

Off the Shelf Course Catalogue

Business Essentials Edition



- ▶ We help you nurture, retain & attract your people through the delivery of strategic learning

eLearning Plus 

INTRODUCTION

At eLearning Plus+ we're well aware that people are fundamental to the success of your business. We help you nurture, retain and attract your people through strategic learning focused on personal development and business objectives.

The essential training you need at the click of a button.

Much of today's training is boring, ignores the real needs of learners and fails to deliver impactful learning outcomes. At eLearning Plus+, we help you create engaging learning experiences that inspire and motivate learners to develop a new skill, change a behaviour, or improve their performance.

Why choosing the right elearning partner is important

Think about all the training time and learning opportunities wasted with dire training materials and dull online learning content. Training that's boring, amateurish and often just a tick box exercise.

Just imagine the value of introducing compelling interactive learning content, designed to deliver a truly engaging learning experience. You'll see motivated learners, better performance and improved business success.

OVERVIEW

We aim to be different. Our approach is to support you in delivering improved business results by providing your people with high quality course content.

Learning that delivers real business impact

Organisations are more likely to invest in training that generates business impact so we focus on delivering a catalogue of course content that supports real impact in the workplace.

SO HOW DO WE DO THIS?

We create course content that:

- ✓ Works across devices, so learners can use in the office, at home or in the field
- ✓ Is self contained, so there are no folders or external resources to wade through to find the actual course content
- ✓ Is engaging by introducing interactive elements and activities
- ✓ Provides knowledge checks throughout the course to ensure learners are grasping new concepts
- ✓ Provides assessments where appropriate to enable a formal audit of achievement
- ✓ Provides certificates to motivate and support the learner
- ✓ Has blended resources included to aid take up and retention, for example fact sheets, memory joggers and workbooks

OFF THE SHELF COURSES

At eLearning Plus, our off-the-shelf elearning catalogue consists of pre-built, online training courses designed to cover key workplace roles. No need to create your own content from scratch, why not fast track your training delivery with courses ready to use right out of the box?

Immediate access to 100+ workplace focused online courses

eLearning Courses ready to go.

Access the the relevant workplace based training you need through our online courses. Our eLearning catalogue consists of online training courses designed to cover essential workplace roles not just academic theory.

We deliver the courses via our user friendly LMS (or yours) and learners can work on a course at a suitable time, place and pace and return to any course picking up where they left off. The courses typically take around 40 to 60 minutes and after passing an assessment, the learner gets a certificate of achievement.

The courses use a scrolling web style interactive format which we have found to engage learners far better than talking head or PowerPoint style delivery. Get in touch if you would like us to give you a demo of the various courses in our catalogue.

Take a look at a course we created for GMAST on sustainability in the Cultural sector.

GMAST Course

If you're looking to equip your team with an engaging online learning library, get in touch. It's fast and simple to setup.

THE CATALOGUE

There are some courses that are a fundamental part of making sure your workplace is both safe and legally compliant. Our Health and Safety Courses are designed to help you and your staff gain the knowledge and skills needed to carry out your everyday tasks confidently and safely.



Health and Safety

Ensure that employees know how to work safely and without risk to health. Develop a positive health and safety culture, where safe and healthy working becomes second nature to everyone. Meet your legal duty to protect the health and safety of your employees.

COURSES

1	Health and Safety
2	Slips, Trips and Falls
3	Control of Substances Hazardous to Health (COSHH)
4	Fire Safety
5	Basic First Aid in the Workplace
6	Manual Handling
7	Working at Height
8	Personal Protective Equipment (PPE)
9	Reporting of Injuries, Diseases and Dangerous Occurrences - RIDDOR
10	Display Screen Equipment (DSE)

THE CATALOGUE

No matter the size of your organisation, you need simple and straightforward HR training to help address legal compliance and effective people management.



Human Resources

We understand that every business is different, yet there are a number of key areas that will affect all businesses. Our HR essential training helps you understand your obligations from a HR perspective and helps ensure that you are consistent in your approach to people management.

