

# AVAILABLE SHORT COURSES



## **Admin/Secretarial/HR**

- Admin, PA and Secretarial Certification
- Becoming an Executive PA Certification
- Business Administration Certification
- Dental Practise Administration Certificate
- Executive Admin and PA Certification Level 3
- Executive Secretarial, Admin and PA Diploma – Accredited (Level 3)
- Legal Secretary Certification Level 3
- Medical Receptionist Administration Certification
- Medical Secretary Certification
- Minute Taking Certification
- Office and Reception Management Certification
- Organisational Skills for Administrators Certification
- PA Telephone Skills Certification
- Reception Skills Certification
- Touch Typing Shorthand Certification
- The Effective Secretary Certification

## **Business**

- Affiliate Marketing Certification
- Agenda Setting Certification
- Animal Physiotherapy Certification
- Business Letter Writing Certification
- Business Plan Writing Certification
- Business Report Writing Certification
- Call Centre Skills Certification
- Canine Communication Diploma
- Cattery Business Certification
- Cleaning Certification
- Communication Barriers in the Workplace Certification
- Communication Skills
- Conducting Rewarding Meetings Certification
- Connecting with Customers Certification
- Consequences of Careless Social Media Use in the Workplace Certification
- Consumer Rights Awareness Certification
- Costs, Volumes and Profits Certification
- Create an Online Business Certification

- Creating and Maintaining a Successful Organisation Certification
- Creating Lively and Effective Meetings Certification
- Data Analysis Certification
- Data Protection Certification
- Data Protection in the Workplace Certification
- Delegation of Authority Certification
- Delivering Useful Feedback in a Corporate Setting Certification
- Developing a Compensation & Benefits Package Certification
- Developing and Implementing New Admin Systems Certification
- Developing Employees Certification
- Disability Awareness Certification
- Document Presentation Certification
- Domestic and Commercial Cleaning Certification
- Email Etiquette Certification
- Email Management and Ethics Certification
- Employee Motivation Certification
- Environmental, Social and Governance Certification
- Extrinsic and Intrinsic Rewards Certification
- Facebook for Business Certification
- Fashion Design Diploma
- Foundation in Business Skills Certification
- From Business Ideas to Success Certification
- Front Desk Safety and Security Certification
- Gaining Customer Testimonials Certification
- GDPR Certification
- GDPR in The Workplace Certification
- Global Anti-bribery and Corruption Certification
- How to Effectively Motivate your Employees Certification
- How to Handle Social Media Criticism Certification
- Importance of Good Housekeeping at Work Certification
- Interior Design Diploma
- International Massage Diploma
- Introduction to Animal Care Certification
- Introduction to Cat Behaviour Certification
- Introduction to Cat Grooming and Health Certification
- Introduction to Feline Care Certification
- Introduction to Kennel and Cattery Management Certification
- Introduction to Reptile Care Certification
- Key Account Management Certification
- LinkedIn for Business Certification
- Maintaining Employee Records Certification
- Makeup Artist Diploma
- Making Meetings Matter Certification
- Managing Emotions at Work Certification
- Managing People Certification
- Managing your Workload Certification
- Master Planning Certification
- Mindful Listening Certification
- Motivating Colleagues to Perform Certification
- Nail Technician Award Diploma

