



Available Courses

5S Essentials

5S Productivity Suite

6S Productivity Suite

An Introduction to Safeguarding Children

An Introduction to Welding Safety

Aseptic Techniques

Awareness of Child Abuse and Neglect - Core

Awareness of Child Abuse and Neglect - Foundation

Capacity and Demand

CAST - Compressed Air System Technology

Child Development

Childhood Obesity and HENRY

City & Guilds 2382-10 17th Edition (BS7671:2008)

City & Guilds 2392-10 Level 2 Certificate in

Fundamental Inspection, Testing and Initial

Verification Blended

Climbing the Career Ladder

Confidentiality for Healthcare

Confidentiality in the Workplace

Conflict Resolution for Healthcare

Conflict Resolution in the Workplace

ContactPoint

Customer Care

Data Protection in the Workplace

Database Software - Office 2003/Windows XP

(mapped to the ECDL Syllabus Module 5)

Database Software - Office 2007/Windows Vista

(mapped to the ECDL Syllabus Module 5)

Dealing with Anti-Social Behaviour

Dementia Awareness

Domestic Abuse

Domestic Violence

Effective Self Evaluation in Childcare Settings -

Completing the SEF

Equality and Diversity for Healthcare

Equality and Diversity in the Workplace

eSafety - Guidance for Practitioners

EYFS - Enriching Play & Learning 0-2 Year Olds

EYFS - Enriching Play & Learning 3-5 Year Olds

Falls and Fracture Prevention in Older People

Fire Safety

First Aid - The Primary Survey

Food Safety and Hygiene for Catering

Food Safety and Hygiene for Manufacturing

Food Safety and Hygiene for Retail

Health and Safety for Healthcare

Health Records

Healthy Living

Hidden Harm

Housing Governance: The Regulatory Framework for ALMOs

Housing Governance: The Regulatory Framework for Housing Associations

Housing Governance: The Role of the Board Member for ALMOs

Housing Governance: The Role of the Board Member for Housing Associations

HS1 - An Introduction to Health and Safety

HS10 - Staying Safe with Noise

HS11 - Staying Safe with Electricity

HS12 - Staying Safe with Hazardous Substances

HS13 - Staying Safe with Vehicles

HS14 - Protecting the Environment at Work and Home

HS2 - VDU and Workstation Health and Safety

HS3 - Fire Safety and Evacuation

HS4 - Safe Manual Handling

HS5 - Avoiding Slips Trips and Falls

HS6 - Managing and Handling Stress at Work

HS7 - An Introduction to Managing Health and Safety

HS8 - RSI - What It Is and How To Avoid It

HS9 - Risk Assessment For Managers

HSRA03 Manual Handling Risk Assessment

Identifying Engineering Materials

IG Management

Infection Prevention and Control

Information Quality Assurance

Information Sharing Level 2

Information Technology (IT) Skills Suite -

Office 2007/Windows Vista (mapped to the

ECDL Syllabus 5)

Information Technology (IT) Skillsuite Office -

2003/Windows XP (mapped to the ECDL Syllabus 5)

IT User Fundamentals - Office 2003/Windows XP

(mapped to the ECDL Syllabus Module 2)

IT User Fundamentals - Office 2007 / Windows Vista

(mapped to the ECDL Syllabus Module 2)

Lean Healthcare Overview

Lean4Leaders Online

Level 1 Food Hygiene

Integrated Working CAF

Level 3 Award in Supervising Food Safety

LO1 - Purpose and Goals of Time Management

LO10 - Virtual Meetings

LO16 - The Recruitment Process - An Overview

LO17 - Writing Job Descriptions and Person Specifications

LO18 - Attracting Candidates and Producing Job

Advertisements



Available Courses

LO19 - Shortlisting Candidates and Interview Techniques

LO2 - Organising Your Time

LO20 - Candidate References and Selection

LO21 - An Overview of Appraisal and Performance Management

LO22 - Preparing for the Appraisal Discussion

LO23 - The Appraisal Discussion

LO24 - On-going Appraisal

LO25 - Introduction to Negotiation

LO27 - Negotiating Strategies 2 - Psychological Strategies

LO28 - Introduction to Persuading and Influencing

LO29 - The Persuasion Process

LO3 - Planning Your Time

LO30 - Presentation 1 - Preparing for the Presentation

LO31 - Presentation 2 - The Presentation

LO32 - Delegation

LO33 - Questioning Skills - Why are Questions Important?

LO34 - Using Open Questions

LO35 - Using Probing Questions

LO36 - Using Closed Questions

LO37 - Unproductive Questions

LO38 - An Introduction to Listening

LO39 - Removing the Barriers to Listening

LO4 - Dealing with Time - Wasting Situations

LO40 - Becoming a Better Listener

LO41 - A Background to Body Language

LO42 - Silent Speech - Understanding Body Language

LO43 - Using Body Language in the Workplace

LO44 - Silent Selling - Using Body Language in Sales

LO45 - The Role of the Coach

LO5 - Time-Saving Tips and Technology

LO52c - Flexible Working

LO56 - Preventing Bullying in the Workplace

LO6 - Introduction to Meetings and Meeting Types

LO7 - Meeting Planning and Preparation

LO8 - Conducting Effective Meetings

LO9 - Meeting Behaviour and Problem Characters

Lone Working in the NHS

Maintain the Health of Sports Turf

Managing a Home

Moving and Handling Objects and People

Managing Attendance

Managing Stress and Pressure

Manual Handling for Parents and Carers

Mental Capacity Act

Money Matters - Financial Inclusion

Moving and Handling Objects

Moving Loads by Lifting and Slings

Nutrition, Healthy Eating and Wellbeing in Childcare Settings

NVQ A1 Assessor Award Blended

Observing to Inform in Childcare Settings

Opening Doors: Equality, Diversity and Cultural Awareness

Parental Mental Health

Personal Safety for Lone Workers

Presentation Software - Office

2003/Windows XP

Presentation Software - Office 2007 / Windows Vista

Preventing Unintentional Childhood Injury

Problem Solving

Process Flow Analysis (PFA)

Quality Management in Childcare Settings

Risk Assessment

Risk Assessment in the Workplace

Runaways - South Yorkshire Protocol

Safeguarding Adults

Safeguarding Adults (POVA)

Safeguarding Children from Abuse by Sexual Exploitation

Safeguarding Children Refresher Training

Safeguarding Children with Disabilities

Safer Recruitment

Safer Working Practices

Security for IT Users - Office 2003/Windows XP

Security for IT Users - Office 2007/Windows Vista (mapped to the ECDL Syllabus Module 1)

Self Care

Spreadsheet Software - Office 2003/Windows XP (mapped to the ECDL Syllabus Module 4)

Spreadsheet Software - Office 2007 /

Windows Vista

Standard Operating Procedure (SOP)

Strategic Managers Integrated Working -

Common Assessment Framework (CAF)

Teenage Pregnancy

The Management of Urinary Catheterisation for Adults

Think Safe, Be Safe, Stay Safe

Think Safe, Be Safe, Stay Safe

Tiger Caldicott

TIGER Essentials

Tiger Freedom of Information

Tiger Information Security

Using Email & the Internet - Office 2007 /

Windows Vista

Using Email and the Internet - Office 2003 /Windows XP/Visual Management

Wellbeing in Sexual Health - Blackpool

What is Housing?

What is Housing?

Word Processing - Office 2003/Windows XP

Word Processing - Office 2007 / Windows Vista

Working in Partnership with Parents

Working Safely in an Engineering Environment

Working Safely in an Engineering Environment

Working Safely with Compressed Air