COURSES

1	New Employee On-boarding
2	Harassment and Bullying at Work
3	Termination of Employment
4	Discipline and Grievance
5	Effective Absence Management
6	Whistleblowing
7	Right to Work
8	Performance Reviews
9	HR for Non-HR Managers
10	Effective Recruitment

THE CATALOGUE

Compliance training is often a necessary obligation and organisations need to prove that employees have taken appropriate training.



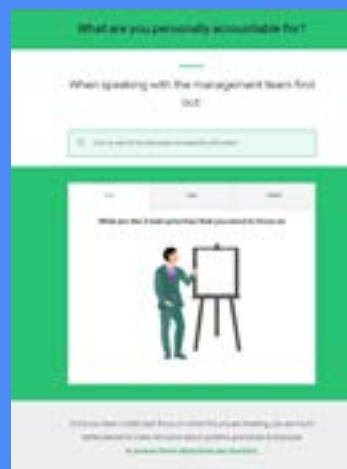
Policy & Compliance

As compliance training is often seen as a “tick-box” activity, companies may not spend appropriate time designing engaging course content, which lowers the effectiveness of the training. We create policy and compliance training that’s not just “press play and go for a coffee”, but contextual and meaningful, using a variety of techniques and formats. Getting this right helps you avoid non-compliance.

COURSES

1	Anti-Money Laundering
2	Anti-Bribery
3	Security and Privacy Controls
4	Subject Access Requests
5	IT Security for the Remote Worker and Business Traveller
6	Mobile and Portable Device Security
7	Cyber Security Risks and Social Media
8	Freedom of Information Act
9	Prevent - Preventing Radicalisation & Extremism
10	Know Your Customer

Help your leaders and managers develop the skills, knowledge and abilities they need to be successful in their roles.



Our essential mix of courses present the different skills needed, techniques for motivating, support on developing and coaching your team, and how to develop your emotional skills and resilience to deal with the challenges that will arise.

Working through the modules will help leaders and managers generate positive business results by getting the most out of both themselves and their team.

COURSES	
1	Transitioning to Management – The First Year
2	Team Working Excellence
3	Managing Change
4	Delegation Skills
5	SMART Objectives
6	Implementing the Strategic Plan
7	Performance – Coaching & Goal Setting
8	Decision-Making Excellence
9	Embedding Organisational Culture
10	Coaching Rising Stars

THE CATALOGUE

The range of Personal Development courses we offer improves the effectiveness and performance of your team.



Personal Development

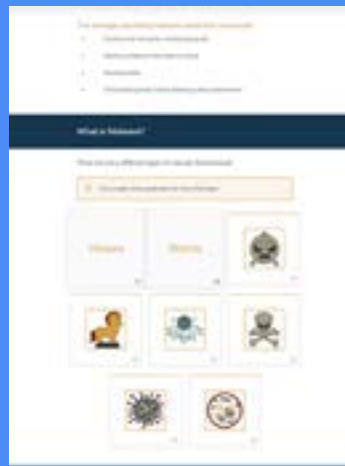
Many personal development courses focus on the individual's non-professional life, but our courses have been developed to contribute positively to your organisation's business results as well as developing the individual.

A more effective and performant workforce drives improvements across the business, aids employee motivation and gives you an advantage over your competitors.

COURSES	
1	Productivity and Time Management
2	Effective Communication
3	Conflict Management
4	Negotiation and Influencing People
5	Be Assertive the Right Way
6	Managing Stress
7	Developing Resilience
8	Coaching Skills
9	Emotional Intelligence
10	Business Writing Tips

THE CATALOGUE

Beware! Many of the “GDPR providers” who are selling training do not have the relevant professional skills, experience or knowledge to properly advise or support in the area of GDPR.



GDPR & Cyber Security

As specialists in online learning delivery, we have developed training content alongside legal industry experts to deliver informative online learning courses for your organisation. Providing a certificate and audit trail, these are a powerful way to show you have met the obligation to train your employees in this increasingly important area.

