share

eLearning



Welcome

Welcome to the Share eLearning course brochure 2026
eLearning provides flexibility for both you and your learners, allowing you to study at your convenience. Additionally, we offer a diverse range of courses for you to select from.

What our system offers

Our platform empowers members to design their own learning experiences, oversee events, and track team progress. We provide a wide range of courses for staff and committee members, and as a Share member, you have the opportunity to contribute to the development of future courses.

Accessing Share eLearning

Our e-Learning system is compatible with all platforms and devices including android and IOS.

Our eLearning platform, available exclusively to Share members, provides you with the tools to learn, develop, and grow. If you're interested in learning more, why not schedule a demo today? Our Digital L&D experts will walk you through the features and benefits our system offers for you and your team.

Please note: this document is live, and additional courses will be incorporated throughout the year. To ensure accuracy, please verify that you are utilising the most up-to-date version which can be found on our website.

LEARN MORE

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Landlords & Letting Agents

This pathway contains a range of courses which have been collated by Share. These courses can help boost your knowledge of how to manage your private rental tenanted portfolio in Scotland.

Anti-Money Laundering Course

- Money laundering compliance
- Offenses under the proceeds of crime act 2002
- Suspicious activity reports
- Money laundering regulations and how to adhere to them

Introduction to the Anti-Social Behaviour Act 2004

Dealing with Anti-Social Behaviour: a guide for Landlords and Letting Agents

Repairing Standards in Scotland - Private Rented Sector

Non-resident Landlords, A brief guide for Letting Agents

Handling Client Money

Evictions & Civil Proceedings



Scottish Property Factors

These activities have been specifically created to increase your skills and knowledge when managing your factored properties in Scotland.

Introduction to Scottish Property Deeds

- A brief history of Scottish title deeds
- The structure of Scottish title deeds
- The burden of Scottish title deeds

Factoring Delivering an Excellent Service

Introduction to the Property Factors Scotland Act 2011

Managing common property repairs

Homeowner Debts

Managing Owners Complaints:

- Introduction to managing homeowners' complaints
- Managing homeowners' complaints, case studies

Scottish Housing Courses

The pathway contains a selection of courses relating to Scottish Housing, developed by Share. Within this pathway you will find courses on housing management, housing acts, housing law and transferable housing courses.



Scottish Housing Management

This pathway contains all the courses for Scottish Housing Management for Staff and Committee

Staff

Governance for all staff

Homelessness prevention course

Welfare Benefits

- Introduction to benefits & terminology
- Other benefit types
- Social funds & additional benefits
- Universal credit & tax credits

Planning the move

- Introduction to Housing Allocations
- Allocations Policies - module 2
- Introduction to planning your move
- Planning your move in the private rented sector
- Reputable landlords & letting agents
- Affordability & finance checks
- Viewing properties
- The application process
- Paying the deposit
- Arranging insurance
- Mid-market rentals
- Assessment: test your knowledge

Moving in/Living in

- Tenancy Sustainment
- Introduction to Housing Allocations
- Introduction to moving in & living in
- Private residential tenancy
- Repairing standards
- Mould, Condensation and Damp
- Property inspections & contractor's access
- Decoration & property modifications
- Rent increases
- Dealing with arrears of rent
- Communicating with the landlord or agent
- Tackling anti-social behaviour
- Assessment: test your knowledge

Moving out

- Managing Tenant Arrears
- Introduction to moving out
- Ending the tenancy
- Returning the deposit
- Deposits - you are the adjudicator
- Complaints
- Ending the Utilities
- Gathering Reference
- Assessment: test your knowledge

Committee

Governance responsibilities for Committee/Board

Questions you should be asking Factoring for Committee

Chairing Skills

Getting on board

Introduction to Housing - Housing Associations & Housing Cooperatives

Introduction to Housing Finance

- Introduction to finance & financial terminology
- Income and expenditure & financial documents
- Medium and long-term financial planning
- Annual accounts, ratios and auditing

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Introduction to Housing Maintenance

- Introduction to housing maintenance
- Maintenance strategies
- Delivery of housing maintenance
- Procurement for housing maintenance

Introduction to Housing Management

- Introduction to housing management
- Role of the committee & staff
- Housing management and practice
- Estate management

Introduction to Property Development

- Introduction to property development
- Funding for property development
- Development process
- Design and completion

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Scottish Housing Regulation - Pathway

This pathway contains a variety of courses on Scottish Housing Regulation for Staff and Committee.

