Teaching 4Business

Course brochure

November 2026

Learn online. Train live.
Build skills that last.
Flexible learning for every team.

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teaching4business.com

More than a course provider

We're an extension of your team, helping you choose, deliver and manage learning that genuinely supports your people and your business.

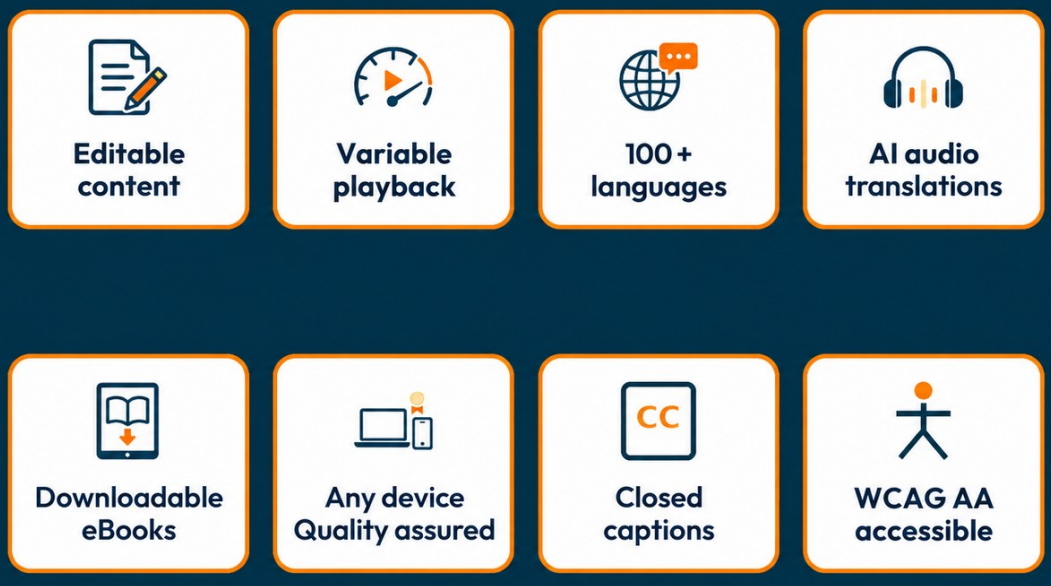
A partner you can rely on

- Friendly, responsive support from people who understand your organisation
- Practical advice and guidance whenever you need it
- Flexible solutions that grow and change with your business
- Ongoing support—not simply a course and a login

Flexible learning

- Courses tailored to your organisation
- Online and live training options
- Accessible learning across devices and languages
- Quality-assured and accredited course options

All our eLearning courses come with:



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AI

Using AI confidently and responsibly at work.

AI Prompt Engineering

20 min / CPD

Use prompt engineering to get faster, more accurate results from AI tools and make everyday tasks more efficient.

Critical Thinking with AI

25 min / CPD

Evaluate AI-generated information, identify risks and apply critical thinking and professional judgement to workplace decisions.

How to use AI Responsibly

15 min / CPD

Explore how AI is changing work and develop confidence in using it responsibly.

Staying Ethical with AI

15 min / CPD

Recognise bias and make ethical decisions that support fairness, inclusion and professional standards when using AI.

Working With the EU AI Act

20 min / CPD

Explore how the EU AI Act affects UK organisations, including responsible use, risk management and compliance.

Improving Efficiency With AI

20 mins / CPD

Explore practical ways to use AI to streamline routine work while maintaining accuracy, oversight and responsible judgement.

Business Skills

Skills for productive working and professional relationships.

Recruiting and Interviewing

60 min / CPD

Learn how to recruit, interview and onboard a new team member successfully, with a focus on the line manager's role.

Sustainability and Climate Change

35 min / CPD

Explore the three Ps of sustainability: people, planet and profit. Learn how to bring sustainable behaviours into your workplace.

Hybrid Working

25 min / CPD

Find ways to stay productive and maintain boundaries between work and home when working in a hybrid arrangement.

Managers version available

Remote Working

35 min / CPD

Explore remote working, work-life balance and the role of digital communication in staying connected with colleagues.

Effective Delegation

30 min / CPD

Develop delegation skills that help you support colleagues, improve productivity and work more effectively with your team.

Managing Remote Teams

40 min / CPD

Understand the barriers remote teams face and use communication technology to strengthen relationships, cooperation and team performance.

Time Management

40 min / CPD

Build habits and follow a time-management process to make better use of your time and feel more in control.

Self-awareness

20 min / CPD

Develop self-awareness to improve workplace relationships, professional effectiveness and personal growth.

Competitive Analysis

25 min / CPD

Understand your organisation's competitive position and use structured analysis to identify opportunities, manage risks and respond confidently to change.

Having Difficult Conversations

27 min / CPD

Approach challenging conversations with confidence. Practise clear communication and active listening, and learn how to keep discussions productive.

