

COURSE CATALOGUE

This exciting new initiative supports our members by providing a range of learning resources that will help keep staff and businesses safe and secure whilst equipping them with the skills and knowledge that will help your business now and, in the future. This catalogue includes all foundation and compliance courses currently available.



Introduction to our Foundation Courses

We know that successful organisations are built on strong foundations - that's why the Foundation Skills Catalogue covers a broad and deep range of modules and subjects. We believe this catalogue is simply essential for any organisation; new or old and regardless of sector. Whether it's ensuring that new joiners get up to speed more quickly or helping to support line managers with a new role or responsibility, foundation skills catalogue is the best place to start.

Courses Guide Overview A-G

Coaching

Coaching is a critical leadership skill, and when used effectively it can be the difference between acceptable levels of performance and exemplary levels. This comprehensive module serves as a toolkit, enabling you as a manager to coax the best out of your team. The Coaching unit will enable you to describe the purpose and benefits of coaching, identify the needs of the people you are coaching, deliver effective coaching and give and receive effective feedback. Practical case studies and interactive exercises will keep you engaged throughout.

Learning Outcomes for this module include:

- Explore the benefits of the coaching and how it can help motivate staff and improve performance.
- how coaching can be done and help bring structure and order to the coaching process and well as how to deliver feedback.

Course Duration: **30 minutes** | Accreditation: **CPD** | Assessment: **No**

Criminal Finances Act 2017

This module delivers an overview of what the Criminal Finances Act is and what it helps to achieve. It covers the offences introduced by the Act and organisation can avoid committing tax evasion. Finally, it covers unexplained Wealth Orders and how the Act has changed the SAR regime.

Learning Outcomes for this module include:

- Gain an understanding of the Criminal Finances Act 2017 and its purpose.
- Identify and learn the six principles that an institution can apply to prevent tax evasion from being committed on its behalf, including a short quiz at the end to assess their understanding.

Course Duration: **30 minutes** | Accreditation: **CPD** | Assessment: **Yes**

CSR - a practical approach

Corporate Social Responsibility (CSR) isn't something that is strictly required of your organisation; it's a self-policing approach to business activities that are concerned with sustainable development.

The emphasis of CSR is on the way you do business - are you operating in a sustainable and ethical way? Are you implementing policies that reduce your impact on the environment? Do you have an organisational culture that has strong core values at its heart? Is your business fair and respectful to all its stakeholders?

Learning Outcomes for this module include:

- Understand what CSR is and why it's important to the organisations they work for
- What can be achieved and how they can take an active part
- - Case studies other companies have been able to achieve in their CSR Projects

Course Duration: **15 minutes** | Accreditation: **CPD** | Assessment: **No**
Level / Target Audience- Introductory / General Audience

Cyber Crime

Cyber crime is an offence which is committed, in full or in part, via a computer, network or other computer-enabled device. This module is the first of two modules on online crime, security and protection. It will look at cyber crime throughout the UK, the types of crimes and how they occur.

Learning Outcomes for this module include:

- Understand more on what is meant by cyber crime as well as heightened awareness of the various types of online criminal activities as well as good practice and ideas on how to stay safe

Course Duration: **30 minutes** | Accreditation: **CPD** | Assessment: **No**

Level/Target Audience- Introductory/ Onboarding and all team members

Cyber Security

Cyber Security is the second of two modules about online crime, security and protection.

It will look at how you can protect yourself from online threat and will examine password security, safe clicking and firewalls . We'll look at what action to take if you are a victim of cyber crime and the support that is available for those affected.

Learning Outcomes for this module include:

- Gain an overview of cyber security as well as gain useful advice on how to protect themselves online.
- Understand commonly used terms and all you need to know in relation to Cyber Security

Course Duration: **30 minutes** | Accreditation: **CPD** | Assessment: **No**

Level / Target Audience- Next step to Cyber Crime / All team members who have completed Cyber Crime

Email Stress

Email has changed the way that we do business, but lately we've been hearing more about the problems of email stress and overcrowded inboxes.

