



**BELOW IS A LIST OF OUR CURRENT COURSE OFFERING**  
**WE ARE ADDING NEW COURSES EVERY WEEK.**

**ADMIN / SECRETARIAL / HR**

- Level 2 Human Resources Certification
- Level 3 Customer Services Certification
- Level 3 Executive Admin and PA Certification
- Level 3 Legal Secretary Certification
- Office & Reception Management Certification
- Reception Skills Certification

**BUSINESS**

- Business Plan Writing Certification
- Data Protection in the Workplace
- Effective Delegation
- Foundation in Business Skills
- From Business Ideas to Success Certification
- Level 2 Operations Management Certification
- Level 2 Transport Management Certification
- Level 2 Warehouse Management Certification
- SEO for Business

**COMPUTING / TECHNOLOGY**

- Blog Creation & Management Certification
- Buying & Selling Online Certificate Course
- Coding Foundations Certification
- Computers and Internet for Beginners Certification
- Digital Art Tools for Photoshop Certification
- Facebook for Business Certification
- IT Security Certification
- Level 1 Adobe Illustrator Certification
- Level 1 C++ Certification
- Level 1 CSS Certification
- Level 1 HTML & CSS Certification
- Level 1 Java Certification
- Level 1 JQuery Certification
- Level 1-3 Microsoft Excel Certification
- Level 1 Photoshop CS6 Certification

**CUSTOMER CARE**

- Caring for Your Customers Needs Certification
- Consumer Rights Certification
- Customer Care Certification
- Customer Relationship Management Certification
- Customer Retention Techniques Certification
- Dealing with Customer Complaints Certification
- Dealing with Difficult People and Situations Certification
- Learning Impressive Telephone Techniques Certification
- Managing and Improving Customer Service Process Certification

- Level 1 Programming Certification
- Level 2 HTML 5 Certification
- Level 3 Microsoft Outlook Certification
- Level 3 Microsoft PowerPoint Certification
- Level 3 Microsoft Word Certification
- Link Building for SEO Certification
- Mobile App Marketing (ASO) Certification
- Online Security Certification
- The Complete Microsoft Office Certification
- Touch Typing and Shorthand Certificate
- Twitter for Business Certification
- Vlogging Certification
- Web Applications Development Certification
- Website Development Foundations Certification
- WordPress Certification

## **EDUCATION**

- ADHD Awareness Certification
- Asperger's Awareness Certification
- Autism Awareness Certification
- Bullying in Schools Awareness & Prevention Certification
- Dyslexia Awareness Certification
- Introduction to Educational Psychology Certification
- Level 2 Teaching Assistant Certification
- Positive Handling in Schools Certification
- SEND Certification

## **HR**

- Absence Management Certification
- Conducting Employee Appraisals Certification
- Consequences of Careless Social Media Use in the Workplace Certification
- Defining HR Certification
- Disability Awareness Certification
- Equality, Diversity and Discrimination in the Workplace Certification

## **FINANCE**

- Cryptocurrency Certification
- Data Protection Certification
- Introduction to Accounting Certification
- Introduction to Tax Accounting Certification
- Level 1 Microsoft Excel Certification
- Level 1 Sage 50 Certification
- Level 2 Fraud Management & Anti-Money Laundering Awareness Certification
- Level 2 Microsoft Excel Certification
- Level 2 Payroll Systems & Management Certification
- Level 2 Sage 50 Certification
- Level 3 Microsoft Excel Certification
- Retail Banking Certification

## **HEALTH & SAFETY**

- Alcohol at Work Awareness Certification
- Asbestos Awareness Certification
- Basic Fire Safety Awareness Certification
- Carbon Monoxide Awareness Certification
- COSHH Certification
- Dangers of Sleep Deprivation
- Dangers of Working at Night Certification
- Driver Safety Awareness Certification
- Fire Marshall Certification

- Extremism & Terrorism Awareness Certification
- Recruitment Strategies
- Retaining Your Best People Certification
- Sexual Harassment Awareness Certification
- Staff Retention Techniques Certification
- Tackling Hate Crime Certification
- UK Employment Law Certification
- Food Safety Certification
- Hazard Identification & Risk Control Certification
- Head Protection Certification
- Health & Safety in the Workplace (UK) Certification
- Level 1-3 Construction Management Certification
- Noise and Vibration Awareness Certification
- PPE Awareness Certification
- RIDDOR Certification
- Step Ladder Safety Awareness Certification
- Working at Height Certification

## **HOSPITALITY & TOURISM**

- Hotel Reception Certification
- Level 2 Events Management Certification
- Level 2 Restaurant Hospitality Management
- Level 3 Hotel Management Certification

## **MEDICAL**

- Anxiety Awareness Certification
- Bipolar Awareness Certification
- Certification in Child Psychology
- Cognitive Behavioural Therapy (CBT) Certification
- Dealing with Stress, Anxiety & Depression in the Workplace Certification
- Dementia Awareness Certification
- Depression Awareness Certification
- Diabetes Awareness Certification
- Drug & Alcohol Addiction Awareness Certification
- Emergency First Aid Certification
- End of Life Care Certification
- Medical Secretary Certification
- Mental Health Awareness Certification
- Safe Handling of Medicines Certification

## **PERSONAL DEVELOPMENT**

- Assertiveness Skills Certification
- Body Language Certification
- Communication Skills Certification
- Healthy Eating at Work Certification
- Improving Personal Effectiveness Certificate
- Life Coaching Certification
- Mindfulness Certification
- Public Speaking Certification

## **PROFESSIONAL DEVELOPMENT**

- Boost Your Work Efficiency Certification
- Key Account Management Certification
- Minute Taking Certificate
- Questioning and Listening Techniques Certification
- Stress Management In the Workplace Certification
- Time and Priority Management at Work Certification

## **SALES / MARKETING**

- Achieving Sales on the Telephone Certification
- Affiliate Marketing Certification
- Business 2 Business (B2B) Sales Certification
- Closing Techniques Certification
- Converting Leads into Sales Certificate
- Level 2 Advertising & Marketing Certification
- Level 2 Digital Marketing Certification
- Level 2 Marketing Certification
- Level 2 Sales Certification
- Marketing Plan Writing Certification
- Negotiation Skills Certification
- Online Reputation Management Certification
- Personal Branding Certification
- PR Certification
- Product Pricing & Sales Negotiation Certification
- Recruitment Consultant Certification
- Reddit Marketing Certification
- Starting an Ecommerce Business Certification
- Visual Merchandising Certification
- YouTube Channel Marketing Certification

## **SOCIAL / CARE**

- Introduction to Psychology Certification
- Level 3 EYFS Teaching Certification
- Level 3 Health & Social Care Certification
- Safeguarding Children on the Internet Certification

## **TEAMS & MANAGEMENT**

- Creating Lively and Effective Meetings Certification
- Communication Techniques for Managers Certification
- Conducting Rewarding Meetings Certification
- Conflict in the Workplace Certificate
- Leadership & Management Skills Certification
- Leadership Skills
- Level 2 Facilities Management Certification
- Motivating Colleagues to Perform Certification
- Professional Retail Management Certification
- Working in Teams Certification

**GET ACCESS TO ALL OF THESE COURSES FROM ONLY 35P PER STAFF MEMBER**

**CALL US ON:**

**01920 897663**