Business Skills

Networking

30 min / CPD

Build the skills and confidence to develop professional relationships, expand your network and create career and business opportunities.

Assertiveness without Conflict

Full or half day

Explore the difference between assertiveness and aggression, with strategies for resolving conflict and developing emotional intelligence.

Energy Saving at Work

15 mins / CPD

Identify practical ways to reduce workplace energy use and support more efficient, environmentally responsible working.

Environmental, Social and Governance (ESG)

16 mins / CPD

Understand the purpose of ESG and how environmental, social and governance considerations influence responsible business decisions.

Growth Mindset

14 mins / CPD

Explore how a growth mindset supports learning, resilience and continuous improvement at work.

Building Relationships

17 mins / CPD

Develop practical approaches for building trust, rapport and productive professional relationships.

Active Listening

15 mins / CPD

Strengthen communication by listening attentively, checking understanding and responding constructively.

Flexible Thinking

19 mins / CPD

Learn to consider different perspectives, adapt your approach and respond constructively when circumstances change.

Critical Thinking in Action

17 mins / CPD

Apply structured critical-thinking techniques to assess information, challenge assumptions and make better workplace decisions.

Innovative Thinking

20 mins / CPD

Use practical techniques to generate, assess and develop ideas that improve products, services and ways of working.

Coaching

Helping people develop through purposeful conversations.

Coaching Skills

20 min / CPD

Recognise when to instruct and when to coach. Help colleagues work out their own solutions using learner-centred approaches.

Using the GROW Model to Coach: GROW 1

25 min / CPD

Set useful coaching goals, explore realistic development options and help a colleague commit to a plan for improvement.

Leader as Coach

30 min / CPD

Make coaching part of your leadership approach. Plan a coaching project, choose a suitable candidate and adapt your coaching style.

Using the GROW Model to Coach: GROW 2

30 min / CPD

Maintain momentum during coaching, help colleagues overcome limiting beliefs and recognise progress and success.

Compliance

Understanding responsibilities and supporting a fair, secure workplace.

Safeguarding Children

40 min / CPD

Recognise signs of child abuse, record and report concerns, and respond appropriately when a child discloses abuse.

Criminal Finances Act

20 min / CPD

Explore the Criminal Finances Act, with a focus on the corporate offences of failing to prevent criminal tax evasion.

Competition Law (EU)

15 min / CPD

Understand the purpose of EU competition law and how it protects businesses and consumers from unfair practices.

Cyber Security and Phishing

30 min / CPD, Daisy

Understand workplace cyber-security risks and phishing, why data protection matters and how employees can help keep information secure.

Preventing Bribery in Business

35 min / CPD

Explore bribery risks, key terms and offences under the Bribery Act, including the potential impact on your work.

Also available for overseas & Managers

Competition Law (UK)

15 min / CPD

Understand the purpose of UK competition law and how it protects businesses and consumers from unfair practices.

Right to Work

30 min / CPD

Understand your responsibilities when checking someone's right to work in the UK and explore examples of workplace checks.

Preventing Money Laundering

40 min / CPD

Recognise money-laundering risks and explore the key terms, regulations and responsibilities relevant to your work.

Preventing Money Laundering Essentials available

Preventing Sexual Harassment for Managers

20 min / CPD

Explore managers' responsibilities for preventing sexual harassment, including risk assessment and the reasonable steps they can take.

Compliance

Code of Conduct

15 min / CPD

Understand how a code of conduct defines appropriate workplace behaviour and supports accountability, professionalism and fair decision-making.

Unconscious Bias

20 min / CPD

Recognise unconscious bias and its effect on relationships. Explore techniques for challenging your own assumptions and responses.

Managers version available

International Fraud, Bribery, and Corruption

20 min / CPD

Explore how fraud, bribery and corruption arise at work and the responsibilities of individuals and organisations in preventing them.

The EU and UK GDPRs

40 min / CPD

Explore the EU and UK GDPRs, their core principles and rights, and good practice for managing personal data. References cover both GDPRs unless otherwise specified.

Modern Slavery

20 min / CPD

Recognise signs of modern slavery and learn how to report concerns.

Payment Card Industry Data Security Standards (PCI DSS)

45 min / CPD, Daisy

Understand how payment-card systems work and how to handle card payments and data securely under PCI DSS requirements.

Front & back office available

Information Security

35 min / CPD, Daisy

Understand your responsibilities for protecting information and use good practice to work with it safely and confidently.

Equity, Diversity and Inclusion

25 min / CPD

Build confidence in supporting equity, diversity and inclusion, acting as an ally and contributing to a more inclusive workplace.

Managers version available

Bullying and Harassment

55 min / CPD

Learn how to respond to bullying and harassment and help maintain a positive, respectful workplace culture.

includes Sexual Harassment Awareness

Freedom of Information Act

30 min / CPD

Explore the Freedom of Information Act, publication schemes, access to information and how to respond to requests.

