

SAFETY		
Category	Course Name	Course Description
Safety	Aerial Scissor Lifts	This course will show how aerial scissor lifts can be operated safely in a workplace environment along with how different locations and terrains require additional safety precautions. It covers the different types of scissor lifts and how they should be treated and operated accordingly. The course concludes by covering the requirements of inspection and maintenance of the vehicle.
Safety	Caught In / Between Hazards	This course looks at being caught in or between hazards in the workplace and the steps you can take to prevent it. The course starts by diving into what a caught in or between hazard is and some case studies to review. You will review some of the latest industry statistics relating to this Focus Four topic and some of the most common hazards relating to caught in or between hazards. You will learn the different types of caught in or between hazards and some real world examples of their impact. Finally, you will learn about the role that employers play in preventing incidents in the workplace.
Safety	Electrical Safety Awareness	This is an awareness level safety course on Electrical safety fundamentals. The course starts by diving into the foundational concept of electrical hazards and looks at the various types. Following this, the course reviews effective protective measures, safe work practices, and the use of personal protective equipment to prevent electrical injuries on the job site. Finally, you'll learn that employers have a responsibility to protect workers from electrical hazards, and to provide employees with the necessary training and equipment.
Safety	Electrocution Hazards	This course provides you with the essential training for electrical hazards on Construction sites. The course starts with an introduction into the complex and critical nature of electrical hazards in the workplace. You'll then get to learn about the major types of electrocution hazards and the critical precautions necessary to mitigate the risks associated with power lines in construction. You'll then get to further explore essential strategies for electrocution hazard prevention and finally, you will learn about the responsibilities that employers must take to ensure workplace safety.
Safety	Emergency Evacuation	Welcome to this Emergency Evacuation course, where you'll learn how to respond safely and effectively to a range of workplace evacuation situations. You'll learn how to write an Emergency Evacuation Plan and cover staff responsibilities, along with OSHA best practices. You'll learn how to best attend to injured people and learn why it's important to have appropriate personal protective equipment readily available during an emergency. There's important advice on how to shut down gas, electrical systems or other critical equipment and finally we'll cover medical emergencies.
Safety	Exit Routes, EAPs, FPPs and Fire Protection	This course begins with an in-depth examination of essential aspects and protocols of workplace exit routes and explores how to effectively implement, understand, and maintain Emergency Action Plans in the workplace, ensuring an environment that is secure, well-prepared, and equipped to handle emergencies affecting all staff members. Further, you will learn the essential components of a Fire Prevention Plan and finally, this course will go through critical fire safety practices, preventative strategies, and emergency response techniques.
Safety	Eye and Face Protection	This course provides you with an introduction to eye and face protection in the workplace. The course starts with some eye and face injury statistics and then following this, the course covers the four main groups of PPE that protect against those injuries. Next, it looks at some common workplace hazards that can lead to eye and face injuries and finally, the course finishes by setting out the steps you should take were an eye or face emergency to occur in your place of work.
Safety	Fire Extinguisher	This short course provides you with an introduction to the safe use of fire extinguishers in the workplace. It explains why fire extinguisher training is so important, different classes of fire, and explores common fire hazards. It looks at some workplace statistics, before diving into the legal aspects. The course explores the essential parts of an extinguisher and details how they should be inspected, maintained, and stored. It finishes by showing how to use a fire extinguisher, alongside a list of do's and don'ts, and what you should do once you've finished with a extinguisher.
Safety	General Industry Safety Orientation	This course provides you with a comprehensive introduction to Safety in the workplace within General Industry. It explores the principles of workplace safety and emphasizes the importance of addressing hazards. The course guides you through the intricacies of risk assessment and talks about safety protocol and emergency measures. You'll be introduced to Health and safety practices, operational and vehicle safety. Finally the course discusses the importance of PPE and its use.
Safety	Hand and Power Tools	This short course provides you with an introduction to Hand and Power Tools.
Safety	Health Hazards in Construction	This online course takes an overview of the hazards, risk factors, risk assessments, controls, and regulations that apply to the construction industry. You'll learn about OSHA regulations, risk assessments and effective safety procedures. The course looks at various hazards including mechanical, chemical, biological, ergonomic and environmental. We'll discuss how to protect yourself against workplace hazards, including personal protective equipment and training, plus a range of effective safety tips.
