



micro LEARN

Courses include

VideoScribe Explainer Videos

Professional Audio

Video Subtitles

Separate Quiz Assessment

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Compliance - Category

Social & Corporate Responsibility - Course

Course Modules:

Sustainability

Bribery Act 2010

Anti-Money Laundering

Cyber Security

Modern Day Slavery

Driving At Work

Competition Law

Insider Trading

Right to Work

Whistleblowing

NEW Content - Health & Safety - Course

Course Modules:

Health & Safety Introduction

Display Screen Equipment

Manual Handling

Fire

Slips and Trips

First Aid

Dangerous Substances

Electricity

Moving or Falling Objects

Vehicles In & Around The Warehouse

Work at Height

NEW Office Health Safety

NEW Remote Health Safety

NEW Coronavirus Awareness

Equality & Diversity - Course

Course Modules:

Equality & Diversity Overview

Race

Religion or Belief

Sex Discrimination

Gender Reassignment

Marriage & Civil Partnership

Pregnancy & Maternity

Disability

Age

Unconscious Bias

Workplace Bullying

Food Safety & Hygiene - Course

Course Modules:

Food Safety Introduction

Food Law

Food Safety Hazards

Food Safety Management

Food Allergy

Food-borne Illness

Personal Hygiene

Hygienic Premises

Temperature Control

GDPR - Course

Course Modules:

This Course contains 2 different formats for use, a single long SCORM or 4 separate smaller parts – Not to be used together

GDPR Full – This contains all 4 parts built into a single longer Activity

An Introduction to GDPR – Part 1

Individual Rights under GDPR – Part 2

Lawful Basis for Processing under GDPR – Part 3

Accountability governance Under GDPR – Part 4

Data Protection Act 2018

Safeguarding (England & Wales) - Course

Course Modules:

Safeguarding Children (England & Wales)

Safeguarding Adults (England & Wales)

Safeguarding (Scotland) - Course

Course Modules:

Safeguarding Children (Scotland)

Safeguarding Adults (Scotland)

Safeguarding (Northern Ireland) - Course

Course Modules:

Safeguarding Children (Northern Ireland)

Safeguarding Adults (Northern Ireland)

Soft Skills - Category

Teamwork - Course

Course Modules:

Working in Teams

Dealing with Conflict

Effective Delegation

Find Your Role

Effective Meetings

Performance Troubleshooting

Collaborative Working

Personal Development - Course

Course Modules:

Dealing with Stress

Time Management

Planning Your Own Development

Negotiation Skills

Decision Making

Confidence

Making Objectives Happen

Problem Solving

Remote Working

Setting Objectives

Management & Leadership - Course

Course Modules:

Project Management

The Effective Leader

Coaching & Mentoring

Giving & Receiving Feedback

Training for Non-Trainers

Taking Action

Planning & Monitoring Team Performance

Motivation & Effective Feedback

Developing Leadership
Flexible Leadership
Coaching
Managing Virtual Teams
Mentoring
Operational Agility
Performance Management
Planning For a Crisis
Taking the Lead
Workplace Ethics

NEW Content - Customer Service - Course

Course Modules:

Handling Complaints
Email Etiquette
Telephone Manner
Maintaining Existing Customers
Approaching New Customers
Know Your Customer
Brand & Reputation

NEW A Balancing Act

Communication & Social Skills - Course

Course Modules:

How to be Assertive

What's Not Being Said

Body Language

Effective Writing

Asking the Right Questions

Expressing Yourself

Active Listening

Presenting With Confidence

Communicating With Emotional Intelligence

Presenting Data

Communicating Under Pressure

Social Media Awareness

Workplace Diplomacy

Business Skills - Category

Interview Techniques - Course

Course Modules:

Appraisal Interviews

Hiring Right First Time

Tips for the Interviewee

Literacy Skills - Course

Course Modules:

The English Sentence

Spelling & Punctuation

Planning Your Report

Writing Your Report

NEW Content - Understanding Budget & Finance - Course

Course Modules:

Budgeting Basics

Bribery & Corruption

Finance for Non-Finance Managers

PCI DSS

NEW Managing Personal Finance

NEW Content - Workplace Wellbeing - Course

Course Modules:

Everyday Energy

Sickness and Absence

Mental Health

Positive Thinking

Value & Purpose

Impact & Influencing

Healthy Living

Resilience

Relaxation

Relationship Building

Life Balance

Empathy

Changing Behaviours

Better Judgements

Creativity

Great Conversations

Managing Emotions

Mindset

Personal Agility

Ambiguity

Critical Thinking

Curiosity

Letting Go

Mindfulness

NEW Winter Wellbeing

Change Management - Course

Course Modules:

Making the Change

Challenging the Status Quo

The Need for Strategy

Thriving in Change

Experiencing Change

Seeing Change Through

Career Development - Course

Course Modules:

Career Planning

First Impressions

Inducting a New Team Member

Networking