- Negotiation Skills Certification
- Office Etiquette Certification
- Online Reputation Management Certification
- Operations Management Certification Level 2
- Organising and Chairing Meetings Certification
- PCI DSS Certification
- PR Certification
- Preventing Workplace Discrimination Certification
- Professional Retail Management Certification
- Project Design Certification
- Project Development and Testing Certification
- Project Management Foundation (Small Projects) Certification
- Project Preparation Certification
- Proof Reading Basics Certification
- Rabbit Care Certification
- Rat/Mouse/Hamster Care Certification
- Remote Worker & Business Travel Certification
- Researching Certification
- Retaining your Best People Certification
- Selling your Arts and Crafts Certification
- Sexual Harassment Awareness Certification
- Skype for Business Certification
- Staff Retention Techniques Certification
- Starting an Ecommerce Business Certification
- Strategic Planning / Mission Statement Certification
- Stray and Feral Welfare Management Certification
- Stress Management in the Workplace Certification
- Tackling Sensitive Workplace Conversations Certification
- Telephone Etiquette Certification
- The Freedom of Information Act Certification
- The General Data Protection Regulation Certification
- The HMT Sanctions List Certification
- The Human Element of Fraud Certification
- The National Minimum Wage Certification
- The Office Layout Certification
- The Reception Workstation Certification
- Time and Priority Management at Work Certification
- Training Delivery and Evaluation Certification
- Twitter for Business Certification
- UK Employment Law Certification
- Unconscious Bias Certification
- Visual Merchandising Certification
- Wages and Benefits Certification
- Working with Aggressive People Certification
- Workplace Monitoring and Data Protection Certification
- Veterinary Assistant
- Oven Cleaning Business
- Kick Start your Career Certification
- Becoming a Personal Stylist Certification
- Information Governance

## **Green/Environmental**

- Carbon Reduction Measures and Becoming Green Certification
- Corporate Sustainability Certification
- Sustainable Business Certification
- Environmental, Social and Governance Certification

## **Computing/Technology**

- Adobe Illustrator Certification Level 1
- Blog Creation Management Certification
- C++ Certification Level 1
- Coding Foundations Certification
- Computer Maintenance Certification
- Computers and Internet for Beginners Certification
- CSS Certification Level 1
- Digital Art Tools for Photoshop Certification
- Excel Macros Certification
- How to Earn Online Certification
- HTML 5 Certification Level 2
- HTML and CSS Certification Level 1
- Introduction to AutoCAD Certification
- Introduction to AWS Certification
- Introduction to Cloud Computing Certification
- Introduction to Gaining a Cisco Certification – Certificate
- Introduction to IoT-Internet of Things Certification
- Introduction to Link Building for SEO Certification
- Introduction to VoIP Certification
- IT Certification Level 2
- IT Security Certification
- Java Certification Level 1
- jQuery Certification Level 1
- Link Building for SEO Certification
- Microsoft Excel Certification Level 1
- Microsoft Excel Certification Level 1-3
- Microsoft Excel Certification Level 2
- Microsoft Excel Certification Level 3
- Microsoft Outlook Certification Level 3
- Microsoft Word Certification Level 3
- Microsoft Teams
- Mobile and Portable Device Security Certification
- Mobile App Marketing (ASO) Certification
- Online Security Certification
- Photoshop CS6 Certification Level 1
- PowerPoint Diploma
- Programming Certification Level 1
- Python Certification Level 1
- Sage 50 Certification Level 1
- Sage 50 Certification Level 2

- Sage 50 Certification Level 3
- Sage 50 Certification Levels 1-3
- Software Testing Certification
- Vlogging Certification
- Web Applications Certification
- Website Development Foundations Certification
- WordPress Certification
- Google Analytics
- Microsoft Mail Merge Certification
- Introduction to Graphic Design Certification
- Zoom Certification

### **Customer Care**

- Caring for Your Customers' Needs Certification
- Complaints Handling Certification
- Consumer Rights Awareness Certification
- Customer Care Certification
- Customer Relationship Management
- Customer Retention Certification
- Customer Service in Fashion Shops Certification
- Customer Services Certification Level 3
- Dealing with Customer Complaints Certification
- Electronic Customer Service Certification
- Face to Face Customer Service Certification
- Helpdesk Support Analyst Certification
- Identifying and Exceeding Customer Expectations Certification
- Is the Customer Always Right Certification
- Managing and Improving Customer Service Process Certification
- Meeting and Greeting Customers Certification
- Rescuing Difficult Customers Certification
- Telephone Customer Services Certification