This module explores aspects of email stress and offers practical advice to help you use email more effectively. Upon completion of the course, the learner will have the confidence to manage email more comfortably and thus help to reduce stress levels across their organisation.

Learning Outcomes for this module include:

Become aware of what email stress is and how bad email practice can cause this. Understand when an email response is appropriate and when it isn't the most effective response.

Why it is important to keep your inbox organised and steps that can be done to do this.

Course Duration: **30mins minutes** | Accreditation: **CPD** | Assessment: **No**

Level / Target Audience- Introductory / All Team Members

Emergency Planning

The Civil Contingencies Act defines an emergency as an event or situation which threatens serious damage to human welfare in a place in the UK, the environment of a place in the UK, or war, or terrorism, which threatens serious damage to the security of the UK. It's a classification that can take in everything from floods and gas leaks to a flu pandemic, but it's clear that a well-organised business should have a broad plan in place should such situations occur.

This module will help the learner to understand what emergency planning is, and how emergency plans are implemented. It will also look at how business continuity management helps to ensure that an organisation's core services are maintained during an emergency or incident.

Learning Outcomes for this module include:

- Identify what emergency planning is and how emergency plans are implemented.
- Understand what a business continuity management cycle is and the 5 steps that are involved in this.
- Develop and implement a business continuity plan.

Course Duration: **15 minutes** | Accreditation: **CPD** | Assessment: **No**

Level / Target Audience- Health and Safety Level 2 / Line Managers

Facilitation Skills

Facilitation is the term that we use to describe tasks that are assisted, or any activity which makes tasks for others easy, and it's become a key feature of the modern workplace. The facilitator requires a very specialist skill set with which to guide a group through a process, keeping things on track to achieve the agreed objective.

The Facilitation Skills module will help you to develop these skills, which include identifying when facilitation is appropriate, developing working agreements and managing the dynamics of a group discussion.

Learning Outcomes for this module include:

- Define facilitating and understand the personal values necessary and skills required.
- Understand how to become a successful facilitator and why working agreements are helpful.

- Tools on how to handle various problems and issues that can be generated in a group discussion and be confident in giving feedback to help move things forward.

Course Duration: **30 minutes** | Accreditation: **CPD** | Assessment: **Yes**

Fire Safety

Every year, the fire service attends hundreds of thousands of fires around the UK, a significant portion of which occur in the workplace. The threat to safety is obvious, and both employers and staff have legal responsibilities to ensure that procedures are followed and all due care is taken.

Our module, set in a typical office environment, is designed to provide a detailed overview of good fire safety practice. We look at identifying potential risks, what to do in the event of a blaze and how to utilise different types of fire-fighting equipment. Fire Safety includes practical case-studies and a 12-question knowledge check section.

Learning Outcomes for this module include:

- Learners will be aware of the elements that make a fire, the different types of fire and how they spread.
- They will know how to identify and prevent causes as well as the responsibilities of themselves and their employer. They will understand the effects of fire in the workplace, how to tackle a fire, the different types of fire equipment and how it is used.

Course Duration: **35 minutes** | Accreditation: **CPD** | Assessment: **Yes**

Level / Target Audience- Health and Safety Level 1 / Onboarding and all Team Members

Foundation skills - Data Protection Suite

This is a suite of five modules covering all aspects of Data Protection for the modern, post-GDPR age:

Each module comes in two versions:

- The first version has a pre-assessment whereby the learner can test themselves against what they already know, and then receive a more personalised learning experience based on what they need to brush up on. This is ideal for those who may not need to complete all content.
- The second version is a more traditional approach whereby the user completes all content and is then tested in a summative assessment.

