



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 D&I to Project Management 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 **D&I** 8 Modules

This course aims to explore the importance of Diversity and Inclusion in the workplace for individuals across the business to understand and comply with, to show how anybody can be involved in creating a diverse and inclusive workplace, to ensure managers and leaders are aware of the legal aspects of diversity and inclusion and to improve the outcomes of a corporation as a result of diversity and inclusion processes.

- Introduction to D&I
- Diversity & Inclusion Policy
- Discrimination, Harassment and Victimisation
- Working in an Equal and Diverse Environment/Challenging Prejudice and Discrimination in the Workplace
- Building/Building upon an Equal and Diverse Environment
 - Unconscious Bias
- Intercultural Differences in the Workplace
- Sexual and Gender Equality and Diversity

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** 4 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

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 7 Modules

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

- Hints and Tips Part 1
- Filters. Sorting, including advanced filters
 - Charts Part 1
- Formulas Refresher
- Hints & Tips Part 2
- Pivot Tables from Scratch
 - Charts Part 2

Power Point 1 Module

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

- Power point

Toolkit launch offer for a limited time only.



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