

Course Library

Our courses streamline the process of developing your staff, onboarding new team members, and overseeing compliance areas for improved efficiency and ease.



Course Categories

Develop your staff, induct new starters and manage areas of compliance.

Compliance

Workplace compliance courses.

Workplace compliance ensures adherence to regulations and standards for your organisation.

Compliance / Management

Safeguard your organisation.

Courses to help you protect your organisation from malicious intent, both intentional and unintentional.

Health & Safety

Ensuring employee wellbeing.

Prioritising health and safety is crucial for both employee well-being and the success of your organisation.

IT Skills

Upskill your IT skills.

Beginner, intermediate, and advanced courses on how to use Word, Excel, PowerPoint, and Outlook.

Management & Leadership

Developing core management skills.

Courses that will help develop effective decision-making and motivational skills in your organisation.

People & Relationships

Creating strong workplace relationships.

Courses on team working, wellbeing, customer service and how to improve workplace relationships.

Sales

Increase your sales team's capabilities.

Improve how your business promotes and sells products or services to customers or clients.

Working from Home

Tool kits for remote working.

A range of comprehensive courses for individuals seeking to work more effectively at home.

Project Management

Effective project management.

Courses to ensure organised workflow and successful outcomes in the workplace.

Compliance Courses

Ensuring adherence to rules and regulations within the work environment.

Alcohol and Drugs at Work

9 minutes

Not only does it impact workplace productivity, but workers who misuse alcohol or drugs are several times more likely to be involved in a workplace accident. This course covers employee and employer responsibilities.

E-Privacy

16 minutes

If you or your business sends electronic marketing messages, uses cookies, apps or provides electronic communication services to the public, you need to follow certain rules and regulations.

Anti-Bribery and Corruption

8 minutes

Bribery and corruption affect both organisations and individuals. This course will help you to understand the offences under the Bribery Act, and identify what measures you need to take to prevent bribery and corruption.

Equality, Diversity and Inclusion

8 minutes

This course will cover the different elements of the Equality Act 2010 and what it means for you in your role. It is everyone's responsibility to help maintain an inclusive culture and guard against discrimination.

Cyber Essentials

4 minutes

Businesses of all sizes, all over the world, are being targeted by criminals who want to get a hold of important information. This management guide will help you decide what you need to do to improve your cyber security.

Fraud Prevention

11 minutes

Businesses have a legal responsibility to prevent and report fraud cases and to train employees on fraud prevention, personal data protection, IT security best practices, and card payment security procedures.

Environmental Awareness

10 minutes

All UK businesses have an obligation to meet environmental laws. It has never been more important to be sustainable or 'green'. This course will outline how you can contribute to a more sustainable workplace.

UK GDPR 1.1 (Nov23)

18 minutes

GDPR was introduced to strengthen our rights to data protection, as well as help organisations by updating and standardising laws. This course aims to give you an understanding of what the UK GDPR is and how it could affect the way you work within your organisation.

Compliance Courses

Ensuring adherence to rules and regulations within the work environment.

Internet, Email and Social Media

17 minutes

This course covers best practices and how to take responsibility for your online activity. It will also offer guidance on internet security precautions and ways of working with employees to keep your business safe.

Malware and Phishing

4 minutes

Terms like 'ransomware', 'scareware', 'worms' and 'trojan horses' feature heavily in the media. This course will help you to understand what malware is, its dangers, and what role you play in keeping your business safe.

Modern Slavery

8 minutes

Slavery is a growing concern worldwide. This course will help you understand what modern slavery is and what you should do if you spot any signs.

PAS 2060

11 minutes

This course looks at what PAS 2060 is, its benefits, and what you can do to help your business reduce its carbon footprint.

PCI DSS

9 minutes

PCI DSS compliance and security is vital in any organisation that processes card payments. Learn the key goals and requirements, cover useful technology and discuss examples of practical security measures.

