



Course Catalogue

[Click here to start your search](#)

Welcome to **CE** Learning Online

Please **click** on any of the below to reveal the relevant courses on offer



Business Skills



CE Products



Communication & Sales



Compliance



HR/Health & Safety



Insurance Technical



IT & Systems



Leadership & Mgmt



Self Development

Courses on offer:

Bu Business Skills

Whether you are budgeting, planning strategy, running meetings or managing projects, you will need a suite of Business Skills to help you to plan and execute more effectively in the workplace

Agenda Setting

This bite sized course provides learners with an example structure in the hope that all future meetings they arrange start with an agenda. The module is an excerpt from the Making Meetings Matter full course, which includes all kinds of tips and ideas to increase meeting productivity.

Analyse Financial Health With Ratios

Learn at your own pace during this exciting animated explainer course. The interactive course allows you to navigate the sections which include an animated explainer video as well as a quiz to test your knowledge.

A Tactical Guide to SEO and PPC

This course will help uncover long-tail keyword opportunities that can drive highly-qualified visitors to your site, maximise the utility of your online advertising spend through better segmentation, A/B testing and measurement and how to embrace new marketing strategies like mobile while avoiding the common mistakes that hurt online marketing quality.

Budget Like A Boss

Learn at your own pace during this exciting animated explainer course. The interactive course allows you to navigate the sections which include an animated explainer video as well as a quiz to test your knowledge.

Building Brand Loyalty

Building brand loyalty is a tricky thing. This 60-second course will go through what you and your company require to inspire brand loyalty.

Courses on offer:

Bu

Business Skills

Whether you are budgeting, planning strategy, running meetings or managing projects, you will need a suite of Business Skills to help you to plan and execute more effectively in the workplace

Close Your Project Successfully

Every project has the potential to help you run future projects more efficiently, so this course is designed to help you avoid the project management trap of believing you are too busy to evaluate projects more efficiently.

Conducting Effective Meetings

This course provides detailed techniques to ensure managers prepare and lead effective meetings. It will help implement effective techniques to prepare for meetings, utilise methods for conducting meetings and employ a meeting follow-up process.

Creative Problem Solving

This course will encourage you to think differently and find more creative solutions to problems, and it will help you to achieve this in three simple steps.

Customer Marketing

Marketers who ignore post-funnel marketing opportunities, are losing opportunities to differentiate their business and brand, while uncovering opportunities for revenue. Increase renewals, referrals, and cross-sell/upsell opportunities with more effective customer marketing.

Decision Making

Decision-making is an important skill in almost every job and employers really value strong decision-makers in their teams. Once you've completed the course, you will have the knowledge, skills and confidence to be a more effective decision-maker both inside and outside of work.

Courses on offer:

Bu

Business Skills

Whether you are budgeting, planning strategy, running meetings or managing projects, you will need a suite of Business Skills to help you to plan and execute more effectively in the workplace

Defining Your Message

This 60 second course is about you taking stock of your company's core values and once and for all defines your brand message.

Effective Brand Identity

This 60 second course will explain to you what to expect of an effective brand identity, why it is so vital during the marketing process and some quick tips for when you are creating your brand identity.

Email Marketing

This course will help you to understand how to use email to communicate with customers and prospects, unique ways to use email to get better results across the entire funnel and the best types of email campaigns to drive acquisition and retention.

Essential Time Management Tools

After this course, you'll be able to utilize four time management tools, distinguish between being efficient and effective, and prioritize tasks using the important versus urgent decision method.

Finance For Non Finance Managers

In this course you'll find out about cash flow, income statements and ratio analysis – and don't worry if this sounds complicated now – we'll introduce the concepts to you in a simple straightforward way, so you can learn them quickly and easily.

Courses on offer:

Bu

Business Skills

Whether you are budgeting, planning strategy, running meetings or managing projects, you will need a suite of Business Skills to help you to plan and execute more effectively in the workplace

Financial Documents 101

This course will allow you to describe the purpose and contents of the income statement, describe the purpose and contents of the balance sheet and understand the results of a variety of ratio calculations.

Finding Your Voice

As a company, how you communicate to potential customers is vital in successfully creating your desired brand identity. So, how do you find a voice that suits your brand, one that aligns with your core principles and values, and will attract your target audience? This 60-Second course will show you how.

How To Maintain A Healthy Cash Flow

This bite sized module will give you a simple six step plan to ensure cash keeps flowing into your business. You will discover how to encourage early payment and why you should be cautious with credit.

Income Statements Made Simple

This bite sized module breaks the income statement into its simplest terms and shows you how it is organised. You'll learn how gross profit is calculated and why net income is a better indicator of financial performance.

Innovation and Culture

This 60-second course will outline the benefits and dangers, as well as the best ways to foster an innovation culture where you work.

Courses on offer:

Bu

Business Skills

Whether you are budgeting, planning strategy, running meetings or managing projects, you will need a suite of Business Skills to help you to plan and execute more effectively in the workplace

Jab, Jab, Jab, Right Hook (animated video summary)

New York Times best selling author and social media expert Gary Vaynerchuk shares hard-won advice on how to connect with customers and beat the competition. A mash-up of the best elements of Crush It! and The Thank You Economy with a fresh spin, Jab, Jab, Jab, Right Hook is a blueprint to social media marketing strategies that really works.

Making Meetings Matter

The best way to enhance productivity, increase engagement, and make work fun again, is to change the way all those meetings we spend so much time in are designed, led, and experienced, which will be shown to you through this bite-sized module.

Manage Meeting Personalities

This is a bite sized module lifted from the Making Meetings Matter course, and is for anyone who regularly leads or chairs meetings and would like to increase meeting productivity.

Marketing Hacks - Increasing Your Brand Visibility (60 second skills)

In this course, we will show you why brand visibility is so important to your business and what strategies you can use to increase your brand's visibility in order to expand your customer base.

Marketing Hacks - Video Pitches (60 second skills)

In this 60-second course we will explain to you what video pitches are, why they are so effective, and teach you some tips you can use for creating your very own one.

Courses on offer:

Bu

Business Skills

Whether you are budgeting, planning strategy, running meetings or managing projects, you will need a suite of Business Skills to help you to plan and execute more effectively in the workplace

Marketing Hacks - Word of Mouth Marketing (60 second skills)

This course introduces you to the concept of Word of Mouth Marketing, as well as some new concepts, which will be invaluable to anyone looking to market their brand.