COURSES

1	An introduction to GDPR
2	Preparing for GDPR
3	GDPR Roles and Responsibilities
4	GDPR Rights of the Data Subject
5	GDPR Data Breach Management
6	GDPR Consent for the Use of Personal Data
7	GDPR Lawful Basis for Processing
8	Information Security Awareness
9	GDPR Scenarios
10	Cyber Security

THE CATALOGUE

Our overriding focus is on helping employers, employees, suppliers and customers come together in a true spirit of co-operation and acceptance when addressing diversity.



Diversity & Inclusion

With an eye on enabling effective Corporate Social Responsibility and Social Values, we also consider the commercial context to support positive action and real buy-in, underpinning an effective business approach that is truly inclusive.

Our courses take away the emphasis on compliance, fault finding and confrontation to engender a true spirit of co-operation that delivers positive understanding throughout your organisation.

COURSES

1	Diversity – A Manager's Guide
2	Unconscious Bias
3	Introduction to Disability Awareness
4	Introduction to Equality & Diversity
5	Introduction to Mental Health Awareness
6	Mental Health First Aid in the Workplace
7	Language & Terminology Snapshot
8	Visual Impairment Snapshot
9	Modern Slavery
10	Managing Stress & Anxiety in the Workplace

Are you consistently delivering exceptional service? Do your team members understand what you mean when you talk about great Customer Service? Do they have their own interpretation of what this means and if so, have you helped them understand what great Customer Service actually looks like?

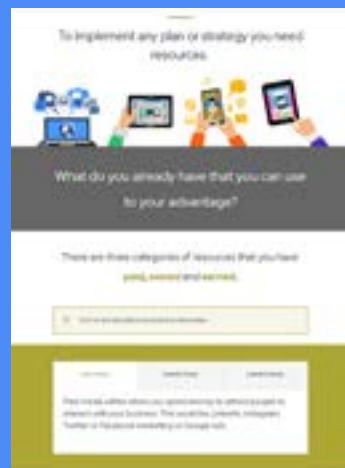


Help key team members to deliver appropriate service when interacting with customers and colleagues whether on the phone, face to face or via written communications.

COURSES	
1	Telephone Etiquette
2	Complaint Handling
3	Customer Service Success
4	Customer Loyalty
5	Vulnerable Customers
6	How to Say "NO" in the Right Way
7	Assertive vs Aggressive
8	Develop a Simple Process for Escalation
9	Dealing with Angry People
10	Supporting Your Front Line Employees

THE CATALOGUE

Your marketing team need to generate awareness of your brand, products and services to support your sales activities. You also want to see a healthy return on your marketing budget so doing the right things is important.



Marketing

Your team needs an overall understanding of the marketing process to develop an approach that works for your particular business. This will entail developing your proposition (why someone would buy from you) and looking at a variety of channels to ensure your messages are seen by your potential customers.

COURSES

1	Email Marketing
2	Social Media Marketing
3	Customer Marketing
4	Marketing Strategy
5	Know Your USPs
6	Marketing Essentials
7	Your 1 Page Marketing Plan
8	Your Detailed Marketing Plan
9	Getting the Most out of Exhibitions
10	Networking – Friend or Foe?

THE CATALOGUE

To support a critical part of your business, our sales courses focus on providing your team with the skills, techniques and behaviours that deliver real impact on your sales results.



Sales Skills

We keep the training focused around the essential sales skills that actually help develop and deliver sales success:

- Establishing Needs • Building Relationships • Negotiating • Closing • Follow up.

It may be beneficial for team members to take the marketing courses in order to gain a rounded view of the complete sales and marketing process.

COURSES

1	Qualify Your Lead
2	FAB – Features, Advantages and Benefits
3	Objection Handling
4	Asking Questions
5	Always Be Closing
6	How to Influence
7	Do Your Research
8	Follow Up
9	Keeping in touch
10	The Sales Pipeline

CONTACT US

Get in Touch

If you would like to find out more about any aspect of our Business Essentials Course Catalogue or would like a demo, then please get in touch.

Why not tell us the courses you would like to see within our Business Essentials Catalogue and we will add these onto our development roadmap?

If you're looking to equip your team with an engaging online learning library, get in touch. It's fast and simple to setup.