Version 4.0 | Oct 2026
This eMagazine is updated periodically by TrainedIn Marketing team to reflect our most current course offerings and accreditations.

TrainedIn™

Knowledge Driven. Learner Focused



The TrainedIn Course Catalogue

Your Partner in Skills, Compliance & Professional Growth. **Start Exploring**



Our Accreditations & Approvals

Pre-Hospital Emergency Care Council
APPROVED TRAINING INSTITUTION

QUALIFICATIONS NETWORK
APPROVED CENTRE

SOLAS SafePass
APPROVED TRAINING ORGANISATION

iosh

The CPD Certification Service

Irish Heart Foundation
Affiliated Training Site
Serial No: ACC7001073

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Welcome to TrainedIn

Knowledge Driven. Learner Focused



This digital booklet provides a snapshot of the range of accredited and non-accredited programmes available through TrainedIn. It is designed to give you an overview of the quality, diversity, and learner-focused approach that underpins everything we do.

At TrainedIn, we deliver comprehensive learning and development solutions that support organisational growth and compliance.

Here's what we can do for you...

Accredited and Non-Accredited Training – QQI, PHECC, QNUK, SOLAS, IOSH, Irish Heart Foundation, CPD UK and industry-recognised courses .

Learning Management System (LMS) – Hosting, learner tracking, and digital certification.

eLearning Design and Development – Custom interactive content tailored to your needs.

Bespoke Learning Solutions – Tailored programmes aligned with your business goals.

Consultancy and Quality Assurance – Guidance on validation, audits, and learning strategy.

THIS BOOKLET OFFERS JUST A TASTER OF WHAT WE CAN DELIVER.

For our full course catalogue, tailored programme design, or partnership enquiries,
Please contact:

Email : hello@trainedin.global
Website : www.TrainedIn.Global



TrainedIn™

Accredited Programmes (QQI Certified)

Nationally recognised qualifications that enhance professional credibility and support career progression through accredited learning pathways.



QQI Leadership & Management (6N2191 – Level 6)

Overview

This QQI-accredited programme equips learners with the knowledge, skills and competence to lead, motivate and manage teams effectively across a variety of work environments. It is ideal for current or aspiring managers who wish to develop their leadership capability and gain a nationally recognised qualification.

Who Should Attend



- Supervisors, team leaders and managers looking to formalise their leadership experience.
- Professionals preparing for promotion or greater responsibility.
- Individuals seeking to progress to higher-level management or training roles.



Learning Outcomes

- Evaluate different leadership styles and their application in varied contexts.
- Apply management techniques to improve team performance and cohesion.
- Communicate effectively with individuals and teams to achieve results.
- Lead change and manage conflict within the workplace.
- Demonstrate emotional intelligence and reflective leadership practice.

Course Content

- Understanding leadership and management theories.
- Motivating and developing teams.
- Effective communication and decision-making.
- Managing change and conflict.
- Performance management and goal setting.
- Reflective practice and personal development planning.





Delivery, Assessment & Certification

Delivered through blended or classroom-based workshops with group learning and reflective practice.
Assessment: Project, Skills Demonstration, Learner Record.
Certification: QQI Level 6 Award in Leadership and Management (6N2191).
Duration: 6 Days (spread over 9 weeks). Blended | Classroom Delivery

QQI Manual Handling Instruction (6N0233 – Level 6)

Overview

This QQI Level 6 award enables participants to design, deliver and assess manual handling training in the workplace. It is ideal for those seeking to become certified Manual Handling Instructors or to deliver in-house training compliant with current legislation.

Who Should Attend



- Health and safety officers or coordinators.
- Trainers and learning & development professionals.
- Supervisors and managers responsible for staff safety.



Learning Outcomes

- Explain relevant legislation, including the Safety, Health and Welfare at Work Act 2005.
- Describe the structure and function of the musculoskeletal system.
- Identify risk factors associated with manual handling tasks.
- Conduct manual handling risk assessments and advise on control measures. Deliver and evaluate manual handling training sessions.

Course Content

- Legislation and manual handling regulations.
- Anatomy and musculoskeletal structure.
- Ergonomics and injury prevention.
- Principles and practice of manual handling.
- Design and delivery of training sessions.
- Assessment of learner competence.





Delivery, Assessment & Certification

Delivered via blended or classroom training with practical demonstrations and microteaching sessions.
Assessment: Skills Demonstration and Written Assignment.
Certification: QQI Level 6 Award in Manual Handling Instruction (6N0233).
Duration: 5 Days. **Blended** | Classroom Delivery

QQI Safety & Health at Work (5N1794 – Level 5)

Overview

This QQI-accredited course provides learners with a comprehensive understanding of occupational health and safety principles, legislation, and best practice. It promotes a proactive approach to safety and helps organisations meet compliance obligations under Irish law.

Who Should Attend



- Employees, supervisors and team leaders with responsibility for health and safety.
- Safety representatives and committee members.
- Individuals preparing for further study in occupational health and safety.



Learning Outcomes

- Understand the role of health and safety in the workplace.
- Identify relevant legislation and apply it to practical situations.
- Carry out risk assessments and implement control measures.
- Promote safe systems of work and emergency procedures.
- Contribute to a positive safety culture in the workplace.

Course Content

- Introduction to occupational health and safety.
- Irish health and safety legislation and responsibilities.
- Risk assessment and hazard identification.
- Fire safety, manual handling and emergency planning.
- Accident reporting and investigation. Safety consultation and communication.





Delivery, Assessment & Certification

Delivered through tutor-led sessions, group work and practical workshops.
Assessment: Written Assignment and Examination.
Certification: QQI Level 5 Award in Safety and Health at Work (5N1794).
Duration: 5 Days. **Blended** | Classroom Delivery

Request a Quote or Contact Us

QQI Workplace Safety (4N1124 – Level 4)

Overview

This QQI Level 4 course introduces learners to safe work practices and promotes a strong safety culture. It is ideal for those entering or re-entering the workforce who require a practical understanding of basic health and safety principles.

Who Should Attend



- Entry-level employees or those returning to work.
- Learners progressing through NFQ Levels 3–5.
- Employers seeking to promote safety awareness among staff.



