate a fairer, more diverse and successful organisation.	<ol style="list-style-type: none"><li>1. Unconscious Bias in the Workplace</li><li>2. Strategies for Reducing Bias</li><li>3. Management Responsibilities</li><li>4. What's Next?</li></ol>	45	IIRSM
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# How iHASCO can help

Want to find out more about our products and services? Can't find what you're looking for? Just want to talk to someone about online training in general? Get in touch!

Get in touch with your Account Manager or call/email us at:

**[01344 867 088](tel:01344867088)**

**[hello@ihasco.co.uk](mailto:hello@ihasco.co.uk)**