HR
Solutions

E-LEARNING COURSE CATALOGUE
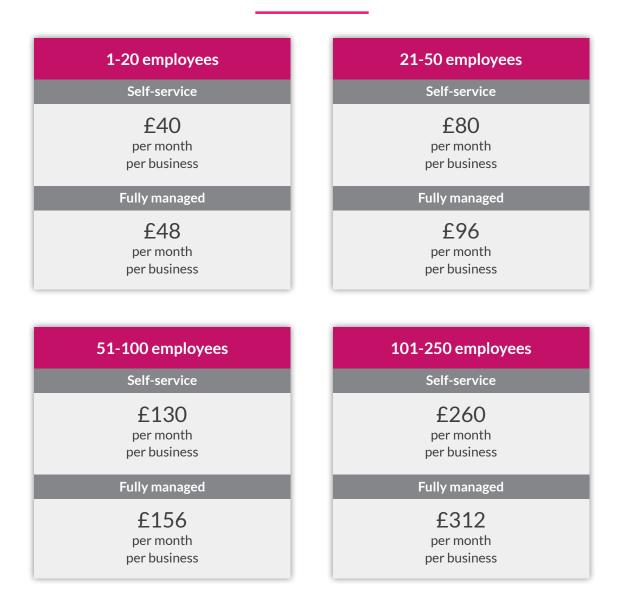
HR SOLUTIONS
Outsourced HR Consultancy and Advice

OUR E-LEARNING

With access to online learning courses any time and on any device, staff training and development is made simple with our e-learning. Our courses are designed with small to mid-sized businesses in mind, ensuring your employees receive relevant and practical training that can actually be deployed in your workplace.

PRICING

1-20 employees

Self-service

£40
per month
per business

Fully managed

£48
per month
per business

21-50 employees

Self-service

£80
per month
per business

Fully managed

£96
per month
per business

51-100 employees

Self-service

£130
per month
per business

Fully managed

£156
per month
per business

101-250 employees

Self-service

£260
per month
per business

Fully managed

£312
per month
per business

E-LEARNING FEATURES

Course Library

- ✓ Legislation & Regulation Courses
- ✓ People & Relationships Courses
- ✓ Online & Offline Safety Courses
- ✓ Digital & Creative Skills Courses
- ✓ Management & Leadership Courses
- ✓ Working from Home Courses
- ✓ Free Course Updates

All-in-One

- ✓ Add in external training
- ✓ Import files & other content
- ✓ No restrictions on storage space
- ✓ Personalise
- ✓ Course deadlines
- ✓ Course content
- ✓ Supporting documentation
- ✓ Organise
- ✓ Create Users
- ✓ Create Courses
- ✓ Create Playlists
- ✓ Create Groups

Management

- ✓ Self-service platform
- ✓ Learner Profile
- ✓ Admin Profile

Report On

- ✓ Users
- ✓ Courses
- ✓ Groups
- ✓ Playlists

Testing

- ✓ Create Tests
- ✓ Edit pre-loaded test
- ✓ Edit or set pass marks
- ✓ Randomise question order
- ✓ Certificates

Support and Training

- ✓ Self-service knowledge base
- ✓ Free support by chat
- ✓ Free getting started webinars

LEGISLATION & REGULATION

- **Manual Handling**
- **Fire Safety**
- **GDPR Essentials**
- **Working Safely**
- **E-Privacy**
- **PCI DSS**
- **Equality & Diversity**
- **Modern Slavery**

Manual Handling
🕐 11 mins

Manual handling occurs in almost every organisation. In the last 12-months injuries from manual handling account for 35% of all work-related ill health. This course will show you easy to use best practices, as well as risk assessment methods, to help you minimise the risk of injury to yourself and others.

Fire Safety
🕐 15 mins

The effects of fires or explosions can be devastating in terms of lives lost, injuries and damage to the environment. This Fire Safety Awareness course will cover key information that will help keep you and others safe.

GDPR Essentials
🕐 12 mins

Data protection has become a key part of modern business over the past 2 years with the introduction of the GDPR in May 2018. This course will give you an understanding of what GDPR is, why it has been developed and how it could affect the way you work within your organisation.

Working Safely
🕐 22 mins

Knowing how to work safely is important because, despite the advances in workplace health and safety over the past few decades, people continue to get hurt. This course will help you understand your role in working safely as well as some of the key aspects of the current legislation.

E-Privacy
🕐 15 mins

If you or your business send electronic marketing messages by phone, fax, email, text; use cookies, over-the-top communications apps, or provide electronic communication services to the public; you need to follow certain rules and regulations. This course will provide an overview to the upcoming ePrivacy Regulations to help you stay compliant.

PCI DSS
🕐 19 mins

PCI DSS compliance and security is vital in any organisation that processes card payments. This course will help you to learn more about PCI DSS and what you need to do to comply. We will walk you through the key goals and requirements of PCI DSS, cover useful technology, and discuss examples of practical security measures you can take to keep your customer payment card data safe.