Safeguarding Adults

17 minutes

Know your safeguarding responsibilities surrounding vulnerable adults in the workplace. Learn how to spot the signs and symptoms of abuse and the correct way to report any safeguarding concerns you may have.

Safeguarding Children

22 minutes

The course introduces safeguarding and covers key safeguarding topics and best practices. Learn how to identify the signs and symptoms of abuse and know what to do if they disclose information to you.

Challenge 25

6 minutes

Given the impact alcohol can have on the health and development for children, there are good reasons why buying alcohol is illegal for under-18s. It's important to be vigilant when it comes to supplying alcohol.

Compliance Courses

Ensuring adherence to rules and regulations within the work environment.

Whistleblowing

7 minutes

Whistleblowing can help to protect the public and ensure that organisations are operating in a fair and ethical manner with transparency and accountability for their actions. It can also encourage other people to speak up.

Sexual Harassment at Work

6 minutes

Sexual harassment is a form of discrimination that can have a devastating impact on individuals and organisations. It is important for everyone to understand what constitutes sexual harassment and how to prevent it.

Return to Work Meetings

3 minutes

This course covers the benefits of return to work interviews, how to prepare for return to work interviews, and the interview process.

Compliance / Management Guide Courses

Courses to help you protect your organisation from malicious intent.

Anti Bribery and Corruption

Business Owners and Managers Responsibilities

This management guide will help you to understand the four offences under The Bribery Act, and identify what measures you need to take to prevent bribery and corruption in your organisation.

4 minutes

Cyber Essentials

Business Owners and Managers Responsibilities

Businesses of all sizes are being targeted more by criminals who want to get hold of important business information. This guide will help you decide what you need to do to improve your business cyber security.

4 minutes

Fraud Prevention

Business Owners and Managers Responsibilities

Businesses have a legal responsibility to prevent and report fraud cases, and to train employees on fraud prevention, personal data protection, IT security best practices and payment card security procedures.

5 minutes

Malware and Phishing

Business Owners and Managers Responsibilities

The effect of a successful cyber attack on your business could be crippling. This management guide will help you understand what steps you can take to help keep data safe and stay on the right side of the law.

12 minutes

Internet Email and Social Media

Business Owners and Managers Responsibilities

This course will provide you with guidance on internet security precautions and ways of working with employees to keep your business safe.

3 minutes

E-Privacy

Business Owners and Managers Responsibilities

As a business owner or manager, you need to ensure that all marketing activity in your company is lawful and respects the rights of individuals to privacy. This course will cover the laws and regulations relating to e-privacy.

5 minutes

Health and Safety Courses

Prioritising the wellbeing of employees through preventive measures.

Asbestos Awareness

12 minutes

Asbestos is the leading cause of occupational ill health. This course is designed for those who encounter asbestos materials in their roles or work in buildings where asbestos is present.

Fire Safety

15 minutes

The effects of fires or explosions can be devastating in terms of lives lost, injuries and damage to the environment. The Fire Safety Awareness course will cover key information that will help keep you and others safe.

COSHH Essentials

14 minutes

Employers are required to control your exposure to substances under the Control of Substances Hazardous to Health Regulations 2002 (COSHH). This course teaches about hazardous substances and safety.

Fire Warden Essentials

6 minutes

Fire Wardens play a big part in helping us stay safe in our workplace. This course covers general advice on fire safety as well as what a fire warden's role is.

Driver Safety Awareness

17 minutes

Under UK health and safety law, employers must take steps to manage the risks involved in driving for work. This course is designed to help you keep yourself and others safe on the road by providing safety tips and advice.

First Aid Awareness

8 minutes

As someone providing first aid, your aims are to preserve life, prevent deterioration and promote recovery. This course will provide you with the steps to undertake both the Primary and Secondary Surveys.

Display Screen Equipment (DSE)

3 minutes

This course will cover ways to reduce the risk of injury and strain when using Display Screen Equipment while working from home.

