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Management and Leadership Courses

Course	Sub Category	
Managers vs Leaders	Leadership Tool Kit	50
Leading Remote Teams	Leadership Tool Kit	50
Making Deals	Leadership Tool Kit	50
Facilitating Results	Leadership Tool Kit	50
Leading by Example	Leadership Tool Kit	50
Promoting Talent	Leadership Tool Kit	50
Motivating Others	Leadership Tool Kit	50
Effective Meetings	Leadership Tool Kit	50
Conflict Management	Leadership Tool Kit	50
Managing Change	Leadership Tool Kit	50
Being Brave	Leadership Training Essentials	40
Being Confident	Leadership Training Essentials	40
Effective Problem Solving	Leadership Training Essentials	40
Making Decisions	Leadership Training Essentials	40
Taking Accountability	Leadership Training Essentials	40
Inspiring Others	Leadership Training Essentials	40
Being Authentic	Leadership Training Essentials	40
Emotional & Cultural Intelligence	Leadership Training Essentials	40
Humility	Leadership Training Essentials	40
Delegation & Empowerment	Leadership Training Essentials	40
The Four Types of Leaders	Leadership Training Essentials	40
Becoming an Inclusive Leader	Leadership Training Essentials	15
Knowing When You're Wrong	The Leadership Role Model	45
Leading with Empathy	The Leadership Role Model	45
Recognizing and Rewarding Others	The Leadership Role Model	45
The Power of Patience	The Leadership Role Model	45
Using Humor	The Leadership Role Model	45
Leading with Commitment	The Leadership Role Model	45
Being Positive	The Leadership Role Model	45
Leading with Energy	The Leadership Role Model	45
Leading with Respect and Respecting Others	The Leadership Role Model	45
A Healthy Manager is a Good Manager	The Leadership Role Model	45
Building a Culture of Adaptability	Adaptive Leadership	40
Learning through Self-Correction	Adaptive Leadership	40
Overcoming Resistance to Shared Responsibility	Adaptive Leadership	40
Using Authority and Power (Taking Chances)	Adaptive Leadership	40
What is Adaptive Leadership?	Adaptive Leadership	40
Practicing Situational Leadership	Situational Leadership	40
Delegating Leadership	Situational Leadership	40
Participating Leadership	Situational Leadership	40
Selling Leadership	Situational Leadership	40
Telling Leadership	Situational Leadership	40
The Consequences of poor Health and Safety Practices	Safety Leadership	35
Understanding your Health and Safety Responsibilities	Safety Leadership	35
Building a Proactive Safety Culture	Safety Leadership	35
What is Behavioral Safety?	Safety Leadership	35
What is Safety Leadership?	Safety Leadership	35
Remote Team Communication	Remote Leadership	30
Engaging Remote Workers	Remote Leadership	30
Remote Goal Setting	Remote Leadership	30
Building Trust at a Distance	Remote Leadership	30
The Remote Leadership Model	Remote Leadership	30

Business Innovation Essentials

NO Sub Category

Course	Sub Category	
The Power of Analysis	Business Innovation Essentials	35
Being Resourceful	Business Innovation Essentials	35
Dealing with Uncertainty	Business Innovation Essentials	35
Problem-solving	Business Innovation Essentials	35
Thinking Logically	Business Innovation Essentials	35
Driving Innovation	Business Innovation Essentials	35
Being Adaptable	Business Innovation Essentials	35
Critical Observation	Business Innovation Essentials	35
Creative Thinking	Business Innovation Essentials	35
The 7 Skills of Critical Thinking	Business Innovation Essentials	35

Business Continuity Essentials

NO Sub Category

Course	Sub Category	
Introduction to Business Emergency Preparedness Planning	Business Continuity Essentials	35
Developing a Contingency Plan	Business Continuity Essentials	35
Managing Business Resilience	Business Continuity Essentials	35
Dealing With Business Continuity and Disaster Recovery	Business Continuity Essentials	35
The Incident Manager's Tool Kit	Business Continuity Essentials	35