Learning Outcomes

- Understand the importance of workplace safety and individual responsibilities.
- Recognise common hazards and follow safety procedures.
- Demonstrate safe working practices in daily tasks.
- Contribute to a safe and positive work environment.

Course Content



- Rolesand responsibilities of employers and employees.
- Recognising and reporting hazards.
- Fire safety, PPE and manual handling awareness.
- Safety signage and emergency procedures.
- Accident reporting and incident prevention.



Delivery, Assessment & Certification

Delivered through interactive workshops and group activities.
Assessment: Skills Demonstration and Learner Record.
Certification: QQI Level 4 Award in Workplace Safety (4N1124).
Duration: 3 Days. **Blended** | Classroom Delivery

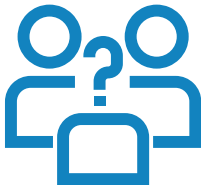
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QQI - Handling Food Hygienically (4N1119 – Level 4)

Overview

This QQI Level 4 course provides essential knowledge and skills to maintain high standards of food safety and hygiene in the workplace. It ensures compliance with legislation and supports best practice across catering, food production and retail environments.

Who Should Attend



- Food operatives and catering assistants.
- Entry-level staff in food retail, hospitality or manufacturing.
- Anyone seeking to understand basic food hygiene and safety requirements.



Learning Outcomes

- Understand the importance of food hygiene in preventing illness.
- Identify types and sources of food contamination.
- Follow safe food storage, preparation and handling procedures.
- Apply cleaning, sanitation and personal hygiene standards.

Course Content

- Introduction to food hygiene and safety principles.
- Causes and prevention of food poisoning.
- Cross-contamination and allergen awareness.
- Temperature control and storage practices.
- Cleaning, sanitising and pest control.
- Personal hygiene and protective clothing.





Delivery, Assessment & Certification

Delivered through tutor-led instruction, group discussion and practical demonstrations.
Assessment: Skills Demonstration and Short Written Assignment.
Certification: QQI Level 4 Award in Food Hygiene (4N1119).
Duration: 2 Days. **Blended** | Classroom Delivery

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Pre-Hospital Emergency Care Council

APPROVED TRAINING INSTITUTION

PHECC Accredited & Aligned Programmes

Accredited and aligned pre-hospital emergency care courses designed to equip learners with the skills, confidence, and certification required to respond effectively to medical emergencies in the workplace or community.



PHECC First Aid Response (FAR)

Overview

This 18HRS **Blended** PHECC-accredited programme equips learners with the knowledge and practical skills required to provide first aid in the workplace and community. It meets the requirements of the Safety, Health and Welfare at Work (General Application) Regulations 2007 and is recognised nationally as the standard for occupational first aid response.

Who Should Attend



- Designated workplace first aiders.
- Employees seeking PHECC-certified first aid training.
- Anyone wishing to develop competence in emergency first aid response.



Learning Outcomes

- Recognise and assess life-threatening and common medical emergencies.
- Respond effectively to cardiac arrest, choking, and unconsciousness.
- Provide care for bleeding, burns, fractures, and soft tissue injuries.
- Use an Automated External Defibrillator (AED) safely and effectively.
- Demonstrate infection control and record-keeping practices.

Course Content

- Patient assessment and scene management.
- CPR and AED use for adults, children, and infants.
- Respiratory, cardiac, and medical emergencies.
- Wounds, bleeding, fractures, burns, and shock.
- Stroke, diabetes, epilepsy, and poisoning. Record keeping and handover procedures.





Delivery, Assessment & Certification

Delivered through classroom-based instruction, demonstrations, and scenario-based training.
Assessment: Skills demonstrations, multiple-choice theory exam, and practical scenarios.
Certification: PHECC First Aid Response Certificate (valid 2 years).
Duration: 9HRS Self-Directed Learning + 9HRS Tutor-Led Practical Day. **Blended Learning**

Pre-Hospital Emergency Care Council
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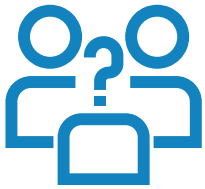
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PHECC First Aid Response Re-Certification

Overview

This 12HRS **Blended** Re-Certification programme is designed for those who hold a valid PHECC First Aid Response certificate and wish to renew their qualification. It ensures participants maintain current knowledge and competence in first aid response techniques.

Who Should Attend



- Certified First Aid Responders seeking renewal of their qualification.
- Employees requiring recertification to meet workplace compliance.



Learning Outcomes

- Refresh essential first aid response skills and knowledge.
- Demonstrate current CPR, AED, and patient assessment techniques.
- Update awareness of changes to PHECC clinical practice guidelines (CPGs).
- Maintain confidence in responding to medical and trauma emergencies.

Course Content

- Review of patient assessment and vital signs.
- Updated CPR/AED procedures in line with current guidelines.
- Review of medical, trauma, and environmental emergencies.
- Scenario practice and knowledge checks.





Delivery, Assessment & Certification

Delivered through interactive classroom-based training, demonstrations, and group scenarios.
Assessment: Practical skills demonstration and written test.
Certification: PHECC FAR Recertification Certificate (valid 2 years).
Duration: 6HRS Self-Directed Learning + 6HRS Tutor-Led Practical day, **Blended Learning**

Pre-Hospital Emergency Care Council
APPROVED TRAINING INSTITUTION

Request a Quote or Contact Us

First Aid Essentials – Paediatric First Aid

Overview

A PHECC-recognised one-day course for anyone caring for infants and children.
First Aid Essentials – Paediatric First Aid is a one-day (6.5 hours) course developed to the Pre-Hospital Emergency Care Council (PHECC) standard STN043. It equips you with the practical skills and knowledge to respond confidently to a suddenly ill or injured child until the emergency services arrive.