Compliance

Safeguarding Adults

35 min / CPD

Understand adult safeguarding, recognise different forms of abuse and learn what to do if you suspect abuse or neglect.

Whistleblowing

20 min / CPD

Explore speaking up about suspected wrongdoing and the importance of feeling supported when raising concerns at work.

Drugs and Alcohol Misuse

50 min / CPD

Recognise how drug and alcohol misuse can affect individuals and workplaces, with guidance on responding to these issues.

Discipline and Grievance

40 min / CPD

Distinguish disciplinary and grievance matters. Explore informal and formal reviews, the role of ACAS and constructive ways to resolve issues.

Martyn's Law for Retail

15 min / CPD

Explore responses to a terror threat at work, including evacuation and invacuation, store protocols, communication and teamwork.

Martyn's Law for venues available

Disability Awareness

15 min / CPD

Understand disability inclusion and supportive workplace practices. Developed with Leonard Cheshire, with guidance on accessing further support.

Conflict of Interest

15 min / CPD

Recognise conflicts of interest, understand how they can affect workplace decisions and learn when to disclose, record and manage them.

Gender Awareness at Work

15 min / CPD

Develop awareness of gender and the importance of understanding, empathy and equality in and beyond the workplace.

IR35 - Off Payroll Working

15 min / CPD

An introduction to off-payroll working rules for hiring managers and colleagues in HR, finance, legal and contractor recruitment.

Compliance

Physical Security

10 min / CPD

Explore steps to protect business information, personal data and assets, and reduce physical-security risks.

Managing and Leading Neurodivergent Colleagues

15 min / CPD

Recognise workplace barriers for neurodivergent colleagues and explore practical ways to support their strengths and participation.

Neurodiversity at Work

15 min / CPD

Challenge myths about neurodiversity and explore how to be an ally through examples of workplace situations.

GDPR Essentials

25 min / CPD

An introduction to personal data, key GDPR terms, fundamental principles and the scope of the regulation.

Cultural Awareness at Work

12 mins / CPD

Build awareness of cultural differences and communicate respectfully with colleagues and customers from varied backgrounds.

Financial Sanctions

35 min / CPD

Understand financial sanctions, their impact and your responsibilities for supporting effective compliance within your organisation.

Helping Vulnerable People With Finance

30 min / CPD

Learn how to recognise vulnerable customers and people, respond with care and provide appropriate support that helps prevent harm and promotes fair outcomes.

Employment Rights Act for Managers: 2026 Changes

12 mins / CPD

Understand the 2026 employment law changes and the practical implications for managers, absence, leave and employee rights.

Customer Service

Understanding customer needs and responding with confidence.

Handling Complaints

25 min

Handle complaints with sensitivity and a clear process. Resolve problems, avoid common pitfalls and look for opportunities to build customer loyalty.

Customer Service Essentials

35 min

Refine your customer-service skills and understand how service quality affects customers, their lifetime value and your organisation.

Matching Needs

30 min

Use product and service knowledge to advise customers, handle objections professionally and match recommendations to individual needs.

Exploring Needs

30 min

Use questions, active listening and body-language cues to understand what customers need and want.

First Contact

30 min

See the first interaction through your customer's eyes and learn how to make a positive impression.

Angry Customers

40 min

Stay calm and professional with angry customers. Defuse emotion and work towards a constructive resolution.

Customer Service Knowledge and Attitude

30 min

Connect the features and benefits of your products or services to customer needs, with a consistent customer-first approach.

Satisfying Challenging Customers

35 min

Respond calmly and professionally to challenging customer situations, including indecision, poor communication and unfamiliarity with your service.

Finance

Customer outcomes, fraud awareness and operational resilience.

Consumer Duty

20 min / CPD

Explore the FCA's Consumer Duty and what it means for customer treatment, outcomes and organisational improvement.

Fighting Fraud in Finance

20 min / CPD

Understand common elements of fraud in finance, recognise signs and learn how to respond.

Operational Resilience in Finance

25 min / CPD

Explore business continuity and incident management, and how regulation supports the ability to respond to operational disruption.

Finance for Non-Finance Managers

20 mins / CPD

Develop confidence with essential financial information so you can understand performance and make informed business decisions.

Individual Conduct Rules

19 mins / CPD

Understand the standards of behaviour expected under the FCA Individual Conduct Rules and how they apply at work.

Senior Manager Conduct Rules

9 mins / CPD

Understand the additional conduct responsibilities that apply to senior managers in regulated financial services.

Operational Risk in Finance

19 mins / CPD

Recognise common sources of operational risk in financial services and understand the controls used to reduce them.

Failure to Prevent Fraud

12 mins / CPD

Understand the corporate failure-to-prevent-fraud offence and how proportionate procedures can reduce organisational risk.