Marketing Strategy that Drives Effectiveness

This course will give you a foundational understanding of how to think strategically to develop, measure and promote a marketing plan that helps you bridge the gap between activities and results.

Introduction To Project Management

This course is for anyone who would like to learn more about the world of Project Managers, as well as experienced Project Managers who want a refresher on the basics but even people looking to advance their careers by getting involved in project teams.

Productivity & Time Management

The Productivity and Time Management course isn't just for people in a formal management role. It's ideal for anyone who wants to improve their time management skills and get more out of their day. And let's face it, who wouldn't want more time?

Project Design

This short module provides an overview of why most Project Managers fail to meet their project objectives. You'll find out how you can use flow charts to communicate your ideas and learn why even Pixar use proof of concepts on projects.

Courses on offer:

Bu

Business Skills

Whether you are budgeting, planning strategy, running meetings or managing projects, you will need a suite of Business Skills to help you to plan and execute more effectively in the workplace

Project Development & Testing

This course is a bite sized review of why testing and development is important during a project. The course focuses on a real world tool you can use to structure testing on your own projects and guarantee continuous improvement.

Project Preparation

Project managers have been known to suffer from the dreaded curse of too much planning, where projects never get going despite there being a robust plan with lots of checkboxes, charts and graphs. The key is to get the right balance between planning and action – and this course will show you how you can do this using critical path analysis.

Project Strategy & Business Case

This course looks at the importance of strategy and will show you how to make your own projects stand out from the crowd with a well prepared business case.

Report Writing Skills

If your job requires you to prepare business reports of one type or another – you need to develop your report-writing super powers. Learn how with our course, packed full of business report writing tips that will make your reports stand out and allow you to develop a strong reputation for intellect and professionalism in your workplace.

Courses on offer:

Bu

Business Skills

Whether you are budgeting, planning strategy, running meetings or managing projects, you will need a suite of Business Skills to help you to plan and execute more effectively in the workplace

Social Media Marketing

This course will help you understand how to prioritise investments in the right channels for your brand, how to mature your social media program and deliver ROI and maintain control of your brand and message in the wild world of social.

Support & Benefits Realisation

The course show you how to develop your own benefits realisation plan using a simple six step formula. Creating a benefits realisation plan helps you track whether intended benefits have been realised and sustained after the end of the project. Furthermore is helps to ensure a clear signposting of who is responsible for the delivery of those benefits.

The Accounting Equation

This bite sized module provides a quick refresher on the terms Assets, Liabilities and Owner's Equity. You will learn how to decipher basic accounting using the Accounting Equation.

The Balance Sheet Explained

This bite sized module looks at how the accounting equation forms the basis of a company balance sheet. You'll learn how to get a snapshot of your company's financial position by looking at three key categories.

The Cash Flow Statement

Do you understand how a cash flow statement is organised? If the answer is no, this course will give you a simple breakdown that is easy to follow and understand. By the end you'll be able to recognise the signs of good financial health in your personal or company finances.

Courses on offer:

Bu

Business Skills

Whether you are budgeting, planning strategy, running meetings or managing projects, you will need a suite of Business Skills to help you to plan and execute more effectively in the workplace

The Inbound Marketer's Playbook

In the last 10 years, inbound marketing has become one of the most effective marketing channels. Getting started and finding success requires a shift in the way you communicate with customers, prioritise your resources, work with the rest of the organisation, even budgeting and measuring success.

The War of Art (animated video summary)

Though it was written for writers, this book has been embraced by business entrepreneurs, actors, dancers, painters, photographers, filmmakers, military service members and thousands of others around the world.

Time Management (Classroom-based course)

This full-day workshop is designed to be informative and interactive and will give you a number of tools and techniques to help you to organise your workload.

Training & Business Readiness

This course is designed for anyone who would like to learn more about the world of project management, and more specifically, experienced project managers who want a refresher on the basics.

Courses on offer:

CE Products

A suite of materials outlining Commercial Express' products and services

An Introduction to Catering Trailer

This course will help you understand what the policy is designed to cover, limits of cover available and policy key features and benefits for Catering Trailer.

An Introduction to Commercial Property Owners AXIS

By the end of the course you will be able to describe what the policy is designed to cover, list the key features and benefits and identify the Top Trades.

An Introduction to Liability Per Capita

By the end of the course you will be able to outline what the course is designed to cover, describe key features and benefits of the policy, outline the limits of cover available and identify top converting trades.

An Introduction to Outside Catering

This course will help you understand what the policy is designed to cover, limits of cover available and policy key features and benefits for Outside Catering.

An Introduction to Residential Property Owners

By the end of the course you will be able to outline what the course is designed to cover, list the acceptable tenancy types, describe key features and benefits of the policy and highlight the add on cover available for tenanted properties.

Courses on offer:

CE Products

A suite of materials outlining Commercial Express' products and services

An Introduction to Residential Property Owners (Unoccupied)

This course will help you identify the maximum length of unoccupancy for New Business, list the levels of cover available, highlight policy flexibility and outline unoccupied conditions.

An Introduction to Wages & Turnover

By the end of the course you will be able to outline what the course is designed to cover, list the limits of cover available, describe key features and benefits of the policy, and identify top converting trades.

Courses on offer:



Communication & Sales

Whether you work in customer service, sales or you would just like to increase your everyday communication and interpersonal skills, this section is for you

Asking Questions

This bite sized module looks at how successful salespeople use both open and closed questions to gain valuable buyer information and start the close. Find out if asking for a cup of tea or coffee is an open or closed question!

Authority & Social Proof

This bite sized module looks at two influencing principles, authority and social proof. Find out why customer testimonials are critical to getting others to believe in your product or service.

Be Likeable

This bite sized module looks at the fundamentals that have to be in place if we want people to buy from us. Find out why certain words you use every day are perceived weak and cause buyer doubt.

Being Assertive The Right Way

Learn at your own pace during this exciting animated explainer course. You can work through the entire course, or, because we know how busy life can be, you have the option to go straight to particular skills you'd like to work on.

Closing

This bite sized module shows you how to create a clear closing process and provides some unique closing questions. Find out why asking the hard questions, can really put you in front of your competitors.

Courses on offer:



Communication & Sales

Whether you work in customer service, sales or you would just like to increase your everyday communication and interpersonal skills, this section is for you

Commitment & Consistency

This bite sized module explains that if you can actually get products in buyer's hands, even if there is no official commitment to buy them, your chances sales increase. Find out why publicly sharing your commitments makes you stick to them.