Staff

- Notifiable Events
- Notifiable Events - Lessons Learned
- Whistleblowing for staff
- Modelling complaints handling procedures - Staff
- The right to repair

Committee

- Notifiable Events
- Notifiable Events - Lessons Learned
- Whistleblowing for committee board
- Regulatory Framework
- Scottish Social Housing Charter
- Entitlements, Payments and Benefits
- Modelling complaints handling procedures
- Committee Code of conduct

Scottish Housing Legislation - Pathway Staff

This pathway contains all the courses on Scottish Housing Regulation for Staff and Committee.

Staff

- GDPR & FoISA
- Anti-social behaviour

Committee

- GDPR & FoISA

The Housing Scotland Act 2010

- Introduction to the Act
- The Scottish regulator and its functions
- Performance and regulation of social landlords The
- Scottish housing charter and its standards Pre-
- action requirements for rent arrears cases Housing
- support duty for homelessness applicants

The Housing Scotland Act 2014

- Introduction to the Act
- Right to buy
- Section 3 & 4 of the Act
- Mobile home sites

The Tenements Scotland Act 2004

- The Development management scheme
- Tenements Scotland Act 2004

Homelessness Person (Scotland) Act 2003

- Introduction
- Priority need for accommodation
- Intentional Homelessness
- Local connection & homeless accommodation
- Person at risk of domestic abuse
- Enforcement's assured tenancies & recoveries

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Scottish Housing – Induction for new committee members

Committee

- Introduction to Housing Association and Housing Cooperatives
- Governance Responsibilities for Committee/Board members Get on
- Board
- Notifiable events
- Whistleblowing for Committee
- Regulatory Framework
- Scottish Social Housing Charter
- Entitlements, Payments and Benefits
- Code of Conduct for Governing Body Members
- Model Complaints Handling Procedure
- Annual Assurance Statement
- Governing Body Appraisals

Introduction to Housing Finance

- Introduction to finance & financial terminology
- Income and expenditure & financial documents
- Medium and long-term financial planning
- Annual accounts, ratios and auditing

Introduction to Housing Maintenance

- Introduction to housing maintenance
- Maintenance strategies
- Delivery of housing maintenance
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- Introduction to property development
- Funding for property development
- Development process
- Design and completion



Soft Skills

This pathway contains a range of courses which have been collated by Share. These courses can help boost your knowledge of how to handle situations in the workplace.

How to be assertive
Change Management
Equal Opportunities
Growing Culture Awareness
Introduction to Mental Health
Cost of living
Problem Solving and Decision Making
Stress Management - Employees
Stress Management - Managers
Time Management



Cyber Awareness & Resilience

These activities provide you with the knowledge and skills to better face cyber threats and risks. The full range of learning courses will help you understand the risks and provide best practice guidance on managing valuable information and being safer online.

Cyber Security
Handling data
Information Security
Malware attack
Passwords and authentication
Phishing
Practical cyber security awareness
Protecting your business from cyber attacks
Reporting cybercrime
Responding to a cyber attack
Safe device use
Staying safe online
Whaling attack

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Governance, Risk and Compliance

These courses are designed to support you with your governance and compliance, environmental and social challenges. Undertaking training on these topics will help develop awareness and build a compliant culture, delivering better outcomes for employees and customers.