Health & Safety

Recognising risks and supporting safer working practices.

Risks and Responsibilities

15 min / CPD, RoSPA

Understand how employers and employees contribute to safety, including following procedures, cooperating and reporting concerns.

Stress at Work

20 min / RoSPA

Recognise common signs and causes of stress and reflect on how your ways of working can affect it.

Fire Safety

25 min / CPD, RoSPA

Explore fire hazards and prevention, the fire triangle, evacuation and what to do when you hear an alarm or discover a fire.

Display Screen Equipment (DSE)

30 min / CPD, RoSPA

Adapt your workstation and equipment for safer screen use and better posture, whether you work in an office, at home or across locations.

Asbestos Awareness

15 min / CPD, RoSPA

Understand the dangers of asbestos and how you can help your organisation reduce the risks of exposure.

Lone Working - Employees

30 min / CPD, RoSPA

Explore the responsibilities and safety considerations that apply to employees working alone in different environments.

Managers Version available

Managing Risk

20 min / CPD

Identify hazards, assess levels of risk and develop control measures to reduce workplace health and safety risks.

Health and Safety in the Office

20 min / CPD, RoSPA

Recognise workplace hazards and understand how everyone can help keep an office safe.

Environmental Awareness

15 min / CPD

Understand why protecting the environment matters at work and how environmental awareness supports organisations.

Suspicious Packages

10 min / CPD

Identify suspicious bags and packages and learn how to respond to concerns.

Health & Safety

Slips and Trips

20 min / CPD, RoSPA

Identify slip, trip and fall hazards, understand responsibilities and consider risk assessments and suitable controls.

Personal Protective Equipment

15 min / CPD, RoSPA

Learn when to use personal protective equipment, what it protects against and your responsibilities for wearing and maintaining it.

Control of Substances Hazardous to Health (COSHH)

20 min / CPD, RoSPA

Explore hazardous substances, the risks of exposure and your responsibilities under COSHH regulations.

Infection Control

35 min / CPD, RoSPA

Use workplace hygiene practices to help reduce the spread of infection and keep work areas clean.

Working at Height

15 min / CPD, RoSPA

Understand the risks associated with working at height and how to work more safely.

Positive Mental Health at Work

40 min / CPD

Explore how mental health affects people and the steps you can take to support positive mental health at work.

Managers Version Available

First Aid

20 min / CPD, RoSPA

An introduction to first aid and what you should and should not do when an accident or incident occurs at work.

Manual Handling

25 min / CPD, RoSPA

Understand your responsibilities for lifting and handling loads safely and reducing the risk of injury.

New and Expectant Parents

40 min / CPD, RoSPA

Explore workplace rights and protections for new and expectant parents, including health and safety and employer obligations.

Noise Awareness

30 min

Understand the effects of noise-induced hearing loss, occupational noise assessments and ways to reduce exposure.

Health & Safety

Electrical Safety

15 min / CPD, RoSPA

Recognise electrical hazards and explore ways to reduce and prevent risks around workplace equipment.

Legionella Awareness

20 min / CPD

Understand Legionella risks in water systems, relevant responsibilities and approaches to controlling build-up and maintaining cleanliness.

Allergen Awareness in Manufacturing

20 min / CPD

Understand allergens and key risks in food manufacturing, with a focus on preventing cross-contamination.

Allergen Awareness in Retail

25 min / CPD

Understand allergens and key risks in retail and hospitality, with a focus on preventing cross-contamination.

Food Safety

60+ min / RoSPA

Explore the importance of food safety and hygiene and the consequences of poor practice in manufacturing, retail or catering.

Manufacturing, retail and catering versions

Moving and Handling People

35 min / CPD

Reduce the risk of injury when moving people and recognise the human factors involved in delivering good care.

Understanding HACCP

35 min / CPD

Understand HACCP and how to implement a HACCP plan.

Supporting Postgraduate Mental Health For Supervisors

30 min

Recognise stress factors and signs of poor mental health in postgraduate researchers, with guidance on support, crisis response and a positive research culture.

Driving Safely

35 min / CPD

Explore how attention, personal readiness and vehicle maintenance contribute to safer driving.

Construction (Design and Management) Regulations (CDM)

30 min / CPD

Understand CDM responsibilities and help keep construction projects safe, compliant and well managed.

Health & Safety

Dangerous Substances and Explosive Atmospheres Regulations (DSEAR)

30 min / CPD

Recognise hazards from dangerous substances and explosive atmospheres, and explore controls and safe working practices under DSEAR.

Driving Economically

20 min / CPD

Explore more economical and environmentally considerate driving for private and commercial drivers, fleet managers and transport professionals.

Fire Warden Training

25 min / CPD, RoSPA

Understand the fire warden's role and responsibilities in helping people leave safely in an emergency.