Risk & Uncertainty

	NO Sub Category	
The Rewards of Taking Risks	Risk & Uncertainty	25
Obstacles to Decision-Making	Risk & Uncertainty	25
Managing your own Decisions	Risk & Uncertainty	25
Risk and Decision-Making	Risk & Uncertainty	25
Embracing Risk and Uncertainty	Risk & Uncertainty	25

Project Management Courses

	Sub Category	
Project Management Methodologies Part 1	Project Management Applied	40
Project Management Methodologies Part 2	Project Management Applied	40
Monitoring Progress	Project Management Applied	40
Managing Project Risk	Project Management Applied	40
Ensuring Customer Satisfaction	Project Management Applied	40
Developing a Budget (Cost Estimating)	Project Management Applied	40
Time Management in Projects	Project Management Applied	40
Organizing and Motivating a Team	Project Management Applied	40
Activity and Resource Planning	Project Management Applied	40
Producing Reports	Project Management Applied	40
Initiating a Project	Project Management Training Essentials	42
Planning a Project	Project Management Training Essentials	42
Monitoring a Project	Project Management Training Essentials	42
Executing a Project	Project Management Training Essentials	42
Closing a Project	Project Management Training Essentials	42
Kanban in Practice	Project Management Mastery	40
Scrum in Practice	Project Management Mastery	40
Waterfall in Practice	Project Management Mastery	40
Choosing the Right Project Methodology	Project Management Mastery	40
Agile in Practice	Project Management Mastery	40

Sales and Marketing Courses

	Sub Category	
Closing Difficult Deals	Sales Training Essentials	35
Keeping Prospects Engaged	Sales Training Essentials	35
Cross-Selling and Upselling	Sales Training Essentials	35
Building Benefits	Sales Training Essentials	35
Selling The Proposed Solution	Sales Training Essentials	35
Effective Presentations	Sales Training Essentials	35
The Sales Pitch	Sales Training Essentials	35
Managing Your Pipeline	Sales Training Essentials	35
Creating Your Pipeline	Sales Training Essentials	35
Sales Listening Skills	Sales Training Essentials	35
The Importance of Sharing Sales Feedback	Sales Training Essentials	35
Prioritizing Prospects	Sales Skills Applied	30
Questioning Skills	Sales Skills Applied	30
How to Build Rapport	Sales Skills Applied	30
Researching Your Prospect	Sales Skills Applied	30
Obtaining Commitment	Sales Skills Applied	30
Dealing with Sales Fear	Sales Mastery	35
Emotional Intelligence for Sales Success	Sales Mastery	35
How to Sell Ethically	Sales Mastery	35
Resilience in Sales	Sales Mastery	35
Sales Methodologies - SPIN, SNAP, Sandler, MEDDIC, Conceptual and Customer Centric	Sales Mastery	40
Sales Strategies - The Power of Resellers	Sales Mastery	40
Shortening your Sales Cycle	Sales Mastery	40
Understand Why Deals are Lost	Sales Mastery	35
Virtual Selling	Sales Mastery	35
Mastering Cold Calling	Sales Mastery	35
Mastering Cold Emailing	Sales Mastery	30
Value-Based Selling	Sales Mastery	30
Reducing Sales Friction	Sales Mastery	30
Automating Sales Processes	Sales Mastery	30
Designing your Sales Dashboard	Sales Mastery	30
Cross-Selling, Upselling and Account Growth	Sales Mastery	30
Adopting a 'Customer First' Mindset	Retail Applied	35
Commercial and Product Awareness	Retail Applied	35
Coaching Retail Employees	Retail Applied	35
The Importance of Store Windows	Retail Applied	35
GDPR in a Retail Environment	Retail Applied	35
Ethical Retail	Retail Applied	35
Attention to Detail	Retail Applied	35
Using your Initiative	Retail Applied	35
Handling Complaints – Taking Ownership	Retail Applied	35
The Self-Service Experience	Retail Applied	35
Service at the Cash Register	Retail Essentials	35
Connecting with Customers	Retail Essentials	35