Safety	Industrial Hygiene	This course introduces you to the core principles of Industrial Hygiene, emphasizing its crucial role in workplace safety. You'll delve into the various types of workplace hazards, exploring the five primary categories: chemical, physical, biological, ergonomic, and psychosocial. The course then takes you on a journey to explore the techniques for evaluating hazards, investigating the structured approach of the hierarchy of controls to mitigate risks and then concludes with addressing the key steps and components required to develop a thorough Industrial Hygiene program.
Safety	Introduction to OSHA	This comprehensive Introduction to OSHA course provides you with crucial training on workplace safety and health standards. This course is meticulously crafted to introduce you to the Occupational Safety and Health Administration's (OSHA) standards, equipping you with the necessary know-how to uphold a secure and healthy workplace for yourself and your colleagues.
Safety	Managing Occupational Health and Wellbeing	This course explains the key elements, procedures and activities involved in successful Occupational Health and Safety Management in the workplace. The course shows how professional Occupational Health and Safety Management benefits individuals and organisations.
Safety	Material Handling - Construction	This course provides you with an introduction to Material Handling in Construction.
Safety	Material Handling - General Industry	This course provides you with an introduction to Material Handling in General Industry..
Safety	Pallet Jack	This course will show how Pallet Jacks can be operated safely in a workplace environment along with how different locations and terrains require additional safety precautions. It covers the different types of pallet jacks and how they should be treated and operated accordingly. The course concludes by covering the requirements of inspection and maintenance of the vehicle.

Safety	Personal Protective Equipment (PPE)	Personal Protective Equipment is a key aspect in workplace safety across a wide variety of industries. It serves as a means of protection and prevention from injury, either being worn or used by the individual, it helps to maintain the safety of workers carrying out hazardous tasks.
Safety	Respiratory Protection	This course will examine OSHA regulations including employers' and employees' safety responsibilities. You'll learn about Personal Protective Equipment along with air-purifying respirators and filtration methods, plus the importance of Permissible Exposure Limits. We'll describe the main types of Self-Contained Breathing Apparatus and air-supplied respirators for use in oxygen-deficient atmospheres, along with half- and full-face facepieces, and Negative and positive Pressure Respirators. On a more practical front, we'll show how to fit, check, wear and use your respirator correctly.
Safety	Scaffolding for Construction	This course starts by reviewing the fundamentals of scaffolding, where we address the core components, from crucial safety regulations to proper maintenance procedures. This segment is tailored to provide construction workers with the skills needed for safe and productive work practice. Following this, the course covers the vital competencies required for the safe assembly and disassembly of scaffolding structures. Our guidance will navigate you through the necessary procedures, emphasizing the assurance of structural integrity and adherence to comprehensive safety standards at every stage.
Safety	Slips, Trips and Falls	This course covers Slips, Trips, and Falls, the injuries they can cause in the workplace, and the safety controls and systems that can be put in place. The course starts by describing the relevant Slips, trips and falls laws, and how OSHA sets federal standards for hazard identification, prevention, and compliance. You'll see how to create a slips, trips and falls map as a way of identifying hazards and developing safety controls. Finally, we'll help you understand the human factors that can cause slips, trips and falls.
Safety	Struck by Hazards	This course is part of OSHA's Focus Four topics, Struck-By Hazards in the Construction industry. The course starts by diving into the fundamental concepts of struck-by hazards on construction sites, their prevalence, and the importance of recognizing them to ensure safety.
Safety	Telehandlers	Telehandlers are essential in various industries for lifting and transporting materials. As versatile machinery, they require specific safety measures to protect operators and other workers. Proper use and adherence to safety guidelines are crucial to prevent accidents and ensure the smooth execution of tasks.
Safety	Walking Working Surfaces and Fall Protection	This course provides you with an introduction to safe practices related to walking-working surfaces, ladders, stairs, fall protection and protection from falling objects. This course will then help you to examine the significant role that specialized protective gear and essential safety tools play in building a strong workplace safety culture. The course will guide you through the essential systems intended to prevent falls, alongside the crucial safety measures that protect workers, underscoring the importance of preparation for when proactive steps alone are insufficient.
Safety	OSHA Focus Four	The Construction Focus Four Training is made of the following sections, Fall Protection, Electrocution Hazards, Caught In/Between Hazards and Struck By Hazards. These sections cover four of the key hazards that might be encountered on construction sites.