### **Education**

- Anti-Bullying and Bullying Prevention Certification
- Essential Employment Skills Certification
- Art Therapy Certification
- Basic English Certification
- Basic Maths Certification
- Become an Online Tutor
- Becoming a Higher-Level Teaching Assistant Certification
- British Sign Language Certification
- British Values Certification
- Bullying in Schools Awareness and Prevention Certification
- Child Attachment Certification
- Child Minding Certification
- Child Psychology Certification Level 3
- English Grammar – Improve Your English Certification
- EYFS Teaching Certification Level 3

- Home Education Certification
- Improving School Attendance Certification
- Learning Disabilities Awareness Certification
- Lesson Planning for Teachers Certification
- Lockdown training
- Managing Classroom Behaviour Certification
- Mental Health Training for Teachers
- Mindfulness for Children Certification
- Mindfulness for Children Training Programme Certification
- Nursery Assistant Certification
- Play Therapy Certification
- Positive Handling in Schools Certification
- Prevent Duty Certification
- Racism Awareness
- Safeguarding Children on the Internet Certification
- Safeguarding Children L4 Including Internet Safety Certification
- Safeguarding for Students Certification
- Safeguarding for Teachers Certification
- Selective Mutism Awareness Certification
- SEND Certification
- Speech Therapist Introduction Certification
- Staying Safe Online Certification
- Tackling Hate Crime Certification
- Tackling Obesity Certification
- Teaching Adults to Read Certification
- Teaching Assistant Certification Level 2
- Teaching English to Speakers of Other Languages (TESOL) Certification
- Teaching Phonics Certification
- Teaching Phonics Level 2 Certification
- The Key Stages of the National Curriculum Certification
- What Can you Trust Certification
- Introduction to Maths

## **Finance**

- Budgeting Basics Certification
- Budgeting Like a Boss Certification
- Cash Flow Statements and Logistics Certification
- Cryptocurrency Certification
- Finance for Non-Finance Managers Certification
- Financial Documents 101 Certification
- Fraud Detection Certification
- Fraud Management & Anti-Money Laundering Awareness Certification Level 2
- Fundamental Concepts of Fraud Certification
- How to Run an Efficient Payroll Certification
- Identity Theft Awareness Certification
- Introduction to Accounting Certification
- Introduction to Tax Accounting Certification
- Investing in Gold and Silver Certification
- Payroll – How to Calculate Net and Gross Pay Certification

- Payroll Systems – The Basics Certification
- Payroll Systems and Management Certification Level 2
- Personal Finance Certification
- Property Development Certification
- Retail Banking Certification
- The Cash Flow Statement Certification
- The Financial Services and Markets Act Certification
- The Proceeds of Crime and Terrorism Acts Certification
- Understanding Mortgages and Personal Finance Certification
- Understanding The National Insurance Contributions System Certification
- Understanding the PAYE System Certification
- What is Money Laundering? Certification
- When Employees Pay Less than the NIC Certification
- Wills and Probate Certification
- Xero UK Certification

## **Health and Safety**

- Abrasive Wheels Certification
- Alcohol at Work Awareness Certification
- Basic Fire Safety Awareness Certification
- Cable and Wire Management Certification
- Construction Design Management
- Carbon Monoxide Awareness Certification
- Coronavirus Awareness Certification
- COSHH Awareness Certification
- Crowd Management Certification
- Dangers of Sleep Deprivation Certification
- Dangers of Working at Night Certification
- Dealing with Workplace Violence Certification
- Display Screen Equipment Awareness Certification
- Driver Safety Awareness Certification
- Electrical Safety in the Workplace
- Ergonomics – Steps to Reduce Workplace Related Injuries Certification
- Essential Health and Safety in the Workplace (UK)
- Eye Safety in the Workplace Certification
- Fire Marshall Certification
- Fires and Explosions in the Workplace Certification
- First Aid Appointed Person Certification
- Food Allergen Awareness Certification
- Food Psychology for Mind and Body Certification
- Food Safety Cross Contamination Certification
- Food Safety Level 1 Certification
- Food Safety Level 2 Certification
- Food Safety Level 3 Certification
- Food Safety Level 4 Certification
- HACCP Certification
- Hazard Identification and Risk Control Certification