Data Protection for Call Centre Staff - 45 minutes

Foundation skills -Data Protection - 45 minutes

Foundation skills -Data Protection for HR and Managers - 30 minutes

Foundation skills -Data Protection for Marketing Staff - 35 minutes

Foundation skills -Data Security - 30 minutes

Learning Outcomes for this module include:

- Learners will learn more on data security and protection in a variety of sectors and scenarios and clarify the valid and fair usage of data. Designed for use by all organisations and many roles,

Course Duration: **185 minutes** | Accreditation: **CPD** | Assessment: **Yes**

Courses Guide Overview H-Q

Healthy Lifestyles

A healthy lifestyle can have many benefits in terms of our physical and mental wellbeing. However, a combination of busy working schedules and time spent desk bound or in front of the television has meant that many of us are no longer in as good shape as we might be.

The Healthy Lifestyles module explains the benefits of physical activity and a balanced diet, as well as examining ways of maintaining a healthy weight.

Learning Outcomes for this module include:

- Appreciate the benefits of keeping active and how exercise can be slotted into a busy schedule.
- Gain an understanding of what makes up a balanced diet and the health benefits of eating well.

Course Duration: **15 minutes** | Accreditation: **C PD** | Assessment: **No**

Information Governance

Information is vital to every organisation and, when used effectively, can bring huge benefits. However, we also have the responsibility of protecting such data, and must consider the value and sensitivity of all information that we deal with. Information should be protected at a level appropriate to the potential impact of its loss or damage.

This module provides a comprehensive guide as to why information is important, the different forms that it can take, potential risks and the actions that you as an employee can take to safeguard company information.

Learning Outcomes for this module include:

- Understand why we need to look after information at home and at work.
- Investigate the areas that have the greatest risk associated with them, and how to stay

safe and secure when sharing information, as well as explore roles and responsibilities in the overall process.

Course Duration: **50 minutes** | Accreditation: **CPD** | Assessment: **No**

Introduction to First Aid

First aid is the provision of initial care for an illness or injury, usually performed by a non-expert person to a sick or injured person until definitive medical treatment can be accessed by a professional.

This e-learning module on first aid should provide you with the basic knowledge to help someone in an emergency.

Learning Outcomes for this module include:

- Understand the key aims of first aid and know what to do to preserve someone's life, prevent their condition worsening and promote recovery until emergency help or the emergency services arrive. "

Course Duration: **50 minutes** | Accreditation: **CPD** | Assessment: **No**

Level / Target Audience- Health and Safety Level 1 / General Audience

Introduction to Health and Safety

According to the Health and Safety Executive, some 27.3 million days were lost due to work-related ill health and injury in 2014/15. In a bid to improve these figures, health and safety measures provide protection for employees, support for employers and a means of ensuring that all parties are complying with the relevant legislation. Good health and safety practice is a legal requirement in every British workplace.

Over the course of Introduction to Health and Safety We'll take the learner through a range of key areas, including common workplace risks, legal obligations, using a workstation, accidents in the workplace, fire safety, managing

stress and more. Practical case studies and knowledge checks are included throughout.

Learning Outcomes for this module include:

- Your learner will understand why health and safety legislation is needed at work and the common risks to health and safety in the workplace. They will be aware of the legal requirements for employers and employees.

Course Duration: **35 minutes** | Accreditation: **CPD** | Assessment: **No**

Level / Target Audience- Introductory / All Team Members

Leading and Managing Change and Transition

The second decade of the 21st century has brought unprecedented levels of change and uncertainty to our professional lives. A number of factors have driven this, most notably technological advancement and the increased availability of information.

Our e-learning module looks at the professional responsibilities of both manager and staff member in periods of transition. We outline the different types of change that can occur, as well as the typical emotional stages that we as individuals may pass through. We also provide illustrative case studies and a best practice guide to dealing with change.

Learning Outcomes for this module include:

- Change is a constant feature of life and many believe that it may even be a necessary feature in human development. The learner will be able to identify the typical human reactions to change and aims to help you manage change and learn through it.

Course Duration: **30 minutes** | Accreditation: **CPD** | Assessment: **No**

Level / Target Audience- Leadership / Line managers / Project managers and above

Manual Handling

Manual handling, whereby one ‘transports or supports a load by hand, or by bodily force’ accounts for 24% of all reported workplace accidents – equating to some 909,000 lost working days each year. Both employer and staff have a duty to minimise the risk of injury.