Communicating Effectively

Through this course, you will discover how effective communication can lead to a more satisfying life. Why only 7% of communication is based on words. Learn about effective listening and questioning techniques you can use. And find out the secret to writing engaging e-mails.

Communication Skills All Managers Must Master

This course is not a step by step guide to becoming a great leader. When you finish this course, you'll be able to cite the business impact of poor communication, describe skills that enhance your communication and demonstrate a focused listening approach.

Complaints Handling

Research has shown that 95% of customers will give you a second chance if you handle their complaint successfully. This course has been developed to give you the knowledge, skills and confidence to handle complaints and deal with them effectively.

Conflict Management

This course provides delegates with the knowledge needed to understand conflict and new skills that can be confidently used to manage conflict in the workplace.

Courses on offer:



Communication & Sales

Whether you work in customer service, sales or you would just like to increase your everyday communication and interpersonal skills, this section is for you

Customer Loyalty

The course uses animated explainer videos to bring customer loyalty stories to life for the learner. The course ends with an actionable advice section, challenging learners to take what they've learned into their daily roles.

Customer Service Success

As a continued effort to put customers at the heart of what we do we have now introduced this bite-sized introduction to Customer Service Excellence course.

Do Your Research

This bite sized module focuses on the five things you need to know before you speak to a potential prospect. Find out why research is just as critical as any other sales step.

Effective Listening

This course will explain the importance of listening skills, how to listen when communicating with prospective clients, as well as giving you some key listening tips to employ during your next sales pitch.

Features, Advantages, Benefits

This bite sized module looks at why you should think of your product or service in three distinct parts. Features, advantages and benefits. Find out people really only buy benefits, not features or advantages.

Courses on offer:



Communication & Sales

Whether you work in customer service, sales or you would just like to increase your everyday communication and interpersonal skills, this section is for you

Follow Up

This course will tell you where typical sales people fail and how far you need to go to become the best. Find out what stage of the sales process you would normally give up. The interactive course allows you to navigate the sections which contain animated stories, activities and takeaways.

Handling Customer Complaints

Learn some effective strategies for turning a complaining customer into a corporate advocate.

How to Avoid and Manage Conflict

As a manager, you need to manage unhealthy conflict between employees, because it can create a stressful and unproductive work environment.

How to Influence

Influencing a prospect to buy is a challenge. Which is why it's worth understanding the psychological principles behind the influencing process. This bite sized module explains the six principles of influence as defined in Cialdini's model. Find out why if you give someone a gift, they always feel the need to repay you.

Introducing Yourself

In this course, you will be given some of the fundamentals to introducing yourself in a sales situation. Of course, there are parts of your intro you'll need to tailor to your own situation, product or service.

Courses on offer:



Communication & Sales

Whether you work in customer service, sales or you would just like to increase your everyday communication and interpersonal skills, this section is for you

Know Your USPs

This bite sized module looks at how you can identify your product or services unique selling point which makes you stand out from the crowd. Find out how Dyson became so successful using a USP.

Leave Something Behind

Ever thought of taking a box of cakes to your next sales meeting? If not, this course will explain why you should. Find out why something as simple as a free pen can make a big difference in your sales success.

Navigating Gatekeepers

This course is to give you a few ideas whenever you're doing telephone sales and worrying about getting stuck on your way to a decision maker.

Negotiation & Influencing People

This course will give you the confidence to negotiate and influence, and since everyday of your life involves some kind of negotiating, it's well worth your time to do so.

Networking

This 60 second course explains why networking is so important, and will give you some useful tips on how to make the most of networking.

Courses on offer:



Communication & Sales

Whether you work in customer service, sales or you would just like to increase your everyday communication and interpersonal skills, this section is for you

Objection Handling

This bite sized module explains why traditional sales advice to BUST objections is all wrong and you will find out why objections are just a natural part of the sales process that you can use to your advantage.

Presentation Skills: Delivery

This is an interactive and informative face-to-face one-day workshop that covers many areas of presenting and public speaking.

Presenting with Impact

This course is for after you've got your presentation content ready. It will give you an idea of how to structure it, the way you put it across to your audience. It will also give you tips about how and when to allow questions and other interaction, as well as dealing with difficult audience members.

Presenting With Power

This course will give you the skills and techniques to do the same. During this course you'll acquire new presentation skills used by the world's best public speakers. Skills you can practise and use to improve your own presenting prowess.

Qualify Your Lead

This bite sized module looks at why lead qualification is so important. Find out why speaking to decision makers is so important and why your valuable time is being wasted.

Courses on offer:



Communication & Sales

Whether you work in customer service, sales or you would just like to increase your everyday communication and interpersonal skills, this section is for you

Sales Mastery (Full course)

The course is packed full of practical tips, case studies and best practise examples that are guaranteed to improve your sales performance. Just think how different your job, career or financial success could be if this course helps you improve just one aspect of your selling performance!

Scarcity

This bite sized module explains how you can speed up buyer decision making by using the power of scarcity. Find out why a 'soon to be gone' promotion will sky rocket your sales.

Taking Notes

This bite sized module explains why you should grab a notepad before your next sales meeting. Find out how a sales diary can improve future marketing and if a tablet or old fashioned pad and better is better.

Telephone Etiquette

The Telephone Etiquette course isn't just for people in a customer facing role. You could be a talented designer, code faster than you think, or maybe you're a really senior executive, it doesn't change anything. Whatever position you're in, the way you answer the phone and handle conversations shapes the customers perception of your entire business.

The Pitch

To create successful pitch, you need a system and this bite sized module shows you why the six step process is ideal to follow when you're delivering a formal pitch. Find out why so many contestants fail on the Dragon's Den.

Courses on offer:



Communication & Sales

Whether you work in customer service, sales or you would just like to increase your everyday communication and interpersonal skills, this section is for you

The Power of Silence

This bite sized module tells you how long the average sales person waits before speaking and why staying silent will make you miserable at first, but ultimately lead to more sales.

The Public Speaking Guru - Speech Writing

This course looks at what you'll need to know before you start writing. Alongside the basics that all speeches should have, there are also an array of tips that you can pick and mix to best suit your own personal speech-creating style.

Use Humour

Here's an idea – how about mixing some humour into your sales process? Learn how to through this interactive course.

Courses on offer:



Compliance

A suite of materials to help you to ensure that you stay lawful and compliant

Anti-Money Laundering

This course explains how the process works and your obligations under the applicable laws and regulations.