Course	Sub Category	
Giving Advice (Confidently)	Retail Essentials	35
Dealing with Stressful Situations	Retail Essentials	35
The Importance of Procedures	Retail Essentials	35
The Basics of Commercial Awareness	Retail Essentials	35
Developing Product Knowledge	Retail Essentials	35
The Desire to Help Others	Retail Essentials	35
Service with a Smile (Even When Tired)	Retail Essentials	35
Greeting Customers	Retail Essentials	35
Social Commerce	Retail Mastery	35
Online Stores in Offline Spaces	Retail Mastery	35
Hyper-Personalization & Hyper-Localization	Retail Mastery	35
Retail & Augmented Reality	Retail Mastery	35
Creating a Retail Experience - Not just Shopping	Retail Mastery	35
Show, Don't Tell	Marketing Training Basics	25
The Power of Networking	Marketing Training Basics	25
Brand Ambassadors	Marketing Training Basics	25
The Role of Partnerships	Marketing Training Basics	25
Curating the Right Content	Marketing Training Basics	25
The Power of Social Media	Marketing Training Basics	25
Know Your Customers	Marketing Training Basics	25
Do Your Research (Brand and Product)	Marketing Training Basics	25
Your Shop Window, Your Website	Marketing Training Basics	25
Introduction to Marketing Automation	Marketing Training Basics	25
Digital Accessibility	Marketing Training Basics	25
Planning Campaigns	Marketing Skills Applied	25
SEO and PPC	Marketing Skills Applied	25
Digital Marketing: LinkedIn and Social Media	Marketing Skills Applied	25
Customer Insights and Analysis	Marketing Skills Applied	25
Digital Optimization	Marketing Skills Applied	25
Content Marketing	Marketing Skills Applied	25
Email Marketing	Marketing Skills Applied	25
Influencer and Affiliate Marketing	Marketing Skills Applied	25
Viral Marketing	Marketing Skills Applied	25
Developing Your Marketing Strategy	Marketing Skills Applied	25
The Marketing Funnel - From the Top to the Bottom	Marketing Skills Mastery	30
The Power of Pillar Pages	Marketing Skills Mastery	30
Campaign Management	Marketing Skills Mastery	30
Inbound vs. Outbound Marketing	Marketing Skills Mastery	30
Creating High-Value Content	Marketing Skills Mastery	30
Content Management Systems	Marketing Skills Mastery	30
Content Communities	Marketing Skills Mastery	30
AI-Powered Copy	Marketing Skills Mastery	30
The Power of User-Generated Content	Marketing Skills Mastery	30
The Different Content Marketing Strategies	Marketing Skills Mastery	30

Human Resources Courses   Sub Category

Course	Sub Category	
Flexible and Remote Working	HR Training Essentials	40
Employee Engagement	HR Training Essentials	40
Bullying and Violence	HR Training Essentials	40
Talent Management and Development	HR Training Essentials	40
Handling Disciplinaries	HR Training Essentials	40
Adapting to Innovation	HR Training Essentials	40
The Importance of Training	HR Training Essentials	40
HR for Non-HR Managers	HR Training Essentials	40
Performance Management	HR Training Essentials	40
Preparing for a One-to-One Meeting (Manager)	Performance Management	35
Preparing for a One-to-One Meeting (Employee)	Performance Management	35
Running an Effective One-to-One Meeting	Performance Management	35
Effective questioning for One-to-One Meetings	Performance Management	35
How to take good notes in a Meeting	Performance Management	35
Having a Constructive Conversation About Low Performance	Performance Management	35
Running One-to-One Meetings Remotely	Performance Management	35
Manager vs. Coach vs. Mentor	Performance Management	35
Managing Short & Long-Term Sickness	Performance Management	35
Hiring Right, First Time	Recruitment Training	40
Career Planning	Recruitment Training	40
First Impressions	Recruitment Training	40
Interview Skills	Recruitment Training	40
Importance of Onboarding	Recruitment Training	40
Growth Mindset	Learning & Development Essentials	20
Promoting Social Learning	Learning & Development Essentials	20
Learning and Employee Engagement	Learning & Development Essentials	20
Learning Culture in the Workplace	Learning & Development Essentials	20
Learning ROI	Learning & Development Essentials	20
Defining Learning Objectives	Learning & Development Essentials	20