Our module serves as a comprehensive guide to good practice, including step-by-step instruction on performing lifts. We give examples of common injuries and how they're caused, and identify potential risks to staff. A short assessment section will double-check that the learner has understood all key areas. The examples in the module focus on an office environment but can be applied to most workplace settings.

Learning Outcomes for this module include:

- Knowledge development about handling injuries and their causes, how to identify manual handling risks to yourself and your colleagues, and the best way to lift and move items around the office.

Course Duration: **35 minutes** | Accreditation: **CPD** | Assessment: **Yes**

Level / Target Audience- Health and Safety Level 1 / Onboarding and General Audience

Mental Health Awareness

Mental illness is one of the least understood and most stigmatised medical conditions, and as such many sufferers face prejudice and discrimination. In fact, with the right support and treatment most people can lead productive and fulfilling lives.

Our Mental Health Awareness e-learning module will examine the increasing prevalence of mental health issues, including common types of illness and the symptoms of psychosis. We'll also look at the various forms of treatment that are available, including therapy-based approaches.

Learning Outcomes for this module include:

- Understand what mental health issues are, the different types and the stigma attached to them.
- Understand the relevance of empathy in supporting people with mental health issues.

Course Duration: **25 minutes** | Accreditation: **CPD** | Assessment: **Yes**

Level / Target Audience- Personal Development / All Team Members

Mentoring for Mentors

Mentoring is a regular feature of today's workplace, carried out on both a formal and informal basis. It's a useful tool in supporting targets such as leadership development, promotion, talent development, staff induction, career development, up-skilling and performance.

In this e-learning module you will learn what mentoring is and the benefits it can bring.

Learning Outcomes for this module include:

- Understand the differences between mentoring and coaching, who mentoring would be appropriate for and the benefits of mentoring for the mentor, mentee and organisations.
- Understand the importance of building rapport with a mentee, be able to set the direction of the mentoring relationship, be able to review and ensure progression and recognise when a relationship is maturing and coming to an end.

Course Duration: **25 minutes** | Accreditation: **CPD** | Assessment: **No**

Personal Resilience

Personal resilience is, essentially, the ability to bounce back from difficult situations. It's a quality that can prove crucial in a professional setting, where stress, adversity, knock backs and tight deadlines are often all too common. This module gets the learner thinking about their own level of resilience and how it can be improved upon. Included are various tips and techniques for stress busting, relaxation and visualisation

Learning Outcomes for this module include:

- Your learners will understand the role that personal resilience can play, what it is and the elements that contribute to resilience.
- Become aware of how stress can affect us. how to combat stress and the factors that make a person more resilient.

Course Duration: **15 minutes** | Accreditation: **CPD** | Assessment: **Yes**

Level / Target Audience- Introductory / General Audience and Team Members

Personal Safety

Personal safety represents our ability to go about everyday life free from the threat or fear of psychological, emotional or physical harm from others. It's a responsibility shared between both manager and employee; the manager provides training, guidance and equipment, and the employee follows and uses it. Following completion of the Personal Safety module, learners will be able to identify sources of risk and develop their own personal safety strategies based on best practice examples. Everything from personal protective equipment to travelling safely to and from work is covered.

Learning Outcomes for this module include:

- Your learners will understand what is meant by 'personal safety', how this relates to human behaviour and who is responsible for personal safety.

- Understand why it is important to carry out risk assessments and have good reporting procedures in place.

Course Duration: **30 minutes** | Accreditation: **CPD** | Assessment: **No**

Project Management

Project management is a key managerial skill. It involves the planning, scheduling and controlling of activities designed to meet specific objectives within an agreed timescale and budget.

This comprehensive e-learning module will take you through the stages of the project management process and provide practical exercises and information to improve your project management skills. A short assessment section is included. Learning Outcomes for this module include:

- Your learners will be able to recognise when to start a project, produce a project plan and schedule projects effectively, coordinate and monitor the implementation of your project and review and evaluate the success of your project.