Harness and Lanyard Awareness Training

45 min / IIRSM

Learn about the safe selection, fitting and inspection of harnesses and lanyards, with reference to the Work at Height Regulations 2005.

Lifting Operations and Lifting Equipment Regulations (LOLER)

30 min / CPD

Explore the legal requirements for planning, supervising and carrying out lifting operations safely.

Provision and Use of Work Equipment Regulations (PUWER)

30 min / CPD

Identify suitable work equipment, understand inspection responsibilities and apply appropriate health and safety measures.

Spill Prevention: From Risk to Response

30 min / CPD

Build the knowledge and confidence to prevent spills, respond effectively and protect people, the environment and your workplace.

Hand-Arm Vibration Awareness

20 mins / CPD

Understand the risks of hand-arm vibration and the controls that help prevent exposure-related injury.

Health & Safety

Lockout Tagout

19 min / CPD

Recognise hazardous energy sources and follow safe lockout tagout procedures during maintenance and repairs. Learn about group lockout responsibilities and restoring equipment safely after work.

Banksman

19 min / CPD

Understand the banksman's role in keeping vehicles and pedestrians safe. Recognise site hazards, choose a safe position and use clear signals and communication, including when to stop work.

Needles and Sharps Awareness

22 min / CPD

Recognise workplace sharps risks and follow safe handling, storage and disposal practices. Understand your responsibilities and what to do after a sharps injury, including reporting and seeking support.

Level 3 Health and Safety for Managers

7–8 hours / CPD / £75 + VAT

For managers, supervisors and team leaders. Learn to assess workplace risks, manage hazards and support safe working practices. Includes a 45-question assessment, a 75% pass mark and unlimited free resits.

Abrasive Wheels

19 min / CPD

Recognise abrasive wheel types and hazards, and understand inspection, setup and safe use. Explore speed ratings, mounting, guarding and storage, and know when to stop work and report concerns.

Accident and Incident Awareness

15 min / CPD

An introduction to accident investigation, from taking immediate action and gathering information to contributing to an investigation. Learn how sharing findings can help prevent accidents happening again.

Health and Safety Manufacturing

30 min / CPD

Recognise common manufacturing hazards and follow safe ways of working around machinery, materials and vehicles. Understand PPE, safety signs and responsibilities, and know when to stop work or report a concern.

Food Safety

Food hygiene, risk management and specialist food standards.

Food Hygiene Level 3

6-7 hrs / CPD / £95 + VAT

Develop food-hygiene knowledge for senior staff, including implementation of a HACCP plan and its role in food safety.

Halal Awareness

20 min / £25.00 + VAT

Understand halal standards and the knowledge businesses need to meet the needs of halal-conscious consumers.

Highfield Level 4 Food Safety in Manufacturing

5 days / Highfield / £1,150 + VAT

Develop practical knowledge to manage food safety in manufacturing, identify risks, make informed decisions and support your team.

Internal Auditing and Root Cause Analysis

3 hours / CPD / £35.00 + VAT

Plan and conduct audits for food-safety and quality systems. Identify non-conformances and apply root-cause analysis, including BRCGS and SALSA context.

Listeria Awareness

45 min / CPD / £25.00 + VAT

Understand the risks associated with Listeria and why infection can be particularly serious for vulnerable groups.

Managing HACCP Level 3

4-6 hrs / CPD / £95 + VAT

Develop the skills to produce and implement HACCP systems and understand relevant requirements for food businesses.

TACCP & VACCP

Not specified / CPD / £25.00 + VAT

Explore TACCP and VACCP principles for protecting food businesses against deliberate contamination and fraud, and how they complement HACCP.

IOSH & NEBOSH

Health and safety learning for employees, managers and aspiring professionals.

Incident and Accident Investigation

5-7 hrs / CPD / £175 + VAT

Develop incident and accident investigation skills through an online course that allows you to study at your own pace.

IOSH Managing Safely

12-15 hrs / IOSH / £249 + VAT

Health and safety training for frontline managers, supervisors and team leaders with day-to-day responsibility for their teams.

NEBOSH Certificate in Fire Safety

48 hours / NEBOSH, in partnership with Compassa / £439 + VAT, plus 2 assessments at £129.80 + VAT each

Learn to identify fire hazards, recommend precautions and carry out fire risk assessments in low to medium risk workplaces. Flexible online learning with tutor support. Assessment: FSC1 open-book examination and FSC2 practical fire risk assessment.

IOSH Managing Safely - Refresher

8 hours / IOSH / £159 + VAT

Refresh your learning if you have previously passed IOSH Managing Safely.

IOSH Working Safely®

7 hours & assessment, with 12 months to complete / IOSH / £89 + VAT

An introductory health and safety awareness course suitable for anyone, with an assessment and 12 months to complete.