Course	Category	Value
The Power of Microlearning	Learning & Development Essentials	20
Learning Styles	Learning & Development Essentials	20
The Psychology of Learning	Learning & Development Essentials	20
Removing the Barriers to Learning	Learning & Development Essentials	20
Creating a Learning Strategy	Learning Applied	30
The Flipped Classroom	Learning Applied	30
Using Blended Learning	Learning Applied	30
Synchronous vs. Asynchronous Learning	Learning Applied	30
The Purpose of UX and UI in Learning	Learning Applied	30
Learning to Let your Best People Leave	Nurturing Talent	25
Fostering Peak Performance	Nurturing Talent	25
Identifying Employees' Personal Goals	Nurturing Talent	25
Don't Avoid Low Performance	Nurturing Talent	25
Encouraging Employee Stretch	Nurturing Talent	25
What is Hybrid Working?	Hybrid Working	25
From Remote To Hybrid Working: The Role of Leadership	Hybrid Working	25
Hybrid Working: Managing Employee Experiences (In-House vs. Remote)	Hybrid Working	25
Creating an Inclusive Environment for the Hybrid Workforce	Hybrid Working	25
The Perfect Hybrid Working Policy	Hybrid Working	25

Employee Termination Courses — NO Sub Category

Course	Category	Value
Disclosure of Dismissals	Employee Termination	37
Effective Exit Meetings	Employee Termination	37
Having Tough Conversations	Employee Termination	37
Implementing a Performance Plan	Employee Termination	37
The Correct Way to Dismiss an Employee	Employee Termination	37

Diversity and Inclusion Courses — NO Sub Category

Course	Category	Value
Types of Discrimination	Diversity and Inclusion	15
Confronting Discrimination	Diversity and Inclusion	15
The Value of Diversity and Inclusion in the Workplace	Diversity and Inclusion	15
Unconscious Bias	Diversity and Inclusion	15
Recognizing Your Privilege	Diversity and Inclusion	15
Gender Inclusion	Diversity and Inclusion	15
The Key Values of Equality, Diversity and Inclusion	Diversity and Inclusion	15

Compliance Essentials — NO Sub Category

Course	Category	Value
Equality and Diversity	Compliance Essentials	45
Whistleblowing	Compliance Essentials	45
Code of Conduct – Working Well with Everyone	Compliance Essentials	45
Active Shooter	Compliance Essentials	45
Anti-Money Laundering	Compliance Essentials	45
Anti-Bribery Practices	Compliance Essentials	45
Drug and Alcohol Abuse	Compliance Essentials	45
Fire Safety Awareness	Compliance Essentials	45
Sexual Harassment	Compliance Essentials	45
Conflict of Interest	Compliance Essentials	45
Whistleblowing - The Business Version	Compliance Essentials	45
Drug & Alcohol Abuse - Employee Version	Compliance Essentials	45
Fire Warden: Roles & Responsibilities	Compliance Essentials	45
Environmental, Social & Corporate Governance (ESG)	Compliance Essentials	45
Compliance in Recruitment	Compliance Essentials	45
Return-to-Work Compliance	Compliance Essentials	45
Data Ownership: The Importance of Data Accuracy	Compliance Essentials	45
Contractor Management	Compliance Essentials	45
Managing Supply Chain Compliance	Compliance Essentials	45