Course Duration: **50 minutes** | Accreditation: **CPD** | Assessment: **No**

Courses Guide Overview R–Z

Social Media for Businesses

This module continues the learning of our ‘Getting Started with Social Media’ module. It takes the Learner on a journey of how companies can utilise social media platforms to promote and grow their businesses. In today's working environment, it's important that businesses use technology to communicate with their customers. Social Media channels are now the primary method of communication. This module will take you through the Do's & Don'ts of using social media as a business tool.

Learning Outcomes for this module include:

- Understand the meaning of Social Media in a business context, how to use the selected social media within your organisation
- Overview of the current Biggest social media platforms and what they offer
- The pros and cons of using social media and implementing it into a business strategy

Course Duration: **20 minutes** | Accreditation: **CPD** | Assessment: **No**

Technology and Change

Technology is something that affects most people in the Western world. Whether we like it or not, these technological changes are now embedded within our everyday lives. Technological advancements are constantly evolving and this e-learning module delves into some of the core issues and benefits surrounding technology and change. It covers how Information and Communication Technology (ICT) is impacting our communities, the workplace and us as individuals.

Learning Outcomes for this module include:

- Understanding of how technology has become so important in our lives and how it has integrated seamlessly into day to day life
- Knowledge on the development of a balanced work/ life/ home environment and how to be careful with data sharing
- The future impact of technology on the world from personal life to new technologies

Course Duration: **20 minutes** | Accreditation: **CPD** | Assessment: **No**

Working at Height

Each year since 2001 an average of 8,702 people in Great Britain have been seriously injured due to a fall from height. In the majority of cases, these falls could have been prevented had working at height regulations been fully adhered to.

Our e-learning module will provide expert guidance on working at height, including pre-work assessments, safe use of ladders and HSE regulations. Learning Outcomes for this module include:

- Your learners will understand what the regulations for working at height are and when they apply. They will learn what checks need to be completed in advance of any work as well as clarity on the roles of responsibilities they have for themselves and others.

Course Duration: **15 minutes** | Accreditation: **CPD** | Assessment: **No**

Introduction to our Compliance Courses

Great organisations reinforce their alignment to legislation so their staff know how and when to do the right thing. Training should drive the right behaviours and help staff know the difference between right and wrong. Our Compliance Catalogue delivers Compliant learning with a great user experience designed to maximise recall and, by using **storytelling real-world scenarios, and meaningful learner activities** that help secure the right behaviours, clarify the right decisions and keep your organisation on track.

Courses Guide Overview A-G

Anti Bribery and Corruption

This anti bribery and corruption module presents a learner with four cases of potential bribery and corruption. The content allows scrutiny of the evidence for the learner to decide if a crime has been committed or not. The module gives advice and help for things to watch out for.

Learning Outcomes for this module include:

- Ability to recognise and identify the signs of Bribery and Corruption
- Gaining clarity in how to respond if they find themselves in a situation where corruption is taking place
- How to safeguard themselves against instances of bribery and corruption.

Course Duration: **45 minutes** | Accreditation: **CPD** | Assessment: **Yes**

Level / Target Audience- Advanced / Finance and Anti Laundering Teams

Anti Money Laundering

This module looks at why and how money laundering occurs, why it's against the law, and the measures that your organisation can take to guard against the practice. To help illustrate these points we will be following the antics of Barry, a criminal who is involved in all sorts of illicit activity. You will be positioned as a newly appointed police officer who joins the Anti-Money Laundering Division. Your mission is to stay one step ahead of the criminal gang, and to do this, you must learn the basics of money laundering.

Learning Outcomes for this module include:

- Clarity on what the law and regulations state regarding anti money laundering
- The measures that your organisation can take to guard against the practice.
- Ability to identify Money laundering
- The tools to prevent money laundering and protecting themselves and their organisation within their role

Course Duration: **45 minutes** | Accreditation: **CPD** | Assessment: **Yes**

Level / Target Audience- Advanced / Project Managers, sales and Financial Teams

Cyber Security in the workplace

This module is designed to allow users to define cybercrime and cyber security and understand in which ways vulnerability exists at work and at home. We've employed a range of gamification exercises throughout the course to enable the learners to solve cyber security issues and threats to prepare them for dealing with core cyber security situations.