Bribery Act

This module is targeted primarily at individuals who are employed by businesses; however, it will also be of use to anyone who would like to increase their awareness of this new legislation.

Consumer Rights

The new Consumer Rights Act, that came into force on the 1st October 2015, provides shoppers with much greater protection than they had previously. The changes are relevant to all consumers and every business which sells directly to them. This course will help you understand the legislation and put it into practice where you work.

Cyber Security

This course is suitable for all employees who work with computers at work. Cyber-attacks can happen to any business or individual that uses or holds personal data and there can be severe penalties if the legislation is not adhered to.

Cyber Security Overview

Knowing the important parts of cyber-security is very handy. We'll give a great, comprehensive overview of the cyber-security landscape. You'll come away with an understanding of how people can stay protected.

Courses on offer:



Compliance

A suite of materials to help you to ensure that you stay lawful and compliant

Freedom of Information Act

The Freedom of Information Act is a major indication of the UK Government's commitment to transparency. It is bold, future-looking legislation that opens up public information, yet, keeps personal information private. Once you've taken the course, you may be surprised at the type of information that can make its way into the public domain.

GDPR (General Data Protection Regulation)

The General Data Protection Regulation (GDPR) is in force from 25th May 2018, replacing the existing data protection framework under the EU Data Protection Directive. This course will cover all of the important bits of GDPR you need to know about.

GDPR Express

GDPR Express will cover the important bits of GDPR you need to know about. In a quick and condensed course.

IT Security For The Remote Worker & Business Traveller

In this course, we walk you through the essentials of keeping your device's secure while working remotely, telecommuting or traveling on business. It also discusses why it's critical to back up your data.

Payment Card Industry Awareness (PCI DSS)

The course covers the new PCI DSS V.3 Standard, which came into full effect in April 2016, and places increased emphasis on employee training, and demands all organisations provide annual employee PCI awareness training.

Courses on offer:



Compliance

A suite of materials to help you to ensure that you stay lawful and compliant

Ransomware & Cybercrime

Ransomware is a type of Cybercrime, understand how to protect yourself from it. Without the right protection and preventative measures, Ransomware can prey on you.

Social Media Awareness

With the lines between personal and working lives blurring, the danger of getting social media wrong is increasing. This social media awareness course is designed to help you make the right choices and help you understand how a social media policy can protect you.

The EU Insurance Distribution Directive

This course provides an introduction to the EU Insurance Distribution Directive (IDD).

Treating Customers Fairly (TCF)

This course is for anyone who works in the Financial Sector and wants to understand more about Treating Customers Fairly.

Types of Ransomware, Acts and Obligations

This course will explain different types of ransomware, and what they do, the laws that make this criminal activity, illegal and how to prevent anything attacking your system.

UK Financial Sanctions

The course is designed for the financial services workforce. The interactive course includes animated explainer videos, characterful voice-over and easy to read slides. At the end of the course, you'll find a short quiz. It's designed to help you understand the key insights and takeaways from the topic.

Courses on offer:



Compliance

A suite of materials to help you to ensure that you stay lawful and compliant

Vulnerable Customers

Our course explores how companies can adopt policies that help them to interact with and service vulnerable customers in a considerate way. We'll make sure everyone taking it understands exactly what vulnerability means, entails and results in.

Whistleblowing

The interactive course includes animated explainer videos, characterful voice-over and easy to read slides. At the end of the course, you'll find a short quiz. It's designed to help you understand the key insights and takeaways from the topic.

Courses on offer:

HR HR/Health & Safety

This covers all areas of HR and Learning & Development policy and best practice, plus Health & Safety awareness in and out of the workplace

Asbestos Awareness

This course is more to give you an increased awareness of the nature and properties of asbestos and its effects on your health.

Alcohol & Drugs At Work

Alcohol and drug misuse is not an easy topic to talk about – so navigate the different sections at your own pace, selecting the topics that sound interesting to you. The topics are explained using animated videos. During the employee responsibilities section, you are asked to confirm you understand your responsibilities.

A New Way to Train Employees

Employee training has evolved to be more interactive and engaging for the trainee; advances in workplace technology make orientations and company-wide trainings less expensive and more efficient for everyone involved.

Be Active

Most people have a pretty clear idea of what's good for them and what's not. We all want to eat healthily; get plenty of exercise and not give into bad habits. But it's not always that easy, especially when at work. This course is here to help. We'll focus on some of the daily choices you can make that will help your work life be happier, healthier and more productive.

Beginning Development for Training Programmes

Developing a framework can help make the task more manageable and keep you organised throughout the process. Two of the most important pieces of this framework will be identifying the needs assessment and learning objectives, and the learning styles.

Courses on offer:

HR HR/Health & Safety

This covers all areas of HR and Learning & Development policy and best practice, plus Health & Safety awareness in and out of the workplace

Building Framework for the Development of Training Programmes

In order for training to be effective, those planning it must think about its delivery method, style, how much money is available, who the audience is, and what the training objectives are.

Career Development Programmes

Understand The importance of career development programmes, how to construct a career development programme for your company and how to guide employees to create their own career development.

Confined Spaces

This course is to give you and insight into; The Risks You Face, Real People – Real Consequences, How to Stay Safe and The Do's and Dont's of working in confined spaces.

COSHH Essentials

This introduction to COSHH course explains what a hazardous substance is and where they can be found in the workplace. You'll find out what kinds of health risks are associated with them and we'll also cover the benefits of following COSHH guidelines.

Completing the Framework for Developing Training Programmes

Creating a training programme requires much planning and gathering of information. Breaking the process into steps is a helpful approach. Once you've completed the initial steps of the process and are in the home stretch, you'll be ready to take on the final three steps: timelines, communication, and measuring effectiveness.

Courses on offer:

HR/Health & Safety

This covers all areas of HR and Learning & Development policy and best practice, plus Health & Safety awareness in and out of the workplace

Compiling Employee Satisfaction Data

This course offers key research strategies for compiling employee satisfaction data. These strategies are essential elements in creating an employee retention plan.

Construction Dust

Construction dust does more than make you cough or sneeze. Regularly breathing in these dusts over a long time can cause serious damage, so serious it can lead to death. This toolbox talk provides you with advice, so you can protect yourself and others you work with.

Defining HR

Learn at your own pace during this exciting animated explainer course. The interactive course allows you to navigate the sections which include an animated explainer video as well as a quiz to test your HR knowledge.