Who Should Attend



- Early years and childcare practitioners (crèches, pre-schools, Montessori settings)
- Childminders, au pairs and nannies
- Parents, guardians and grandparents
- Teachers, SNAs and school staff
- Sports coaches and youth-group leaders
- Anyone with a general interest in paediatric first aid



Learning Outcomes

- **Introduction to First Aid** – The role of the first aider, scene safety, communication, consent, legislation, safeguarding, and personal wellbeing.
- **Patient Assessment** – Primary and secondary surveys, vital signs, SAMPLE history, AVPU, and spinal injury recognition.
- **Injury Management –** Bleeding, burns, dental, musculoskeletal, head and spinal injuries.
- **Medical Emergencies** – Recognition and management of asthma, diabetes, anaphylaxis, poisoning, seizures, sepsis, meningitis, fainting, and altered consciousness.

Course Content



- **Cardiac First Response** – CPR, AED, choking, and life-threatening emergencies.
- **Introduction to First Aid** – Scene safety, communication, consent, and legal responsibilities.
- **Patient Assessment** – Surveys, vital signs, AVPU, SAMPLE, and spinal injury checks.
- **Injury Management** – Bleeding, burns, fractures, head and spinal injuries.
- **Medical Emergencies** – Asthma, diabetes, anaphylaxis, seizures, poisoning, and other common emergencies.



Delivery, Assessment & Certification

- **Duration**: 1 day (minimum 6.5 contact hours).
- **Class Size**: Maximum 1:8 instructor-to-learner ratio for practical sessions.
- **Delivery**: Presentations, demonstrations, group activities, practical skills, and blended learning.
- **Assessment**: Continuous practical assessment using PHECC skills sheets.
- **Certification**: Joint PHECC / recognised institution e-certificate, valid for 2 years.

Pre-Hospital Emergency Care Council
APPROVED TRAINING INSTITUTION

Request a Quote or Contact Us

First Aid Essentials – Basic First Aid

Overview

A PHECC-recognised one-day first aid course for the general public and workplaces.
First Aid Essentials – Basic First Aid is a one-day (6.5-hour) course developed to the PHECC STN044 standard. It equips learners with the practical skills and confidence to respond to common illnesses, injuries and life-threatening emergencies until professional help arrives.
The course includes Cardiac First Response – Community (CFR-C) alongside essential first aid skills, with training delivered in line with PHECC Clinical Practice Guidelines (CPGs) for use at home, in the workplace and in the community.

Who Should Attend



- Designated workplace first aiders
- Employees and employers wanting a practical first aid skill set
- Members of the public and community groups
- Sports coaches, clubs and activity leaders
- People working in remote, outdoor or austere environments (with relevant non-core modules)
- Anyone with a general interest in first aid



Learning Outcomes

- **Introduction to First Aid** – Understand the role of the first aider, scene safety, communication, consent, legal responsibilities, and safeguarding.
- **Patient Assessment** – Carry out primary and secondary surveys, assess vital signs, and identify spinal injury risks.
- **Injury Management** – Manage bleeding, burns, musculoskeletal, and suspected spinal injuries.
- **Medical Emergencies** – Recognise and respond to asthma, diabetes, seizures, anaphylaxis, poisoning, sepsis, fainting, and altered consciousness.

Course Content



- **Cardiac First Response –** CPR, AED use, choking, and life-threatening emergencies.
- **Introduction to First Aid** – Scene safety, communication, consent, legal responsibilities, and safeguarding.
- **Patient Assessment** – Primary and secondary surveys, vital signs, AVPU, SAMPLE, and spinal injury assessment.
- **Injury Management** – Bleeding, burns, musculoskeletal, and spinal injuries.
- **Medical Emergencies** – Asthma, diabetes, seizures, anaphylaxis, poisoning, sepsis, fainting, and altered consciousness.



Delivery, Assessment & Certification

- **Duration**: Minimum 6.5 contact hours (1 day or flexible delivery).
- **Delivery**: Presentations, demonstrations, practical skills, group activities, and blended learning.
- **Assessment**: Continuous practical assessment using PHECC skills assessment sheets.
- **Certification**: Joint PHECC / recognised institution e-certificate in First Aid Essentials – Basic First Aid, valid for 2 years.

Pre-Hospital Emergency Care Council
APPROVED TRAINING INSTITUTION

Request a Quote or Contact Us

TrainedIn™

PHECC Cardiac First Response – Community

Overview

This half-day certified course teaches participants how to recognise and respond to life-threatening cardiac emergencies such as heart attack, cardiac arrest, stroke, and choking. It includes instruction in adult, child, and infant CPR and AED operation in accordance with current PHECC Clinical Practice Guidelines.

Who Should Attend



- Members of the public or workplace staff seeking CPR and AED training.
- Community responders, sports coaches, and voluntary groups.



Learning Outcomes

- Recognise and respond to cardiac arrest, heart attack, stroke, and choking.
- Perform high-quality CPR and safely use an AED.
- Understand the chain of survival and early defibrillation principles.
- Demonstrate basic infection control and patient handover skills.

Course Content



- Adult, child, and infant CPR. AED setup and operation.
- Heart attack, cardiac arrest, and stroke response.
- Choking management for all ages. Scene safety and casualty communication.



Delivery, Assessment & Certification

Delivered via interactive classroom instruction with practical hands-on CPR and AED use.
Assessment: Practical demonstration and short written test.
Certification: PHECC Cardiac First Response – Community Certificate (valid 2 years).
Duration: Half Day.

Pre-Hospital Emergency Care Council
APPROVED TRAINING INSTITUTION

Emergency First Aid (PHECC-aligned)

Overview

This one-day introductory course provides participants with the essential knowledge and skills to respond to common workplace emergencies. It aligns with PHECC standards and is ideal for organisations requiring basic first aid awareness without full FAR certification.

Who Should Attend



- Employees, supervisors, and the general public seeking essential first aid skills.
- Workplaces requiring basic first aid training to complement their safety programme.



Learning Outcomes

- Recognise and respond to medical emergencies such as bleeding, burns, and fractures.
- Provide CPR and use an AED confidently.
- Demonstrate scene safety and casualty assessment techniques.
- Apply immediate care pending the arrival of emergency services.

Course Content



- Principles of first aid and emergency response.
- Scene safety, casualty assessment, and recovery position.
- CPR and AED use for adults.
- Wounds, bleeding, burns, and fractures.
- Medical emergencies overview and reporting procedures.