Learning Outcomes for this module include:

- Understand the techniques that can be used to protect themselves from cybercrime as well as how to create secure passwords.
- They will also understand what they need to do should they be affected by cyber

crime.

Course Duration: **30 minutes** | Accreditation: **CPD** | Assessment: **Yes**

Diversity in the workplace

This ILM recommended module will help learners to understand diversity laws and illustrate how understanding the rules is a solid foundation for building a diverse culture and contributing to a positive workplace environment. This module aims to show how to deal with difficulties arising from diverse individual and/or organisational values and how to promote equality and diversity.

Learning Outcomes for this module include:

- An emphasise what equality and diversity is
- Why Equality and Diversity is important
- How to comply with Equality Law
- Actions that can be taken to foster equality and diversity at work

Course Duration: **45 minutes** | Accreditation: **CPD** | Recom: **ILM Level 2** |
Assessment: **Yes**

Level/Target Audience- Advanced- Equality, Diversity and Inclusion/All Team Members

Fair Treatment of customers

We are all consumers of goods and services to some extent. As consumers, how do we know that the goods and services we are purchasing are fit for purpose? If any issues arise after we have handed over our money, we need to trust that we will be treated fairly and equitably by the person or organisation who provided the product, or service.

Learning Outcomes for this module include:

- demonstrate how the learner can follow best practice procedures with regard to consumer rights
- Illustrate building trust between the customer and the supplier
- Understand the legislative framework around consumer protection, contracts regulation, unfair trading and misrepresentation.

Course Duration: **60 minutes** | Accreditation: **CPD** | Assessment: **Yes**

Level / Target Audience- Customer Service Level 2 / Complete after Working with Customers Legally

Fraud Awareness

Fraud can occur in any type and size of business, which means the revenue and long-term health of your business could be at risk. Take action with this Fraud Awareness module and boost the awareness within your organisation

Learning Outcomes for this module include:

- Understanding of the definition of Fraud
- The Multiple types of fraud
- Understanding of why fraud happens
- The tools to help learners prevent and stop Fraud
- Practical help and advice on the subject

Course Duration: **45 minutes** | Accreditation: **CPD** | Assessment: **Yes**

Level / Target Audience- Introductory / Finance Teams and Line Managers

Health and Safety in the workplace

This module will outline the legal obligations for health and safety for an organisation and where specific focus in the policies and best practice are required to create a safety culture. It allows for users to ask the right questions to get the right process for your organisation.

Learning Outcomes for this module include:

- Understanding of health and safety legislation
- The need for health and safety policies
- The specific responsibilities themselves and others have in managing the health and safety of everyone at work.

Course Duration: **30 minutes** | Accreditation: **C PD** | Recom: **ILM Level 2** | Assessment: **Yes**

Level / Target Audience- Health and Safety Level 2 / Line Managers

Safeguarding Young People

This module uses a series of narratives featuring child characters and concerned adults to illustrate what safeguarding is and who is responsible.

Learning Outcomes for this module include:

- Gain an understanding what is meant by the term safeguarding
- The role that they and everyone has in safeguarding young people from any kind of abuse
- The tools to identify the signs of abuse and the effect abuse has on an individual
- What are the correct actions are if they suspect someone is being abused

Course Duration: **45 minutes** | Accreditation: **CPD** | Assessment: **Yes**

Level / Target Audience- Introductory / Health and Social Care Teams or anyone working with young people

Sustainability and Environmental issues

This module will increase understanding on the sustainability and environmental issues in an organisation, and the legislation that governs it. It looks at sustainability and corporate social responsibility as well as identifying how environmental issues can affect your organisation. Learners will understand more about what is meant by sustainability and CSR and some examples of what businesses do to tackle them and the real business benefits of having a CSR strategy.