- Head Protection Certification
- Health & Safety for Homeworkers
- Health and Safety Basics and Essentials Certification
- Health and Safety for Events Certification
- Health and Safety in the Workplace (UK) Certification
- Introduction to Asbestos Certification
- Introduction to Emergency Procedures in the Workplace Certification
- Lockdown Training Certification
- Lone Working Certification
- Manual Handling certification
- Mental Health in Construction
- Mobile Phones and Driving Certification
- Noise and Hearing Protection Certification
- Noise and Vibration Awareness Certification
- Paediatric First Aid Certification
- Personal Safety Certification
- Preventing Slips and Trips in the Workplace Certification
- RIDDOR Certification
- Risk Assessment in the Workplace Certification
- Speeding on Site Awareness Certification
- Step Ladder Safety Awareness Certification
- The Dangers of Construction Dust Certification
- Travel Safety for Women Certification
- Understanding Fire Extinguishers Certification
- Working at Height Awareness Certification
- Working in Confined Spaces Certification
- Working with Lift Trucks Certification
- The Dangers of Texting While Walking Certification
- Health and Safety – We Are All Responsible Certification

### **Health and Social Care**

- ADHD Awareness Certification
- Advanced Cognitive Behavioural Therapy Certification (CBT)
- Anxiety Awareness Certification
- Asperger Syndrome Awareness Certification
- Assessing Mental Capacity Certification
- Understanding Autism Certification
- Bipolar Awareness Certification
- Blood-borne Pathogens & Exposure Control Plan Certification
- Borderline Personality Disorder Awareness Certification
- Caring for the Elderly Certification
- Cerebral Palsy Awareness Certification
- Child Neglect Awareness Certification
- Child Protection Certification
- Child Protection in Sport Certification
- Child Sexual Exploitation Awareness Certification
- Cognitive Behavioural Therapy Certification (CBT)
- Concussion Awareness Certification



- Dealing with Stress, Anxiety, Depression and Violence in the workplace Certification
- Depression Awareness Certification
- Deprivation of Liberty Safeguards Certification
- Diabetes Awareness Certification
- Dialectical Behaviour Therapy Certification
- Disability Awareness Certification
- Domiciliary Care Certification
- Drug and Alcohol Addiction Awareness Certification
- Duty of Care Certification
- Dyslexia Awareness Certification
- Eating Disorder Awareness Certification
- Emergency First Aid in the Workplace Certification
- End of Life Care Certification
- Epilepsy Awareness
- Health and Social Care Certification Level 3
- Infection Control Certification
- Introduction to Childcare Certification
- Introduction to Educational Psychology Certification
- Introduction to Independent Living Certification
- Introduction to REBT: Rational Emotive Behaviour Therapy Certification
- Introduction to Sports Nutrition Certification
- Legionnaires Disease Awareness Certification
- Mental Health First Aid Certification
- Nutrition and Hydration Certification
- Nutrition Diploma
- Nutrition for Diabetes Certification
- Nutrition for Older Adults Certification
- People Handling Certification
- Plant-Based Nutrition Certification
- PPE Awareness Certification
- Preventing Falls in Older People Certification
- Privacy and Dignity Certification
- Recruiting Staff in the Healthcare Sector Certification
- Safe Handling of Medicines Foundation Certification
- Safeguarding Adults Certification
- Safeguarding Children Certification
- Safeguarding Vulnerable Adults Certification
- Self-harm Awareness Certification
- Sepsis Awareness Certification
  
- Sharps Injuries Awareness Certification
- Stroke Awareness Certification
- Stress Management Certification
- Suicide Prevention Certification
- Supporting People with Physical Disabilities Certification
- The Care Certification
- Trauma Awareness Certification
- UTI Sepsis Certification
- Workplace Hygiene Certification