AI and Data Protection
AI and Sustainability
Alcohol Licensing Law
Alcohol Licensing Law (Scotland)
Anti-Facilitating Tax Evasion for Business
Anti-Money Laundering
Anti-Money Laundering and Countering Terrorist Financing for Governance, Risk and Compliance
Avoiding Bribery Risks for Business
Bribery Act Refresher
Bribery and Corruption for Governance, Risk and Compliance
Bullying and Harassment
Combatting market abuse for Governance, Risk and Compliance
Competition Law
Criminal Corporate Liability for Governance, Risk, and Compliance
Data Protection UK
Disciplinary and Grievance Procedures
Environmental Awareness
Environmental, Social and Governance (ESG) for Senior Leaders for Governance, Risk and Compliance
Equity, Diversity and Inclusion for Governance, Risk and Compliance
Ethical Use of AI - Managers
Ethical Use of Artificial Intelligence (AI) for Colleagues
EU AI Act
Fair Treatment of Customers
Family Leave
Fighting Fraud for Governance, Risk and Compliance
Finance and Budgeting Basics
Freedom of Information for Governance, Risk and Compliance
GDPR EU Advanced
GDPR EU Essentials
International Business Travel
Introduction to sustainability for Governance, Risk and Compliance
Managing regulatory reviews and audits for Governance, Risk and Compliance
Modern Slavery for Governance, Risk and Compliance

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Governance, Risk and Compliance (cont.)

Payment Card Industry (PCI) Awareness for Governance, Risk and Compliance
Preventing Radicalisation and Extremism
Right to Work
Serving Alcohol Responsibly
Sexual Harassment including the Worker Protection Act
Supporting Wellbeing and Attendance
Sustainable business management
The Data Protection Act (DPA) 2018 & UK GDPR
UK GDPR for Education
Unconscious Bias
Understanding Neurodiversity in the Workplace
Whistleblowing with Confidence for Governance, Risk and Compliance
Whistleblowing with confidence for managers for Governance, Risk and Compliance
Workplace Security



Health & Safety

Health and Safety is a necessity for all businesses to maintain compliance with the law and to protect the workforce. These interactive, responsive modules make compliance training effective and engaging.

Health and Safety for Specialty Sectors

Chemical Hazards

Chemical hazards generally refer to a type of occupational hazard caused by exposure to chemicals in the workplace. These courses are designed to explain the need to assess the risks of chemicals in a work environment which can be harmful and enter the body in various ways.

Control of Major Accident Hazards (COMAH) Regulations 2015
COSHH
GHS Classification

Safeguarding

Safeguarding is everybody's responsibility, with each of us having a moral duty to recognise, record, report and respond to any concerns about harm and abuse. These activities cover a range of safeguarding issues related to Children and Vulnerable Adults for England and Wales, Scotland, and Northern Ireland.

Safeguarding Children
Safeguarding Vulnerable Adults

Healthcare

Safeguarding is everybody's responsibility, with each of us having a moral duty to recognise, record, report and respond to any concerns about harm and abuse. These activities cover a range of safeguarding issues related to Children and Vulnerable Adults for England and Wales, Scotland, and Northern Ireland.

Infection Control
Medicine Awareness
Mental Health Legislation

Food Safety & Hygiene

Food safety management is about complying with food hygiene and food standards. Any food businesses and handlers must ensure that food safety & hygiene measures and procedures in place to ensure that their practices minimise the risk of harm to the consumer.

Food HACCP Level 3
Food Law
Food Safety Level 3
Food Safety Refresher
Food Allergies
Food Safety Level 1
Food Safety Level 2
Personal Hygiene

Health and Safety Fundamentals

Employee Workplace Safety

Employee workplace safety refers to the working environment at an organisation and encompasses all factors that impact the safety, health, and welfare of employees.

Display Screen Equipment (DSE) & Workstation Safety
Electrical Safety
First Aid (Refresher)
The Highway Code (2022 Changes)
Driving Safety
First Aid in the Workplace
Family Leave
Health and Safety for home workers
Health and Wellbeing

Health and Safety Fundamentals (Cont)

Lone Working
Manual Handling
Slips, Trips and Falls
Stress Awareness
Supporting Wellbeing and Attendance
Fire Safety
Health and Safety in the Home
Health and Safety Introduction Introduction
Safety
Mould, Damp and Condensation
Moving and Falling Objects
Noise Awareness
Noise Awareness (Refresher)
Norovirus
Office Safety
Personal Protective Equipment (PPE)
Personal Protective Equipment (PPE)
Refresher
Provision and Use of Work Equipment
Regulations (PUWER)
Security and Terrorism Awareness
Stepladder and Ladder Safety
Violence and Aggression in the Workplace
Virus Prevention and Protection
Working at Height
Working with Young People
Workplace Safety
Young People at Work

Management Support

Health, Safety & Compliance training for the management team of your workplace is essential to ensure a safe working environment for all staff. These activities include Risk Assessment, Lone Working, Stress Management and Health & Safety for Managers.