Safety	Fire Prevention	This course covers key aspects of fire safety and prevention in the workplace. It'll cover statistics relating to fire injuries and deaths, and examine a case study. You'll learn about the factors necessary for fire to start and spread and a look at Emergency Action Plans, Fire Prevention Plans and the various types of Evacuation procedures. There's practical advice on the handling and storage of flammable liquids and materials and it also looks at electrical fires. Finally, the course will cover why good housekeeping techniques are essential for fire safety.
Safety	Ladder Safety	This online course shows the actions you need to take to ensure the safe use of ladders and stepladders in the workplace. We'll examine OSHA ladder standards and also look at ladder risk assessments. We'll discuss OSHA's Guidelines for safe ladder structures, how to choose the right ladder for the job and talk about practical information for inspecting ladders. You'll learn how to position a ladder at a safe angle and how to deal safely with overhangs and extension ladders. Finally the course covers fall protection systems and their importance when using a ladder.
Safety	Introduction to Forklifts and Safe Operation	This comprehensive introduction to Forklifts and Safe Operation course will help you understand when and how to operate your forklift safely in the workplace. The course starts by analyzing the different classes of powered industrial trucks and the different types of fuel that make forklifts run. You will get to learn about some of the key principles that help you safely maneuver your forklift such as the Stability Triangle, the Fulcrum Principle and forklift load capacities. Finally, you will learn about some of the most common hazards associated with forklift operation
Safety	Accident Investigation	Welcome to this online course - Accident Investigation - which will give you the information you need to effectively analyze an accident event by uncovering the cause of the injury, and the immediate, underlying and root causes of the accident. You will also develop the skills needed to analyze and evaluate your Safety Management System (SMS) for root causes. Beyond this you'll see why the question of fault and possible discipline is often irrelevant and inappropriate when conducting an accident investigation.
Safety	Back Injury Prevention	In this course, we'll cover the major issue of back pain and injuries, including how injuries happen, and how they can be treated and prevented. We'll start with back injury statistics, and move on to an examination of the structure, regions, and functions of the spine. You'll learn about ergonomics and back pain, and how back pain is diagnosed and treated. The course contains practical advice around how to keep your back healthy and you'll be shown a range of proven manual handling techniques and we'll discuss some of the alternatives to lifting which may be available in your workplace.
Safety	Biohazards	This online course covers major issues relating to biohazards in the workplace. It starts with an overview showing how to identify, manage, control, and prevent workplace biohazards. You'll learn the simple, effective method of conducting a risk assessment to meet biohazard contamination prevention objectives and we'll show you how to identify biological hazards and develop a Control Plan. We'll also cover a range of workplace biohazards. Each section includes a definition, and details of symptoms and treatments.
Safety	Bloodborne Pathogens	This course contains valuable, life-saving information for anyone likely to be exposed to blood or potentially infectious bodily fluids at work. Even if you're not normally exposed to blood or bodily fluids, this course will increase your understanding of the issues, should you ever have to deal with a workplace accident or emergency. Please be aware that this course contains simulated depictions of injuries that are relevant to the topic and are intended to support the learning .

Safety	Compressed Gases	This online course will provide a general overview of the important issues surrounding compressed gas safety. It looks at the three types of compressed gases-Liquefied gases, Non-liquefied gases and Dissolved gases. You'll learn about why and how gases are compressed, along with industry terminology. We'll also cover the main types of compressed gas cylinder connections, valves, and pressure regulators. Other topics include the four steps of a risk assessment, the hierarchy of control and safety regulations relating to the use and safe storage of compressed gases.
Safety	Demolition Safety	This Demolition Safety course starts with basic definitions, then describes OSHA regulations along with demolition risks and the current trends in demolition such as remote controls machines, recycling and sustainability. Please be aware that this course contains animated depictions of accidents and injuries, these are used to illustrate the importance of the training and the seriousness of incidents that can occur.
Safety	Fall Protection	This course is designed to cover fall protection basics and how to stay safe while working at height. This course is designed to cover fall protection basics and how to stay safe while working at height. It discusses the various fall protection regulations set out by the Occupational Safety and Health Administration, OSHA. You'll see accident and injury statistics and learn the difference between fall protection and fall prevention. Safe Working practices will be discussed and finally you'll look at the importance of rescue plans designed to rescue people from any height, in any situation.