NEBOSH National General Certificate

3 months + / NEBOSH, in partnership with Compassa / £399 + VAT, plus 2 exams at £124 + VAT each

Build a foundation in health and safety management, legal requirements, hazards and risks through a regulated qualification.

Influencing

Communicating effectively with individuals, teams and groups.

Communicating to Influence

35 min

Build rapport and trust, understand communication preferences and use body language to influence more effectively.

Emotional Intelligence

20 min / CPD

Recognise your reactions and respond more appropriately to situations, reducing misunderstandings in your interactions with others.

Influencing to Win/Win

45 min

Develop influencing and communication skills that support negotiation, collaboration and relationships built on integrity.

Influencing in Meetings

40 min

Use effective meeting management to help participants contribute and support change.

Influencing Teams

30 min

Understand individual preferences, behaviours and group dynamics when influencing a team.

Leadership

Leading change and helping teams perform well.

Change Management: Change Leadership

25 min / CPD

Build confidence in supporting and implementing change, including leading people through change initiatives.

Growing Your Team to High Performance

35 min / CPD

Recognise the stages of team development and help your team progress towards high performance.

Improving Group Dynamics

30 min / CPD

Help team members make their best contribution, with attention to relationships, seniority and cultural preferences.

Leadership Styles and Qualities

40 min / CPD

Explore the insight and commitment needed to make the transition from team member to team leader.

Developing Team Trust and Culture

20 min / CPD

Understand the importance of trust between team members and their leader in developing a productive, supportive team culture.

Goals and Guidelines for High Performance

25 min / CPD

Develop team ground rules, operating agreements and goals that support a strong culture and high performance.

Change Management: Dealing with change

25 min / CPD

Understand and navigate the challenges associated with change at work or in your personal life.

Crisis Management

19 mins / CPD

Prepare for disruptive events, coordinate an effective response and support recovery while maintaining clear communication.

Leading Cross-Functional Teams

20 min / CPD

Develop the leadership skills needed to bring people together across different teams, improve collaboration and achieve shared goals.

Inspiring Teams

25 mins / CPD

Explore how purpose, communication and recognition can motivate people and strengthen team performance.

Performance Management

Setting expectations and supporting performance throughout the year.

Evaluating Performance

25 min

Explore ways to evaluate performance fairly and accurately and respond to emotional or negative reactions.

Why Manage Performance?

35 min

Understand why performance management matters, the stages of an effective cycle and realistic expectations for individual development.

Giving and Receiving Feedback

30 min

Deliver feedback positively and constructively, understand its impact and use it to support development and performance.

Communicating Performance Expectations

20 min

Communicate expectations clearly so colleagues share an understanding of objectives, priorities and success criteria.

Setting Performance Expectations

30 min

Define performance standards and aligned objectives, and explore how rewards and recognition can support performance.

Performance Outcomes that Motivate

30 min

Design outcomes around individual motivations and explore the difference between equity and expectancy.

Performance Improvement Strategies

30 min

Explore ways to sustain strong performance, support underperformance and enrich a person's role.

Conducting a Performance Review

25 min

Start performance reviews well, address problems constructively and recognise good performance.

Solving Performance Problems

35 min

Respond calmly and consistently to performance issues, including denial and emotional reactions.

Preparing for a Formal Review

25 min

Prepare for formal reviews and give the conversation the best chance of producing a useful outcome.

Monitoring Performance

20 min

Monitor performance without micromanaging, adapt your approach and record useful information that supports improvement.

Presentation Skills

Planning, preparing and delivering effective presentations.

Creating Powerful Support Materials

30 min

Use visual aids, handouts and notes effectively, with design choices that support your message.

Powerful Message and Structure

40 min

Choose key ideas and a structure that helps you inform or influence your audience clearly.

Bringing Presentations to Life

30 min

Add impact to your presentation and learn ways to make openings, endings and key messages more memorable.

Stage Presence

20 min

Use movement, gesture, body language and nerves constructively to strengthen your presentation delivery.

Rehearsing for Your Presentation

30 min

Rehearse your delivery, movement and voice, and prepare effective visual aids and handouts.

Using Words and Voice Effectively

35 min

Use anecdotes, imagery, analogies and quotations to support your message, and use your voice to maintain interest.

Planning a Powerful Presentation

35 min

Set clear objectives, analyse your audience, plan for the location and prepare for contingencies.

Handling Questions

20 min

Encourage questions and prepare to respond effectively and confidently to your audience's needs.

Making Presentations Powerful

30 min

Structure ideas clearly, consider your audience and use visuals to strengthen your presentation.

Team Dynamics

Working through problems and helping teams collaborate.

Managing Conflict

15 min / CPD

Diagnose causes of workplace conflict, respond professionally and use strategies that help restore cooperation and team spirit.

Solving Problems: Definition to Options

50 min

Analyse a problem, identify its root causes and generate possible solutions with your team.

