



ONLINE PROFESSIONAL SKILLS COURSES INSPIRE, MOTIVATE & ENGAGE



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Content

Course 1

Nationally Accredited
Management &
Leadership Online
Course



Course 2

Mini MBA in Peak
Performance &
Productivity



Course 3

Nationally
Accredited Career
Coaching Course





Course 1

Nationally Accredited Management & Leadership Online Course

Accreditation Level:

Level 3 or Level 4

Accredited by:

OCN Credit for Learning

Time Commitment Required:

Up to 30 hours

By taking part in this course, you will be fully equipped to deal with the daily difficulties of management. From initial job applications to the organisation and delivery of complex projects, you will be ready for anything your working life throws at you. The skills you learn will be adaptable to any situation and will provide the perfect foundation from which to build (or continue) a highly successful career.



THE COURSE

Our nationally accredited online Management & Leadership course has been meticulously designed to rapidly progress your skills in coaching, motivating, supervising, and leading others. This course has swiftly become one of the UK's most popular online management courses, with over 2,000 learners benefiting from the course. It has received a 98% 'excellent' rating from customer feedback.

Throughout your time on the course you will be supported by experts in the field of management via a variety of support channels, including:

weekly interactive webinars, online tutorial videos, and a forum community. Through these networks, you will soon find yourself picking up the tricks and tips that make a truly successful leader.

WHAT YOU WILL LEARN

During the course, you will learn how to increase productivity and efficiency. You will understand the importance of developing your team by learning how to give constructive feedback. In addition to this, you will develop your active listening skills to improve communication and make your employees feel more valued.

Our aim is to provide rounded and realistic leadership techniques that can be applied to any industry, at any career stage, optimising teamwork and ultimately increasing managerial success.



Module topics include:

- How We Learn
- Active Listening
- Understanding Teamwork
- Brain Shower Techniques
- Creating a Spider Map
- Influencing Ethically
- Coaching Techniques
- Giving Effective Feedback
- Understanding Motivation
- Understanding the Johari Window
- Carrying out a SWOT Analysis
- Establishing Effective Objectives
- Preparing Your Personal Pitch
- Writing a CV
- Writing a Cover Letter
- Writing Effective Emails
- Interview Skills
- Closing a Supportive Relationship

ONGOING SUCCESS

Upon finishing the Management & Leadership course your submission will be marked and your grade decided. Your submission will either be awarded an accreditation at a Level 3 (two learning credits) or a Level 4 (three learning credits).



WHO IS IT SUITABLE FOR?

The course is suitable for prospective, new, or battle-hardened managers. You do not need to have managed people before to take the course.



Course 2

Mini MBA in Peak Performance & Productivity

Award Level:

Pass or Merit

Accredited by:

Inspire, Motivate & Engage

Time Commitment Required:

Up to 30 hours

Get ahead with training that gives you the insights you need to manage your work effectively, increase productivity, and remove obstacles that may be holding you back.

The course empowers you as a person and helps you lead a team to success; we delve into the psychology that teaches you how to empathise with customers, clients, employees, and friends, creating a deeper, more loyal bond.



THE COURSE

The Mini MBA in Peak Performance & Productivity is an online course that can be completed at your own pace. It is designed to teach you how to become an optimal business leader, and focuses on the essential social skills that will earn you respect and loyalty from your colleagues and give you a helpful hand up the career ladder.

We realise the importance of nurturing each individual's strengths, so the course consequently focuses on personalising learning outcomes and tailoring peak performance and productivity techniques to your unique situation.

WHAT WILL YOU LEARN?



The course is split into six modules designed to enhance your personal life as well as your professional potential:

Module 1: How happiness makes us more productive and successful

Module 2: Engaging with others and playing to your strengths

Module 3: Developing and maintaining great relationships

Module 4: Making the most of your achievements

Module 5: Harnessing your creative power

Module 6: Staying resilient and positive in the face of difficulty



Collectively, the modules will endow you with the capacity to nourish your individual strengths and channel the 'five creative dispositions' in order to increase your productivity potential. You will also learn how to empathise with customers and colleagues so as to improve personal and team performance.

HOW DOES THE COURSE WORK?

Each module is accompanied by a video tutorial session (approx. 60–90 minutes) that can be studied in your own time. The tutorials include cutting-edge research in achieving success and happiness at work, and nearly all the theories

can be applied to any social aspect of life—meaning that your work/life balance is going to take on a whole new positive spin!

Alongside the tutorials, you will have the opportunity to engage in weekly discussions with experts

in the field through live webinar sessions. An online forum is available 24/7 as well, so you can share best practices with other course participants.





Course 3

Nationally Accredited Career Coaching Course

Accreditation Level:

Level 4

Accredited by:

OCN Credit for Learning

Time Commitment Required:

Up to 30 hours

This Career Coaching course enables you to learn the skills required to advance your career. From helping you construct a CV that engages and inspires, to pitching for that promotion that you've always wanted, we remove the obstacles and put a clear path to success in its way.



THE COURSE

Taking the first step to your perfect career path is never easy, and things don't get any easier when you start to look for promotions. For many people, the concept of 'selling yourself' is a real struggle, yet it's an absolute necessity for a successful career.

This nationally accredited Career Coaching course will help you develop the skills and expertise required to gain an edge over the competition and make sure employers recognise your true potential. Through our one-on-one online training and video tutorials, you will grow in confidence and learn self-promoting techniques that will allow you to maximise your talents.

WHAT YOU WILL LEARN

From the initial steps of creating a standout CV and attending interviews, to the nuances of online marketing and self-promotion, this Career Coaching course covers all the information you need to make the most out of your career. You will learn how to portray yourself as a confident, self-assured, and committed individual who can deliver a perfect 'personal pitch' and seamlessly progress along your chosen career path. In addition to this, you will have the opportunity to assess what really makes you happy in your career, so you can apply this knowledge to your career plan.



Module topics include:

- Mapping and Summarising
- Understanding Myself
- Which Work Environments Suit You
- Preparing Your Personal Pitch
- Understanding Your Network
- Speculative Applications
- Understanding Job Advertisements
- Understanding Organisational Culture
- Online Application Forms
- Writing a CV
- Interview Checklist
- Job Interviews
- Getting to the Next Level

ACCREDITATION AND CAREER PROGRESSION

Everyone who completes the online Career Coaching course receives a national accreditation at Level 4. This accreditation is externally moderated, and

guarantees that the course is quality assured for excellence. The credits you achieve throughout the course can contribute to formal qualifications further down the

line, thus setting the stage for you to secure official certifications to accompany your newfound skills.





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