Safety	Job Hazard Analysis	This course focuses on Job Hazard Analysis (JHA) as a way of identifying workplace hazards before they can cause accidents or illnesses. It begins by looking at the role of OSHA, and covers the benefits of performing Job Hazard Analysis. It then looks at the actions you should take before beginning a JHA including how you can involve the workforce. We'll cover the five key stages of JHA, and look at how to choose the appropriate level of control and develop a hazard control plan. Finally we'll discuss the importance of JHA and how they should be completed.
Safety	Lock Out / Tag Out (LOTO)	This course provides an overview of Lockout/tagout (LOTO) - the safety practices and procedures that ensure dangerous machines are properly shut off during service, repair or maintenance. We'll also describe the key benefits of LOTO for the workforce, management and companies. We'll explain the LOTO standards and examine the roles of managers, supervisors, outside contractors, and all employees. Finally, you'll be introduced to the practicalities of LOTO, including tools and written procedures, before we walk you through a step-by-step exploration of a typical LOTO situation.
Safety	Machine Guarding	The course will cover everything you need to know about keeping your machines safe. Exposure to unguarded or inadequately guarded machines can cause severe injury or death if you operate or maintain machinery. This training session on machine guarding includes essential information about protecting yourself against serious injury when working with powerful machines.
Safety	Crystalline Silica Safety	This online course will increase understanding and offer practical advice to help deal with the hazards caused by silica dust in the workplace. The course starts by highlighting the industries and activities where silica dust is a health problem and the responsibilities of both employers and workers according to the OSHA regulations. You'll learn the three methods of assessing exposure to silica and there will also be practical advice on keeping samples, lab reports, medical exam reports, and training documentation.
Safety	Hazard Communication	This course covers the key aspects of Hazard Communication - or HazCom - and shows how a HazCom programme can protect the health and safety of workers using chemicals in US industry. It looks in detail at the correct completion of Safety Data Sheets and also discusses the importance of hazardous chemical labelling systems. Finally the course covers employee HazCom training, and HazCom Program Maintenance.
Safety	Recording and Reporting to OSHA	In this course you'll learn how to record workplace injuries and illness to meet the requirements of the Occupational Safety and Health Administration (OSHA). Please be aware that this course contains detailed descriptions of injuries to clarify the kinds of injuries that are recordable or reportable.
Safety	OSHA 10 - Construction	This online OSHA 10 Construction course is designed for entry level construction workers and employees who need OSHA 10 Construction Training to obtain or retain employment. Each candidate that completes this 10-hour Construction Safety online course will automatically receive a Digital Certificate and Wallet Card. This proof of training and IACET CEU points will be accepted by most employers and site managers.
Safety	OSHA 10 - General Industry	This online OSHA 10 General Industry course is tailored for individuals seeking comprehensive knowledge on a broad range of safety subjects relevant to various roles within the industry. The course provides essential safety information that is applicable across numerous sectors. Each candidate that completes this 10-hour Construction Safety online course will automatically receive a Digital Certificate and Wallet Card. This proof of training and IACET CEU points will be accepted by most employers and site managers.
Safety	Confined Space Entrant, Attendant and Supervisor	This course covers the identification, classification, control, monitoring, and rescue requirements for confined spaces in the workplace, in line with Occupational Safety and Health Act (OSHA) standards. We'll look at general workplace hazards, including chemical reactions and toxic exposure, and how to deal with them proactively using hazard controls. There's information on safety and supervision responsibilities and we'll look at the characteristics and hazards of confined spaces. Finally, you'll be taken through the mechanics and benefits of team working in confined spaces
Safety	Trenching and Excavating Safely	This online course will provide valuable information on the key safety aspects of trenching and excavation. When you've finished the course, you will understand the serious issues raised, and be able to play your part in ensuring a safer work environment.
Safety	Crane Safety	This course covers the essential techniques of crane rigging, including directing the work on the ground, and ensuring the safe, efficient conduct of crane operations. The course will look at crane stability and safety, including outriggers, counterweights and movement. There'll be a wide range of information on sling safety and information on how to inspect rigging hardware links, shackles, end-fittings, wire rope clips and hooks. Finally, the course will cover a full range of hand signals used to communicate between the ground and the crane operator.

