

# BUSINESS AND ADMINISTRATION

> Board Meeting and Presentation Skills

> Business Administrator - Building and maintaining positive relationships

> Business Administrator - Decision making and problem solving

> Business Administrator - Project life-cycle and management

> Business Administrator - Report creation and making recommendations

> Business Administrator - Understanding the applicability of business principles

> Business Writing

> Change Management

> Communication Skills

> Customer Service Practitioner - Self development

> Customer Service Practitioner - Team work and knowledge sharing

> Cyber Security Awareness for Business - UK

> Data Protection Awareness - UK

> Delegation Skills

> Dignity in the Workplace

> Discipline

> Emotional Intelligence

> Ethics in Business

> GDPR HR Professionals - UK

> How to Conduct Effective Meetings

> Individual Development Planning

> Influencing People Skills

> Interviewing Skills

> Manager to Leader Introduction

> Manager to Leader - Understanding time management

> Manager to Leader - Communication techniques and application

> Manager to Leader - Building relationships

> Manager to Leader - Strategic decision making

> Manager to Leader - Leading people and leadership styles

> Manager to Leader - Managing people

> Manager to Leader - Operational management

> Manager to Leader - Project management

> Manager to Leader - Business finance

> Managing Under Pressure

> Minute Taking

> Negotiation Skills

> Project Management

> Report Writing

> Selling Through Customer Service

> Solution Selling

> Time and Priority Management

> VDU Workstation Ergonomics - UK

> Attendance Management Skills

# BUSINESS AND ADMINISTRATION



> Stress Management for Employees

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> COVID-19 Compliance Officer - UK

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> COVID-19 Back to Work Induction - UK

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## GOVERNMENT FUNDED COURSES

---

> Customer Service

---

> Data Protection and Security

---

> Digital Skills

---

> Equality and Diversity

---

> Infection Control

---

> Lean Organisation Management

---

> Mental Health Awareness

---

> Mental Health First Aid

---

> Workplace Violence and Harassment

---

> Information, Advice and Guidance

---

> Personal Exercise, Health and Nutrition

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# CARE SERVICES, EDUCATION AND CHILDCARE

> Anti Bullying in the Workplace

> Business Administrator - Decision making and problem solving

> Club Running and Safeguarding Children in Sport

> Communication Skills

> CPR and AED Awareness

> Customer Service Practitioner - Communication and interpersonal skills

> Customer Service Practitioner - Dealing with customer conflicts and influencing people