Coaching and Mentoring Essentials — NO Sub Category

Course	Category	Value
Creating Accountability	Coaching and Mentoring Essentials	25
The Power of Silence	Coaching and Mentoring Essentials	25
The Importance of Goal Setting	Coaching and Mentoring Essentials	25
The Art of Listening (for Coaching)	Coaching and Mentoring Essentials	25
Asking the Right Questions	Coaching and Mentoring Essentials	25
Building Trust and Rapport	Coaching and Mentoring Essentials	25
Establishing a Coaching Culture	Coaching and Mentoring Essentials	25
Using Coaching Models	Coaching and Mentoring Essentials	25
Introduction to Coaching	Coaching and Mentoring Essentials	25
Giving Effective Feedback	Coaching and Mentoring Essentials	25

Emotional Intelligence Essentials Courses — NO Sub Category

Course	Category	Value
What is EQ?	Emotional Intelligence Essentials	35
Self-Awareness	Emotional Intelligence Essentials	35
Self-Regulation	Emotional Intelligence Essentials	35
Emotional Intelligence: Motivation	Emotional Intelligence Essentials	35
Emotional Intelligence: Empathy	Emotional Intelligence Essentials	35

Social Skills	Emotional Intelligence Essentials	35
Improving your EQ	Emotional Intelligence Essentials	35
Conflict Management Using EQ	Emotional Intelligence Essentials	35
Collaboration and Developing EQ in Teams	Emotional Intelligence Essentials	35
Creativity and EQ	Emotional Intelligence Essentials	35

Presentation Skills Essentials Courses — NO Sub Category

Presentations and The Magic of Stories	Presentation Skills Essentials	35
What Makes a Good Presentation?	Presentation Skills Essentials	35
Presenting with Power: Hints and Tips	Presentation Skills Essentials	35
Structuring your Presentations	Presentation Skills Essentials	35
Setting up for Successful Presentations	Presentation Skills Essentials	35
Dealing with Nerves	Presentation Skills Essentials	35
Using Positive Visualization	Presentation Skills Essentials	35
Power Posing	Presentation Skills Essentials	35
The Art of Breathing	Presentation Skills Essentials	35
Becoming a Master Orator	Presentation Skills Essentials	35

Customer Focused Courses — Sub Category

Maintaining Composure	Customer Service Applied	25
Achieving Clarity	Customer Service Applied	25
Practicing Positivity	Customer Service Applied	25
Nurturing Customer Relationships	Customer Service Applied	25
Using the Right Language	Customer Service Applied	25
Going Beyond Customer Service	Customer Service Training Essentials	25
Technology	Customer Service Training Essentials	25
Managing Customer Expectations	Customer Service Training Essentials	25
Handling Complaints Gracefully	Customer Service Training Essentials	25
Customer Loyalty	Customer Service Training Essentials	25
Customer Relationships	Customer Service Training Essentials	25
The Importance of Brand	Customer Service Training Essentials	25
Maintaining Customer Service Across Channels	Customer Service Training Essentials	25
Anticipating Customers' Needs	Customer Service Mastery	33
Customer Service Coaching	Customer Service Mastery	33
Customer Service is not a Cost Center	Customer Service Mastery	33
Customer Service through Social Media	Customer Service Mastery	33
Empowering Customer Service	Customer Service Mastery	33
High-Touch Customer Service	Customer Service Mastery	33
Managing Remote Customer Service Teams	Customer Service Mastery	33
Self-Service Customer Management	Customer Service Mastery	35
Tracking and Improving the Customer Experience	Customer Service Mastery	35
Understanding Customer Types (Personas)	Customer Service Mastery	35