BUSINESS SKILLS & LEADERSHIP		
Category	Course Name	Course Description
Business Skills & Leadership	Anti Harassment and Bullying	This course covers the commitments that should be laid out in your company's anti-harassment and bullying policy so as to comply with UK law. It explains the differences between harassment and bullying, the steps that can be taken if either of these occur in or out of work, and some case studies to illustrate the points covered throughout the course.
Business Skills & Leadership	Conflict Resolution in the Workplace	Unmanaged conflict within the workplace can be costly in terms of time, money and employee engagement. This course starts by explaining what constitutes conflict and some of the most common causes. It covers the stages of conflict and contains several extensive modules that outline conflict resolution techniques. Finally it explores how effective management of conflict can result in positive outcomes in the workplace.
Business Skills & Leadership	Developing Good Employee Relations	This course covers the many benefits good employee relations can bring to a business.□ It explains how to build confidence in□ management, by sharing the company vision, building strong teams and listening□ to feedback.
Business Skills & Leadership	Developing Teamwork	This course explains in detail what team working is and covers some of the basic principles for putting together a group of people who will work well together. It then goes on to cover conflict within teams, explaining some of the reasons conflict occurs and some strategies for managing it. It finishes off by exploring some of the different styles of management behaviour and how to develop a resilient team.
Business Skills & Leadership	Disciplinary Procedures	The aims of the disciplinary procedure are to provide a framework within which managers can work with employees to maintain satisfactory standards of conduct and to encourage improvement when necessary. This course covers the aims of the disciplinary procedure, penalties including investigations, allegations and suspensions, procedures for carrying out hearings, and appeals.
Business Skills & Leadership	Effective Delegation	This course will start with the essentials - defining exactly what we mean by delegation and why it's so important. It then goes into details about the elements of delegation, overcoming the barriers to delegation, how you can choose which tasks to delegate and who to, the process of delegation and much more...
Business Skills & Leadership	Leadership Skills	A leader doesn't necessarily have to be a 'manager', but it's difficult to see how a manager could be truly effective without having at least some leadership skills. This course will introduce you to some of the important techniques and theories that can help you to improve your leadership skills and be more effective in your role.
Business Skills & Leadership	Managing Meetings	The course starts with some basic definitions and statistics that outline how important running meetings effectively can be.□ □ It examines factors that make meetings great, and some practical steps you can take to ensure everything runs smoothly and successful outcomes are achieved. It also covers some of the ways you can handle any problems that may arise.□ □ Finally, it looks at different decision-making approaches you can use and finishes off with some notes on keeping a learning log to help you learn and grow, ultimately becoming a more confident and effective participant or chairperson.
Business Skills & Leadership	Managing Sickness and Absence	This course will help you to understand the different types of absence and identify ways of measuring absence. It covers why you should complete return-to-work forms and how to conduct effective return-to-work meetings. The course finishes off by explaining the formal processes involved in managing absence and how to apply appropriate policies.
Business Skills & Leadership	Negotiation	This course covers the basics of what constitutes a negotiation, the key stages of a negotiation, skills you can apply to your negotiations and some practical advice so you can bring all of this together and become a more effective negotiator.
Business Skills & Leadership	Objective Setting	Setting clear and precise goals and objectives ensure that everyone is working towards the same goal, allowing for business and personal growth. Objectives clarify priorities and allow employees to allocate their time and resources more effectively.
Business Skills & Leadership	Preparing for a Job Interview	Interviews are two-way processes, where the employer and the interviewee can both decide if they are a good fit. This short course will provide you with some useful tips for how to prepare for an interview including preparing answers to common questions.
Business Skills & Leadership	Presentation Skills	Giving a successful presentation can be one of the hardest parts of many people's jobs. This course covers the common mistakes people make when preparing for and giving a presentation so you can avoid these, as well as going over good practice and providing some practical advice that you can put to good use the next time you have a big presentation to make.
Business Skills & Leadership	Problem Solving in a Workplace	This course covers a range of problems that occur in the workplace- and how they can be recognised, controlled and solved. You will learn about the three main areas in which problems occur and how personalities can clash because of poor communication and differences of opinion. There will be information on how issues can be solved in a professional manner and finally discuss arbitration, negotiation and compromise which can bring resolution to the workplace making it a better environment for everyone.
