

Add-on LMS content

Explore our partnerships with leading content providers to find titles to suit your learners.



Ice Etiquette

30 minutes



Level 2 Safeguarding Children

1 hour



The Agile Methodology

15 minutes



The Power of Positive Thinking

8 minutes



Microsoft Excel Pros

2 hours



Safety

s



The Lean Methodology

10 minutes



Level 1 Food Safety

3 hours



Systems for Working Faster

12 minutes



Dealing with Stressful Situations

45 minutes

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Easy access workplace learning

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Get pre-made compliance and workplace focussed learning to help your employees excel.



Easy compliance

Simplify certification and compliance in the workplace with these handy courses.

Tons of topics

You'll get access to lots of topics, researched and delivered by experts.



Expert content

Go stress-free by adding expert content you can trust.

Up to date knowledge

These courses give you access to the latest industry regulations and best practices.



Business Compliance

- Anti-Money Laundering
- Cyber Security Awareness
- Confidentiality in the Workplace
- Equality, Diversity and Inclusion for Employees
- Equality, Diversity and Inclusion for Managers
- Payment Card Industry - Data Security Standard
- The Essentials of GDPR (DP)
- The Bribery Act 2010
- Bullying and Harassment in the Workplace
- Conflict Resolution in the Workplace
- Sexual Harassment in the Workplace for Employees
- Sexual Harassment in the Workplace for Managers
- Unconscious Bias in the Workplace
- Time Management
- Net Zero
- Corporate Social Responsibility
- Martyn's Law
- Menopause Awareness
- Misogyny Awareness at Work

Food and Drink

- Achieving a five-star food hygiene rating
- Barista Training
- Hospitality: Cleaning and Servicing
- Customer Service in Hospitality
- Hospitality: Effective Working Relationships
- Food Allergy Awareness Training
- Level 1 Food Safety and Hygiene
- Level 2 Food Safety and Hygiene
- Level 2 Food Safety and Hygiene for Catering
- Level 2 Food Safety and Hygiene for Drinks Manufacturers

- Level 2 Food Safety and Hygiene for Manufacturing
- Level 2 Food Safety and Hygiene for Retail
- Legislation Relating to the Service of Food and Beverages
- Hospitality Suite: Giving Customers a Positive Impression
- Level 2 HACCP
- Understanding HACCP
- Setting Up Your Food Business For Delivery - Employer's Guide
- Home Deliveries for Food Businesses

Health & Safety

- Asbestos Awareness
- Awareness of Health and Safety at Work
- Legionella Awareness
- Infection Prevention and Control at Work
- COSHH Training
- Display Screen Equipment (DSE)
- Fire Safety Training
- Fire Marshal and Warden Training
- First Aid: Primary Survey
- How to Carry Out Portable Appliance Testing
- Manual Handling in the Workplace
- Personal Safety for Lone Workers
- Risk Assessment in the Workplace
- Slips, Trips and Falls in the Workplace
- Working at Heights Training
- Working From Home Safely
- Abrasive Wheels
- Hand Arm Vibration
- Dangerous Substances and Explosive Atmospheres
- Electrical Safety

Healthcare

- Basic Life Support (Level 1)
- Basic Life Support (Level 2)
- Basic Life Support (Paediatrics)
- Basic Life Support (Newborns)
- Dignity in Care
- Equality, Diversity & Human Rights
- Fire Safety
- Health, Safety & Welfare
- Infection Prevention & Control (Level 2)
- Infection Prevention & Control (Level 1)
- Information Governance Awareness
- Lone Working & Security Awareness
- Medication Awareness & Management
- Mental Capacity Act & Deprivation of Liberty Safeguards
- Mental Health, Dementia & Learning Disabilities
- Moving & Handling (Level 1)
- Moving & Handling (Level 2)
- Risk Assessment
- Safeguarding Adults (Level 1)
- Safeguarding Adults (Level 2)
- Safeguarding Adults (Level 3)
- Safeguarding Children (Level 1)
- Safeguarding Children (Level 2)
- Safeguarding Children (Level 3)
- Preventing Radicalisation: Awareness of Prevent
- Preventing Radicalisation: Introduction to Prevent
- Customer Care
- Conflict Resolution

Leadership and Management

- Coaching
- Communication
- Managing Change
- Managing Teams
- Performance Management

- Personal Effectiveness
- The Role of the Manager
- Understanding Yourself
- Communication with Remote Teams
- Leading Remote Teams
- Maintaining Team Culture for Remote Teams
- Managing Remote Teams
- Motivating Remote Teams
- Performance Management for Remote Teams
- Supporting your Team's Health and Wellbeing Remotely