> Delegation Skills

> Dignity in the Workplace

> Discipline

> Time and Priority Management

> Emotional Intelligence

> Environmental Awareness - ROSPA

> First Aid - ROSPA

> First Aid for Sports Events

> Food Allergies - ROSPA

> How to Conduct Effective Meetings

> Influencing People Skills

> Manager to Leader - Managing people

> Managing Under Pressure

> Social Media Awareness

> Stress Management for Employees

> Communication in Dementia Care

> Knowing the person with Dementia

> Understanding and Managing Delirium

> Understanding and Managing Distressed Behaviours that are Challenging

> Being There - The Art of Listening

> Being There - Core Qualities of a Skilled Listener

> Being There - Listening

> Being There - The Five Pillars of a Caregiving Experience

> Being There - The role of culture

> Being There - Self Esteem

> Being There - Loss

> Being There - Crisis Intervention

> Being There - Self Care

> COVID-19 Compliance Officer - UK

> COVID-19 Back to Work Induction - UK

> Armed Robbery Awareness - UK

> Infection Control



# CARE SERVICES, EDUCATION AND CHILDCARE

## GOVERNMENT FUNDED COURSES

> Business Improvement Techniques

> Care Planning

> Caring for Children and Young People

> Child and Young People's Mental Health

> Cleaning Principles

> Climate Change and Environmental Awareness

> Common Childhood Illnesses

> Common Health Conditions

> Customer Service

> Customer Service for Hospitality

> Customer Service in Care

> Data Protection and Security

> Dementia Care

> Diabetes

> Digital Skills

> Digital Skills in Care Settings

> Dignity and Safeguarding

> End of Life Care

> Equality and Diversity

> Fall Prevention Awareness

> Infection Control

> Information, Advice and Guidance

> Lean Organisation Management

> Learning Disabilities

> Mental Health Awareness

> Mental Health First Aid

> Nutrition and Health

> Personal Care Needs

> Personal Exercise, Health and Nutrition

> Safe Handling of Medication

> Safeguarding and Prevent

> Specific Learning Difficulties

> Team Leading

> Technology Enabled Care

> Tenant Support in Housing

> Understanding Autism

> Workplace Violence and Harassment

# CATERING AND HOSPITALITY

> Manual Handling - UK

> Food Allergies - ROSPA

> Health and Safety for Managers - UK - ROSPA

> HACCP Food Safety L2 - UK

> HACCP Food Safety Level 3 - UK

> Responsible Service of Alcohol - UK

> Personal Trainer - Nutrition and Health Guidelines

> Fire Safety - UK - ROSPA

> Accident Reporting UK - ROSPA

> Communication Skills

> Preventing Slips Trips and Falls - UK

> CPR and AED Awareness

> Customer Service Practitioner - Product and service knowledge

> Essential Bar Training

> Essential Catering

> Essential Customer Service

> Essential Health and Safety

> Essential Hospitality

> Award in Responsible Alcohol Retailing Level 1 Licensing - UK

> T in the Park Licensing Training

> Scottish Certificate for Licensed Premises Staff Part 1

> Scottish Certificate for Licensed Premises Staff Part 2

> Scottish Certificate for Licensed Premises Staff Part 3

> Scottish Certificate for Personal Licence Holders Part 1

> Scottish Certificate for Personal Licence Holders Part 2

> Scottish Certificate for Personal Licence Holders Part 3

> Cyber Security and Data Protection in the Hospitality Industry - Frontline Employees - UK

> Cyber Security and Data Protection in the Hospitality Industry - Managers - UK

## GOVERNMENT FUNDED COURSES

> Cleaning Principles

> Climate Change and Environmental Awareness

> Customer Service

> Customer Service for Hospitality

> Data Protection and Security

> Digital Skills

> Equality and Diversity

> Infection Control

> Information, Advice and Guidance

> Lean Organisation Management

> Learning Disabilities

> Mental Health Awareness

> Mental Health First Aid

# CATERING AND HOSPITALITY

> Nutrition and Health

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> Personal Exercise, Health and Nutrition

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> Team Leading

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> Workplace Violence and Harassment

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# CONSTRUCTION

> Delegation Skills

> Report Writing

> Emotional Intelligence

> Negotiation Skills

> Stress Management for Employees

> Time and Priority Management

> Preventing Slips Trips and Falls - UK

> PPE for Construction

> Manual Handling - UK

> Managing Under Pressure

> First Aid - ROSPA

> Fire Safety - UK - ROSPA

> Dignity in the Workplace

> Control of Substance Hazardous to Health - UK  
- ROSPA

> Accident Reporting UK - ROSPA

> Accident Investigation

> Confined Space Hazards - UKI

> Hand Protection - UK - ROSPA

> Working at Height - UK

> Asbestos Awareness

> Safety Health and Environment - UK - ROSPA

> Eye Safety - ROSPA

> Electrical Safety - UK - ROSPA

> Abrasive Wheels

> Buried Services UK - ROSPA

> Safe Chemical Handling

> COVID-19 Induction - Construction - UK

> COVID-19 Compliance Officer - Construction -  
UK

> Risk Assessment and Method Statements - UK

> Health and Safety for Managers - UK - ROSPA

> Ladder Safety Awareness - UK - ROSPA

> Construction Design and Management - CDM -  
Regulation 2015 - UK

> Project Supervisor Design Process - PSDP

> Environmental Awareness - ROSPA

## GOVERNMENT FUNDED COURSES

> Climate Change and Environmental Awareness

> Customer Service

> Data Protection and Security

> Digital Skills

> Equality and Diversity

> Information, Advice and Guidance

> Lean Organisation Management

> Team Leading

> Mental Health Awareness

> Mental Health First Aid

> Nutrition and Health

# CREATIVE DESIGN AND DIGITAL

> Armed Robbery Awareness - UK

> Business Administrator - Building and maintaining positive relationships

> Business Administrator - Report creation and making recommendations

> Communication Skills

> Customer Service Practitioner - Dealing with customer conflicts and influencing people