Personal Development Courses — Sub Category

Unlocking Your Potential	Career Management	20
Setting your Career Goals	Career Management	20
Discovering Your Strengths and Weaknesses	Career Management	20
The Importance of a Mentor	Career Management	20
Your Personal Brand Story	Career Management	20
Internal Interview Preparation	Career Management	20
Working Smart	Career Management	20
Personal Development Plans and Sticking to Them	Career Management	20
Setting Stretch Goals	Career Management	20
The Myers-Briggs Type Indicator (MBTI) personality assessment & Career Development	Career Management	35
Persistence and Resilience	Work Ethic	17
Staying Motivated	Work Ethic	17
Avoiding Distractions	Work Ethic	17
Working Under Pressure	Work Ethic	17
Time Management	Work Ethic	17
Self-Management	Work Ethic	17
Multitasking and Being Organized	Work Ethic	17
Meeting Deadlines	Work Ethic	17
Being Punctual	Work Ethic	17
The Importance of Planning	Work Ethic	17
The Importance of Good Work-life Balance	Well-Being Training Essentials	17
Dealing with Stress	Well-Being Training Essentials	17
Understanding Emotions	Well-Being Training Essentials	17

Communication Skills Applied Courses — NO Sub Category

Communicating under Stress	Communication Skills Applied	30
Using Body Language	Communication Skills Applied	30
Interpreting Body Language	Communication Skills Applied	30
Tone of Voice	Communication Skills Applied	30
The Art of Storytelling	Communication Skills Applied	30
Assertive Communication	Communication Skills Applied	30

Managing Anger	Communication Skills Applied	30
Emotional Literacy	Communication Skills Applied	30
Managing Up	Communication Skills Applied	30
Email Etiquette	Communication Skills Applied	30

Teamwork Essentials — NO Sub Category

Collaboration	Employee Teamwork Essentials	30
Setting Common Goals	Employee Teamwork Essentials	30
The Power of Teamworking	Employee Teamwork Essentials	30
Communicating Openly	Employee Teamwork Essentials	30
Roles & Responsibilities	Employee Teamwork Essentials	30
Building Trust & Respect	Employee Teamwork Essentials	30
Celebrating Success	Employee Teamwork Essentials	30
Dealing with Difficult Personalities	Employee Teamwork Essentials	30
Encouraging Different Opinions	Employee Teamwork Essentials	30
Celebrating Difference & Diversity	Employee Teamwork Essentials	30
What is a Millennial (including values)	Employee Teamwork Essentials	30
Training Millennials	Employee Teamwork Essentials	30
Millennials and Technology	Employee Teamwork Essentials	30
Communicating with a Millennial	Employee Teamwork Essentials	30

Written Skills Courses — NO Sub Category

Report Writing: The Power of Visuals	Written Skills	30
The Stages of Report Writing: Investigating, Planning, Writing and Revising	Written Skills	30
The Basics of Business Writing	Written Skills	30
Developing Research Skills	Written Skills	30
The 5 Cs of Report Writing	Written Skills	30

Entrepreneurship — NO Sub Category

Being Prepared to Fail	Entrepreneurship	20
Taking Calculated Risks	Entrepreneurship	20
The Power of Influence	Entrepreneurship	20
Building Relationships and Networking	Entrepreneurship	20
Being Self-Aware	Entrepreneurship	20
The Power of Imagination	Entrepreneurship	20
Being Curious	Entrepreneurship	20
The Entrepreneurial Mindset	Entrepreneurship	20
The Five Ps: Persistence, Patience, Purpose, People & Profits	Entrepreneurship	20
Turning Ideas into Action	Entrepreneurship	20

Finance Training Essentials — Sub Category

The Importance of Cash Flow	Finance Training Essentials	30
Key Financial Statements	Finance Training Essentials	30
The Flow of Money	Finance Training Essentials	30
The Basics of Financial Management	Finance Training Essentials	30
The Value of Budgeting	Finance Training Essentials	30
Vulnerable Customers and Finance	Finance Training Essentials	30
Financial Risk Management	Finance Training Essentials	30
The Basics of Accounting	Finance Training Essentials	30
Financial Ratios	Finance Training Essentials	30
Financial KPIs - Measuring Performance	Finance Training Essentials	30
Financial Regulation Frameworks	Financial Compliance	30
KYC - Know Your Customer	Financial Compliance	30
Tax Evasion (Domestic & International)	Financial Compliance	30
Accounting Ethics	Financial Compliance	30
Finance Roles - Pre-Employment Checks	Financial Compliance	30
Gifts & Hospitality	Financial Compliance	30
Anti-Corruption	Financial Compliance	30
Dealing with Consumer Fraud	Financial Compliance	30
Trade Surveillance & Rogue Trading	Financial Compliance	30
Greenwashing	Financial Compliance	30