Food Allergy Awareness

22 minutes

Eating safely when living with a food allergy is a challenge. This course will help you understand the role you play in keeping people safe in relation to food preparation and service.

Health and Safety Courses

Prioritising the wellbeing of employees through preventive measures.

Food Safety and Hygiene Awareness

27 minutes

By law, anyone who handles, prepares, or serves food must understand their legal responsibilities and best practices to help keep people safe. This course will help you understand your roles and responsibilities.

Good Housekeeping

3 minutes

Maintaining a good standard of housekeeping is an essential part of our day-to-day working activities. This course will provide you with simple steps to help maintain a clean and tidy working environment.

Lone Working

9 minutes

If you work by yourself without close or direct supervision, this course will detail your employer's responsibilities toward you and help you consider what you can do to keep yourself safe when working alone.

Manual Handling

11 minutes

Manual handling occurs in almost every organisation. This course will demonstrate easy-to-use best practices, as well as risk assessment methods to help you minimise the risk of injury to yourself and others.

PPE

5 minutes

In this course, you will learn about different types of protection and their functions. This course also covers the benefits and limitations of PPE as well as how to use and store it correctly.

RIDDOR

12 minutes

RIDDOR puts duties on employers, the self-employed and people in control of work premises to report certain serious workplace accidents, diseases and near misses.

Risk Assessment Training

13 minutes

Risk assessments are a legal requirement. This course will cover the five steps of the risk assessment process, which involves identifying hazards that could cause accidents, injuries, or ill-health.

Sharps

5 minutes

Sharps are needles, blades, or other medical instruments that could cause injury by cutting or piercing the skin. This course will cover the steps to follow to keep yourself and others safe when working with sharps.

Health and Safety Courses

Prioritising the wellbeing of employees through preventive measures.

Slips and Trips

6 minutes

This course provides an overview of the knowledge needed to prevent slips and trips in the workplace. It covers causes, injuries, flooring types and footwear.

Working Safely

11 minutes

Despite the advances in health and safety over the past few decades, people continue to get hurt. This course will help you understand your role in working safely, as well as the key aspects of the current legislation.

Step Ladder Safety

7 minutes

Working from any height can be dangerous. Around 40% of falls from height involve ladders or stepladders in the UK. This course will help you understand how to use stepladders safely in the workplace.

Workplace Hygiene

3 minutes

This course covers some easy-to-implement tasks to help you play your part in keeping yourself and others healthy in the workplace.

Working at Height

11 minutes

'Work at height' refers to work in any place where, without precautions, a person could fall a distance likely to cause personal injury. This course will help you understand what you need to do to keep yourself and others safe.

Managing Safety

26 minutes

Health and safety aims to create a working environment that is safe, free from the risk of injury or threat to our health and well-being. This course covers the basics and legal requirements for health and safety management.

Fire Safety - Extinguishers

8 minutes

Key information that will help keep you and others safe. Understand the risks associated with different fire types and the type of equipment suitable for use to tackle them.

Abrasive Wheels

14 minutes

This course covers crucial topics, such as selecting the correct abrasive wheel, mounting procedures, operating speeds, guard usage, eye protection, and proper maintenance.

Health and Safety Courses

Prioritising the wellbeing of employees through preventive measures.

Accident Reporting

10 minutes

This course will help you understand what and who is covered by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) and it'll explain how to report and investigate accidents.

IT Skills Courses

Using digital tools within the workplace.

Excel

(Beginners)

A series of modules that will assist you in becoming familiar with the layout and simple functions of Excel.

1 hr 30 mins

Outlook

(Beginners)

A series of modules to lead you to the essential tools within Outlook that can help you in creating and organising emails.

1 hr 30 mins

Excel

(Intermediate)

A series of modules covering further formatting options, more complex calculations and customising elements of Excel.

1 hr 28 mins

Outlook

(Intermediate)

A series of modules detailing some of the more specific tools and their proper application when sending, receiving and organising the information within Outlook.