> Customer Service Practitioner - Product and service knowledge

> Customer Service Practitioner - Roles and responsibilities

> Customer Service Practitioner - Team work and knowledge sharing

> Cyber Security and Data Protection in the Hospitality Industry - Managers - UK

> Cyber Security and Data Protection in the Hospitality Industry - Frontline Employees - UK

> Cyber Security Awareness for Business - UK

> Cyber Security Awareness at Home - UK

> Data Protection Awareness - UK

> Eye Safety - ROSPA

> GDPR Information Technology - UK

> Data Protection for Marketing Professionals - UK

> LinkedIn for Business - International

> Manager to Leader - Operational management

> Manager to Leader - Project management

> Manager to Leader - Strategic decision making

> Selling Through Customer Service

> Social Media Awareness

> Time and Priority Management

> LinkedIn for Business - International

> VDU Workstation Ergonomics - UK

> Customer Service Practitioner - Product and service knowledge

> COVID-19 Compliance Officer - UK

> COVID-19 Back to Work Induction - UK

> Introduction to BIM - UK

## GOVERNMENT FUNDED COURSES

> Business Improvement Techniques

> Customer Service

> Data Protection and Security

> Digital Skills

> Digital Skills in Care Settings

> Digital Skills in Engineering Settings

> Digital Skills in Logistics Settings

> Digital Skills in Retail Settings

> Equality and Diversity

> Information, Advice and Guidance

> Lean Organisation Management

> Mental Health Awareness

> Mental Health First Aid

> Team Leading



# CREATIVE DESIGN AND DIGITAL



> Technology Enabled Care

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> Workplace Violence and Harassment

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> Understanding Autism

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# ENGINEERING AND MANUFACTURING

