



A snapshot of our Business Essentials Toolkit

Give your employees unlimited year-round access to regular LIVE, INTERACTIVE business essentials webinars.

These courses focus on important topics that help us understand how to operate professionally in the working environment. From Project Management to Compliance and Microsoft Office. Join these courses to increase your awareness, gain knowledge and improve your overall understanding of these three important subject matters.

What's in the Toolkit?

Note the below is just a snapshot and all modules are repeated throughout the year including in multiple time-zones. This is in addition to new content being added throughout the year.

Course **COMPLIANCE** 6 Modules

The importance of compliance in the workplace cannot be underestimated. We break compliance down into four distinct areas, GDPR, Anti-money laundering, Anti-bribery and corruption and Bullying and Harassment. We highlight the legislation that impacts your business, your roles and responsibilities to comply, what to look for when reviewing processes and procedures and makes you aware of the measures to put in place to ensure compliance.

- **GDPR**
- **Bullying and Harassment**
- **Anti-Money Laundering**
- **Preventing Bribery and Corruption**
- **Cyber Security Essentials**
- **Covid Compliance**

General Course 4 Modules

- **Managing Time Effectively**
 - **Working Remotely**
- **Self-Confidence & Motivation**
- **Preparing for a Job Interview**

Course **Project Management Fundamentals** 4 Modules

An introduction to project management for those without any formal project management training, or those wishing to refresh their knowledge. Delivered by a former Army Officer, using military planning tools to highlight key planning considerations. Each module builds on the first, exploring each phase of the project life cycle.

- **Project Management for Non-Project Managers**
- **Effective Communication for Project Managers**
 - **Why do Good Projects Fail?**
 - **Recovering a Failing Project**

Course **Project Management Toolkit** 5 Modules

Project management requires a myriad of essential skills: the modules in this course provide a deep dive for attendees to hone their skills in a particular area relating to project management.

- **Writing a Solid Business Case**
 - **Risk Management**
 - **Engaging Stakeholders**
 - **Scheduling and Forecasting**
- **Cost Management - Estimating, Budgeting and Controlling Costs Within a Project**

Course **Office 365**

In today's world, we rely heavily on the use of technology to communicate, share information, create and analyse data and create documents. Office 365 is a powerful, convenient cross-platform productivity suite with Word, Excel, PowerPoint training sessions. Designed to ensure you learn how to use these platforms efficiently and effectively and with confidence.

Excel 22 Modules

A mixture of modules to meet all levels of knowledge from beginners to more advanced users of Excel.

- **Hints and Tips Parts 1 to 5**
- **Filters, Sorting, Including Advanced Filters**
 - **Charts Part 1 and Part 2**
 - **Formulas Refresher**
 - **Pivot Tables from Scratch**
- **Expanding a Pivot Table & Normalising Data**
- **Extending & Customising a Pivot Table**
- **Auditing, Error Handling & Protection**
 - **Data Consolidation**
- **Data Tables (Sensitivity Analysis)**
 - **Date and Time Functions**
 - **Excel Tables**
 - **Logical Functions**
 - **Look up Functions**
 - **Visualising Data**
 - **Text functions**
 - **What If Analysis**

Power Point 2 Modules

Tips and Techniques on how to use the functionalities of Power Point to create a presentation.

- **Create a PowerPoint Presentation from Next to Nothing**
- **PowerPoint Hints & Tips**



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