Business Skills & Leadership	Project Management	The effective management of projects is an essential skill in many workplaces. Correct control of stages and different aspects of projects helps to increase the chances of projects being successful. This course covers the basic principles of project management and covers some of the tools and techniques you can employ to improve your project management skills.
Business Skills & Leadership	Sales Skills	The course starts with the basic rules for sales people. It covers cold calling, how to deal with gatekeepers and takes you through a typical face-to-face meeting.□ It then discusses how you can sell by stressing the results prospects can expect if they buy, and how best to play to their emotions.□ It then finishes off by covering negotiations and how to avoid them and includes some methods for closing a sale.

MENTAL HEALTH		
Category	Course Name	Course Description
Mental Health	Stress Management	<p>Stress is a real problem for both organisations and their employees. It accounts for a significant proportion of work related illness each year. Being aware of the signs of stress, some of the triggers and how to manage them can make a real difference to your wellbeing and that of people around you. □</p> <p>This course will cover an introduction to stress and why it's a problem, some of the causes of stress and some ways to minimise the risk of stress.</p>
Mental Health	Supervising Mental Health at Work	<p>This course will look at supervising stress and mental health at work and show you how to create a good mental health culture in your workplace. It starts by examining the negative effects of poor mental health and considers the benefits of intervention by employers. You will learn about the six main areas that can lead to work- related stress and discover how to recognise when individuals are at risk of stress. Finally you will learn how to promote a good mental health culture within your workplace.</p>
Business Skills & Leadership	The Principles of Performance Management	<p>In any organisation, the traditional model of strict command and control wastes a significant amount of time and money. Mutual trust, employee motivation and readiness to perform can easily be undermined. Performance management, on the other hand, offers a different, much more effective approach. In formal terms, performance management involves the achievement of performance targets through the effective management of people and the environment in which they operate. It's about setting achievable goals for the organisation and targets for individuals and teams.</p>
Business Skills & Leadership	Time Management	<p>More often than not, the people who excel in their job, or are high achievers manage their time effectively, in a way that makes them work in a more efficient manner. This course has been designed to ensure you have the techniques to improve your efficiency, output and ability to function more effectively - whether in your ordinary day or when deadlines loom and the pressure is building.</p>
Mental Health	Workplace Violence	<p>This course deals with violence and sexual harassment in the workplace.</p> <p>It will provide statistics showing the extent of workplace violence, before examining perpetrator profiles and the industries and jobs where the risk is highest.</p> <p>Please be aware that this course discusses sensitive topics including sexual harassment, violence and rape.</p>
Mental Health	Autism Awareness	<p>This course will provide you with an understanding of what autism is and how it affects a child's daily life. It will touch on some of the typical behaviors associated with it and how to can provide effective support for those with the condition. It also discusses what happens during the diagnosis process, some of the intervention methods that can help manage the condition and suggests some simple adaptations you can make to improve a child with autism's day to day life.</p>
Mental Health	Dementia Awareness	<p>This course is intended to give you an overview of the common types and symptoms of dementia as well as going into how it can affect the brain in different ways. It also covers strategies to use with clients with dementia and dealing with challenging behaviour. The course is intended for anyone who works with or around people that may be living with dementia.</p>
Mental Health	Mental Health Awareness	<p>This course explains the difference between mental health and mental illness. It covers the symptoms of a number of the most common mental illnesses so you will know what to look out for or what to expect if you are working with someone with one of these conditions. As well as providing some practical advice on how you can work effectively with those affected by these conditions.</p>
Mental Health	ADHD Awareness	<p>ADHD is a chronic condition that creates a range of persistent symptoms such as difficulty sustaining attention, hyperactivity and impulsive behaviour. □</p> <p>The course covers the definitions of ADHD, the different types of ADHD and how to recognise some key signs and symptoms. It'll also talk about how ADHD is diagnosed and treated, and offer some useful information about how to live with ADHD.</p>
Mental Health	Children and Young People's Mental Health	<p>This course will cover a range of important topics related to mental health conditions that children and young people can experience including the signs of many mental health conditions including ADHD, Depression, Eating Disorders and self harm. You will learn about symptoms and causes and the actions you can take if you suspect someone may need help. The course also discusses mental health professionals and their roles, along with parents and how they can get involved. Finally you will learn about practical techniques you can use to help young people or children.</p>