Accident investigation
Fire Wardens
Managing Mould, Damp and Condensation
Personal Emergency Evacuations Plans (PEEP)
Risk Assessment
Business Continuity
Building a Health and Safety Culture
Health & Safety for Directors
Health & Safety for Managers
Respiratory Illness and Pandemic Awareness
Introduction to Health & Safety Audits
Managing Contractors
Accident Reporting (RIDDOR)
Accident Reporting (RIDDOR) Refresher

Health and Safety for Specialist Environments

Specialist Environments

These activities are designed to support organisations whose staff work and operate in specialist environments, as well as explore specialist health & safety areas including asbestos awareness, lone working, and confined spaces.

Asbestos Awareness
Dangerous Substances and Explosive Atmospheres Regulations (DSEAR)
Farm Safety
Malaria Awareness
Hot Weather Conditions
Hot Works
Building Safety Act
Construction Design Management Regulations
Confined Spaces
Permit to Work Systems
Respirable Crystalline Silica Awareness
Health and Safety for Cleaners
Laboratory Safety
Legionella
Steward Training
Student Health and Safety
Warehouse Safety
Winter Weather Awareness

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Vehicles, Plant & Equipment

These activities cover the best practice guidelines for employees who operate vehicles, plant or equipment as part of their role. By raising awareness of the key hazards and risks, these courses will help prevent accidents or incidents to your workforce.

Abrasive Wheels
Hand Arm Vibration
Lifting Operations and Lifting Equipment
Lift Truck Safety
Lockout/Tagout Safe Movements of Vehicles
Safe use of Hand and Power Tools



Mental Health and Wellbeing

Our resources help people understand their own mental health whilst also supporting others. They help people to maximise their wellbeing and bring about positive change no matter what the situation.

Building Resilience
Resilience is a key skill for dealing with the challenges of our ever-evolving world. The ability to develop positive mental health and wellbeing and build resilience can come in many different forms. These modules help the learner to understand the importance of focusing on the moment and not holding on to things which might cause us stress. These modules cover a range of topics from Letting Go, Resilience and Life Balance.

Building Healthy Boundaries
Changing My Behaviours
Avoiding Burnout
Dealing with Stress
Everyday Energy
Life Balance
Positive Thinking
Resilience

Mental Health Awareness

Our modules on mental health awareness introduce learners to a wide range of mental health topics. These modules offer practical guidance on supporting mental health in the workplace and outside. The topics are developed using a mixture of different multimedia approaches such as animations, info graphics and real-life stories.

Understanding Trauma
Fertility & Workplace Wellbeing
Guiding employees through difficult times
How to Support Yourself and Others with Mental Health
Living and Working with Addiction
Let's Talk About Mental Health
Menopause
Recognising and Managing Anxiety
Supporting Employees Returning from Parental Leave
Tackling Mental Health Stigma and Discrimination
Understanding Depression
Understanding Grief and Loss
Understanding Loneliness
Understanding Suicidal Thoughts and Feelings
Men's Mental Health
Collective Grief
Understanding Endometriosis
Self-care for Managers

Wellbeing

Wellbeing is now an important part of everyone's life and the focus and need for being able to establish and maintain personal wellbeing is greater than ever. These modules help learners to explore and understand many aspects of wellbeing and promote the benefits of positive wellbeing.

Digital Wellbeing Module
Relaxation
Winter Wellbeing
Benefits of good sleep
Financial Wellbeing
How workplace culture impacts employee mental health
Personal Safety

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Managing Emotions

Understanding our emotions is a key skill to developing great relationships with others. These modules walk learners through developing their own emotional intelligence and understanding the emotions of others. They help the learner to consider their own values and points of view in order to understand the values of others.