Personal and Professional Development

- Personal and Professional Development - Time Management
- Maximising Learning Opportunities at Work
- Confidence Building Techniques
- Giving and Receiving Feedback
- Presentation Skills
- Emotional Intelligence
- Reflective Techniques
- Personal Brand
- Dealing with Stressful Situations
- Self-awareness and personal development
- Growth Mindset
- Resilience
- Neuroscience for Personal Development
- Influencing, Negotiating and Networking
- Digital Literacy
- Customer Care
- Digital Marketing Training Course
- Introduction to Emotional Intelligence
- Mental Health Awareness
- Managing Your Professional Digital Profile
- Positive Attitudes and Behaviours
- Benefits of collaboration and cooperation
- Collaboration principles

- How to deal with difficult situations
- Effective public speaking
- Constructing and delivering effective presentations
- How to effectively deliver criticism
- How to form a robust opinion
- How to improve problem-solving skills
- Learning to say no – the right way

Safeguarding

- Attachment Theory
- Understanding the Impacts of Domestic Abuse
- Child and Adult Sexual Exploitation
- Child Poverty
- Child Exploitation and Extra-familial Harm
- Dementia Awareness Training
- Early Help and CAF
- Awareness of Forced Marriages
- E-Safety
- Fabricated Illness
- FGM (Abuse Linked to Faith or Belief)
- Female Genital Mutilation: Recognising and Preventing FGM
- Understanding the Importance of the Mental Capacity Act and Liberty Protection Safeguards
- Modern Slavery and Trafficking
- Child Criminal Exploitation, Gangs and County Lines
- Adult Sexual Exploitation
- Level 1 Safeguarding Everyone
- Level 2 Safeguarding Children
- Level 2 Safeguarding Adults
- Level 2 Safeguarding Everyone
- Level 3 Safeguarding Children
- Level 3 Safeguarding Adults
- Safer Sleeping for Babies
- An Introduction to the Autism Spectrum Training
- LGBTQ+ Awareness
- Radicalisation and Extremism (Prevent)
- Safeguarding and Leadership
- Safeguarding in Education
- Safeguarding in Healthcare
- Safeguarding in Social Care
- Safeguarding in Sport
- Safer Recruitment
- Safer Recruitment non-NHS
- Safer Working Practices
- Self-Harm
- Self-Neglect
- Suicidal Thoughts
- Supporting Teenagers and Young People
- Understanding the Impacts of the Trio of Vulnerabilities
- Understanding Young Minds
- Understanding Animal Welfare in Violent Homes
- Understanding the Impacts of Hate Crime
- Understanding the Importance of Court Skills for Children's Social Workers
- Understanding the Importance of Primary Behaviour Support
- Understanding Professional Boundaries
- Safeguarding in the Children's Workforce
- Working with Children with Learning Difficulties and Disabilities
- Early Child Development – Foundation
- Learning From Serious Case Reviews
- Safeguarding and Leadership in Healthcare: Core
- Sexual Health
- Misogyny Awareness: Children and Young People

Social Housing

- Assisting and Moving People and Objects in Social Care
- Basic Life Support and First Aid in Social Care
- Care Certificate
- Communication in Social Care
- Dignity in Social Care
- Dysphagia in Social Care
- Equality and Diversity in Social Care
- Food Hygiene, Nutrition and Hydration in Social Care
- Health & Safety Awareness including Fire Safety in Social Care
- Infection Prevention in Social Care
- Medication Management in Social Care
- Mental Capacity and Deprivation of Liberty Safeguards in Social Care
- Oral Health in Social Care
- Person-Centred Care in Social Care
- Positive Behaviour Support in Social Care
- Recording and Reporting in Social Care
- Safeguarding Adults in Social Care
- Safeguarding Children in Social Care
- Specific Conditions in Social Care
- An Introduction to Social Housing
- Being a Good Tenant
- Effective Anti-Social Behaviour - Enforcement
- Effective Anti-Social Behaviour - Management
- Tenancy Training
- The Basics of Tenancy Management
- The Principles of Effective Income Management
- Mould and Damp

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Access ready-to-go bitesize learning covering major industry content types for every need.



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Microlearning

Add in bitesize learning that can be done in just 15 minutes to suit learner needs.



Global audiences

With translated content available, you can provide learning to global audiences, easily.