Designing a Performance Appraisal System

This course will teach you how to design a performance appraisal system to assess the performances of your employees, how to create and implement the planning process, how to consider specific aspects when incorporating your appraisal system.

Discipline & Grievance

Learn at your own pace during this exciting animated explainer course. The interactive course allows you to navigate the sections which include an animated explainer video as well as a five and four step plan to follow in the real world.

Courses on offer:

HR HR/Health & Safety

This covers all areas of HR and Learning & Development policy and best practice, plus Health & Safety awareness in and out of the workplace

Display Screen (DSE) Awareness

The DSE course is designed to cover a wide range of equipment including portable computers and is therefore ideal for complex organisations who may have both office and field staff. By utilising creative animation and accelerated learning techniques, the course ensures all employees receive training that is appropriate to their needs.

Display Screen (DSE) Self Assessment Tool

This course is designed to assess your workstation and all its components to make sure they will not cause you strains and ill health.

Effective Absence Management

This Effective Absence Management course shows you why it is so important to remain on top of unauthorised absence and provides you with a 6-step plan to deal with the challenge.

Electrical Cord Safety

This course will help you to understand; The Risks You Face, Actions for damaged or defective equipment and How to Stay Safe.

Dangers of Sleep Deprivation

The modules in this course explore why sleep is so important and provide learners with knowledge and techniques they can use to ensure they get a better night's sleep.

Courses on offer:

HR HR/Health & Safety

This covers all areas of HR and Learning & Development policy and best practice, plus Health & Safety awareness in and out of the workplace

Environmental Awareness

This course will help you understand your obligations in relation to environmental laws and maintain a sustainable and reputable business.

Equality & Diversity In The Workplace

Your organisation believes that successful implementation of equality and diversity in all aspects of work ensures that colleagues are valued, motivated and treated fairly. This course will introduce you to the company equality and diversity policy and explain why it's at the heart of everything we do, ensuring we work within its guidelines and avoid discrimination.

Falling Object

Unfortunately, in the workplace, the consequences of falling objects can be very serious. Understand the risks you face and how to stay safe.

Fire Detection and Response

Fire, by its very nature is unpredictable. You never know where or when it will break out, but you can take steps to make sure you know what to do. This toolbox talk covers what you need to do should a fire break out in your workplace.

Fire Prevention - As an employee you play an important role in identifying and minimising fire hazards. This toolbox talk will cover what you need to think about and do to prevent fires occurring.

Courses on offer:

HR/Health & Safety

This covers all areas of HR and Learning & Development policy and best practice, plus Health & Safety awareness in and out of the workplace

Fire Safety Awareness

This Fire Safety Awareness course provides fire safety awareness training in a visually engaging way. The aim is to drive behavioural change and promote fire safety awareness. The course should be used to compliment any existing fire safety training the company provides, specific to that organisation or industry.

Fire Warden Essentials

This course looks at what the legal responsibilities are when it comes to fire safety in non-domestic buildings. It'll also look at some of the main responsibilities that fire wardens have, which will help anyone thinking of taking on that role.

First Aid - Bleeding (60 second skills)

Bleeding can make us uneasy. In this course we'll tell you everything you need to know to handle blood, so if the time comes, you'll have all the right info.

First Aid - Primary Survey (60 second skills)

We all like to think we'd know how to react if we found someone in serious danger. But if it actually came down to it, would you actually know what actions to take? The 'Primary Survey' is a first response to finding someone in a potentially life-threatening situation.

First Aid - Secondary Survey (60 second skills)

This course is about the Secondary Survey, and will detail the steps you should go through once you've carried out the initial emergency steps when finding someone in danger.

Courses on offer:

HR/Health & Safety

This covers all areas of HR and Learning & Development policy and best practice, plus Health & Safety awareness in and out of the workplace

Five Ways to Wellbeing

This bite sized course includes a short animated explainer video as well as practical steps employees can follow to stay healthy and happy at work.

Gain Control of Work Life Balances

Work-life balance is defined as properly prioritising work responsibilities and other life activities such as family, personal growth, volunteering and leisure. Managers have many things within their control to support theirs and their employees' work-life balance.

Hand-Arm Vibration Syndrome - Vibration White Finger

This course will help you understand: what causes hand-arm vibration syndrome; how to reduce the risk and protect yourself; and what to do if you experience any tingling or numbness in your hands.

Harassment & Bullying At Work

This is an exciting bite sized animated explainer video with characterful voice over. The course is interactive providing delegates with fun challenges to ensure they retain the key learning objectives. The Harassment and Bullying course is designed to be suitable for every employee in an organisation.

Head Protection

Your head is the most important part of your body – so it makes sense to protect it when at work. This toolbox talk looks at the importance of head protection in the workplace and covers why a hard hat could save your life.

Courses on offer:

HR/Health & Safety

This covers all areas of HR and Learning & Development policy and best practice, plus Health & Safety awareness in and out of the workplace

Health & Wellbeing

This course focuses on some of the daily choices you can make that can help your work life be happier, healthier and more productive.

Healthy Eating At Work

When we're busy at work, it can be easy to prioritise workload over wellbeing and you might feel like it's difficult to maintain a healthy lifestyle when on the job. This course is here to help. We'll focus on some of the daily choices you can make that will help your work life be happier, healthier and more productive.

How to Hire the Right People

This course provides techniques to identify the steps of the hiring process, utilise behaviour-based questioning when interviewing candidates and implement a panel interviewing method.

HR for Non-HR Managers

The course is designed to help understand why effective HR is so crucial, why recruitment is one of the most important aspects of your business, we'll study the benefits of training, how feedback helps us to grow and look at some key HR services.

Importance of Good Housekeeping

A clean environment is a safe one. This course will cover the importance of head protection, the risks you face and how to stay safe.

Courses on offer:

HR HR/Health & Safety

This covers all areas of HR and Learning & Development policy and best practice, plus Health & Safety awareness in and out of the workplace

Importance of Training

People want to be stretched, to learn new skills and progress their careers. This course discusses how you can help. We take a look at the theory behind how people learn and how you can take that theory into the real work environment to shape training development plans.

Introduction to Fire Safety

Most fires are preventable. This toolbox talk covers general advice on how fires start and provides guidance on substances that cause fire and explosion.

Interview & Selection

This course is going to give you insight into the hiring process and will provide tips on how to make each stage a success. You might have hired before, you might not, but everyone can be better at it.

Interview Skills

The aim of the factsheet is simple – we want to give you the skills and knowledge, so you feel confident and deliver your best performance at your next interview.

