

**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
- Business Report Writing Certification
- Creating and Maintaining a Successful Organisation Certification
- Data Protection in the Workplace
- Effective Delegation
- Extrinsic and Intrinsic Rewards Certification
- 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
- Project Design Certification
- Project Management Foundation (Small Projects) Certification
- Project Preparation 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
- Excel Macros Certification
- Facebook for Business Certification
- IT Security Certification
- Level 1 Adobe Illustrator Certification
- Level 1 C++ Certification

CUSTOMER CARE

- Caring for Your Customers Needs Certification
- Connecting with Customers 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
- Electronic Customer Service 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
- 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 and Portable Device Security Certification
- Mobile App Marketing (ASO) Certification
- Online Security Certification
- Skype for Business 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
- YouTube Masterclass Certification
- Face to Face Customer Service Certification
- Is the Customer Always Right Certification
- Learning Impressive Telephone Techniques Certification
- Managing and Improving Customer Service Process Certification
- Meeting and Greeting Customers Certification
- Rescuing Difficult Customers Certification
- Telephone Customer Services Certification
- Telephone Etiquette Certification

EDUCATION

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

FINANCE

- Cryptocurrency Certification
- Data Analysis Certification
- Data Protection Certification
- Dealing with HMRC in Relationship to New Employees Certification
- Fraud Detection Certification
- Fundamental Concepts of Fraud Certification
- Identity Theft Awareness 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
- Payroll – How to Calculate Net and Gross Pay Certification
- Retail Banking Certification

HR

- Absence Management Certification
- Conducting Employee Appraisals Certification
- Consequences of Careless Social Media Use in the Workplace Certification
- Costs and Causes of Employee Turnover Certification
- Defining HR Certification
- Disability Awareness Certification
- Discipline and Grievance Certification
- Employee Motivation Certification
- Equality, Diversity and Discrimination in the Workplace Certification
- Extremism & Terrorism Awareness Certification
- Hiring Employees Certification
- Hiring for a Diverse Workforce Certification
- HR: Creating an Employee Handbook Certification
- HR: Protecting Confidentiality Certification
- HR: Working with Vendors Certification
- Human Capital Management Certification
- Introduction to Contracts Of Employment Certification
- Introduction to Employment Law Certification
- Onboarding Tools Certification
- Parental Rights Certification
- Preventing Workplace Discrimination Certification
- Recruitment Strategies
- Retaining Your Best People Certification
- Sexual Harassment Awareness Certification
- Sick Leave Certification
- Staff Retention Techniques Certification
- Tackling Hate Crime Certification
- Tackling Sensitive Workplace Conversations Certification
- Termination of Employment Certification
- Thomas–Kilmann Conflict Mode Instrument Certification
- UK Employment Law Certification
- Understanding the National Insurance Contributions System Certification
- Wages & Benefits Certification

HEALTH & SAFETY

- Alcohol at Work Awareness Certification
- Asbestos Awareness Certification
- Basic Fire Safety Awareness Certification
- Cable and Wire Management Certification
- Carbon Monoxide Awareness Certification
- Construction Dust Awareness Certification
- COSHH Certification
- Crowd Management Certification
- Dangers of Sleep Deprivation
- Dangers of Working at Night Certification
- Driver Safety Awareness Certification
- Electrical Safety in the Workplace
- Eye Safety in the Workplace Certification
- Ergonomics – Steps to Reduce Workplace Related Injuries Certification
- Fire Marshall Certification
- Fires & Explosions in the Workplace Certification
- Food Allergen Awareness Certification
- Food Safety Certification
- Food Safety Cross Contamination Certification
- HACCP Certification
- Hazard Identification & Risk Control Certification
- Head Protection Certification
- Health & Safety in the Workplace (UK) Certification
- Importance of Good Housekeeping at Work Certification
- Legionnaires' Disease Awareness Certification
- Level 1-3 Construction Management Certification
- Lone Working Certification
- Mobile Phones and Driving Certification
- Noise and Hearing Protection Certification
- Noise and Vibration Awareness Certification
- PPE Awareness Certification
- Preventing Slips & Trips in the Workplace Certification
- Remote Worker & Business Travel Security Certification
- RIDDOR Certification
- Risk Assessment in the Workplace Certification
- Sepsis Awareness Certification
- Speeding on Site Certification
- Step Ladder Safety Awareness Certification
- The Dangers of Construction Dust Certification

- The Dangers of Texting While Walking Certification
- Working at Height Certification
- Working with Lift Trucks 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
- Art Therapy Certification
- Bipolar Awareness Certification
- Blood-borne Pathogens & Exposure Control Plan Certification
- Borderline Personality Disorder Awareness Certification
- Certification in Child Psychology
- Cognitive Behavioural Therapy (CBT) Certification
- Concussion Awareness 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
- Infection Control Certification
- Introduction to REBT: Rational Emotive Behaviour Therapy Certification
- Medical Secretary Certification
- Mental Health Awareness Certification
- People Handling Certification
- Safe Handling of Medicines Certification
- Sharps Injuries Awareness Certification