1 hr 28 mins

Excel

(Advanced)

A series of modules that will take you through some final and more intricate functions of Excel.

1 hr 48 mins

Outlook

(Advanced)

A series of modules that will take you through some final and more intricate functions of Outlook.

1 hr 48 mins

Excel Array Functions

(Advanced Level)

These 9 modules will cover array functions in Excel.

43 mins

IT Skills Courses

Using digital tools within the workplace.

PowerPoint (Beginners)

A series of modules to aid you in creating engaging and informative presentations within PowerPoint.

1 hr 30 mins

Word (Beginners)

A series of modules to introduce you to the locations and purposes of tools and functions within Word.

1 hr 30 mins

PowerPoint (Intermediate)

A series of modules demonstrating the use of more innovative tools within PowerPoint that can be used to enhance the experience of presenting information.

1 hr 28 mins

Word (Intermediate)

A series of modules to direct you in using the more sophisticated utilities in Word to create more intricate and visually creative documents.

1 hr 28 mins

PowerPoint (Advanced)

A series of modules that will take you through some final and more intricate functions of PowerPoint.

1 hr 48 mins

Word (Advanced)

A series of modules that will take you through some of the final and more intricate functions of Word.

1 hr 48 mins

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.

People and Relationships Courses

Courses on how to foster a collaborative and productive environment.

Mental Health Awareness

(Mental health conversations, personal safety and self care)

This course looks at spotting the signs and having conversations about mental health, as well as personal safety and self-care.

9 minutes

Being Assertive

We've all had moments when we wondered if we could have been a bit more direct, forward, or assertive. This course will assess your assertiveness level and provide practical steps to enhance it.

13 minutes

Mental Health Awareness

(Stigma, discrimination, and the importance of language)

This course covers the different types of stigma and discrimination, as well as the importance of language, in talking about mental health.

5 minutes

Negotiating and Influencing

Negotiating is often seen as something confined to major deals in the workplace. This course will explore various approaches you can take when negotiating, how to prepare yourself, and things to avoid.

14 minutes

Mental Health Awareness

(What is mental health and why should we talk about it)

Mental illness can sometimes be hard to recognise and understand. In this course, we will look at what mental health is and why we should talk about it.

7 minutes

Presentation Skills

Public speaking and presentations are considered daunting tasks. In this course, we will focus on practical tips and techniques that can help you enhance your confidence and presentation skills.

13 minutes

Stress Awareness and Management

In this course we will help you to understand the causes of stress, recognise the signs and symptoms of stress, develop strategies for managing stress, and create a workplace that is supportive of employee mental health.

6 minutes

Problem Solving and Decision Making

"Effective decision-making brings significant benefits to both organisations and individuals. This course will focus on proven processes and techniques that can enhance your decision-making.

15 minutes

People and Relationships Courses

Courses on how to foster a collaborative and productive environment.

Team Working

14 minutes

While today's teams encounter various pressures, their success still revolves around core foundations. This course will help you learn how to be a great team player and collaborate effectively with those around you.

Wellbeing

5 minutes

Wellbeing is defined as the state of being comfortable, healthy, and happy. This course will introduce simple steps and actions that you can undertake to improve your wellbeing.

Time Management

16 minutes

This course will cover key actions and practical tools that can help you prioritise your workload and manage your time more effectively.

Objection Handling

18 minutes

Handling objections is a natural part of the selling process. This course will explore different forms of objections and provide you with helpful hints and tips to overcome them.

Managing Anxiety

4 minutes

Anxiety at work can have a significant impact on your job performance, relationships with co-workers, and overall well-being. This course will cover the effects of anxiety at work, and tips and strategies for managing anxiety.

Working through the Menopause

4 minutes

This course will cover what the menopause is, ways to help manage symptoms, and the steps employers can take to help menopausal employees thrive in the workplace.