60 Second Collection

- Find Your Professional Voice
- Finding Your Professional Self
- Building Your Personal Brand
- The Power of a Mentor
- Connecting with your Business Goals
- Preparing for 1:2:1's
- Increasing your Influence
- Showcase Your Accomplishments

BEDI Collection

- Unconscious Bias
- Bullying (Employees & Managers)
- Equality, Diversity & Inclusion
- Know your Worth (and Ask For It)
- Recognising Privilege
- Bring your Whole Self to Work (Authenticity)
- Allyship in the Workplace
- Gender Identity in the Workplace
- Anti-Racism in the Workplace
- Microaggressions in the Workplace
- Disability in the Workplace
- Creating a Workplace that Embraces Neurodiversity
- The Importance of an Inclusive Workplace
- BEDI Toolkit

Business Manager Collection

- The Four Basics of HR
- Cash Flow Statement Pro
- Budget Like a Boss
- Good Premises Management
- P&L Explained
- Maintaining a Healthy Cash Flow
- The Balance Sheet Explained
- The Power of a Strong Network

Coaching Collection

- Coaching Best Practice & the 5 C's
- Accountability & Growth Mindset in Coaching
- Providing Structured Coaching Feedback
- How to Become a Great Coach
- Listening, Questioning & Rapport Building in Coaching
- How to Set Coaching Goals

Compliance Collection

- Lone Working
- Working at Height
- Legionnaires' Awareness
- The Ups & Downs of Ladder Safety
- The Adventures of RIDDOR
- Working in Confined Spaces
- Fire Warden Awareness
- Asbestos Awareness
- Computer Workstations (DSE)
- Accident Reporting Training
- Plant & Machinery
- Working with Substances Hazardous to Health
- Electricity - The Shocking Truth
- Noise
- Abrasive Wheels
- Introduction to First Aid
- CDM Regulations
- Driver Awareness Training
- Control of Contractors
- Eye Protection Training
- Dangerous Substances & Explosive Atmosphere Regulations (DSEAR)
- Hand Arm Vibration
- Heavy Plant - Lift Truck Safety
- Lifting Operations & Lifting Equipment Regulations (LOLER)
- Spill Prevention & Control

- Electrical Safety Training
- RIDDOR for Schools
- Radon Gas Induction

Creating a Learning Culture

- What's Your Learning Style?
- The Growth Mindset
- What is a Learning Culture?
- Continuous Learning
- Empowering Others
- Giving & Receiving Feedback

Creativity Collection

- Creative Thinking
- Adaptability & Flexibility
- Creativity & Innovation

Customer Service Collection

- Customer Persuasion
- Customer Empathy
- Handling Complaints
- Taking Responsibility
- Clear Communication
- The Art of Patience
- The Use of Positive Language
- Ability to Admit you Don't Have all the Answers
- Having Tough Conversations
- Controlling the Conversation

Cyber Security Collection

- The GDPR Guru
- Using a Strong Password
- Viruses & Malware
- Staying Safe Online
- Phishing
- Protection & Infection Control
- The Internet of Things
- Email Security
- Spoofing Attacks

- Denial of Service Attack
- Subject Access Requests
- Data Handling (Best Practices)
- The Role of Data Protection Officers
- Data Breaches
- GDPR Overview
- Working Remotely (But Safely)
- Life in the Cloud
- Fake News
- Choosing The Right Cloud Vendor
- WiFi Security
- Stolen Devices
- Protecting Your Personal Data
- Disaster Recovery
- Ransomware
- Multifactor & 2F Authentication

Digital Transformation Collection

- Digital Transformation - Change Management
- What is Digital Transformation?
- AI and GDPR
- AI - The Ethics of using it in the Business Environment
- Digital Transformation and AI/Automation

Environment & Sustainability

- Energy Efficiency
- Corporate Social Responsibility
- The Role of Eco-Innovation
- Waste Management
- Economic & Brand Benefits
- Green Technology & Carbon Zero
- Leading Ethical Decisions
- Dealing with Food Waste, Water Waste and going Zero Waste
- Workplace Recycling (Including Wishcycling)
- Ethical Supply Chains
- The Problem with Plastic
- Social Injustice & The Environment

Financial Conduct Authority Collection

- Good Governance - Anti-Money Laundering & Corporate Criminal Offences
- Anti-Bribery & Corruption
- PCI DSS
- Whistleblowing
- Competition Law
- Insider Dealing
- Consumer Duty

Food Safety Collection

- Allergy Awareness (15 Videos)
- The Control of Cross Contamination
- Food Safety & Hygiene Level 2 (Overview)

Health & Safety Collection

- Slips, Trips & Falls
- PPE Essentials
- The Basics of Manual Handling
- Fire Safety Awareness
- Risk Assessment Training
- Lighting
- Covid-19 Awareness
- Personal Hygiene in the Workplace
- Aggression & Violence
- Introduction to Safe Systems of Work
- General Workshop Safety Equipment
- Getting In & Out of Buildings
- Temperature
- Welfare Facilities
- Drugs & Alcohol at Work
- Sharps
- Defining Hazard & Risk
- Winter Weather Awareness
- Dealing with Terrorism Threats
- Health Surveillance
- Workplace Inspections
- Construction Dust