Preparing to Lead a Meeting

25 min

Understand the preparation, processes and procedures needed before leading a successful meeting.

Resolving Meeting Challenges

30 min

Bring meetings back on track when problems arise and diagnose the causes to help prevent a repeat.

Thinking Creatively

30 min / CPD

Explore ways to direct your thinking towards creative ideas and problem-solving.

Leading a Meeting

30 min / CPD

Plan productive meetings, manage time and the flow of information, and encourage participation.

Managing Challenging Behaviours Effectively

30 min / CPD

Understand how disruptive behaviour affects a team and the manager's role in addressing issues and supporting colleagues.

Decision Making: Options to Implementation

20 min / CPD

Use a six-step decision-making model, compare options against clear criteria and support implementation through participation and consensus.

Wellbeing

Understanding wellbeing and supporting a positive working environment.

Mindfulness

15 min / CPD

Try practical mindfulness techniques for focus and resilience. This introductory suite includes 5-7 minute modules that can be completed in any order.

Individual modules: 5-7 minutes. Brochure average: 15 minutes.

Wellbeing

20 min / CPD

Prioritise different aspects of wellbeing, including financial wellbeing, and explore techniques that help you keep moving forward.

Menopause Awareness

20 min / CPD

Develop awareness of menopause and its place in open, supportive workplace conversations.

Psychological Safety

15 min / CPD

Build trust and open communication, recognise threats to psychological safety and respond when team members raise concerns.

Imposter Syndrome

20 min / CPD

Recognise impostor syndrome, how it appears in work and daily life, and the thought patterns and triggers associated with self-doubt.

Live Online Training

Live learning in Microsoft applications and professional development.

Join us live on Microsoft Teams from 09:30-16:30, with regular breaks throughout the day.

We'll send your joining instructions before the session, and you'll receive an attendance certificate afterwards.

Click a course title below to see available dates and full details.

Microsoft Word, Excel and PowerPoint Introduction

1 day / £150 + VAT

An introduction to Word, Excel and PowerPoint for people who want practical hints and tips for everyday Office tasks.

Topics include: Word text and paragraph formatting; Bullets and numbering; Page numbers, headers and footers.

Windows experience required: launching programs and saving, opening and closing files.

Excel Introduction

1 day / £150 + VAT

For beginners and people with limited Excel experience who want to create and manage useful spreadsheets.

Topics include: Formulas and functions; Formatting and worksheets; Charts, sorting and filtering.

Excel Intermediate

1 day / £175 + VAT

For Excel users working with larger spreadsheets, linked workbooks and more advanced formatting.

Topics include: Formulas across worksheets; Conditional formatting and text functions; Data tables, Advanced Filter and subtotals.

Excel Advanced

1 day / £225 + VAT

Extend your Excel skills with advanced functions, data validation and tools for analysis and automation.

Topics include: Lookup, logical and statistical functions; PivotTables and PivotCharts; Auditing, protection and basic macros.

Excel - Beyond Advanced

1 day / £350 + VAT

For experienced Excel users who want to use more complex functions, build reports and work with Power Pivot and Power Query.

Topics include: Form controls; Scenario Manager and Goal Seek; Advanced PivotTables and data imports.

Power BI Introduction

1 day / £250 + VAT

Create visual reports and dashboards in Power BI Desktop and understand how users can interact with the data.

Topics include: Connecting to Excel data; Standard visuals and calculations; Conditional formatting.

Live Online Training

Power BI Intermediate

1 day / £300 + VAT

Build skills in transforming data, creating models and designing reports for sharing through Power BI Service.

Topics include: Power Query and table relationships; Common DAX functions; Themes and report visuals.

Power BI Advanced

1 day / £350 + VAT

Explore advanced calculations and data transformation to develop more sophisticated Power BI reports.

Topics include: Advanced DAX functions; Tooltips, sparklines and formatting; Custom columns, appended and merged queries.

Microsoft SharePoint Online Fundamentals

1 day / POA

An introduction for end users to SharePoint Online, document management and collaboration across Microsoft 365.

Topics include: Sites, libraries and Microsoft Lists; Versioning, metadata and co-authoring; Pages, news and Microsoft Search.

Microsoft SharePoint for Site Owners

1 day / POA

For site administrators and owners who need to create, configure and manage SharePoint sites, with practical exercises.

Topics include: Site roles and responsibilities; Use cases and templates; Keeping up with the Evergreen model.

Microsoft PowerPoint: Introduction to Intermediate

1 day / £150 + VAT

Create effective PowerPoint presentations with pictures, shapes, tables and charts.

Topics include: Building and formatting slides; Working with images and shapes; Tables, charts and printing.

Microsoft PowerPoint: Intermediate to Advanced

1 day / £175 + VAT

Extend your PowerPoint skills with presentation design, multimedia and automation techniques.