> Accident Investigation

> Accident Reporting UK - ROSPA

> Anti Bullying in the Workplace

> Communication Skills

> COVID-19 Back to Work Induction - UK

> COVID-19 Compliance Officer - UK

> Data Protection Awareness - UK

> Dignity in the Workplace

> Discipline

> Eye Safety - ROSPA

> Food Allergies - ROSPA

> HACCP Food Safety L2 - UK

> HACCP Food Safety Level 3 - UK

> Hand Protection - UK - ROSPA

> Infection Control

> Laboratory Safety - International - ROSPA

> Managing Pregnancy in the Workplace - International - ROSPA

> Manual Handling - UK

> Preventing Slips Trips and Falls - UK

> Safety Health and Environment - UK - ROSPA

> Warehouse Safety - UK - ROSPA

## GOVERNMENT FUNDED COURSES

> Business Improvement Techniques

> Cleaning Principles

> Climate Change and Environmental Awareness

> Data Protection and Security

> Digital Skills

> Digital Skills in Engineering Settings

> Equality and Diversity

> Infection Control

> Information, Advice and Guidance

> Lean Organisation Management

> Mental Health Awareness

> Mental Health First Aid

> Team Leading

> Warehousing and Storage

> Workplace Violence and Harassment

# HAIR AND BEAUTY

> Discipline

> Dignity in the Workplace

> Anti Bullying in the Workplace

> Accident Reporting UK - ROSPA

> Managing Under Pressure

> Manual Handling - UK

> Stress Management for Employees

> Social Media Awareness

> VDU Workstation Ergonomics - UK

> Preventing Slips Trips and Falls - UK

> Control of Substance Hazardous to Health - UK  
- ROSPA

> CPR and AED Awareness

> Hand Protection - UK - ROSPA

> Control of Substance Hazardous to Health - UK  
- ROSPA

> Communication Skills

> Laboratory Safety - International - ROSPA

> Safe Chemical Handling

> COVID-19 Compliance Officer - UK

> COVID-19 Back to Work Induction - UK

## GOVERNMENT FUNDED COURSES

> Business Improvement Techniques

> Cleaning Principles

> Customer Service

> Data Protection and Security

> Digital Skills

> Digital Skills in Retail Settings

> Infection Control

> Information, Advice and Guidance

> Lean Organisation Management

> Learning Disabilities

> Mental Health Awareness

> Mental Health First Aid

> Nutrition and Health

> Retail Knowledge

> Understanding Autism

> Team Leading

> Workplace Violence and Harassment



# HEALTH AND SCIENCE

> Gym Instructor - The Skeletal System

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> Gym Instructor - Joints

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> Gym Instructor - The Energy Systems

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> Gym Instructor - The Muscle System

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> Gym Instructor - The Nervous System

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> Gym Instructor - Circulatory System

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> Gym Instructor - The Respiratory System

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> Gym Instructor - Principles of Exercise

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> Gym Instructor - Principles of Training

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> Gym Instructor - Reasons for Exercising and Goal Setting

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> Gym Instructor - Barriers to Exercise

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> Gym Instructor - Customer Care

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> Gym Instructor - Supporting Clients

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> Gym Instructor - Importance of Healthy Eating

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> Gym Instructor - Health and Safety

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> Gym Instructor - Gym Inductions

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> Gym Instructor - Planning Gym Based Exercise Part 1

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> Gym Instructor - Planning Gym Based Exercise Part 2

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> Gym Instructor - Warm Up, Mobility and Cool Down

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> Gym Instructor - Flexibility

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> Gym Instructor - Core Stability

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> Gym Instructor - Intro to Suspension Training, Spotting, Foam Rolling and Kettlebells

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> Gym Instructor - Instructing gym based exercise

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> Gym Instructor - Closing sessions

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> Personal Trainer - The Skeletal System 2

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> Personal Trainer - The Muscle System 2

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> Personal Trainer - The Cardiovascular System

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> Personal Trainer - The Respiratory System 2

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> Personal Trainer - The Energy Systems 2

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> Personal Trainer - The Nervous and Endocrine System

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> Personal Trainer - The Lymphatic System

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> Personal Trainer - Core

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> Personal Trainer - Muscle Action Origin and Insertion

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> Personal Trainer - Nutrition and Health Guidelines

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> Personal Trainer - Exercise Nutrition

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> Personal Trainer - Influences on Food Habits

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> Personal Trainer - Consultations and Action Planning

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> Personal Trainer - Lifestyle Analysis

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> Personal Trainer - Testing

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> Personal Trainer - Motor Skills

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> Personal Trainer - Programming Personal Training Sessions

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> Personal Trainer - Programme Design for CV Training

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> Personal Trainer - Exercise Intensity and Weight Loss

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> Personal Trainer - Cardiovascular Training Systems

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> Personal Trainer - Strength and Power

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# HEALTH AND SCIENCE

> Personal Trainer - Programme Design for Resistance Training

> Personal Trainer - Resistance Training Systems

> Personal Trainer - Periodisation

> Personal Trainer - Strength and Conditioning

> Personal Trainer - Exercising outside the Gym

> Personal Trainer - Delivering Personal Training Sessions

> Personal Trainer - Evaluating Sessions

> Discipline

> Dignity in the Workplace (International)

> Anti Bullying (International)

> Accident Reporting (UK) (ROSPA)

> Managing Under Pressure

> Manual Handling (UK)

> Workplace Stress Management Skills

> Social Media Awareness

> Preventing Slips Trips and Falls (UK) (ROSPA)

> First Aid for Sports Event

> CPR and AED Awareness

> Hand Protection (UK) (ROSPA)