Equality and Diversity
🕐 8 mins

It is everyone's responsibility in an organisation to help maintain an inclusive culture and guard against any individual being discriminated against. This course will cover the different elements of the Equality Act 2010 and what it means for you in your role.

Modern Slavery
🕐 7 mins

Slavery is often considered something consigned to the history books, but unfortunately it is a growing concern around the world. This course will help you understand what Modern Slavery is and what you should do if you spot any signs.

PEOPLE & RELATIONSHIPS

- **Wellbeing**
- **Team Working**
- **Customer Service**
- **Time Management**
- **Presentation Skills**
- **Negotiating & Influencing**
- **Problem Solving & Decision Making**
- **Being Assertive**

Wellbeing
🕐 5 mins

Wellbeing is defined as the state of being comfortable, healthy, or happy. This course we will introduce some of the simple steps and actions that can be undertaken to improve your wellbeing.

Team Working
🕐 14 mins

While teams of today face different pressures, their success still centres around some core foundations. This course will help you learn how to be a great team player and work together with those around you to succeed.

Customer Service
🕐 36 mins

As prices and products become standardised across most sectors in the todays modern world, the only true competitive edge is customer service. This course is designed to make you think about the role you play in delivering customer service, as well as give you some practical tips to try.

Time Management
🕐 16 mins

Being able to prioritise your work load and manage your time effectively are often seen as key skills in employees. This course will cover some key actions and practical tools to use which will help you improve your time management skills.

Presentation Skills
🕐 12 mins

Public speaking or giving a presentation is still considered one of the most daunting tasks. Approximately three quarters of people have reported some sort of anxiety associated with public speaking. Within this course we will focus on practical tips and techniques that will help you improve your confidence and presentation skills.

Negotiating & Influencing
🕐 13 mins

Negotiating is often considered something that is confined to big deals in the workplace. Whether you're discussing a new contract at work, assigning tasks with a colleague, or deciding which film to watch on a Saturday night you are using negotiation skills. In this course, we will look at some of the different approaches you can take when negotiating, how to prepare yourself and things to try and avoid.

Problem Solving & Decision Making
🕐 20 mins

Effective decision making, has great benefits to both organisations and individuals alike. As an individual, you will be able to achieve more, gain confidence and develop your professional skills. Within this course we will focus on some proven processes and techniques that will help you improve your decision making.

Being Assertive
🕐 13 mins

We have all had moments when we wondered if we could have been a little more direct, forward or assertive. Within this course we will look at how assertive you are and the practical steps that you can take to improve this.

ONLINE & OFFLINE SAFETY

- **Anti-Bribery & Corruption and Management Guide**
- **Cyber Essentials and Management Guide**
- **Fraud Prevention and Management Guide**
- **Malware & Phishing and Management Guide**
- **Display Screen Equipment**
- **Internet, Email & Social Media**

Anti-Bribery & Corruption
🕐 8 mins

Bribery and corruption can affect both organisations and individuals. This course will help you to understand the four offences under the Bribery Act, and identify what measures you need to take to prevent bribery and corruption in your organisation.

Cyber Essentials
🕐 12 mins

Businesses of all sizes, all over the world, are being targeted more and more by criminals who want to get hold of important business information. This course will introduce you to cyber security, and the role you play in keeping your business secure.

Management Guide - Anti-Bribery & Corruption
🕐 5 mins

Management Guide - Cyber Essentials
🕐 4 mins

Fraud Prevention
🕐 15 mins

Businesses have a legal responsibility to prevent and report fraud cases, and to train employees on fraud prevention, as well as personal data protection, IT security best practices and, where applicable, on payment card security procedures.

Malware & Phishing
🕐 13 mins

In the recent years, terms like ransomware, scareware, wormsa and trojan horses have been featuring heavily in the media across the world. This course will help you to understand what malware is, the dangers it carries, and what role you play in keeping your business safe.

Management Guide - Fraud Prevention
🕐 5 mins

Management Guide - Malware & Phishing
🕐 4 mins

Display Screen Equipment
🕐 7 mins

In this course we will cover ways to reduce the risk of injury and strain when using Display Screen Equipment; these regulations apply to those who use DSE daily, for continuous periods of an hour or more.

Internet, Email & Social Media
🕐 10 mins

This course covers internet, email and social media best practices and how to take responsibility for your online activity. It will also provide you with guidance on internet security precautions and ways of working with employees to keep your business safe.

DIGITAL AND CREATIVE SKILLS

- **Excel - Beginners / Intermediate / Advanced**
- **Word - Beginners / Intermediate / Advanced**
- **PowerPoint - Beginners / Intermediate / Advanced**
- **Outlook - Beginners / Intermediate**

Excel

Beginners
29 modules that will assist you in becoming familiar with the layout and simple functions of Excel.