Health & Wellbeing Collection

- The Importance of Exercise
- The Importance of Sleep
- Mental Health First Aider
- Dangers of Night Working
- Managing Shift Work
- Kicking the Bad Habits
- Menopause – Awareness at Work (Managers and Employees)
- Menopause - Providing Support (for Managers)
- Menopause - Asking for Support (for Employees)

Human Resources Collection

- Virtual Interviews
- Modern Slavery
- Selling Age Restricted Products
- Managing Disciplinarys
- Performance Management
- Managing Grievances
- Managing Absence
- Sexual Harassment in the Workplace
- Interview Skills

iAM Refreshing

- The Adventures of the Lone Worker (Refresher)
- The Basics of Manual Handling (Refresher)
- Working at Height (Refresher)
- Working in Confined Spaces (Refresher)
- Asbestos Awareness (Refresher)
- Fire Safety Awareness (Refresher)

iAM Soft Skills

- Time Management
- Effective Decision Making
- Emotional Intelligence
- Creating a Coaching Culture

iAM Soft Skills

- How to Have an Honest Conversation
- Personal Productivity
- Collaborative Problem Solving
- Communication Skills
- Remote Worker 101 (Lifesaver)
- The Power of Storytelling
- Change Management
- Conflict Management
- Return to Work 101
- Hybrid Working 101
- Ask for Help
- Combatting Imposter Syndrome
- Turn off Work Thoughts During Free Time!
- Dare to Disagree
- Redefine Your Personal Average (Overcoming Challenges)
- Confidence
- Dealing with Stressful Situations

iAM Translated Collection

- Phishing
- Hameçonnage
- Phishing
- Phishing
- El Fraude Electrónico
- E-mailbeveiliging
- Sécurité De Votre Messagerie
- E-mail-Sicherheit
- Sicurezza E-mail
- Seguridad del correo electrónico
- Staying Safe Online (French)
- Denial of Service Attack (French)
- Subject Access Requests (French)
- Staying Safe Online (German)
- Denial of Service Attack (German)
- Subject Access Requests (German)
- Staying Safe Online (Spanish)
- Denial of Service Attack (Spanish)
- Subject Access Requests (Spanish)

- The Role of Data Protection Officer (French)
- Life in the Cloud (French)
- Working Remotely (But Safely) (French)
- Data Breaches (French)
- Data Handling - Best Practices (French)
- The Role of Data Protection Officer (Spanish)
- Life in the Cloud (Spanish)
- Working Remotely (But Safely) (Spanish)
- Data Breaches (Spanish)
- Data Handling - Best Practices (Spanish)
- The Role of Data Protection Officer (German)
- Life in the Cloud (German)
- Working Remotely (But Safely) (German)
- Data Breaches (German)
- Data Handling - Best Practices (German)
- GDPR Overview (German)
- Protection & Infection Control (German)
- Spoofing Attacks (German)
- The Internet of Things (German)
- Using a Strong Password (German)
- Viruses & Malware (German)
- The Internet of Things (Spanish)
- Fake News (German)
- Fake News (French)
- GDPR Overview (French)
- Ransomware (German)
- Protecting Your Personal Data (German)
- Stolen Devices (German)
- WiFi Security (German)
- Disaster Recovery (German)
- Protection & Infection Control (French)
- Fake News (Spanish)
- Choosing the Right Cloud Vendor (German)
- Protecting Your Personal Data (Spanish)
- Protecting Your Personal Data (French)
- Stolen Devices (Spanish)
- Viruses & Malware (Spanish)
- Viruses & Malware (French)
- Using a Strong Password (Spanish)
- Using a Strong Password (French)

- Stolen Devices (French)
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- Choosing the Right Cloud Vendor (Spanish)
- Choosing the Right Cloud Vendor (French)
- WiFi Security (Spanish)
- Disaster Recovery (Spanish)
- The Internet of Things (French)
- Protection & Infection Control (Spanish)
- Spoofing Attacks (French)
- The GDPR Guru (German)
- The GDPR Guru (Spanish)
- The GDPR Guru (French)

Keeping Children Safe in Education (KCSIE)

- Recognising the Signs of Abuse
- Disclosure
- Child Centred Practice
- Physical Abuse
- Recording
- Early Help
- Keeping Children Safe in Education (KCSIE)
- How to Create a Safeguarding Culture
- Introduction to Safeguarding Culture
- Safeguarding Thresholds
- Allegations against Adults that work with Children

Life Skills Collection

- How do I Fact Check Misinformation?
- What Affects my Credit Score?
- Why is it important to Pay off my Credit Card?
- How do I Save Money?