Delivery, Assessment & Certification

Delivered through tutor-led instruction, demonstration, and practical exercises.
Assessment: Continuous observation and a short written test.
Certification: TrainedIn Emergency First Aid Certificate (PHECC-aligned, valid 2 years).
Duration: 1 Day. Classroom Delivery

Pre-Hospital Emergency Care Council
APPROVED TRAINING INSTITUTION

Request a Quote or Contact Us

QUALIFICATIONS NETWORK APPROVED CENTRE

QNUK Accredited Courses

Workplace-ready qualifications designed to strengthen wellbeing, safety, and leadership skills while meeting recognised industry standards for compliance and best practice.



QNUK Level 3 Mental Health First Aiders

Overview

The QNUK Level 3 Award in Mental Health First Aiders is a nationally recognised qualification designed to equip learners with the skills, knowledge, and confidence to support colleagues experiencing mental health challenges. Participants will learn how to recognise the signs and symptoms of common mental health conditions, provide initial support, and guide individuals towards appropriate professional help.

Who Should Attend



- Line managers, HR professionals, and team leads
- Employees designated as Mental Health First Aiders
- Health & Safety and Wellbeing Officers
- Staff in high-stress or people-facing roles (e.g. healthcare, education, customer service)
- Any professional seeking to strengthen their ability to support workplace wellbeing



Learning Outcomes

Upon successful completion, participants will be able to:

- Understand the principles and role of Mental Health First Aid in the workplace
- Recognise signs and symptoms of common mental health conditions
- Approach, assess, and assist individuals in distress
- Listen non-judgmentally and provide reassurance and information
- Signpost individuals to appropriate professional or peer supports
- Maintain personal well-being when supporting others
- Contribute to a positive mental health culture within their organisation

Course Content



- Understanding mental health and mental ill-health
- The role and boundaries of the Mental Health First Aider
- Recognising and responding to stress, anxiety, depression, psychosis, and suicidal ideation
- Effective communication and non-judgemental listening
- Crisis intervention and safety planning
- Recovery principles and supporting return to work
- Confidentiality, boundaries, and signposting
- Legal responsibilities, policies, and workplace supports
- Building a mentally healthy workplace and reducing stigma



Delivery, Assessment & Certification

Delivered through interactive, tutor-led sessions combining theory, discussion, and practical scenario-based learning.

Assessment: Assessment is completed through: Multiple-choice knowledge assessment. Participation in practical exercises and learning activities

Certification: QNUK Level 3 Award in Mental Health First Aid in the Workplace (valid for 3 years).

Duration: 2 Days. **Blended** | Classroom Delivery

Request a Quote or Contact Us

SOLAS
SafePass
APPROVED TRAINING ORGANISATION

SafePass Training (SOLAS Approved)

We are proud to announce that we are now fully accredited by SOLAS to deliver the Safe Pass Programme, a mandatory health and safety awareness training for all construction site workers in Ireland.

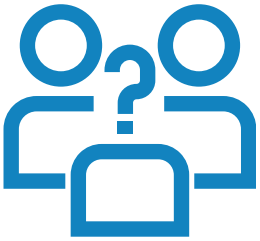


SafePass Training (SOLAS Approved)

Overview

The SafePass programme is a one-day health and safety awareness course designed to ensure that all construction site workers in Ireland have a basic knowledge of health and safety practices. The programme is required by law for anyone working on construction sites and is approved by SOLAS.
This course aims to promote a strong safety culture by increasing awareness of workplace hazards and safe working practices.

Who Should Attend



This course is essential for:

- All individuals working on construction sites in Ireland
- General construction workers, labourers, and apprentices
- Craft workers and trainees
- Anyone requiring a SafePass card to access construction sites



Learning Outcomes

On completion of this programme, learners will be able to:

- Understand their responsibilities regarding health and safety on site
- Identify common hazards and risks in the construction environment
- Apply safe working practices to prevent accidents and injuries
- Understand the importance of personal protective equipment (PPE)
- Recognise emergency procedures and reporting requirements

Delivery, Assessment & Certification

- **Delivery**: Classroom-based training delivered by an approved SOLAS instructor
- **Duration**: 1 full day
- **Assessment**: Multiple-choice assessment at the end of the course
- **Certification**: Successful participants will receive a SafePass card issued by SOLAS, valid for 4 years





Schedule & Availability

SafePass courses run regularly throughout the year, with frequent sessions scheduled to meet demand. Early booking is recommended as places are limited.

To reserve your place or find upcoming course dates, please contact us or visit our website.



Irish Heart Foundation

TrainedIn offers Irish Heart Foundation/American Heart Association accredited training, providing essential life-saving skills in CPR, AED use and emergency response.



Basic Life Support (BLS) Provider – IHF/AHA

Overview

Develop the practical skills and confidence to respond to cardiac arrest and choking emergencies in adults, children and infants.
TrainedIn's BLS Provider course is designed for medical, paramedical and allied healthcare professionals who need basic life support skills as part of their role. Through instructor-led training and hands-on practice, learners develop their CPR, AED and ventilation skills, including working with another rescuer.

Who Should Attend

Healthcare professionals and those preparing for healthcare roles, including nurses, doctors, dental professionals and allied healthcare practitioners.





Course Contents

- Adult, child and infant CPR.
- One-rescuer and two-rescuer resuscitation.
- Safe use of an automated external defibrillator (AED).
- Bag-mask ventilation and barrier devices.
- Relief of choking in adults, children and infants.

Delivery, Assessment & Certification

- **Duration:** Approximately 4 hours.
- **Assessment:** Practical skills assessment and a written multiple-choice examination.
- **Certification:** Learners who successfully complete both assessment components receive an Irish Heart Foundation/American Heart Association BLS Provider course completion card, valid for two years.