PERSONAL DEVELOPMENT

- Assertiveness Skills Certification
- Body Language Certification
- Boost Your Concentration Certification
- Building Your Confidence and Self-Esteem Certification
- Communication Skills Certification
- Confidence On Camera Certification
- EFT – Emotional Freedom Technique Certification
- Healthy Eating at Work Certification

PROFESSIONAL DEVELOPMENT

- Boost Your Work Efficiency Certification
- Communication Basics Certification
- Copywriting Masterclass Certification
- Delivering Useful Feedback in a Corporate Setting Certification
- Email Etiquette Certification
- Establishing Credibility as a Speaker Certification
- How to Write Better Emails Certification
- Key Account Management Certification

- Hourly Planning and Habits Certification
- How to Build Resilience Certification
- How to Programme Your Mind for Success Certification
- How to Stop Procrastinating Certification
- Improving Personal Effectiveness Certificate
- Improve Your Assertiveness Certification
- Improve Your Social Skills Certification
- Learning Strategies Certification
- Learn Speed Reading Certification
- Life Coaching Certification
- Listening Skills Certification
- Managing Emotions at Work Certification
- Master Talking to Anyone Certification
- Memory Enhancement Certification
- Mindfulness Certification
- Neuroplasticity: Rewire Your Brain for Success Certification
- Proofreading Basics Certification
- Public Speaking Certification
- Punctuation Mastery Certification
- Reducing Stress Techniques to Relax Certification
- Success Habits Certification
- The Basics of Critical Thinking Certification
- Writing Skills Certification
- Learning to Learn Certification
- Master Planning Certification
- Minute Taking Certificate
- Note Taking Certification
- Prioritisation Certification
- Problem Solving Certification
- Questioning and Listening Techniques Certification
- Rational Decision Making Certification
- Researching Certification
- Stress Management In the Workplace Certification
- The Art of Persuasion Certification
- Time and Priority Management at Work Certification
- Working With Aggressive People Certification

SALES / MARKETING

- Achieving Sales on the Telephone Certification
- Affiliate Marketing Certification
- Business 2 Business (B2B) Sales Certification
- Closing Techniques Certification
- Cold Calling Certification
- Converting Leads into Sales Certificate
- Content Creation Certification
- Creating a Marketing Plan Certification
- Gaining Customer Testimonials Certification
- Handling Objections & Overcoming Barriers to Sales Certification
- How Retargeting Works Certification
- How to Close More Sales Certification
- Instagram Marketing Certification
- Level 2 Advertising & Marketing Certification
- Level 2 Digital Marketing Certification
- Level 2 Marketing Certification
- Level 2 Sales Certification
- LinkedIn for Business Certification
- Marketing Plan Writing Certification
- Negotiation Skills Certification
- Networking for Sales Professionals Certification

SOCIAL / CARE

- Child Neglect Awareness Certification
- Child Protection Certification
- Child Protection in Sport Certification
- Introduction to Psychology Certification
- Level 3 EYFS Teaching Certification
- Level 3 Health & Social Care Certification
- Preventing Falls in Older People Certification
- Safeguarding Children on the Internet Certification

TEAMS & MANAGEMENT

- Creating Lively and Effective Meetings Certification
- Communication Techniques for Managers Certification
- Conducting Rewarding Meetings Certification

- Online Reputation Management Certification
- Personal Branding Certification
- PR Certification
- Product Pricing & Sales Negotiation Certification
- Recruitment Consultant Certification
- Reddit Marketing Certification
- Sales Funnels for Beginners Certification
- Sales Talk – Understanding the Jargon Certification
- SEO for Business Certification
- Skills to Succeed at Selling Certification
- Social Media for Business Certification
- Social Media Marketing Certification
- Starting an Ecommerce Business Certification
- The Four P's of Marketing Certification
- Visual Merchandising Certification
- YouTube Channel Marketing Certification
- Conflict in the Workplace Certificate
- Effective Decision Making Certification
- Essential Skills for First-Time Managers Certification
- How to Manage Virtual Teams Certification
- Inspirational Leadership Certification
- Key Tools and Knowledge for Team Leading Certification
- Leading Effective 1-1 Meetings Certification
- Leadership & Management Skills Certification
- Leadership Skills
- Leading Team Meetings Certification
- Level 2 Facilities Management Certification
- Motivating Colleagues to Perform Certification
- Practical Leadership Skills Certification
- Professional Retail Management Certification
- Promoting Positive Behaviour Certification
- Working in Teams Certification

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

CALL US ON:

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