- How do Pensions Work?
- What do I do when Online Shopping goes Wrong?
- What is Gaslighting?
- How do I buy a House?
- How do I Change a Baby's Napppy?
- How do I Improve my Personal Security?
- How do I Say No?
- How to Use Social Media Properly
- How do I add Soft Skills to my CV?
- How do I Hack Happiness?
- How do I Appear More Confident?

Mental Health Collection

- Mental Health: How to Have a Conversation
- Social Media & Self Image
- Anxiety
- Warning Signs
- Depression & Low Mood
- Workplace Mental Health
- Cyberbullying
- Dealing with Suicidal Feelings
- Cognitive Behavioural Therapy
- Crisis Prevention
- Dealing with Stress
- Coping with Isolation
- Relaxation
- Worry & False Thinking
- Responding to Difficult Events
- Being Kind to Yourself
- Drug Abuse Awareness
- Paranoia
- Panic Attacks
- Sleep Problems
- Self Harm
- Social Media, Screens & Teens
- Exam Stress
- Attachment & Separation Anxiety
- Eating Disorders
- Talking about Men's Mental Health
- Substance Use Disorder Advice (Signposts)

Office Health & Safety

- Good Housekeeping
- Setting up Your Home Office
- Driving Safely (including Mobile Devices)
- The Importance of Insurance
- Office Desk Set Up
- Active Shooter

PM&L: Core Skills & Power Skills

- Inspiring Action
- Understanding Workplace Culture
- Creating a Positive Workplace Culture
- How to Encourage Honest Feedback
- The Power of Getting to Know Individuals on Your Team
- Remote Communication
- Keep it Positive: Your Leadership Mindset
- Avoiding Common Management Mistakes
- Understanding Stakeholder Management
- Attracting Great Employees
- Maintaining Changes to Workplace Culture
- Non-Verbal Communication - 8 Key Insights
- Difficult Conversations
- Mentoring

PM&L: Leadership Styles & Situations

- What is Digital Leadership?
- Starting Out as a Digital Leader
- Leadership Style: The Big 5
- Understanding Contingency Leadership
- Choosing your Leadership Style
- What is Sustainable Leadership?
- Transformational vs. Transactional Leadership
- What is Agile Leadership?
- Leadership in a Crisis

- Leadership During a Pandemic
- The Integrated Psychological Theory of Leadership
- Brexit: Business Leaders FAQ
- What is Mindful Leadership?
- How Business Leaders Prepare for a Downturn
- What is Authentic Leadership?

PM&L: Looking after Your Team

- Improving Mental Health in the Workplace
- Targeting and Reducing Workplace Stress
- You First: Leading From Within
- Empathy in the Workplace
- Improving Remote Worker Health & Wellbeing
- Supporting Employees with Mental Health Issues
- Being a Leader not a Counsellor
- Lead with Empathy, not Ego
- Supporting your Team
- Managing Sickness

PM&L: Team Performance

- Understanding Employee Engagement
- How to Manage a Toxic Employee
- Successfully Managing a Remote Team
- Setting Effective Goals for KPIs
- Running Effective 121's
- Developing Talent
- Motivating your Team
- Encouraging Employee Engagement
- The Impact of Giving Accountability
- Leading Global Teams
- Performance Improvement Plan (PIP) - When are they needed?
- Performance Reviews
- Recognising a Skill vs. Will Performance Issue

Power Skills

- Creating Effective Online Meetings
- Active Listening
- Preparing a Presentation
- Sharing Ideas in Meetings
- Critical Thinking
- Dealing with Emotional and Angry Customers
- How to Delegate
- Strategic Thinking
- Effective Questioning Skills
- Assertiveness
- Customer Success Management

Project Management Collection

- The Agile Methodology
- The Scrum Methodology
- The Kanban Methodology
- Project Management Lifecycle
- The Lean Methodology

Psychological Safety Collection

- Safe Place to Fail - Learning from Mistakes
- Dare to Disagree - Creating a Feedback Culture
- I'm Not Ok - Spotting When Team Members Are Struggling
- I'm Not Ok - How to Ask for Help
- The Dangers of Echo Chambers
- Safe Place to Fail - Creating a Fail Fast Environment
- Dare to Disagree - Challenging Leadership Constructively
- It's OK to Not Know Everything
- Addressing a Blame Culture
- Championing Others

Safeguarding Collection

- Basic Safeguarding Awareness
- Types of Abuse
- Creating a Safeguarding Culture
- FGM
- Managing a Safeguarding Disclosure
- Prevent
- Helping People Stay Safe Online
- Neglect
- Whistleblowing
- Understanding & Identifying Patterns of Grooming
- Introduction to Safer Recruitment