Irish Heart Foundation
Affiliated Training Site
Serial No: ACC7001073

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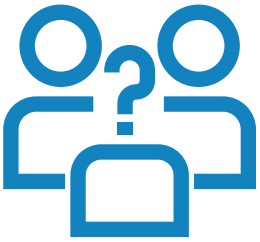
Heartsaver CPR AED – IHF/AHA

Overview

Learn practical skills that could help you save a life.
TrainedIn's Heartsaver CPR AED course teaches learners how to perform CPR, use an automated external defibrillator (AED) and respond to choking in adults, children and infants.
Suitable for people without a medical background, this practical course combines video-guided learning with hands-on manikin practice. Instructors provide feedback throughout, helping learners develop their technique and confidence.

Who Should Attend

Anyone who wants to learn CPR and AED skills, including workplace teams, school staff, sports clubs, community groups, parents and carers.





Course Contents

- Adult, child and infant CPR.
- Safe and effective AED use.
- Relief of choking in adults, children and infants.

Delivery, Assessment & Certification

- **Assessment:** Practical demonstration of the required course skills.
- **Certification:** Successful learners receive an Irish Heart Foundation/American Heart Association Heartsaver CPR AED course completion card, valid for two years.
- **Contact TrainedIn to discuss course dates and training for your group.**



Irish Heart Foundation
Affiliated Training Site
Serial No: ACC7001073

Request a Quote or Contact Us

Business & Professional Development Courses

Practical and leadership-focused programmes designed to strengthen professional, managerial, and interpersonal capability across all sectors.



AI Leadership

Overview

This forward-thinking programme explores how artificial intelligence is transforming leadership and decision-making. It supports leaders in balancing technology with human skills such as empathy, adaptability, and ethical awareness.

Who Should Attend

- Leaders and managers seeking to integrate AI insights into decision-making.
- HR and L&D professionals exploring digital leadership trends.
- Professionals preparing for the future of work.

Learning Outcomes

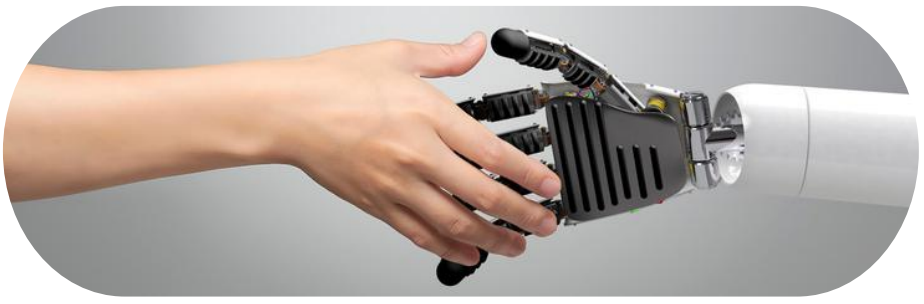
- Understand how AI is influencing leadership and organisational decision-making.
- Recognise the balance between human and artificial intelligence in modern leadership.
- Develop adaptability, ethical awareness and creative problem-solving skills.
- Enhance interpersonal communication and empathy in a tech-driven environment.

Course Content

- Whatis leadership in the AI era.
- Decision-making and data-driven insights.
- Critical thinking and creativity for modern leaders.
- Emotional intelligence and ethical awareness in AI-led environments.
- Building collaboration through AI tools and platforms.

Delivery, Assessment & Duration

Tutor-led workshops with reflective activities.
Certificate of Completion | 2 Days | Classroom or Blended Delivery.



Request a Quote or Contact Us

Create Your Conference Talk Workshop

Overview

An engaging and interactive workshop designed for professionals who wish to craft a compelling signature talk around their business or personal expertise. Ideal for those seeking confidence and structure when speaking in front of audiences.

Who Should Attend

Business ownersand professionals preparing to deliver talks or keynotes.
Individuals seeking to improve public speaking confidence.
Anyone who wants to structure impactful and memorable presentations.

Learning Outcomes

- Identify and articulate your core message clearly.
- Structure a presentation with a powerful opening, body, and call to action.
- Use storytelling and visual aids effectively to engage your audience.
- Apply techniques to manage nervousness and deliver with confidence.

Course Content

- Understanding your message and audience.
- Structuring impactful speeches and creative openings.
- Using personal stories for authenticity.
- Visual design principles for slides and supporting media.
- Practical presentation and peer feedback exercises.

Delivery, Assessment & Duration

Highly practical small group format for maximum participation. Certificate of **Completion | 1 Day | Classroom Delivery (max. 12 participants).**



Request a Quote or Contact Us

Project Cost Management

Overview

A focused one-day training course providing an introduction to cost control principles and financial management in project environments. Participants will learn proven tools and methods for effective planning, monitoring, and reporting of project costs.

Who Should Attend

- Project managers, engineers, and team leads responsible for project budgets.
- Professionals seeking to understand cost control and procurement planning.
- Those aiming to progress towards PMI or other project management certifications.

Learning Outcomes

- Understand cost planning and control within the project lifecycle.
- Identify key success factors in managing project budgets.
- Apply basic tools for cost estimation, tracking, and variance analysis.
- Evaluate project financial performance and closure reporting.

Course Content

- Projectcostplanning and procurement basics. Common reasons projects fail financially.
- Tools for budgeting, monitoring, and variance analysis.
- Financial close-out and evaluation of project outcomes.
- Best practice alignment with PMI standards.

Delivery, Assessment & Duration

Tutor-led presentations and group exercises.
Certificate of Completion | 1 Day | Classroom Delivery or Virtual Delivery.



Request a Quote or Contact Us

Assertiveness for Managers

Overview

This course helps managers develop the confidence and communication skills needed to express themselves effectively while respecting others. Participants will learn to manage challenging situations, make clear requests, and maintain professional relationships through assertive communication.

Who Should Attend

- Team leaders, supervisors, and managers are seeking to improve interpersonal communication.
- Professionals who wish to handle conflict and influence positively in the workplace.

Learning Outcomes

- Understand the difference between assertive, passive, and aggressive communication.
- Develop self-awareness of personal assertiveness style.
- Apply techniques to communicate confidently and constructively.
- Handle difficult situations with clarity and respect.

Course Content

- Defining assertiveness and behavioural types.
- Body language and verbal communication strategies.
- Practical techniques for assertive conversations.
- Overcoming barriers to assertiveness.
- Applying assertive skills in leadership contexts.