Effective Recruitment

33 minutes

Effective recruitment and selection are about placing the right talent, in the right role, at the right time. Learn what a recruitment strategy is and how to formulate and adopt one that fits your business.

HR Compliance Essentials

12 minutes

HR compliance in the UK ensures that an organisation's human resources (HR) practices meet all applicable laws and regulations. This course covers the different laws and regulations in these areas and tips for compliance.

People and Relationships Courses

Courses on how to foster a collaborative and productive environment.

Unconscious Bias

7 minutes

Unconscious bias is a prejudice or stereotype that we hold about a person or group of people that is outside of our conscious awareness. Learn how we can reduce this to create a more inclusive workplace.

Carrying out Appraisals

14 minutes

This course covers crucial topics, such as what an appraisal is, the benefits of appraisals, the different processes, and stages of conducting effective appraisals.

Sales Courses

Enhance your team's selling skills and drive workplace success.

Closing the Sale

10 minutes

Being a skilled salesperson means confidently implementing a range of techniques during sales pitches. This module explores why, how, and when to close a sale, and explains various techniques to maximise success.

Customer Service

11 minutes

Customer service provides organisations with a competitive edge. This course is designed to prompt you to consider the role you play in delivering customer service, along with providing practical tips.

Rapport Building

17 minutes

Every successful salesperson must develop the ability to build rapport with customers. The techniques covered in this course will help salespeople get started in rapport building.

Building your Personal Brand

16 minutes

You'll explore the what, why, and how of personal branding, and understand how to build, maintain, and grow it. You'll be armed with the knowledge and tools to develop a compelling personal brand that sets you apart.

Key Account Management

10 minutes

Discover essential skills and strategies to effectively manage and nurture your most valuable accounts. Learn to build trusted relationships, create proactive plans, mitigate risks, and communicate effectively.

Personal Resilience

11 minutes

You'll learn practical strategies to overcome challenges and develop the resilience needed for sales success, from mastering the basics to building confidence and implementing resilience skills.

Working From Home Courses

How to work from home efficiently and effectively.

Display Screen Equipment (DSE)

Working from Home

This course will cover ways to reduce the risk of injury and strain when using Display Screen Equipment while working from home.

3 minutes

Working from Home

(Teams Tool kit)

This course will show you how to use Teams. It will provide practical tips, shortcuts and exercises to improve your understanding of Microsoft OneDrive.

56 minutes

Work from Home

(SME Tool kit)

This course explains how to work from home effectively and efficiently. It includes some key tools and tips to implement in your business to ensure that it remains productive while your employees work from home.

31 minutes

Working from Home

(Zoom Tool kit)

This course will show you how to use Zoom. It will provide you with practical tips, shortcuts and exercises to improve your understanding of Zoom.

64 minutes

Working from Home

(OneDrive Tool kit)

This course will show you how to use OneDrive. It provides practical tips, shortcuts and exercises to improve your understanding of Microsoft OneDrive.

41 minutes

Working from Home

(Mental Health Awareness)

Many of us have had to cope with work and home life pressures and stresses. This course focuses on simple to implement tips and information to help with your wellbeing.

10 minutes

Project Management Courses

Enhance your skills in planning, executing, and leading successful projects.

5 Whys

11 minutes

5 Whys is a brainstorming tool that asks increasingly granular 'why' questions about a problem or process, seeking to understand the root cause or actual problem. Learn how to use this tool effectively.

DMAIC Basic

6 minutes

Projects that are meant to improve an existing process follow a road-map to success known as the DMAIC process. This course will explain each phase of the DMAIC process and how to follow them effectively.

5S

9 minutes

This Japanese Lean approach to organising a workspace is based on 5 steps, Sort, Straighten, Shine, Standardise, Sustain. This course will explain how to follow this approach in your workplace.

Introduction to DMAIC and DMADV

32 minutes

This course will give you a basic understanding of how a project team approaches a problem or process improvement using the DMAIC process or DMADV method.

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