Sales Skills Collection

- Remote Selling
- Understanding the Customer
- Using Rapport
- Selling in a Digital World
- Presenting with Confidence
- Sector Knowledge (Verticals)
- Maintaining Commitment - Closing the Sale
- Building your Brand on LinkedIn

Soft Skills Collection

- The Role of Luck (Taking Risks)
- The Power of Passion & Perseverance
- Speaking up for Yourself
- Don't Fail Fast, Fail Mindfully
- Being your Best Self
- Personal Resilience
- Building & Rebuilding Trust
- Influencing, Persuading and Negotiating
- Managing & Curating Your Network
- Embrace Conflict

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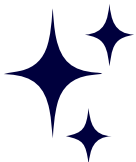


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Tons of topics

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Expert content

Go stress-free by adding expert content you can trust.

Audio-first

Audio is a great method of learning and can be done on the bus, in work or at home.



Increased results

Audio content can lead to better recall, faster uptake and quicker consumption.

Audio Library Titles

- Manage Procrastination, and Boss Your Day
- Make Remote Working Work For You
- Power Up Your To-Do List
- The Power of No
- Keeping Your Energy High
- How to Manage Your Time
- Optimise Your Meeting Productivity
- Systems for Working Faster
- What is Change Management?
- How to Guide Your Team Through Change
- How to Deal With Change to Your Job
- Stop Stagnating and Make the Change
- Making Body Language Your Greatest Ally
- How to Really Listen
- How to be Liked
- Plain English
- Managing Work Anxiety
- Impostor Syndrome
- The Power of Positive Thinking
- Avoiding Burnout
- Identifying and Helping Those Who Need it
- The Art of Resilience
- Make Time for You
- Starting the Day the Right Way
- An Introduction to Agile
- Scrum: The Basics
- Overview of Prince2
- Introduction to PMI/PMP
- What is Intrapreneurship?
- Innovate and be an Intrapreneur
- Building an Innovation Business Case
- Stakeholder Management for Innovation Projects
- An Introduction to Project Management
- Running Your First Project
- Troubleshooting Issues on Your Project
- Encouraging Teamwork as a Project Manager
- Maintaining your belief
- Self-reflection
- Having an Ambitious Mindset
- The Impact of Habits
- Motivating Your Team
- Inclusive Leadership
- Managing Conflict in Your Team
- Performance Management
- How to Get the Best From Introverts and Extroverts
- How to Develop a High Performing Team Culture
- Exit Interviews
- Spotting Talent in Your Team
- Introduction to Malware
- Introduction to Social Engineering
- Using and Managing Passwords
- Common Types of Attack
- The Meaning of Equality, Diversity, and Inclusion
- Unconscious and Implicit Bias and Microaggressions
- Banter and Bullying
- Cultural Awareness
- Moving from Manager to Leader
- Coaching and Mentoring
- Communication and Collaboration
- Why Diverse Businesses are Winning
- Transformational Leadership
- Courageous Leadership
- Agile Leadership
- Speaking with Authority
- Influence and Impact: How to affect those around you
- Inspirational Leadership
- When to protect your team
- Building Trust
- Introduction to Pronoun Awareness
- Introduction to LGBTQ+: Awareness Gender
- Introduction to LGBTQ+: Awareness Sexual Orientation
- Introduction to Microaggressions: LGBTQ+
- Introduction to Neurodiversity in the Workplace Awareness

- Introduction to Anti-Racism in the Workplace
- Introduction to Disability in the Workplace
- Introduction to Sexism in the Workplace
- Introduction to Ageism: Older People
- Introduction to Intersectionality
- Introduction to Employee Resource Groups
- Introduction to Cultural Nuances
- Introduction to Sexual Harassment
- How To Connect With Your Audience
- How to Build Rapport
- How to Build a Story
- Microstories and Presentations
- The Value of Timeboxing
- Introduction to Stakeholder Management
- Effective Stakeholder Management and Communication
- Reinvigorating Disengaged Staff
- How to be an Effective Interviewer
- The Importance of Prioritising Employee Well-Being
- Introduction to Environmental Sustainability
- Sustainability in Everyday Life
- Conversations About Sustainability
- Confidence at Work
- How to Deal With Difficult Customers
- Body Language in Customer Service
- How to Motivate Your Customer Service Team
- The Essentials of Face-to-Face Customer Service
- Dealing with Self-Doubt in Customer Service
- Importance of Purpose
- The Business Case for Sustainability
- High-Performance Team Culture
- An Introduction to Psychological Safety
- Effective Sustainability Communications
- Globalisation and Sustainability
- Introduction to Social Sustainability
- Understanding Corporate Sustainability
- Why Workplace Sustainability Matters
- Introduction to the Sustainable Development Goals
- Meditation Basics
- Office Etiquette Explained
- Sleep: Your Productivity Superpower
- How to Be Proactive
- Pareto Principle
- Large Language Models Explained
- A Brief History of AI
- Getting Creative With AI
- The Ethics of AI
- Women in Leadership: Motivation and Purpose
- Women in Leadership: Leading With Vision and Inspiring Others
- Women in Leadership: Networking and Connecting
- Women in Leadership: Navigating Challenges and Obstacles
- Women in Leadership: Building Confidence
- AI Essentials: A Beginner's Guide
- Leading Others
- Introduction to Cultural Awareness
- How to Navigate Grief in the Workplace
- An Introduction to Menopause
- Presentation Skills: Slide Deck and Tech
- Presentation Skills: Keeping Your Audience Engaged
- Presentation Skills: Post-Presentation Tips
- AI Challenges We Should All Know About
- Understanding the Differences Between AI, Machine Learning, and Deep Learning
- Answering the Most Common Questions About AI
- Everything You Need to Know About AI Data
- First-Time Leader Toolkit
- Building a Sustainable Future: Essentials for Change
- Women in Leadership: Confidence, Influence, and Impact