Delivery, Assessment & Duration

Tutor-led discussion, role-play, and scenario exercises.
Certificate of Completion | 1 Day | Classroom or Virtual Delivery.



Request a Quote or Contact Us

Successful Workplace Communication Skills

Overview

An energetic and practical programme for individuals who wish to enhance one-to-one and group communication skills. The course explores effective listening, feedback, influencing, and managing difficult conversations to strengthen workplace relationships.

Who Should Attend

- Managersand teamleaders who need to communicate effectively across diverse teams.
- Professionals seeking to improve their influencing and feedback skills.
- Anyone aiming to build stronger interpersonal connections in the workplace.

Learning Outcomes

- Enhance listening and questioning skills for real connection.
- Develop strategies for effective feedback and communication.
- Understand body language and non-verbal cues.
- Handle difficult conversations confidently and constructively.

Course Content

- Exploring and understanding listening styles.
- Providing and receiving effective feedback.
- Understanding personality types and communication preferences.
- Managing conflict and difficult interactions.
- Practical techniques to influence and engage others.

Delivery, Assessment & Duration

Highly interactive workshop with tutor-led discussions, role-play, and reflection.
Certificate of Completion | 1.5 Days | Classroom with follow-up session after 6 weeks.



Request a Quote or Contact Us

Finance Unplugged

Overview

A practical introduction to understanding how business finance really works. This course demystifies financial terms and concepts, helping non-financial professionals make better decisions and contribute confidently to financial discussions.

Who Should Attend

- Managers andprofessionals who need to interpret financial data.
- Business owners seeking to improve financial decision-making.
- Anyone who wants to understand business finance fundamentals.

Learning Outcomes

- Understand key financial terminology and concepts.
- Interpret financial reports and KPIs.
- Use budgeting and forecasting to plan effectively.
- Apply financial insights to support strategic decisions.

Course Content

- Understanding management accounting principles.
- Planning, decision-making and control functions.
- Using cost information and variance analysis.
- Evaluating performance and financial planning.
- Introduction to breakeven and cost-volume-profit analysis.

Delivery, Assessment & Duration

Tutor-led workshop combining explanations, case studies and group discussions.
Certificate of Completion | 1 Day | Classroom Delivery or Virtual Delivery.



Request a Quote or Contact Us

Leadership for Women

Overview

A four-day leadership development programme exploring key leadership competencies from the female perspective. The course empowers participants to lead authentically, navigate workplace challenges and build confidence in their unique leadership style.

Who Should Attend

- Aspiring or current female leaders seeking to build confidence and leadership capability.
- Professionals aiming to understand and leverage their leadership style.
- HR and L&D professionals supporting diversity in leadership.

Learning Outcomes

- Explore theunique leadership journey of women in organisations.
- Develop self-awareness and emotional intelligence.
- Enhance strategic thinking and communication skills.
- Build networks and resilience for sustainable leadership.

Course Content

- Understanding leadership styles and self-awareness.
- Building personal brand and authentic influence.
- Navigating power, politics and strategic decision-making.
- Leading change and managing high-performing teams.
- Negotiation, influencing and work-life balance strategies.

Delivery, Assessment & Duration

Delivered through interactive workshops, discussions, and practical exercises.
Certificate of Completion | 4 Days | Classroom Delivery.



Request a Quote or Contact Us

Planning and the Role of a Manager

Overview

This one-day course provides managers with practical tools to plan, prioritise, and manage team performance effectively. Participants will learn how to motivate, delegate, and build accountability while fostering a positive workplace culture.

Who Should Attend

- Newandexperienced managers seeking to strengthen planning and leadership skills.
- Supervisors aiming to enhance delegation and team management.
- Professionals transitioning into management roles.

Learning Outcomes

- Understand the role and responsibilities of a manager.
- Plan effectively and set measurable goals.
- Delegate tasks and manage performance constructively.
- Motivate teams and deliver effective feedback.

Course Content

- Roleofmanagement and leadership styles.
- Planning, goal setting, and performance monitoring.
- Delegation and motivation techniques.
- Delivering feedback and managing difficult conversations.

Delivery, Assessment & Duration

Interactive workshop with tutor-led sessions, group discussions, and case studies.
Certificate of Completion | 1 Day | Classroom Delivery.



Request a Quote or Contact Us

Sales Fundamentals

Overview

This comprehensive course guides participants through the full sales process-from lead generation to closing deals-emphasising consultative selling and long-term client relationships. Participants gain practical tools, strategies, and confidence to achieve consistent sales success.

Who Should Attend

- Sales professionals, account managers, and business owners seeking to improve results.
- Professionals moving into customer-facing or commercial roles.
- Anyone looking to strengthen selling confidence and client relationships.

Learning Outcomes

- Understands the complete sales process and key stages.
- Identify customer needs and tailor solutions effectively.
- Develop persuasive communication and listening skills.
- Handle objections and close deals with confidence.

Course Content

- Introduction to the sales process and customer targeting.
- Understanding customer value and persuasion science.
- Consultative selling and solution-focused approaches.
- Handling objections and negotiation skills. Customer service and relationship building.

Delivery, Assessment & Duration

Tutor-led delivery with discussions, role-play, and practical exercises.
Certificate of Completion | 2 Days | Classroom Delivery.



Request a Quote or Contact Us

Behavioural Health & Safety

Overview

This one-day workshop explores how behaviour directly impacts workplace safety performance. Participants will examine the human and organisational factors that contribute to incidents and develop strategies to influence safer behaviours. The focus is on fostering a proactive, accountable safety culture that encourages positive reinforcement, effective communication, and behavioural change across all levels of an organisation.

Who Should Attend



- Supervisors,managers, and safety professionals seeking to enhance safety culture
- Employees interested in understanding behavioural influences on safety outcomes
- Organisations aiming to reduce workplace incidents through behavioural approaches



Learning Outcomes

- Understand the relationship between behaviour, human factors, and workplace incidents.
- Recognise how attitudes, perceptions, and motivation influence safe behaviour.
- Apply the ABC (Antecedent–Behaviour–Consequence) model to identify and address unsafe actions.
- Use observation and feedback techniques to support positive safety practices.
- Promote accountability and continuous improvement in workplace safety culture.