Mental Health	Depression Awareness	<p>Over 350 million people in the world are affected by depression. This online course will raise awareness of depression and how it can be recognised, diagnosed, classified and treated. It starts by looking at diagnoses before moving on to define the various types of depression, you'll also learn about other disorders. It looks at the causes, everyday factors that can affect it and how it can affect adults, teenagers and children and how you can get help. There is information on techniques you can use to help and also the roles played by exercise, diet and lifestyle.</p>
Mental Health	Developing A Workplace Mental Health Policy	<p>When people have good mental health, they are more likely to fulfil their potential. That means they enjoy work and cope easily with work situations. They have a happy family life and good social relationships. □</p> <p>This course covers the steps that organisations should consider when developing and implementing a comprehensive workplace Mental Health Policy.</p>
Mental Health	Mental Health First Aid	<p>Mental Health First Aid teaches participants how to notice and support individuals who may be experiencing mental health issues or exhibiting the signs of substance use in a work environment. They are also taught how to connect those people with appropriate help from fellow employees, community resources or healthcare professionals.</p>
Mental Health	Active Shooter	<p>This online course encourages proactive thinking and awareness while providing practical safety advice and strategies for active shooter situations. □</p> <p>All tactics and procedures are based on currently accepted guidelines, bearing in mind each active shooter situation is completely different.</p>
Mental Health	Introduction to Emotional Intelligence	<p>This course will introduce the concept of emotional intelligence and look at how you can use it in effective and meaningful ways. It will examine the difference between emotional intelligence and IQ and dispel some of the myths surrounding emotional intelligence. It contains a section on the advantages and disadvantages of using emotional intelligence and considers the biological purpose for emotions and how best to manage them.</p>

NEXT GENERATION & TECHNOLOGY		
Category	Course Name	Course Description
Next-Generation & Technology	Cyber Security	Employees, managers and directors should all have a good understanding of the threat posed by cyber-attacks and the importance of guarding against data breaches. □ This short course will explain why cyber attacks and data breaches happen and provide practical advice on how to set up effective defences. □
Next-Generation & Technology	Facebook for Business	This Facebook for Business course will give you an overview of how to use Facebook to enhance your business offering and online presence. It starts by examining its history and its phenomenal growth. You will learn how to set up and optimise your page and also how you can make your content much more engaging for your followers. It looks at advertising, designing and building your ad content and finally how to test, track and evaluate your ad campaigns using key metrics.
Next-Generation & Technology	Instagram for Business	The course covers the history of Instagram to help you understand how it's become such a powerful tool for generating sales, reaching new audiences and building brand awareness. In addition to this you will learn how to set up an account and build and optimise a Business Profile.
Next-Generation & Technology	Introduction to AI	The course starts by explaining what AI is, along with a brief description of its history. It explores the different types of AI, key concepts in the field, and how AI is being applied in real life across various sectors. □ The course works through the entire AI development process, starting from the definition of the problem through to the deployment of the solution. This is then followed by a look at the various tools and technologies that power AI development. □ Next, it covers the ethical implications and considerations in the field, and finishes by looking into the potential future of AI. □
Next-Generation & Technology	Introduction to Generative AI	This short course provides you with an introduction to generative AI. It starts by explaining what Generative AI is and why it's so impactful in today's world. It covers the history and evolution and also the innovations through time of AI. The course looks at different models and touches on how it can generate new content with some real life examples. Finally we take a look at how the future could be impacted by AI and the technology surrounding it.
Next-Generation & Technology	LinkedIn for Business	The course covers the key aspects and business benefits of LinkedIn - the world's most popular professional social networking platform. LinkedIn focuses on business connections and growth and has over 800 million members around the world, spanning 200 countries and territories.
Next-Generation & Technology	TikTok for Business	This course will give you an overview on the history of TikTok, its user demographics and the three business benefits offered by the platform. It explains how to create a business account post short videos and how you can optimise your profile. It discusses the importance of TikTok advertising campaigns and strategies. Finally the course shows you how analytics can monitor the success of your advertising and insights into effective future campaigns.
Next-Generation & Technology	Search Engine Optimisation for Business	This course focuses on the anchor point of your digital marketing strategy which is your website or micro-site. Here we'll explore search engine optimisation 'SEO' and how you can use this to drive traffic to your website.