- Stress Management Essentials: Preventing Burnout and Building Resilience
- Collaboration Essentials: How To Communicate and Connect
- Delegation Done Right: A Guide for New Leaders
- Mastering Goal Setting for Your Team
- Hiring the Right People for the Right Roles
- KPIs Explained: Measuring Success Effectively
- Running Productive and Engaging Team Meetings
- Work-Life Integration: Balancing Professional and Personal Responsibilities
- Sales Fundamentals: Key Skills and Strategies for Success
- Prospecting Like a Pro: Finding and Engaging Your Ideal Customers
- Sales Messaging That Works: Crafting Compelling Outreach
- Discovery Done Right: Understanding Your Prospect's Needs
- Negotiation Mastery: Closing Deals with Confidence
- A Guide to Performance Improvement Plans

Microsoft Content Titles

- Convert Numbers to Words in Excel
- Sort Columns Horizontally in Excel
- Wrap Rows Like a Boss in Excel
- Excel Tables Explained in Excel
- Clean a Dataset with Excel Functions and Utilities
- Convert Values in a Spreadsheet in Excel
- Three Ways to Split Text in Excel
- Filter Data Like an Expert in Excel
- Organising Data with Subtotals in Excel
- Why Excel Nerds HATE Merge and Center
- Split Columns at Line Break in Excel
- Apply Automatic Formatting in Excel
- Filter Non-Adjacent Columns in Excel
- Most Useful Keyboard Shortcuts in Excel
- Find and Replace Hack in Excel
- 4 Efficiency Tips in Excel
- Excel Keyboard Shortcuts Everyone Should Know
- Paste Multiple Items with the Excel Clipboard
- Create a Conditional Chart in Excel
- Split Inconsistent Text Across Cells in Excel – TEXTBEFORE and TEXTAFTER
- Custom Formatting in Excel
- Print Headers and Selections in Excel
- Excel 'Pearl' Charts and Stacking
- Are you Using Data Bars Effectively?
- Conditional Formatting with Icon Sets in Excel
- New Checkboxes in Excel
- The LARGE and SMALL Functions in Excel
- STOP using SUMIF in Excel
- New Functions TOCOL and TOROW in Excel
- A Simple LAMBDA in Excel
- COUNT and SUM by Cell Colour in Excel
- Return Multiple Columns with VLOOKUP in Excel
- SORT vs SORTBY in Excel
- Hide Selected Items in a Data Validation Drop-Down List in Excel
- Pick Columns from a Dataset with CHOOSECOLS in Excel
- Build a Pivot Table from Multiple Sources with Power Pivot
- The IMAGE Function in Excel
- The AND Function with Conditional Formatting in Excel
- IF with Partial Match in Excel
- GROUPBY in Excel
- New Checkboxes in Excel
- Combine Files in Power Query in Excel