> Communication Skills (International)

> Club Running and Safeguarding Children in Sport

> COVID-19 Induction (Construction) (UK)

> COVID-19 Compliance Officer (UK)

> COVID-19 Back to Work Induction (UK)

## GOVERNMENT FUNDED COURSES

> Business Start-Up

> Business Improvement Techniques

> Climate Change and Environmental Awareness

> Common Childhood Illnesses

> Common Health Conditions

> Data Protection and Security

> Diabetes

> Digital Skills

> Equality and Diversity

> Infection Control

> Information, Advice and Guidance

> Lean Organisation Management

> Learning Disabilities

> Mental Health Awareness

> Mental Health First Aid

> Nutrition and Health

> Team Leading



# LEGAL FINANCE AND ACCOUNTING

> Anti Money Laundering - Insurance - UK

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> Anti Bribery and Corruption - UK

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> Business Administrator - Report creation and making recommendations

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> COVID-19 Back to Work Induction - UK

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> COVID-19 Compliance Officer - UK

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> Cyber Security Awareness for Business - UK

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> Data Protection Awareness - UK

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> Ethics in Business

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> GDPR HR Professionals - UK

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> Manager to Leader - Business finance

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> Senior Manager and Certification Regime - SMCR - Insurance - UK

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> Whistleblower Training Course

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## GOVERNMENT FUNDED COURSES

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> Customer Service

---

> Data Protection and Security

---

> Digital Skills

---

> Equality and Diversity

---

> Information, Advice and Guidance

---

> Lean Organisation Management

---

> Team Leading

---

> Mental Health Awareness

---

> Mental Health First Aid

---

> Personal Exercise, Health and Nutrition

---

> Workplace Violence and Harassment

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# PROTECTIVE SERVICES

---

> Manual Handling - UK

---

> Managing Under Pressure

---

> Discipline

---

> Dignity in the Workplace

---

> Anti Bullying in the Workplace

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> Accident Reporting UK - ROSPA

---

> Accident Investigation

---

> Armed Robbery Awareness - UK

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> Fire Safety - UK - ROSPA

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> Electrical Safety - UK - ROSPA

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> COVID-19 Back to Work Induction - UK

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> COVID-19 Compliance Officer - UK

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## GOVERNMENT FUNDED COURSES

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> Behaviour that Challenges

---

> Business Improvement Techniques

---

> Common Health Conditions

---

> Customer Service

---

> Data Protection and Security

---

> Digital Skills

---

> Dignity and Safeguarding

---

> Equality and Diversity

---

> Fall Prevention Awareness

---

> Infection Control

---

> Information, Advice and Guidance

---

> Lean Organisation Management

---

> Learning Disabilities

---

> Mental Health Awareness

---

---

> Mental Health First Aid

---

> Personal Exercise, Health and Nutrition

---

> Specific Learning Difficulties

---

> Team Leading

---

> Understanding Autism

---

> Workplace Violence and Harassment

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# SALES AND MARKETING

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## > Communication Skills

---

> Customer Service Practitioner - Communication and interpersonal skills

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> Customer Service Practitioner - Dealing with customer conflicts and influencing people

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> Customer Service Practitioner - Product and service knowledge

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> Customer Service Practitioner - Roles and responsibilities

---

> Customer Service Practitioner - Self development

---

> Customer Service Practitioner - Systems and resources

---

> Customer Service Practitioner - Team work and knowledge sharing

---

> Customer Service Practitioner - Understanding your organisation

---

> Time and Priority Management

---

> Essential Customer Service

---

> Data Protection for Marketing Professionals - UK

---

> LinkedIn for Business - International

---

> Manager to Leader - Building relationships

---

---

> Manager to Leader - Communication techniques and application

---

> Manager to Leader - Leading people and leadership styles

---

> Manager to Leader - Managing people

---

> Manager to Leader - Operational management

---

> Manager to Leader - Project management

---

> Manager to Leader - Strategic decision making

---

> Manager to Leader - Understanding time management

---

> Negotiation Skills

---

> Selling Through Customer Service

---

> Social Media Awareness

---

> Solution Selling

---

> VDU Workstation Ergonomics - UK

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> COVID-19 Compliance Officer - UK

