

Course format guide



Short films

An essential overview of the key learning points of a topic in a 10-minute film. For delivery online or in a classroom.

Micro-courses

A 15-minute video-based online learning journey delivered in bite-sized chunks with an easy-to-use menu. Ideal for learning on the go.

Courses

A 30 to 60-minute video-based online training course with downloadable learner notes and assessment quiz.







Trainer packs





















Your ready-to-go training workshop. Customisable PowerPoint presentations, up to 10 HD videos, trainer notes and learner handouts.





EQUALITY AND DIVERSITY		COURSE SUMMARY	SHORT FILM	MICRO-COURSE	COURSE	TRAINER PACK
	Cultural awareness	This film shows that having a better understanding of other cultural backgrounds can support diversity and inclusion.				
	Disabled adventures in customer service	This film takes a humorous look at how to provide an inclusive service for people with disabilities.				
	Disabled adventures in work and recruitment	This film dispels some of the myths around employing disabled people and looks at support for disabled staff.				
	Disability confident	This film provides best practice guidance for working with disabled customers and colleagues.				
	Diversity challenge (The)	Developed with leading psychologists Pearn Kandola, this film looks at managing diversity at work.				
	Maternity and paternity	This film takes you through the process of working with and managing new parents at work.				
	Sexual orientation	This film looks at sexual orientation in the workplace and explains how the Equality Act protects LGB people.				
	Transgender awareness	This film looks at what it means to be transgender and explains how to be respectful to transgender colleagues.				
	Trans-friendly workplace	This film presents the business case for managing trans staff with care and explains employers' legal responsibilities.				
	Working with the Equality Act	This film explains the key provisions of the Equality Act and offers guidance on working effectively with the legislation.				

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	Age	This toolkit shows that having an age-diverse workforce gives your organisation a vast pool of different skills to draw from.				
	Race	Leading experts and original drama with analysis provide a comprehensive toolkit for tackling race discrimination.				
	Religion and belief	This toolkit provides advice on enabling people of different religions to show respect for each other and work together.				










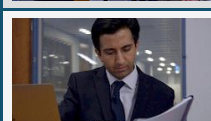



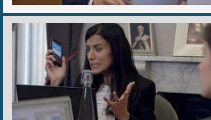





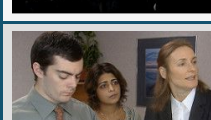





INCLUSION	COURSE SUMMARY		SHORT FILM	MICRO-COURSE	COURSE	TRAINER PACK
	Inclusive leadership	This film looks at the signature traits of inclusive leadership and explains the skills required to become an inclusive manager.				
	Unconscious bias (available in 17 languages)	Developed with leading psychologists Pearn Kandola, this film looks at the impact of bias and prejudice at work.				
	The impact of micro-behaviours	The little things we do say a lot about what we're really thinking - and send powerful messages to those around us				
	Understanding and tackling gender bias	These films look at the nature of gender bias and what we can do to reduce its impact.				
	Inclusion essentials	This film simplifies inclusion issues and provides a practical introduction to the key principles for promoting equality in the workplace.				
	Inclusive language	This film shows how our communication style and the language we use plays a vital role in creating an inclusive workplace.				
	Gender matters	Developed with Acas and Embankment Associates, this film looks at the benefits of a gender-inclusive workplace.				




BULLYING AND HARASSMENT	COURSE SUMMARY		SHORT FILM	MICRO-COURSE	COURSE	TRAINER PACK
	Banter in the workplace	This film looks at the nature of banter in the workplace and when it can be unlawful or inappropriate.				
	Creating an environment based on respect	This film examines inappropriate behaviour and looks at how to create a respectful workplace.				

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	Effective interventions	This film looks at how effective action can be taken to tackle inappropriate behaviour at work.				
	Challenging behaviour	With law firm Simmons & Simmons and psychologists Robertson Cooper, this film tackles bullying and harassment.				
	Sexual harassment	This course takes a fresh look at the nature of the sexual harassment and sets out a whole-organisation approach for eliminating it.				


















LEADERSHIP		COURSE SUMMARY	SHORT FILM	MICRO-COURSE	COURSE	TRAINER PACK
	Developing leadership skills	This film looks at becoming an effective leader in the workplace and how new managers develop their leadership skills.				
	Developing strengths	This film looks at how to maximize the potential of your staff by taking a strengths-based approach to development.				
	Emotional intelligence	This film explains what it means to be emotionally intelligent and how it can benefit us at work and in our daily lives.				
	Disciplinary procedures	These films provide best practice guidance for informal conversations, formal meetings and conducting investigations.				
	Leading productive meetings	This film sets out six key steps for making your meetings a success.				
	Managing conflict	This film looks at why conflict develops in the workplace and what we can do to address and resolve it effectively.				
	Making teams work	This film provides a guide to creating and managing self-sustaining, productive and happy teams.				
	Performance appraisals	This film demonstrates how to conduct effective staff performance appraisals that get the best from your people.				





WORKPLACE WELL-BEING		COURSE SUMMARY	SHORT FILM	MICRO-COURSE	COURSE	TRAINER PACK
	Assertiveness	This film looks at how to take an assertive approach to people and situations and the benefits it can bring.				

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	Facing anger and emotion	This film looks at how to deal effectively with anger and defuse emotionally charged situations.				
	Mental health - managing stress	This film shows how managing stress effectively is key to supporting well-being for your staff and your business.				
	Mental health - stress less	This film looks at some of the common triggers for stress and provides some effective tools for dealing with them.				
	Mental health - doing the right thing	This film explains the importance of putting mental and physical health on the same footing at work.				
	Solution Focused Brief Therapy	Solution Focused Brief Therapy (SFBT) is an approach to conversations that empowers helpers and those they help.				

COMMUNICATION		COURSE SUMMARY	SHORT FILM	MICRO-COURSE	COURSE	TRAINER PACK
	Difficult conversations	This film removes the fear factor from difficult conversations and provides advice on the right approach.				
	Problem behaviour	Combining powerful drama with analysis, this film looks at the impact of problem behaviour and how to tackle it.				
	Relating to your customers	This film provides a guide to engaging with your customers and shows how to provide excellent customer service.				
	Sensitive issues: overview	This film looks at how to approach and resolve some common issues and offers advice on avoiding legal pitfalls.				
	Sensitive issues: alcohol	This film looks at how to address the sensitive issue of alcohol misuse in the workplace.				
	Sensitive issues: body odour	This film looks at how to address the sensitive issue of bad body odour in the workplace.				

COMPLIANCE		COURSE SUMMARY	SHORT FILM	MICRO-COURSE	COURSE	TRAINER PACK
	Working with the Bribery Act	This film looks at common types of bribery and shows how to comply with the Bribery Act 2010.				

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	<p>Complying with the GDPR</p>	<p>This film explains the key provisions of the GDPR and what organisations need to do to ensure they comply.</p>				
	<p>Modern slavery</p>	<p>This film explains the Modern Slavery Act and looks at what organisations in the UK need to do to comply.</p>				

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