Course Content



- Introduction to behavioural safety principles.
- Human and organisational factors influencing safety.
- The ABC model and its workplace applications.
- Observation and feedback for performance improvement.
- Building positive reinforcement into safety culture.
- Developing and sustaining a behavioural safety plan.



Delivery, Assessment & Duration

Delivered through tutor-led sessions, discussion, and applied learning exercises that support practical implementation in the workplace.
Certificate of Completion | 1 Day | Classroom or Virtual Delivery

General and Non-Accredited Courses

Practical,compliance-driven programmes designed to enhance workplace safety, awareness, and professional standards across a range of industries.



Manual Handling Operative Training

Overview

This course equips learners with the essential knowledge and practical skills to carry out manual handling tasks safely and in compliance with workplace health and safety legislation. It focuses on injury prevention, correct handling techniques, and creating safer working environments.

Who Should Attend



- Allemployeeswhohandle, lift, carry, push, or pull loads as part of their role.



Learning Outcomes

- Understand the principles of safe manual handling.
- Recognise risks linked to poor manual handling practices.
- Demonstrate safe techniques for lifting, carrying, pushing, and pulling.
- Suggest workplace improvements to reduce manual handling risks.

Course Content



- Principles of manual handling and ergonomics.
- Risk factors and injury prevention.
- Safe lifting, carrying, pushing, and pulling techniques.
- Team handling and mechanical aids. Practical demonstration and supervised practice.



Delivery, Assessment & Certification

Delivered through tutor-led instruction with hands-on practical demonstrations.
Assessment: Observation of practical skills and short knowledge check.
Certification: Manual Handling Certificate valid for 3 years.
Duration: Half Day. **Blended** | Classroom Delivery

People Handling Operative Training

Overview

This course provides learners with the essential knowledge and practical skills to safely assist and move people in healthcare, care home, and support settings. It focuses on preventing injury to both the handler and the individual being moved, ensuring dignity, comfort, and compliance with current legislation and best practice guidelines.

Who Should Attend



- Healthcareworkers,carers, and support staff whose role involves assisting or moving people as part of their daily duties.



Learning Outcomes

- Understand the principles of safe people handling.
- Identify risks associated with poor moving and handling techniques.
- Apply ergonomic principles to protect themselves and those in their care.
- Use safe and effective techniques for assisting, lifting, and transferring people.
- Demonstrate correct use of handling equipment (e.g., hoists, slide sheets, transfer belts).

Course Content

- Principles of safe people handling.
- Ergonomic risk assessment and injury prevention.
- Manual and mechanical aids for moving people.
- Techniques for lifting, transferring, and assisting mobility.
- Practical session with hoists, slide sheets, and other aids.





Delivery, Assessment & Certification

Delivered through classroom or blended learning, including supervised practical sessions.
Assessment: Demonstration of people handling skills and a short knowledge test.
Certification: People Handling Certificate valid for 3 years.
Duration: 1 Day. **Blended** | Classroom Delivery

Manual Handling Risk Assessment Training

Overview

This workshop-style course provides participants with the knowledge and practical skills to identify, assess, and reduce manual handling risks in the workplace. It focuses on legislation, structured risk assessment processes, and effective control measures to ensure safe systems of work.

Who Should Attend



- Supervisors, managers, safety officers, and employees responsible for conducting or contributing to workplace risk assessments.



Learning Outcomes

- Understand the legal requirements for manual handling risk assessments.
- Identify hazards and risk factors associated with manual handling tasks.
- Apply a structured approach to assessing manual handling risks.
- Recommend practical control measures to reduce or eliminate risks.
- Develop action plans and review procedures to maintain compliance.

Course Content

- Manual handling regulations and compliance requirements.
- Hazard identification and risk assessment process.
- Use of risk assessment tools and documentation.
- Developing practical control measures.
- Case studies and group discussions.





Delivery, Assessment & Certification

Delivered as a workshop with theory and applied exercises.
Assessment: Completion of a risk assessment and short written test.
Certification: Manual Handling Risk Assessment Certificate valid for 3 years.
Duration: 1 Day. **Virtual** | Classroom Delivery

Abrasive Wheels Operative Training

Overview

This training is designed for anyone using or working near abrasive wheel equipment, such as grinders, disc cutters, chop saws, or similar tools. It ensures compliance by teaching correct selection, mounting, operation, and maintenance of abrasive wheels.

Who Should Attend



- Employees andcontractors who use or handle abrasive wheel equipment.
- Supervisors overseeing staff working with abrasive tools.
- Individuals working near abrasive wheel operations who require awareness training.



Learning Outcomes

- Understand legal requirements and safety responsibilities when using abrasive wheels.
- Recognise different types and uses of abrasive wheels and associated equipment.
- Identify hazards and apply effective risk controls.
- Select, handle, and store abrasive wheels correctly.
- Carry out inspection and safe mounting procedures.

Course Content

- Legal requirements (SHWW Act 2005; GA Regulations 2007).
- Types, uses, and hazards of abrasive wheels.
- Selection, storage, and inspection of wheels.
- Safe mounting procedures and operation.
- Use of PPE and accident prevention.





Delivery, Assessment & Certification

Delivered through classroom instruction and demonstration.
Assessment: Written or oral knowledge check with optional practical.
Certification: Abrasive Wheels Certificate valid for 3years.
Duration: Half Day.

Request a Quote or Contact Us

Risk Assessment Training

Overview

This course provides participants with the knowledge and skills to identify hazards, evaluate risks, and implement effective control measures in the workplace. It covers legal responsibilities, the five steps of risk assessment, and practical techniques to create safer working environments.

Who Should Attend



- Managers and supervisors responsible for overseeing workplace safety.
- Health & Safety representatives supporting compliance and hazard control.
- Team leaders and foremen involved in safety planning and risk management.
- Employees handling hazardous tasks who need to understand risk control.