Value and Purpose
Relationship Building in the Hybrid Workplace
Mindset
Mindfulness
Empathy
Impact and Influence
Recognising Distress in a Team

Better Decision Making

Our modules based on decision making help learners to develop their ability to make balanced and informed judgements but also highlighting the importance of free and creative thinking. These modules cover a range of topics from critical thinking, creativity, and balanced judgement.

Healthy Living
Better Judgements
Critical Thinking

Mental Health and Wellbeing Podcasts

Talking is a vital part of mental health and wellbeing. These podcasts explore different aspects of mental health and wellbeing by talking to experts and those who have lived experiences to share. Join in the conversation and listen here.

Mental Health and Wellbeing Podcasts

- Resilience
- Endometriosis



Workplace Skills

These activities,covering a wide and growing range of soft skills, promote personal development and equip employees with the necessary skills and behaviours to be successful within the work environment.

Communication & Social Skills

The Communication and Social Skills range is designed to help staff become more confident and effective in their communications, when speaking, listening, and writing.

Communication
Active Listening
Communicating Under Pressure
Communicating with Body Language
Communicating with Emotional Intelligence
Effective Hybrid Teams
Effective Research Reports
Presenting with Confidence
Workplace Diplomacy

Leadership & Management

Accelerate your managers' development with motivational, effective, and engaging online training. Designed to improve the skills and confidence of managers and leaders, the range covers everything from coaching and mentoring to giving feedback.

A Manager's Guide to Learning with AI
Building a Strong Support Network for Employees
Managing an Intergenerational Team
Advanced Leadership

- Company Culture
- Challenging the status quo
- Ethical Leadership
- Flexible Leadership
- Operational Agility
- Planning for a crisis
- Succession Planning
- The need for strategy

Advanced Management

- Change Management
- Managing conflict at work Innovation
- Conducting effectiveinterviews

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Advanced Management (Cont)

- Coaching
- From Manager to Leader
- Mentoring
- Managing High-Performing Teams
- Managing Hybrid Working
- Psychological Safety
- Training for non-trainers

Aspiring Leadership

- Leadership Fundamentals
- How to Form a Mobilise a Team
- The Effective Leader

Aspiring Management

- Conducting Performance Reviews
- Code of Conduct
- Effective Meeting for Managers
- Giving and Receiving Feedback
- Hiring Right the First Time
- Planning and monitoring team performance

Personal Development

Personal development is about maximising strengths and improving areas of weaknesses. This range of activities are designed to help develop potential and improve employment skills through interactive online learning.

- Time Management
- Demystifying AI
- Agile project management
- Building Confidence at Work
- Effective Budget Management
- Foundations of Project Management
- How to build product roadmaps
- Making Effective Decisions at Work

Customer Experience

These activities offer staff insights into appropriate and effective customer service, from sending emails to handling complaints. The range is designed to offer useful advice for approaching new customers and maintaining existing ones.

- Foundations of Customer Experience
- Ways of communicating with customers
- Building relationships with customers
- Creating customer advocates
- The Customer Promise and Customer Journey
- Measuring Customer Experience
- Customer Complaints
- Building a Customer-centric Culture
- Technology and innovation
- Brand reputation
- Caring for Vulnerable Customers

Teamwork

Effective teamwork is an essential part of any working environment. These activities are designed to help staff become more effective team players and leaders, playing an active role in the success of the team. Our Teamwork series will help you to understand the different stages of a team, to find your role and to run a productive meeting.

- Teamwork
- Collaborative Working
- Digital Collaboration
- Effective Delegation
- Effective Meetings
- Find Your Role



Factsheets

Factsheets contain helpful summaries and advisory content related to current topics within the Scottish housing sector

- Update on the Housing (Scotland) Act 2025
- Landlords New Legal Duties on Damp and Mould – From October 2026
- Scottish Social Housing Charter – Key Updates – Jan 2026
- Scottish Housing Regulator – Risk Priorities 2025/2026

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