Topics include: Slide masters and templates; Custom animation and shows; Links, imported data and SmartArt.

Microsoft Project Intermediate

1 day / POA

For people with basic working knowledge of Microsoft Project who want to develop their planning and tracking skills.

Topics include: Resources and costs; Tracking and schedule adjustments; Multiple projects and data exchange.
Basic working knowledge and experience of Microsoft Project required.

Live Online Training

Microsoft Word Introduction

1 day / £150 + VAT

For beginners and people with limited Word experience who want to handle everyday word-processing tasks.

Topics include: Text and paragraph formatting; Bullets, numbering and proofing; Headers, footers and page layout.

Microsoft Word Intermediate

1 day / £150 + VAT

For existing Word users who want to extend their skills in document formatting and working with tables.

Topics include: Advanced tables and calculations; Multilevel lists; Quick Parts and mail merge.

Microsoft Word Advanced

1 day / £150 + VAT

For Word users who want to create more complex documents and introduce basic automation.

Topics include: Styles and section breaks; Bookmarks and cross-references; Footnotes and endnotes.

Microsoft Excel MACROS and VBA Introduction

1 day / £350 + VAT

Record and edit macros, use the Visual Basic Editor and write Excel VBA sub procedures.

Topics include: Objects, methods and properties; Ways to run macros; Testing, debugging and managing modules.

Report Writing

Half day + 30-minute follow-up / POA

Write reports that communicate information clearly and persuasively, with individual feedback from the trainer.

Topics include: Planning and constructing reports; Organising information; One-to-one review with the trainer.

Sales for Non-Sales People

Half day / POA

For people in customer service or other non-sales roles who want to develop a more commercial approach to client relationships.

Topics include: Customer service and client retention; Assertive responses; Rapport, empathy and engagement.

Fundamentals of Project Management

1 day / £280 + VAT pp

Plan, organise and control projects with an emphasis on delivering results within time, budget and quality constraints.

Topics include: Project life cycle and DPEC; Scope, objectives and stakeholders; Team structure, communication and risk.

Available on site or remotely.

Live Online Training

Train the Trainer

1 day / £280 + VAT pp

Design training that meets learners' needs and helps you communicate your knowledge effectively.

Topics include: Session plans and trainer notes; Inclusive learning and engagement; Face-to-face, hybrid and online delivery; Evaluation and assessment.

Available on site or remotely.

PRINCE2® Foundation including exam

3 days / POA

Develop a foundation in the PRINCE2 project management method and prepare for the Foundation examination.

Topics include: Processes and product-based planning; Risk, quality and change control; Project Initiation Documents.

Foundation examination included.

PRINCE2® Practitioner

2 days / POA

Explore the PRINCE2 framework and how to apply its processes and controls pragmatically to real projects.

Topics include: Applying the process model; Project organisation and controls; Practitioner examination preparation.

The course outline includes the Practitioner examination.

PRINCE2® Foundation & Practitioner including exams

5 days / POA

For project and programme professionals who want to understand and apply PRINCE2 and prepare for both examinations.

Topics include: Principles, themes and processes; Practical application to projects; Foundation and Practitioner examinations.

Both examinations included.

Presenting with Confidence

1 day / £280 + VAT

Develop confidence and authority in presentations with a psychologist and trainer. Practise a short presentation and exchange constructive feedback.

Topics include: Audience analysis and visual aids; Questions and objections; Voice and body language.

Mental Health Awareness

1 day / £280 + VAT pp

Develop your understanding of anxiety and depression and explore factors that influence these conditions.

Topics include: Types and causes of depression; Neuroscience and diagnostic frameworks; Genetics, anxiety and neurodiversity.

Live Online Training

Copilot 365 Introduction

3 hours / £175 + VAT

A practical introduction to Microsoft Copilot 365 for people who want to use AI confidently in everyday work.

Topics include: Copilot across Word, Excel, Outlook, PowerPoint and Teams; Effective prompting; Responsible use and limitations.

Full Microsoft Copilot licence required.

Copilot 365 in Microsoft Applications

3 hours / £195 + VAT

An intermediate, practical session for using Copilot confidently across core Microsoft 365 applications.

Topics include: Teams and Outlook; Word and PowerPoint; Excel and OneNote; Task-specific prompting and responsible use.

Full Microsoft Copilot licence required.

Microsoft Project Essentials

2 days / POA

A hands-on introduction to creating, managing and tracking project plans in Microsoft Project.

Topics include: Project plans and schedules; Resources and costs; Baselines, progress tracking and reports.

Not suitable for browser-based versions of Microsoft Project.

Microsoft Project Advanced

2 days / POA

Develop advanced techniques for managing complex projects, costs, resources and reporting.

Topics include: Project costs; Multiple projects and shared resources; Advanced tracking, reporting and customisation.

Previous Microsoft Project experience required.

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