Workplace Health and Safety Courses — Sub Category

OSHA Worker Rights and Protection	OSHA-Workplace Safety	35
Fall Prevention	OSHA-Workplace Safety	35
PPE (Personal Protective Equipment)	OSHA-Workplace Safety	35
OSHA Severe Injury Reporting and Record Keeping	OSHA-Workplace Safety	35
Trenching and Excavation	OSHA-Workplace Safety	35
Going Remote	Workplace Training Essentials	40
Don't Walk & Text	Workplace Training Essentials	40
Driving & Using Your Phone	Workplace Training Essentials	40
Don't Speed On Site	Workplace Training Essentials	40
Workstation Ergonomics	Workplace Training Essentials	40
Manual Handling	Workplace Training Essentials	40
Reporting a Hazard	Workplace Training Essentials	40

Cable Management	Workplace Training Essentials	40
Use the Handrail	Workplace Training Essentials	40
Slips, Trips, and Falls	Workplace Training Essentials	40
The Dangers of Sitting Down	Health Training Essentials	17
Kicking Bad Habits	Health Training Essentials	17
Well-being and Productivity	Health Training Essentials	17
The Importance of Exercise	Health Training Essentials	17
The Importance of Sleep	Health Training Essentials	17
Eating Healthily	Health Training Essentials	17
Promoting Health and Well-being at Work	Health Training Essentials	17
Food Safety and Cross Contamination	Food Safety Essentials	15
Food Allergy Awareness	Food Safety Essentials	15
Handling Food Safely	Food Safety Essentials	15
Food Fraud Prevention	Food Safety Essentials	15
Food Safety Management Systems	Food Safety Essentials	15
Creating Robust HACCP Plans	Food Safety Applied	15
Using Process Automation in Food Safety	Food Safety Applied	15
The Importance of Food Labeling	Food Safety Applied	15
Innovation in Packaging	Food Safety Applied	15
Food Safety - The Last Mile	Food Safety Applied	15

Workplace Housekeeping Courses — Sub Category

The Importance of Workplace Housekeeping	Workplace Housekeeping	15
Workplace Inspections	Workplace Housekeeping	15
Near Misses and Workplace Safety	Workplace Housekeeping	15
The Role of Hygiene in the Workplace	Workplace Housekeeping	15
Washing your Hands	Workplace Housekeeping	15

Mindfulness Courses — NO Sub Category

Mindfulness	Mindfulness	24
Dealing with Grief	Mindfulness	24
Feeling Lonely	Mindfulness	24
Learning to Let Go	Mindfulness	24
Learning to Stay Calm	Mindfulness	24
Living in the Moment	Mindfulness	24
Breathing Techniques to Relax	Mindfulness	24
Raising Low Self-Esteem	Mindfulness	24
Relaxation through Meditation	Mindfulness	24
Stress, Fear and Panic	Mindfulness	24

Mastering Happiness — NO Sub Category

The Power of Self-Reflection	Mastering Happiness	17
Changing Negative Habits	Mastering Happiness	17
Self-Limiting Beliefs	Mastering Happiness	17
Finding Happiness Within Yourself	Mastering Happiness	17
Finding your Purpose and Passion	Mastering Happiness	17

Online Social Presence Courses — NO Sub Category

The Right Way to use Social Media	Online Social Presence	25
Building your Personal Brand	Online Social Presence	25
LinkedIn - Using your Best Profile to Promote your Business	Online Social Presence	25
LinkedIn and Social Media Networking	Online Social Presence	25
Social Media - Hints and Tips (to avoid)	Online Social Presence	25