Learning Outcomes

- Understandlegalrequirements for risk assessments and the five steps to carrying them out.
- Recognise different types of workplace hazards and use risk rating systems to prioritise controls.
- Develop practical risk assessment skills through examples and exercises.
- Improve workplace safety by identifying and managing hazards.

Course Content

- Legislation and responsibilities for risk assessment.
- The five steps of risk assessment.
- Types of hazards and risk rating systems.
- Recording, reviewing, and updating assessments.





Delivery, Assessment & Certification

Delivered throughtutor-led presentation, video demonstration, and practical participation.
Assessment: Observation of participation and short knowledge check.
Certification: TrainedIn Certificate valid for 3 years.
Duration: Half Day. **Blended** | Classroom Delivery

Fire Safety Awareness

Overview

This half-day course provides learners with the essential knowledge and practical awareness required to identify fire risks and respond effectively in the event of an emergency. It promotes a proactive approach to fire prevention and safety in the workplace, ensuring compliance with current legislation and company procedures.

Who Should Attend



- All employees who work on-site or in an office environment.
- Fire wardens, team leaders, and supervisors with workplace safety responsibilities.
- Anyone seeking to improve their knowledge of fire safety and emergency procedures.



Learning Outcomes

- Understand the causes and effects of workplace fires.
- Identify fire hazards and implement preventative measures.
- Use fire extinguishers safely and confidently.
- Respond appropriately to alarms, evacuations, and fire emergencies.
- Promote fire safety awareness within the workplace.

Course Content

- Legislation and responsibilities under the Fire Services Acts.
- Principles of fire and fire behaviour.
- Fire prevention and good housekeeping practices.
- Firefighting equipment types and correct usage.
- Emergency procedures and evacuation drills.
- Practical fire extinguisher demonstration (where applicable).





Delivery, Assessment & Certification

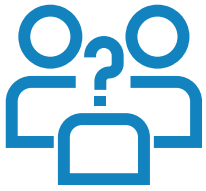
Delivered through tutor-led presentation, video demonstration, and practical participation.
Assessment: Observation of participation anda short knowledge check.
Certification: TrainedIn Certificate valid for 3 years.
Duration: Half Day. **Blended** | Classroom Delivery

VDU Assessor (One Day)

Overview

This one-day course provides participants with the knowledge and skills to perform Visual Display Unit (VDU) or Display Screen Equipment (DSE) risk assessments in accordance with the Safety, Health and Welfare at Work (General Application) Regulations 2007. It equips learners to assess ergonomic risks and recommend practical workplace improvements.

Who Should Attend



- Health & Safetyofficers, HR personnel, and managers.
- Employees appointed as in-house VDU assessors.
- Anyone responsible for workstation safety, design, or assessment.



Learning Outcomes

- Understandlegalrequirements for VDU/DSE assessments.
- Identify ergonomic hazards related to computer and workstation use.
- Conduct structured assessments and record findings accurately.
- Recommend adjustments to equipment, layout, and posture.
- Promote best practice for comfort and productivity in the workplace.

Course Content



- Legislative overview and employer/employee duties.
- Ergonomic principles and common musculoskeletal disorders.
- Workstation setup: screen, keyboard, chair, and accessories.
- Assessment tools and documentation.
- Case studies and practical demonstrations.
- Reporting, follow-up, and review of assessments.



Delivery, Assessment & Certification

Delivered through tutor-led theory, discussion, and practical workstation assessment.
Assessment: Completion of a sample VDU/DSE assessment and short written test.
Certification: TrainedIn Certificate valid for 3 years.
Duration: One Day.

Safety Representative (Three Days)

Overview

This comprehensive three-day course prepares participants to effectively carry out the role of Safety Representative in the workplace. It provides a strong foundation in health and safety legislation, communication, consultation, and hazard management.

Who Should Attend



- Electedor appointed Safety Representatives.
- Employees interested in promoting workplace safety and health.
- Supervisors or managers responsible for engaging with staff on safety issues.



Learning Outcomes

- Understand therole and rights of the Safety Representative under Irish legislation.
- Identify workplace hazards and evaluate associated risks.
- Participate effectively in safety consultations and meetings.
- Support the development of a proactive safety culture.
- Communicate safety information confidently with management and colleagues.

Course Content

- The Safety,Health and Welfare at Work Act 2005 – duties and rights.
- Role, functions, and entitlements of the Safety Representative.
- Hazard identification, risk assessment, and accident investigation.
- Safety consultation, communication, and representation.
- Safety statements, inspections, and reporting.
- Promoting continuous improvement in workplace safety.





Delivery, Assessment & Certification

Delivered through tutor-led instruction, workshops, and practical exercises.
Assessment: Participation in exercises, group projects, and short written test.
Certification: TrainedIn Certificate valid for 3 years.
Duration: 3 Days.

Food & Beverage Practical Skills Training

Deliver Outstanding Hospitality Experiences

Exceptional customer service is what sets successful hospitality businesses apart. This practical, hands-on programme equips learners with the essential skills, confidence and professionalism required to work effectively in restaurants, hotels, cafés, bars and other hospitality environments.
Designed around real workplace scenarios, participants develop the practical service techniques and customer care skills needed to deliver an outstanding guest experience from arrival to departure.

Who Should Attend



- Individuals seeking employment in the hospitality industry.
- New hospitality employees requiring induction training.
- Restaurant, café, hotel and bar staff with limited or no formal hospitality training.
- Employers looking to improve customer service standards and staff confidence.



Delivery Method

- Instructor-led classroom training
- Practical hands-on demonstrations
- Interactive role play and group activities
- Real-life hospitality service scenarios

Course Content

Participants will learn how to deliver exceptional customer service through professional communication, telephone etiquette and positive body language; maintain high standards of personal hygiene; confidently meet, greet and seat guests; present menus, take and serve food and beverage orders, and upsell products naturally; correctly present and pour wine; provide professional table service, monitor guest satisfaction, clear and reset tables efficiently, present bills professionally, handle customer complaints with confidence, and represent their organisation as a positive brand ambassador.





Delivery

1 Day (or delivered as 2 half-day sessions to suit operational requirements).
Delivery: Available nationwide at your premises or at a TrainedIn training venue.

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Version 4.0 | Oct 2026
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