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> COVID-19 Back to Work Induction - UK

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## GOVERNMENT FUNDED COURSES

---

> Business Improvement Techniques

---

> Customer Service

---

> Customer Service for Hospitality

---

> Digital Skills

---

> Digital Skills in Retail Settings

---

> Equality and Diversity

---

> Information, Advice and Guidance

---

> Lean Organisation Management

---

> Mental Health Awareness

---

> Mental Health First Aid

---

> Nutrition and Health

---

> Personal Exercise, Health and Nutrition

---

> Retail Knowledge

---

> Team Leading

---

> Understanding Autism

---

> Workplace Violence and Harassment

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# TRANSPORT AND LOGISTICS

> Abrasive Wheels

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> Accident Investigation

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> Accident Reporting UK - ROSPA

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> Confined Space Hazards - UKI

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> COVID-19 Compliance Officer - Construction - UK

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> COVID-19 Induction - Construction - UK

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> Dignity in the Workplace

---

> Discipline

---

> Eye Safety - ROSPA

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> Fire Safety - UK - ROSPA

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> Hand Protection - UK - ROSPA

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> Ladder Safety Awareness - UK - ROSPA

---

> Manual Handling - UK

---

> Preventing Slips Trips and Falls - UK

---

> Warehouse Safety - UK - ROSPA

---

> Working at Height - UK

---

> COVID-19 Compliance Officer - UK

---

> COVID-19 Back to Work Induction - UK

---

## GOVERNMENT FUNDED COURSES

---

> Cleaning Principles

---

> Climate Change and Environmental Awareness

---

> Customer Service

---

> Data Protection and Security

---

> Digital Skills

---

> Digital Skills in Logistics Settings

---

> Infection Control

---

> Information, Advice and Guidance

---

> Lean Organisation Management

---

> Mental Health Awareness

---

> Mental Health First Aid

---

> Team Leading

---

> Warehousing and Storage

---

> Workplace Violence and Harassment

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# AGRICULTURE, ENVIRONMENTAL AND ANIMAL CARE

> Environmental Awareness (ROSPA)

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## GOVERNMENT FUNDED COURSES

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> Climate Change and Environmental Awareness

---

> Customer Service

---

> Digital Skills

---

> Equality and Diversity

---

> Infection Control

---

> Workplace Violence and Harassment

---

> Mental Health Awareness

---

> Mental Health First Aid

---

> Team Leading

---

> Information, Advice and Guidance

---

> Personal Exercise, Health and Nutrition

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# COMING SOON

## LARGE GOODS VEHICLE (LGV) DRIVER SERIES

- > Large Goods Vehicle - Structure of the Industry
- > Large Goods Vehicle - Awareness of Role
- > Large Goods Vehicle - Protection of the driver, vehicle and load
- > Large Goods Vehicle - Drivers First Aid
- > Large Goods Vehicle - Safe Use of Equipment
- > Large Goods Vehicle - Building Relationships
- > Large Goods Vehicle - Driver's Hours
- > Large Goods Vehicle - Preparation of a vehicle
- > Large Goods Vehicle - Planning of Delivery
- > Large Goods Vehicle - Safe and Efficient Driving
- > Large Goods Vehicle - Returned Goods
- > Large Goods Vehicle - Using Technology