Networking Courses — NO Sub Category

What is Networking?	Networking	20
Carrying and Ending a Conversation	Networking	20
Common Networking Pitfalls	Networking	20
Following up with Your Connections	Networking	20
Key Traits of a Successful Networker	Networking	20
Overcoming Shyness	Networking	20
Preparing to Network (Research and Prep)	Networking	20
Virtual Networking	Networking	20
Approaching People and Introductions	Networking	20
Your Personal Elevator Pitch	Networking	25

Data & Digital Transformation Courses — Sub Category

Visualizing Data	Data Analysis	30
The Power of Big Data	Data Analysis	30
Data Ownership	Data Analysis	30
Data Literacy	Data Analysis	30
What is Digital Transformation?	Digital Transformation Essentials	30
Why do you Need a Digital Culture?	Digital Transformation Essentials	30
The Four Types of Digital Transformation	Digital Transformation Essentials	30
Digital Disruption	Digital Transformation Essentials	30

The Design Thinking Mindset	Digital Transformation Essentials	30
What is a Digital Transformation Strategy?	Digital Transformation Essentials	30
The Power of Data Visualization	Digital Transformation Essentials	30
The Impact of Training on Digital Change	Digital Transformation Essentials	30
Leading a Digital Transformation	Digital Transformation Essentials	30
Is Digital Transformation just Change?	Digital Transformation Essentials	30

Cybersecurity Training Essentials

NO Sub Category

The Power of a Strong Password	Cybersecurity Training Essentials	35
The Danger of Viruses & Malware	Cybersecurity Training Essentials	35
Keeping your Data Safe	Cybersecurity Training Essentials	35
Keeping your Mobile Safe	Cybersecurity Training Essentials	35
The Risks of Ransomware	Cybersecurity Training Essentials	35
Network Security and Cloud Computing	Cybersecurity Training Essentials	35
Phishing and Anti-Spam Software	Cybersecurity Training Essentials	35
Social Engineering	Cybersecurity Training Essentials	35
Internet of Things Attacks	Cybersecurity Training Essentials	35
Security and Compliance Audits	Cybersecurity Training Essentials	35
Identity Theft	Cybersecurity Training Essentials	35
GDPR - General Data Protection Regulation	Cybersecurity Training Essentials	35
Data Protection	Cybersecurity Training Essentials	35
Data Breaches	Cybersecurity Training Essentials	35
PCI DSS (Payment Card Compliance)	Cybersecurity Training Essentials	35
Information Security	Cybersecurity Training Essentials	35
Wi-Fi Security	Cybersecurity Training Essentials	35
Use of External Drives	Cybersecurity Training Essentials	35
Incident Management and Response	Cybersecurity Training Essentials	35
Threat Surveillance (24/7 Monitoring)	Cybersecurity Training Essentials	35
Penetration Testing	Cybersecurity Training Essentials	35
Information Security Governance	Cybersecurity Training Essentials	35
IT Disaster Recovery and Fallback	Cybersecurity Training Essentials	35
Secure Remote Working	Cybersecurity Training Essentials	35
Coding and Cybersecurity	Cybersecurity Training Essentials	35
Responding to a Ransomware Attack	Cybersecurity Training Essentials	35

Technology

NO Sub Category

What is Artificial Intelligence?	Artificial Intelligence Essentials	30
What is Machine Learning?	Artificial Intelligence Essentials	30
Deep Reinforcement Learning	Artificial Intelligence Essentials	30
Harnessing the Power of AI	Artificial Intelligence Essentials	30
Ethics and Artificial Intelligence	Artificial Intelligence Essentials	30
What is Coding?	Coding for Everyone	25
Understanding APIs	Coding for Everyone	25
HTML Development for Everyone	Coding for Everyone	25
PHP for Everyone	Coding for Everyone	25
JavaScript for Everyone	Coding for Everyone	25