- Introduction to Midwifery

## **Hospitality & Tourism**

- Applying for Alcohol Licensing Certification
- Bartending Certificate
- Being a Sommelier Certificate
- Event Management Logistics and Troubleshooting Certification
- Events Management Certification Level 2
- Events Management UK Certification
- Hotel Management Certification Level 3
- Hotel Reception Administration Certification
- Hotel Reception Certification
- How to be a Successful Waiter/Waitress Certification
- Nightclub and Bar Security Certification
- Restaurant Management Certification Level 2
- Travel and Tourism Certification Level 2
- Kids Party Planner Certification
- Working in the Service Industry Certification

## **Human Resources**

- Absence Management Certification
- Costs and Causes of Employee Turnover Certification
- Dealing with HMRC in Relation to New Employees Certification
- Defining HR Certification
- Developing a Compensation & Benefits Package Certification
- Discipline and Grievance Certification
- Ensuring Adequate Staff Levels Certification
- Equality, Diversity & Discrimination Awareness Certification
- Hiring Employees Certification
- Hiring for a Diverse Workforce Certification
- HR: Creating an Employee Handbook Certification
- HR: Protecting Confidentiality Certification
- HR: Working with Vendors Certification
- Human Capital Management Certification
- Human Resources Certification Level 2
- Introduction to Contracts Of Employment Certification
- Introduction to Employment Law Certification
- Modern Slavery Awareness Certification
- Onboarding Best Practices Certification
- Onboarding Tools Certification
- Parental Rights Certification
- Recruitment Consultant Certification
- Recruitment Strategies Certification
- Safer Recruitment Certification
- Sick Leave Certification
- Termination of Employment Certification

### **Medical & Mental Health**

- Chinese Medicine Certification
- Concussion Awareness Certification
- Coronavirus Awareness
- Counselling Certification
- Criminal Psychology Certificate
- Dementia Awareness Certification
- Dental Care Certification
- Depression Awareness Certification
- Diabetes Awareness Certification
- Eating Disorder Awareness Certification
- Epilepsy Awareness
- Grief and Bereavement Counselling Certification
- Introduction to Child Counselling Certification
- Introduction to Psychology Certification
- Legionnaires' Disease Awareness Certification
- Medical Acupuncture Certification
- Mental Health Awareness Certification
- Mental Health First Aid Certification
- Mental Wellbeing in Children and Young People Certification
- Naturopathy Certification
- Pharmacy Assistant Certification
- Professional Post-Traumatic Stress Disorder Counselling Certification
- Professional Relationship Counselling Certification
- Sepsis Awareness Certification
- The Self Care Certification
- UTI Sepsis Certification
- Health and Wellbeing Certification

### **Personal Development**

- Advanced English Spelling Certification
- Anger Management Certification
- Assertiveness Skills Certification
- Body Language Certification
- Boost Your Concentration Certification
- Building Your Confidence and Self-Esteem Certification
- Commitment to Consistency Certification
- Communication Basics Certification
- Decoding Direct/Indirect Messages Certification
- Effective Decision-Making Certification
- EFT – Emotional Freedom Technique Certification
- Emotional Intelligence Certification
- Finding Your Perfect Career For Success and Enjoyment (CareerRadar) Certificate
  
- Handling Conflict in High-Value Relationships
- Handling Conflict in Low-Value Relationships Certification
- Hourly Planning and Habits Certification
- How to Build Resilience Certification
- How to Programme Your Mind for Success Certification

- How to Stop Procrastinating Certification
- Identifying Causes of Conflict Certification
- Improve Your Assertiveness Certification
- Improve Your Social Skills Certification
- Improving Personal Effectiveness Certification
- Interpersonal Skills Certification
- Learn Speed Reading Certification
- Learning Impressive Telephone Techniques Certification
- Learning Strategies Certification
- Learning to Learn Certification
- LGBTQ Awareness Certification
- Life Hacks Certificate
- Listening Skills Certification
- Master Talking to Anyone Certification
- Memory Enhancement Certification
- Mindful Listening Certification
- Mindfulness Certification
- Motivation Skills Certification
- Myers–Briggs Theory and Test Certification
- Neuro-Linguistic programming Certification
- Neuroplasticity: Rewire Your Brain for Success Certification
- Preparing for an Exam Certification
- Problem Solving Certification
- Promoting Positive Behaviour Certification
- Success Habits Certification
- The Art of Persuasion Certification
- The Basics of Critical Thinking Certification
- The Importance of Ethics Certification
- The Power of the Mind Certification
- The Science of Happiness Certification
- The Secrets of Body Language Certification