Legionnaires Disease

This toolbox talk covers the health risks associated with legionnaires' disease and looks at how it can spread in your workplace.

Lone Working

This course is for anyone who works alone. Put simply, you become a lone worker when you can't be seen or heard by another person whilst at work.

Courses on offer:

HR/Health & Safety

This covers all areas of HR and Learning & Development policy and best practice, plus Health & Safety awareness in and out of the workplace

Identifying Hazards & Risk Control

The Hazard Identification & Risk Control course is designed to cover a wide range of risks and hazards and is therefore ideal for complex organisations who may have both office and field staff. By utilising creative animation and accelerated learning techniques, the course ensures all employees receive training that is appropriate to their needs.

Manual Handling

The Manual Handling course will provide you with flexible and easy to use risk assessment tools as well as advice on correct lifting technique. By applying the knowledge and skills you will learn during this course you can have the confidence to take responsibility for the safety of yourself and others whilst at work.

Mental Health At Work

With mental health – it's not easy to know where to start, so navigate the different sections at your own pace, selecting the topics that sound interesting to you. By the end of this course you'll have all the information you need to make you and your workplace mentally healthier.

Mobile Phones & Driving

This course covers the facts, and everything you need to know to be phone safe when driving.

Noise and Hearing Protection

This Toolbox Talks will instruct you on how to properly protect your hearing and deal with noise.

Courses on offer:

HR/Health & Safety

This covers all areas of HR and Learning & Development policy and best practice, plus Health & Safety awareness in and out of the workplace

Learning Styles

This 60-second course is going to introduce you to the real theory behind how these learning styles work, and how you can use that information to maximise your and your team's learning.

PPE Awareness

Personal protective equipment (PPE) is equipment that will protect you against health and safety risks at work. In this PPE Awareness course, we will explain why not taking PPE seriously can have devastating consequences.

Relaxation Techniques

This 60-second course will show you some of the best techniques for relaxing, so you can finally achieve a more balanced life.

RIDDOR

This toolbox talk will help you understand RIDDOR, the law that requires employers and other people in control of work premises to report and keep records of certain serious workplace accidents, occupational diseases and specified dangerous occurrences.

Right People Right Role

This bite sized module takes a look at how you can attract the best talent to your company through innovative Performance Profiles and creative job adverts. Plus you'll find out why hiring decisions can be overly influenced by how much you like a person.

Courses on offer:

HR/Health & Safety

This covers all areas of HR and Learning & Development policy and best practice, plus Health & Safety awareness in and out of the workplace

Right To Work

The government takes robust action against employers who use illegal workers, so it's really important you understand the right to work process. This course will help you comply with the law.

Sexual Harassment Prevention in the Workplace

This course provides key information about definitions of sexual harassment and what to do in the event you come across it. It is also designed to make you think about sexual harassment.

See It Sort It Report It

This course is to make sure you know exactly how to use this 3-step plan. To make sure you know exactly how to react when encountering a problem at work. And once you know, to make sure you put this plan into action.

Slips & Trips

Slips and trips are preventable and this course will provide you with the knowledge and skills to play a key role in stopping them from happening.

Termination of Employment

This HR module looks at the process for ending an employee's contract. The animated explainer video covers why this can be such a difficult task and highlights the importance of following correct procedure. The key learning objectives are summarised in a question and answer section at the end of the course called dismissal essentials.

Courses on offer:

HR/Health & Safety

This covers all areas of HR and Learning & Development policy and best practice, plus Health & Safety awareness in and out of the workplace

Texting While Walking

You won't find any 'walking while texting is bad, mm'kay' here. There'll be examples of the consequences of walking distracted, and you can make your own mind up how you want to react. Chances are, that reaction will be thinking twice before whipping your phone out while on the move.

The Dangers of Sitting

This bite sized course includes a short animated explainer video as well as practical steps employees can follow to stay healthy and happy at work.

What is Diversity and Inclusion?

Understand the difference between diversity and inclusion, the definitions of diversity and inclusion and the value of knowing your own diversity as well as that of others.

Wire and Cable Management

Learn how to spot the hazards, understand potential hazards, find out about the dangers of overheating, breakages, hygiene, discover solutions – different cable accessories and discover quick fixes & longer-term solutions.

Working at Height

This course will help you understand the risks you face when working at height and how to stay safe.

Working Safely & Securely

This short course will provide you with the information you need to keep yourself, and others, safe and secure whilst at work.

Courses on offer:

HR/Health & Safety

This covers all areas of HR and Learning & Development policy and best practice, plus Health & Safety awareness in and out of the workplace

Workplace Hygiene

This bite sized module is made up of a short animated explainer video (with a shocking statistic about how germs spread) combined with practical steps employees can take to keep themselves and others free from germs.

Work Life Balance (60 second skills)

Work/life balance is an expression used to describe the time we divide between our work life and our home and social life. This course will highlight some downsides of an unbalanced life, and advise you on how to make some changes.

Courses on offer:



Insurance Technical

CII quality learning materials on many aspects and areas of insurance, suitable for beginners through to subject matter experts

Basic Guide to the Insurance Industry

This course is for anyone new to the insurance industry such as those working in a broker's office or insurance company.

Business Interruption - An Introduction

This course is for anyone who has recently started their insurance career and anyone seeking to refresh their understanding of business interruption insurance.

Business Interruption Insurance - Pricing Cover

This course is for anyone who would like to refresh or expand their knowledge of underwriting business interruption insurance.

Caravan Insurance

This course is for anyone who wants to learn more about caravan insurance and aims to improve your understanding of a variety of things, from the policy wording applicable to caravan insurance, to the claims handling process.

Commercial Property and Business Interruption Claims - Approach to Settlement

This course is for anyone seeking an introduction to the handling of commercial property claims.

Commercial Property Insurance - Policy Cover

This course is for anyone who has recently started working in commercial property insurance or anyone seeking to refresh their understanding of this class of business.

Courses on offer:



Insurance Technical

CII quality learning materials on many aspects and areas of insurance, suitable for beginners through to subject matter experts

Commercial Property Insurance - Results, Trends and Drivers

This course is for anyone who is seeking to broaden their understanding of underwriting factors affecting property insurance and how adverse features can be reduced.

Commercial Property Insurance - Underwriting

This course is for anyone who has recently started to work in the commercial property insurance market and anyone seeking to refresh their understanding in this area.

Commercial Property Insurance - Variations to Basic Cover

This course is for anyone who would like to refresh or expand their knowledge of the variations to commercial property insurance cover.