Learning Outcomes for this module include:

- Understand further in depth on Sustainability
- Understanding of Corporate Social Responsibility
- What your business can do to tackle them
- The real business benefit of have a CSR Strategy

Course Duration: **70 minutes** | Accreditation: **CPD** | Assessment: **Yes**

Level / Target Audience- Wellbeing / General Audience and CSR Teams

Understanding mental health in the workplace

This module looks at what mental health is and why it matters. It also looks at the range of mental health problems. 92% of people believe that admitting to having a mental health issue would damage their career. This module aims to change this

perception by raising awareness of mental health issues in the workplace.

Learning Outcomes for this module include:

- What mental health is and why it matters
- Understand the range of mental health problems
- How to spot some of the signs and symptoms
- The tools for engaging and supporting colleagues who you suspect have a mental illness.

Course Duration: **30 minutes** | Accreditation: **C PD** | Assessment: **Yes**

Working with customers legally

Every business has a ‘customer’ for their products or services and this e-learning module will tell you everything you need to know about working with customers legally, including how to deal with customer complaints.

Learning Outcomes for this module include:

- Develop an understand what customers legal rights are
- What an organisation’s obligation is to maintain legal rights, including the key process within your organisations complaint procedures

Course Duration: **50 minutes** | Accreditation: **CPD** | Recom: **ILM Level 2** |
Assessment: **Yes**

Introduction to our Future of Work Courses

This set of courses will provide even more support to help build and maintain high performing teams and deliver success in the new way of working. Containing a blend of courses, as well as resources, tips and tricks, and videos, our library will provide you and your teams with the right tools to become proficient and effective in the new ways of working, while also preparing you for a transition back to your place of work. We will support employees coming back into the workplace with training on COVID-Secure practices and those still working from home with longer-term strategies for managing their time, resources and health whilst working in an isolated manner.

Course Listings & Details:

Coronavirus

The Coronavirus module presents a learner with background and facts to this new strain of virus, now known as novel Coronavirus (COVID-19). We have all seen the stories in the media and on the news, but do they really tell us what this virus is and how we can protect ourselves and others?

Course Duration: **15 minutes** | Accreditation: **C PD** | Further Resources Included

Level / Target Audience- Introductory / All Staff

Remote Team Performance

Learning Outcomes:

15-minute module offering practical tips on how to enhance your performance, connectedness, and wellbeing as a remote team, including what technology you need and how to collaborate with remote colleagues. Also includes a list of links to further information for learners to explore in their own time.

Course Duration: **15 minutes** | Accreditation: **CPD** | Further Resources Included

Level / Target Audience- Leadership Level 2 / Line Manager, Project Managers and above

Healthy Lifestyles

A healthy lifestyle can have many benefits in terms of our physical and mental wellbeing. However, a combination of busy working schedules and time spent desk-bound or in front of the television has meant that many of us are no longer in as good shape as we might be.

The Healthy Lifestyles module explains the benefits of physical activity and a balanced diet, as well as examining ways of maintaining a healthy weight.

Course Duration: **15 minutes** | Accreditation: **CPD** | Further Resources Included

Email Stress

This module explores aspects of email stress and offers practical advice to help you use email more effectively. Upon completion of the course, the learner will have the confidence to manage email more comfortably and thus help to reduce stress levels across their organisation

Course Duration: **25 minutes** | Accreditation: **CPD** | Further Resources Included

Level / Target Audience- Introductory / All Team Members

Mental Health Awareness

Mental illness is one of the least understood and most stigmatised medical conditions, and as such many sufferer's face prejudice and discrimination.

Our Mental Health Awareness e-learning module will examine the increasing prevalence of mental health issues, including common types of illness and the

symptoms of psychosis. We will also look at the various forms of treatment that are available, including therapy-based approaches

Course Duration: **20 minutes** | Accreditation: **CPD** | Further Resources Included

Level / Target Audience- Personal Development / All Team Members