## LEVEL 4 STRENGTH AND CONDITIONING SERIES

- > Strength & Conditioning - Biomechanical Considerations of Sport Specific Strength and Conditioning
- > Strength & Conditioning - Sports Specific Movements for Strength and Conditioning
- > Strength & Conditioning - Hypertrophy
- > Strength & Conditioning - Strength
- > Strength & Conditioning - Energy System Development (ESD)
- > Strength & Conditioning - Nervous System
- > Strength & Conditioning - Health Related Components of Fitness
- > Strength & Conditioning - Plyometric
- > Strength & Conditioning - Effects and Indicators of Overtraining
- > Strength & Conditioning - Functional Athletic Screening
- > Strength & Conditioning - Profiling Athletes
- > Strength & Conditioning - Principles of Training
- > Strength & Conditioning - Periodisation

- > Strength & Conditioning - Sport Specific Warm-ups And Cool Downs
- > Strength & Conditioning - Specific Phases of a Periodisation
- > Strength & Conditioning - Understand the Role of Nutrition within Strength and Conditioning

## FOOD SAFETY SERIES

- > Food Safety - Introduction
- > Food Safety - Contamination
- > Food Safety - Bacteria
- > Food Safety - Prevention
- > Food Safety - Hazard Analysis
- > Food Safety - Personal Hygiene
- > Food Safety - Pest and Waste Control
- > Food Safety - Cleaning
- > Food Safety - Promises and Equipment
- > Food Safety - Summary



# COMING SOON

## HEALTH AND SAFETY

- > GHS Classification
- > Health and Safety for Directors
- > Health and Safety for Cleaners
- > Lone Working - Managers
- > Lone Working - Employees
- > Noise Awareness
- > Spill Prevention and Control
- > Lockout and Tagout
- > Legionella Awareness

## MEDICINE AND HEALTH

- > Medicine Awareness Training
- > Mental Health Awareness
- > Mental Health Legislation

## RECRUITMENT RESOURCER SERIES

- > Recruitment Resourcer - Induction
- > Recruitment Resourcer - The Role of Recruitment Resourcer
- > Recruitment Resourcer - Compliance - Legal, Regulatory and Ethical Requirements when Recruiting
- > Recruitment Resourcer - Client Relationship Management Systems and Data Protection
- > Recruitment Resourcer - Business Development - Sales Techniques and Processes
- > Recruitment Resourcer - Consultancy - Identifying Client Needs and the Resourcing Plan
- > Recruitment Resourcer - Candidate Sourcing - Using Research in the Recruitment Process
- > Recruitment Resourcer - Candidate Management: Researching the Candidate
- > Recruitment Resourcer - Candidate Sourcing - The Selection Process
- > Recruitment Resourcer - Candidate Management - Building and Maintaining Relationships with Candidates
- > Recruitment Resourcer - Customer Service

## OPERATIONS DEPARTMENTAL MANAGER SERIES

- > Operations Departmental Manager - The Induction
- > Operations Departmental Manager - Self Awareness
- > Operations Departmental Manager - Self Management
- > Operations Departmental Manager - Communication
- > Operations Departmental Manager - Building Relationships
- > Operations Departmental Manager - Decision Making
- > Operations Departmental Manager - Leading People
- > Operations Departmental Manager - Managing People
- > Operations Departmental Manager - Operational Management
- > Operations Departmental Manager - Project Management
- > Operations Departmental Manager - Finance



# COMING SOON

## RECRUITMENT CONSULTANT SERIES

- > Recruitment Consultant - The Recruitment Industry and Role of Consultant
- > Recruitment Consultant - The Recruitment Industry and Role of Consultant
- > Recruitment Consultant - The Recruitment Industry and Role of Consultant
- > Recruitment Consultant - Legal, Regulatory and Ethical Requirements when Recruiting
- > Recruitment Consultant - Market Research and Analysing Competitor Activity
- > Recruitment Consultant - The Recruitment Sales Cycle and Techniques
- > Recruitment Consultant - The Recruitment Sales Cycle and Techniques
- > Recruitment Consultant - The Recruitment Sales Cycle and Techniques
- > Recruitment Consultant - The Recruitment Sales Cycle and Techniques
- > Recruitment Consultant - Understanding Relationship Management in Recruitment

**...AND MANY MORE COURSES  
COMING SOON.**

## SIGN UP NOW AT

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