- Create an Excel Chart with REPT, TEXT and SUM
- Absolute vs Relative Cell Referencing in Excel Explained!
- The NEW TRIMRANGE Function + "The Dot"
- Power Toys Colour Picker in Windows
- Cleaning Data in Excel with Power Query Part 1
- Cleaning Data in Excel with Power Query Part 2
- Cleaning Data in Excel with Power Query Part 3
- Data Validation with Conditional Formatting in Excel
- Data Validation Lists with Images in Excel
- Data Validation Input Messages and Error Alerts in Excel
- Permanently Hide Worksheets in Excel
- Check for Issues and Accessibility in Excel
- Use VBA to Create a Message PopUp Box in Excel
- Mixed Cell Referencing in Excel
- Record a Simple Macro in Excel to Automate Tasks
- Create a Filter Macro in Excel + Assign to a Button
- Create a Dynamic Macro in Excel + Edit the VBA Code
- VLOOKUP Approx Match Explained in Excel
- INDEX and MATCH with Multiple Criteria in Excel
- XLOOKUP with Multiple Criteria in Excel
- Lookups with Duplicates in Excel
- Do You Know These Pivot Table Hacks in Excel?
- Calculated Fields in Excel Pivot Tables
- Automatically Apply Number Formatting in Excel Pivot
- Generate a Practice Dataset with ChatGPT in Excel
- Use ChatGPT to Write Excel Formulas
- ChatGPT to Bulk Send Emails
- The Advanced Filter in Excel
- Add a Search Box to a Spreadsheet in Excel
- How to Do a Weighted Average in Excel
- Find the Closest Match to a Number in Excel
- Create Usable Barcodes in Excel
- Create a Daily Habit Tracker in Excel
- Create an Expiry Alert in Excel
- Calculate Work Days Excluding Time Off in Excel
- Calculate Work Days with Custom Days off in Excel
- Printing Large Spreadsheets in Excel
- Export a List of Files from File Explorer to Excel with Hyperlinks
- Protect Specific Cells in an Excel Workbook
- Lock Cells but NOT Slicers in Excel
- Create a Stock Chart in Excel
- The PIVOTBY Function in Excel
- Change Title and Tab Name Automatically in Excel
- Introduction To Copilot In Excel
- Customise Views with Sheet View in Excel
- Create a SLICK Bar Chart like 'The Economist' in Excel
- Create a Scrolling Table in Excel using OFFSET
- The Camera Tool in Excel
- New Excel Feature - Focus Cell
- Excel Function with NO Arguments - DATEDIF
- Create a Stock Inventory Tracker in Excel
- Why You Should Be Using Excel Templates
- Search Folders in Outlook
- Manage Emails with Quick Steps in Outlook
- Conditional Formatting in Outlook for the Web
- Outlook Search

- Change your Outlook for the Web Theme and Colours
- Turn on the To-Do Bar in Outlook
- Apply Multiple Actions to Outlook Emails with Quick Steps
- Reuse Outlook Content - Quick Parts
- How to Turn Off the Focused Inbox in Outlook
- Create Calendar Appointments FAST in Outlook
- Why Word Styles are Useful in Word
- Creating a Table of Contents with Bookmarks in Word
- Create an Index in Word
- Create a Table of Figures in Word
- Auto-create Folders and Subfolders in File Explorer
- Navigating with Headings and Go To in Word
- Show Hidden Characters in Word
- Sorts Lists, Tables and Horizontal Data in Word
- Why Word Styles are SO Important
- Repeat Header Rows and Table Breaks in Word
- Working with Read Mode in Word
- Page and Section Breaks in Word
- Using the Format Painter Correctly in Word
- Using Formulas in Word
- Working with Headers and Footers in Word
- Working with Comments in Word
- Track Changes: How to Add, Review, Reject and Accept
- Creating AutoText/Quick Part Entries
- Find and Replace in Word
- Applying Formatting to Multiple Items in Word
- Footnotes and Endnotes in Word
- Save a Mail Merge as Individual Files in Word
- Compress Images in PowerPoint to Reduce File Size
- Create a Spotlight Effect with Morph in PowerPoint
- Slide Zoom in PowerPoint
- Get Live Audience Feedback in Forms and PowerPoint
- Create a Custom Theme in PowerPoint
- Understand the Slide Master in PowerPoint
- Copilot in PowerPoint
- Blur Effect in PowerPoint
- New Copilot Update - PowerPoint Narrative Builder
- Custom Slide Show in PowerPoint
- How Outlook Groups, SharePoint and Teams Link Together in Microsoft 365
- Auto-create Folders and Subfolder in File Explorer
- Export a List of Files from File Explorer to Excel with Hyperlinks
- Export Form Data to Excel the Right Way
- Create Profile Photos & Edit in Windows 11
- Paste Multiple Items Across Apps with Windows Clipboard
- The NEW Microsoft Teams for Personal Use
- Add a Tab in Microsoft Teams
- Make an Announcement in Microsoft Teams
- Create a Team and Add Members in Microsoft Teams
- Create a Team from a Microsoft 365 Group in Microsoft Teams
- Join a Public or Private Team in Microsoft Teams
- Working with Presence Status in Microsoft Teams
- Whiteboard in Microsoft Teams
- Breakout Rooms in Teams
- Sharing Files in Microsoft Teams Meetings
- Using Chat in Microsoft Teams
- Take Control of Keyboard and Mouse in Microsoft Teams Meetings

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