🕐 91 mins

Intermediate
25 modules covering further formatting options, more complex calculations and customising elements of Excel.

🕐 94 mins

Advanced
These 23 modules will take you through some final and more intricate functions of Excel.

🕐 115mins

Word

Beginners
27 modules to introduce you to the locations and purposes of tools and other options within Word.

🕐 121mins

Intermediate
24 modules to direct you in using the more sophisticated utilities in Word to create interesting documents.

🕐 126mins

Advanced
These 28 modules will take you through some final and more intricate functions of Word.

🕐 131mins

PowerPoint

Beginners
24 modules to aid you in creating engaging and informative presentations within PowerPoint.

🕐 72 mins

Intermediate
15 modules demonstrating the use of more innovative tools within PowerPoint, that can be used to enhanced the experience of presenting information.

🕐 50 mins

Advanced
These 22 modules will take you through some final and more intricate functions of PowerPoint.

🕐 114mins

Outlook

Beginners
25 modules to lead you to the essential tools within Outlook that can help you in creating and organising emails.

🕐 67 mins

Intermediate
21 modules detailing some of the more specific tools and their proper application when sending, receiving and organising the information within Outlook.

🕐 63 mins

MANAGEMENT & LEADERSHIP

- **Effective Communication**
- **Effective Leadership**
- **HR for Non-HR**
- **Leadership Essentials**
- **Planning & Allocating Work**
- **Planning & Managing Change**
- **Training & Coaching Essentials**
- **Understand Performance Management**

Effective Communication
🕐 16 mins

Within this course we look at the importance of communication in leadership and management, together with practical activities and exercises to help you apply your learning back into your workplace.

Effective Leadership
🕐 23 mins

Effective leadership is the most influential and critical element of all businesses. To be an effective leader you will need to have the necessary tools and skills to inspire and impact your team, allowing the organisation to run competently and efficiently. This course will develop your leadership skills using your own knowledge, values and motivations to become an effective leader.

HR for Non-HR
🕐 16 mins

The effect of poor or inconsistent HR practices costs organisations in the UK billions of pounds a year. Whether you are an experienced manager or new to the role, this course will provide you with information to help you deal with your day to day HR challenges.

Leadership Essentials
🕐 28 mins

Whether you have management responsibilities, or you are a practising team leader, developing your leadership skills is essential to ensure your team works collectively to achieve personal and organisational goals and objectives. This course will help you to build your leadership skills – to understand leadership, and use action learning to develop your leadership capabilities.

Planning & Allocating Work
🕐 19 mins

Resource allocation is a crucial step in business planning for those with management responsibilities. This course will build your knowledge and understanding of the core skills needed on how to plan and allocate work in the workplace, and how to monitor and manage performance.

Planning & Managing Change
🕐 37 mins

Change is important for any organisation to retain their competitive edge; to allow employees to learn new skills and explore new opportunities in ways that benefit the business. Aimed at managers who need to lead people through organisational change, this course will enable you to plan and manage change in the workplace, to create a culture of innovation.

Training & Coaching Essentials
🕐 53 mins

Training & coaching empowers individuals, improves individual performance, and encourages them to take responsibility. This course is aimed at practising managers to develop their knowledge and understanding of training and coaching in the workplace and how this can assist the development of their teams.

Understand Performance Management
🕐 27 mins

Performance management is essential to maintaining and improving employee performance in line with an organisation's objectives. The purpose of this course is to enable aspiring managers to understand the value of performance management techniques and how to apply them in a fair and objective manner.

WORKING FROM HOME TOOLKIT

- **Working From Home (SME Toolkit)**
- **Working From Home (Microsoft OneDrive Toolkit)**
- **Working From Home (Microsoft Teams Toolkit)**
- **How to Make the Perfect Cup of Tea**

SME Toolkit
7 mins

This course introduces you to how to work from home effectively and efficiently. It includes some key tools and tips to implement in your business to ensure that it remains productive while your employees work from home.

Microsoft OneDrive Toolkit
40 mins

This course will show you how to use OneDrive. It provides practical tips, shortcuts and exercises to improve your understanding of Microsoft OneDrive which many of us are using for the first time while home working.

Microsoft Teams Toolkit
57 mins

This course will show you how to use Teams. It provides practical tips, shortcuts and exercises to improve your understanding of Microsoft Teams which many of us are using for the first time while home working.

How to Make the Perfect Cup of Tea
2 mins

This course takes you through how to make the perfect brew!

HR
Solutions

T: 0844 3245840
E: enquiries@hrsolutions-uk.com
W: www.hrsolutions-uk.com

Head Office:
6 Brooklands Court
Kettering Venture Park
Kettering
Northants
NN15 6FD

Milton Keynes:
Midsummer Court
314 Midsummer Boulevard
Milton Keynes
MK9 2UB

Birmingham:
One Victoria Square
Birmingham
B1 1BD

London:
30 Moorgate
London
EC2R 6PJ