

Management and Leadership Courses

Enhancing skills in team coordination, communication, and decision-making.

Effective Communication

16 minutes

This course looks at the importance of communication in leadership and management, together with practical activities and exercises to help you apply your learning to your workplace.

HR for Non-HR

22 minutes

Whether you are an experienced manager or new to this role, this course will provide you with the information to help you deal with your day-to-day HR challenges.

Effective Leadership

23 minutes

Effective leadership is the most influential and critical element of all businesses. This course will develop your leadership skills using your own knowledge, values and motivations to become an effective leader.

Leading Essentials

32 minutes

Developing leadership skills is essential to ensure your team works collectively to achieve both personal and organisational goals and objectives. Build and develop your skills using 'action learning'.

Handling Difficult Conversations

17 minutes

For many people, engaging in challenging or difficult conversations is something they try to avoid at all costs. This course will help you stay in control of the situation, your emotions, and the actions you plan to take.

Planning and Allocating Work

19 minutes

Resource allocation is a crucial step in business planning for those with management responsibilities. Build your understanding of the skills needed to plan, allocate work, and effectively monitor and manage performance.

How to Make the Perfect Cup of Tea?

3 minutes

This course takes you through how to make the perfect brew!

Planning Change in the Workplace

41 minutes

Change helps organisations maintain their competitive edge, enables employees to learn new skills, and explore new opportunities. This course is aimed at managers who want to effectively manage change.

Management and Leadership Courses

Enhancing skills in team coordination, communication, and decision-making.

Training and Coaching Essentials

56 minutes

Empower individuals, enhance individual performance, and encourage them to take responsibility. This course is aimed at practicing managers, helping them develop their knowledge and understanding.

Understanding Performance Management

27 mins

Performance management is essential for maintaining and improving employee performance in line with an organisation's objectives. This course enables aspiring managers to understand and apply their new-found skills.

Managing Equality and Diversity

23 minutes

This course covers discrimination and harassment and how to promote equality and diversity in your own workplace.

Setting Team Objectives

20 minutes

This course covers how to improve team performance through time management methods and SMART objectives.

Managing Yourself

16 minutes

Managing our time effectively is crucial if we are going to meet our goals. This course will teach you how to prioritise your tasks and manage your time effectively.

Working Within Organisational Legal Guidelines

16 minutes

This course covers employee rights, your organisation's policies and procedures, employee capability and conduct, disciplinary policy and grievance policy.

Understanding Conflict Management in the Workplace

22 minutes

As managers/supervisors, you need to be prepared to deal with any conflicts that arise. This course covers the causes of conflict and the different approaches that can be taken.

Understanding How to Lead Effective Meetings

18 minutes

This course covers the different components that make up a meeting, how to plan for a meeting, and different protocols and procedures that can be put in place for effective meetings.

Management and Leadership Courses

Enhancing skills in team coordination, communication, and decision-making.

Leading Essentials

32 minutes

Ensure your team works collectively to achieve personal and organisational goals and objectives. Help you to build your leadership skills – understand leadership, and use action learning to develop your leadership capabilities.

Managing Workplace Projects

16 minutes

This module requires you to identify a simple workplace project within your team or organisation and covers how to analyse, plan and evaluate the project.

Problem Solving for Team Leaders and Managers

18 minutes

This course covers problem solving tools and techniques, and communicating your decisions to others.

Satisfying Customer Requirements

15 minutes

A customer may be someone who buys the goods or services that your organisation provides, a Service User, a Stakeholder or a Patient. This course covers customer expectations, loyal customers and how to handle complaints.