Contract Law and Other Legal Aspects of Insurance

This course is for anyone new to insurance or wishing to refresh their knowledge of contract law and the legal aspects of insurance. This course introduces the English legal system and examines the English law of contract.

General Insurance Market Products - Commercial Lines

This course is for anyone who has recently started handling commercial property insurance or anyone seeking to refresh their knowledge in this area.

Courses on offer:



Insurance Technical

CII quality learning materials on many aspects and areas of insurance, suitable for beginners through to subject matter experts

Liability - How It Arises

This course is for anyone who has recently started their insurance career or seeking to refresh their understanding in this area. It is based on the legal system in England and Wales. The legal system in Scotland and Northern Ireland is different although similar principles do, however, often apply.

Policy Construction

This course is for anyone who has recently started their insurance career or anyone seeking to refresh their understanding of policy construction.

Principles of Insurance - Introduction

This course is for anyone who has recently started their insurance career or anyone seeking to refresh their understanding in this area.

Courses on offer:



IT & Systems

Various materials to help you to develop your IT skills

CE Service Desk

A short video to help with accessing and using the CE Service Desk.

Cloud Computing

The course will give you all the key information about the Cloud, including what type of system you might be using, what you need to look out for, and how to keep yourself safe.

Computer Forensics - Investigations

Computer Forensics can unearth the secrets buried deep in computers, phones, tablets and cameras. They could be full of criminal evidence needed for a case or prosecution.

Excel 2016 Basic

This course will help you get started with Microsoft Excel, it will help with entering data, basic calculations and page setup and printing.

Excel 2016 Intermediate

This course will help with viewing and commenting on data, styles and formatting, formulae and functions, sorting and filtering, charts, functions and links.

Excel 2016 Advanced

This course will help with database functions, pivot tables uncovered, data analysis tools and simple macros.

Courses on offer:



IT & Systems

Various materials to help you to develop your IT skills

Internet of Things

The Internet of Things is all about how different devices connected to the internet are now all connecting. Since the world is constantly changing around us, it's so important to have a grasp on the world of technology.

Malware & Viruses

This course will tell you the different types of malware you need to know about, who creates this software, and why.

PowerPoint 2016 Basic

This course will help with creating new files, the status bar, cut, copy & paste, backgrounds and themes.

PowerPoint 2016 Intermediate

This course will help with working with pictures, shapes & text, working with charts, proofing and searching, tables, views in PowerPoint, templates and preview & printing.

PowerPoint 2016 Advanced

This course will help with exporting & packaging up, language options, slide masters, adding video, editing video and presenting online to others.

SharePoint Overview

Microsoft SharePoint is like peanut butter and jelly; it combines all the things you love and need in one place. It allows you to share common resources and applications, which allows your team to collaborate across your organisation.

Courses on offer:



IT & Systems

Various materials to help you to develop your IT skills

Start Using Microsoft Excel

If you don't have a lot of experience using Excel, don't worry. This instructional course will walk you through the basics. You can use Excel to create a monthly budget, track business expenses, or sort and organise large amounts of data. But with its hundreds of columns and rows, it can be confusing for anyone who hasn't used the software before.

Start Using Microsoft Outlook

To help you avoid e-mail and meeting meltdown we've created an instructional course that will walk you through some fantastic features and help you to become more productive in Outlook.

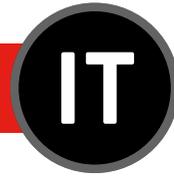
Start Using Microsoft PowerPoint

If you don't have a lot of experiencing designing in PowerPoint, don't worry. This instructional course will walk you through the basics. By the end, you will be able to create stunning presentations that look like they were designed by a professional. Power Point is so popular because it is super easy to use. During this course, you will see just how simple it is to get going.

Start Using Microsoft Word

If you don't have a lot of experience using Microsoft Word, don't worry. This instructional course will walk you through the basics. Word is super easy to use and you can create all sorts of documents. So whether you're looking to smarten up your CV. Impress your manager by whipping up a report. Or just want explore the different types of document you can create in Word, this course will show you how.

Courses on offer:



IT & Systems

Various materials to help you to develop your IT skills

Social Engineering

The course is an overview of social engineering techniques. It's designed to help you understand where threats to your data are coming from, and how you can protect yourself.

Word 2016 Basic

This course will help you get started with Microsoft Word, it will help with editing & formatting, themes and printing envelopes & labels.

Word 2016 Intermediate

This course will help with advanced formatting, page breaks, headers & footers, working with bullets & numbered lists and working with pictures & shapes.

Word 2016 Advanced

This course will help with working with styles & templates, working with tables, working with mail merge, table of contents and page numbering, reviewing, sharing & protecting your documents.

Courses on offer:



Leadership & Mgmt

A suite of materials to help you to develop your leadership and management skills

Applying Management Styles in an Organisation

This course discusses the proper application of different management styles within an organisation by examining Ken Blanchard's Situational Leadership Model.

Building and Managing Your Dream Team

This course offers practical ways for managers to create and lead high performing teams.

Coaching Others

This 60-second course will provide you with some of the key considerations and fundamental things to understand when it comes to coaching your staff.

Coaching Skills

Effective coaching is about helping all people reach their full potential, in any area of their lives and for the manager as a coach, this means working with people to improve their performance at work. In recognition of a changing business environment, a new style of coaching has evolved called FACTS coaching, which will be explored in this module.

Communication Styles and Emotional Intelligence

This course will help you understand some basics of effective communication and facts about emotional intelligence.

Dealing with Difficult Staff

This 60-second course is a play-by-play on some best practice, that'll give you the foundations you need to develop your own methods on how to deal with difficult staff.

Courses on offer:



Leadership & Mgmt

A suite of materials to help you to develop your leadership and management skills

Delegate to Save Time and Develop Your Employees

This course provides delegation techniques and a framework for successfully delegating tasks and projects.

Drive by Daniel H. Pink (animated video summary)

Drawing on four decades of scientific research on human motivation, Pink exposes the mismatch between what science knows and what business does - and how that affects every aspect of our lives. He demonstrates that while the old-fashioned carrot-and-stick approach worked successfully in the 20th century, it's precisely the wrong way to motivate people for today's challenges.

Effective Delegation

This course is suitable for anyone in a management position who would like to boost their own delegation skills to improve the efficiency of their team, free their own time to focus on the stuff that really matters and provide crystal clear instructions, so people know what is expected of them.