### **Professional Development**

- Boost Your Work Efficiency Certification
- Career Planning Certification
- Confidence On Camera Certification
- Dealing with Difficult People and Situations Certification
- Developing a Career Strategy Certification
- Establishing Credibility as a Speaker Certification
- Extremism and Terrorism Awareness Certification
- How to Handle Criticism at Work Certification
- How to Write Better Emails Certification
- Influencing People Certification
- Interviewing Skills and CV Writing Certification
- Interviewing Skills Certification
  
- Life Coaching Certification
- Mentoring and Coaching People Certification
- Note Taking Certification
- Practical Leadership Skills Certification

- Presentation Skills Certification
- Prioritisation Certification
- Public Speaking Certification
- Punctuation Mastery Certification
- Questioning and Listening Techniques Certification
- Rational Decision-Making Certification
- Win-Win Negotiations for Conflict Resolution Certification

### **Sales/Marketing**

- Achieving Sales on the Telephone Certification
- Advertising and Marketing Certification Level 2
- Body Language as a Sales Tool Certification
- Buying and Selling Online Certification
- Closing Techniques Certification
- Cold Calling Certification
- Content Creation Certification
- Converting Leads into Sales Certification
- Copywriting Masterclass Certification
- Creating a Marketing Plan Certification
- Digital Marketing Certification Level 2
- Estate Agency – Scottish System Certification
- Evaluating a Marketing Plan Certification
- Handling Objections & Overcoming Barriers to Sales Certification
- How Retargeting Works Certification
- How to Become a Social Media Influencer Certification
- How to Close More Sales Certification
- Instagram Marketing Certification
- Introduction to Google Ads Certification
- Introduction to Reddit Marketing Certification
- Social Media Careers Certification
- Key Mistakes to Avoid When Marketing Certification
- Make an Impression Every Time Certification
- Making Your Sales Pitch Certification
- Managing a Sales Team Certification
- Marketing Certification Level 2
- Marketing Plan Writing Certification
- Negotiating and the Concept of the Three P's Certification
- Networking for Sales Professionals Certification
- Product Pricing and Sales Negotiation Certification
- Reddit Marketing Certification
- Retail Analytics Certification
- Sales Certification Level 2
- Sales Funnels for Beginners Certification
- Sales Pitching Certification
- Sales Talk – Understanding the Jargon Certification
- Sales Tools and Technology Certification
  
- SEO for Business Certification
- Skills to Succeed at Selling Certification

- Social Media for Business Certification
- Social Media Marketing Certification
- The Four P's of Marketing Certification
- The Power of Influence & Motivating People to Buy Certification
- The Purpose of Advertising Certification
- Writing Sales Proposals Certification
- YouTube Channel Marketing Certification
- YouTube Masterclass Certification
- Facebook Advertising

### **Teams & Management**

- Communication Techniques for Managers Certification
- Conducting Employee Appraisals Certification
- Conflict in the Workplace Certification
- Construction Management Certification Level 1-3
- Constructive Feedback Certification
- Designing Effective Teams Certification
- Essential Skills for First-Time Managers Certification
- Facilities Management Certification Level 2
- How to Manage Virtual Teams Certification
- Inspirational Leadership Certification
- Key Tools and Knowledge for Team Leading Certification
- Leading Effective 1-1 Meetings Certification
- Leading Team Meetings Certification
- Managing Teams Certification
- Thomas-Kilmann Conflict Mode Instrument Certification
- Transport Management Certification Level 2
- Warehouse Management Certification Level 2
- Warehouse and Transport Management Certification
- Working in Teams Certification

GET ACCESS TO ANY OF OUR COURSES BY CONTACTING OUR  
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