Giving & Receiving Feedback

This course will rewire the way you think about feedback. Your business needs brave and fearless managers who know how to give and receive feedback, and this course is packed full of ideas to help you.

Inspirational Leadership

This course is focussed on a particular skill set which leaders use to get maximum results. By focusing on "Inspirational leadership" specifically, this course is able to give you the concepts which you can put in to practice to develop that essential experience much faster.

Courses on offer:



Leadership & Mgmt

A suite of materials to help you to develop your leadership and management skills

Leadership and Management - The Key to Delegation (60 second skills)

If you could do everything by yourself, we're sure you would. Will who you pass the work to be as good as you? What if they can't or won't? Never fear, this course will help.

Managing Change

This change management course will help you understand why people fear change so much, and you'll discover some real-world tools you can use to navigate change successfully in your business.

Managing Virtual Teams

This course is designed to help you avoid the pitfalls, and implement processes that will help you get the most out of your virtual teams. It'll look at each process, step-by-step, so you don't miss anything.

Mentoring

This course shows you how a mentor transfers knowledge and practical skills to a less experienced one – a mentee.

Performance and Feedback Coaching

This course focuses on the benefits of using a coaching leadership style, three fundamental coaching skills and a predictable coaching framework.

Courses on offer:



Leadership & Mgmt

A suite of materials to help you to develop your leadership and management skills

Performance Reviews

This bite sized module covers the importance of providing employees with feedback. The success of a business relies on the talented people it can attract, but an equally important factor is talent management. This course looks at the three main types of feedback and how you can avoid the three biggest mistakes during performance reviews.

SMART Objectives

In this course, we explore the meaning behind the SMART acronym, and show you how to write objectives that inspire and motivate.

Start With Why by Simon Sinek (animated video summary)

Start with Why analyses leaders like Martin Luther King Jr and Steve Jobs and discovers that they all think in the same way - they all started with why.

Team Working Excellence

During this course you will learn about the four key skills needed to maximise your team working performance. You'll discover what makes some people better team players than others.

The Mindful Leader

This course will teach you all about the benefits of mindfulness, and we'll show you how it works.

Courses on offer:



Leadership & Mgmt

A suite of materials to help you to develop your leadership and management skills

What Managers Need to Know About Managing Change

As a manager, your job is to motivate your employees to embrace and carry out the changes needed to move your organisation forward. Managing change is one of the most important skills that a manager can master.

Courses on offer:



Self Development

A collection of materials to help you to understand and to develop yourself psychologically and personally

Confidence Building Masterclass

Confidence life coaching for those wishing to develop genuine confidence & self-esteem in all the primary areas of life.

CPD Learning Log

Manual tracking of CPD hours undertaken outside of CE Learning.

Developing Resilience

This course focuses on a key area of resilience – how you think. You’ll learn why the human mind loves to see patterns and stories in events, and why this can lead you to give greater meaning to events, than you perhaps should.

Emotional Intelligence

Emotional intelligence is a set of skills that enables you to recognise and manage emotions, both your own feelings and those of other people. Broken down, emotional intelligence combines four different elements. This course will give you an expert insight into each one.

Flow (animated video summary)

Flow has become the classic work on happiness and a major contribution to contemporary psychology. It examines such timeless issues as the challenge of lifelong learning; family relationships; art, sport as ‘flow’; the pain of loneliness; optimal use of free time; and how to make our lives meaningful.

Courses on offer:



Self Development

A collection of materials to help you to understand and to develop yourself psychologically and personally

Habits (60 Second Skills)

This quick course will provide you with the information you need to get you on your way to better controlling your habits. All you'll need to bring is some willpower.

Introduction to NLP

The course is presented using animated explainer videos and click-through sections that are designed to inform and entertain, given in a balanced, unbiased way.

Kick The Habit

This course is here to help with quitting smoking. We'll focus on some of the daily choices you can make that will help your work life be happier, healthier and more productive.

Learned Optimism (animated video summary)

Psychologist Martin E.P. Seligman, one of the world's experts on motivation, shows you how to chart a new approach to living with "flexible optimism." Dr. Seligman's principles of reasoned, flexible optimism will help you rise above pessimism and the depression that accompanies negative thoughts.

Letting Things Go (60 second skills)

It's not a strength to hold onto anger; it's a strength to let go of it. We know it's not always easy, so we've got some ideas to help you along.

Courses on offer:



Self Development

A collection of materials to help you to understand and to develop yourself psychologically and personally

Managing Stress

The Managing Stress course is for anyone who would like to understand more about stress and how it could be impacting themselves or the people they manage/work with. Everyone can benefit from having practical tools to spot the signs of stress and the Managers stress toolkit will give anyone the necessary skills to manage pressures at work, home or life in general.

Man's Search For Meaning by Viktor Frankl (animated video summary)

This outstanding work offers us all a way to transcend suffering and find significance in the art of living.

Mastery by Robert Greene (animated video summary)

Told through Robert Greene's signature blend of historical anecdote and psychological insight and drawing on interviews with world leaders, Mastery builds on the strategies outlined in The 48 Laws of Power to provide a practical guide to greatness - and how to start living by your own rules.

NLP (neuro-linguistic programming) - Unconscious Eye Movement

So, your eyes might move certain ways depending on what you're thinking about. Well, there are ways you can use this knowledge to help you in everyday and work situations.

Personal Branding

This 60 second course will give you 5 easy tips to set yourself up with a great personal brand in record time.

Self-Limiting Beliefs

Self-limiting beliefs are ideas we have about ourselves that hold us back, like we're not capable enough to achieve our goals.

Courses on offer:



Self Development

A collection of materials to help you to understand and to develop yourself psychologically and personally

The Public Speaking Guru - Confidence Builder

This course will help you overcome your fears for public speaking.

The Seven Habits of Highly Effective People (animated video summary)

This is one of the rare books that has influenced presidents, CEOs, educators, and individuals all over the world not only to improve their businesses and careers but to live with integrity, service, dignity, and success in all areas of life. It has had an undeniable impact for the past 25 years--and will no doubt continue to be influential for many more.

Thinking, Fast And Slow (animated video summary)

This book reveals how our minds are tripped up by error and prejudice (even when we think we are being logical), and gives you practical techniques for slower, smarter thinking. It will enable to you make better decisions at work, at home, and in everything you do.

Unconscious Bias

In this module, we'll provide you with some actionable advice and take away challenges that can help to combat unconscious biases where you work. We really hope you enjoy discovering how your brain works.