



Learning Library



Succeedin Learning - perfect for individuals entering the world of business, staff on-boarding, learning & development, career progression & returning to work

The Succeedin Learning library of eLearning courses consists of a variety of Soft Skills and Compliance titles to cover a wide range of workplace requirements and provides the perfect way to get your online learning strategy off the ground or to compliment your career coaching content. We introduce new and diverse titles quarterly, adding to the already impressive library of courses.

Management & Leadership – 16 courses



Accelerate your managers' development with motivational, effective and engaging online training. Designed to improve the skills and confidence of managers and leaders, the range covers everything from coaching and mentoring to giving feedback.

1. Developing Leadership
2. Training for Non-Trainers
3. Project Management
4. The Effective Leader
5. Coaching & Mentoring
6. Giving & Receiving Feedback
7. Taking Action
8. Planning & Monitoring Team Performance
9. Motivation & Effective Feedback
10. Managing Virtual Teams
11. Flexible Leadership
12. Coaching
13. Mentoring
14. Operational Agility
15. Planning for a Crisis
16. Taking the Leap

Personal Development - 10 courses



Personal development is about maximising strengths and improving areas of weaknesses. This range is designed to help develop potential and improve employment skills through interactive online learning.

1. Making Objectives Happen
2. Problem Solving
3. Setting Objectives
4. Dealing with Stress
5. Time Management
6. Planning Your Own Development
7. Negotiation Skills
8. Decision Making
9. Confidence
10. Remote Working

Communication & Social Skills – 15 courses



The Communication and Social Skills range is designed to help staff become more confident and effective in their communications, when speaking, listening and writing.

1. How to be Assertive
2. Body Language
3. What's Not Being Said?
4. Effective Writing
5. Asking the Right Questions
6. Expressing Yourself
7. Active Listening
8. Presenting with Confidence
9. Presenting Data
10. Communicating with Emotional Intelligence
11. Intelligence
12. Social Media Awareness
13. New! Communicating Under Pressure
14. Pressure
15. Workplace Diplomacy

Teamwork – 7 courses



Effective teamwork is an essential part of any working environment. The Teamwork range is designed to help staff become more effective team players and leaders, playing an active role in the success of the team. Our Teamwork series will help you to understand the different stages of a team, to find your role and to run a productive meeting

1. Working in Teams
2. Dealing with Conflict
3. Effective Delegation
4. Find Your Role
5. Effective Meetings
6. Performance Troubleshooting
7. Collaborative Working

Data Protection & IT Security – 6 courses



The 8 principles of the Data Protection Act set out rules for handling, processing and storing personal data. This range covers each principle and what your rights and responsibilities are under the Act.

1. GDPR Compilation
2. An Introduction to GDPR
3. Lawful Basis for Processing
4. Individual Rights
5. Accountability & Governance
6. Data Protection Act 20

Customer Service – 7 courses



CUSTOMER SERVICE

The Customer Service range offers staff insights into appropriate and effective customer service, from sending emails to handling complaints. The range is designed to offer useful advice for approaching new customers and maintaining existing ones.

1. Handling Complaints
2. Email Etiquette
3. Telephone Manner
4. Maintaining Existing Customers
5. Approaching New Customers
6. Know Your Customer
7. Understanding Brand & Reputation

Workplace Wellbeing – 20 courses



WORKPLACE WELLBEING

The health and wellbeing of individuals within your organisation is vital, both in and out of the workplace. This range is designed to promote positive working cultures and highlight the risks and warning signs of poor mental health, stress, sickness and more.

1. Everyday Energy
2. Mental Health
3. Healthy Living
4. Impact & Influence
5. Value & Purpose
6. Positive Thinking
7. Resilience
8. Empathy
9. Life Balance
10. Relationship Building
11. Relaxation
12. Changing Behaviours
13. Creativity
14. Personal Agility
15. Managing Emotions
16. Mindset
17. Great Conversations
18. Better Judgements
19. Mindfulness
20. Letting Go

Change Management – 6 Courses



Change is an important part of any organisation's success, but it can be overwhelming. That's why we've created this suite of titles to help employees recognise why change is vital and how to accept and adapt to change.

1. Challenging the Status Quo
2. The need for strategy
3. Thriving in Change
4. Experiencing Change
5. Seeing Change through
6. Making the Change

Finance – 8 courses



All organisations are exposed to the growing threat of financial crime, which ranges from bribery and fraud to money laundering and terrorist financing. Our Finance range is designed to improve your understanding of these key risk areas as well as exploring the basic techniques involved in the workplace.

1. Bribery Act 2010
2. Budgeting Basics
3. Anti-Money Laundering
4. Competition Law
5. Finance For Non-Financial Managers
6. Insider Trading
7. PCI-DSS
8. Bribery & Corruption

Literacy Skills – 4 courses



Our Literacy Skills series has been designed to help you understand how to prepare and write an effective report. The range explores a variety of literacy features, which add structure and style to your writing, whilst reinforcing the fundamental rules of spelling and grammar.

1. The English Sentence
2. Spelling & Punctuation
3. Planning Your Report
4. Writing Your Report

Equality & Diversity – 12 courses



Managing Equality & Diversity is a very real challenge for managers and employees in today's workplace. The Equality & Diversity range covers the Protected Characteristics identified by the Equality Act 2010, using case studies and questions to help you to understand and prevent discrimination at work.

1. Introduction
2. Age
3. Race
4. Religion or Belief
5. Gender Reassignment
6. Sex Discrimination
7. Sexual Orientation
8. Marriage & Civil Partnership
9. Pregnancy & Maternity
10. Disability
11. Unconscious Bias
12. Workplace Bullying

Health & Safety – 8 courses



Health and Safety is one of the most important subjects that needs to be addressed at work, to maintain compliance with the law and to protect the workforce. These interactive, responsive modules make compliance training that bit more engaging!

1. Introduction
2. Fire
3. First Aid
4. Dangerous Substances
5. Display Screen Equipment
6. Electricity
7. Manual Handling
8. Slips & Trip

Career Development – 7 courses



Whether you are conducting a recruitment interview, carrying out an appraisal interview with your team or you are the interviewee, this range offers tips and techniques to ensure a successful interview process.

1. Tips for the Interviewee
2. Hiring Right First Time
3. Appraisal Interviews
4. Career Planning
5. First Impressions
6. Inducting A New Team Member
7. Networking

Social & Corporate Responsibility – 7 courses



SOCIAL & CORPORATE RESPONSIBILITY

Every company has certain social and corporate responsibilities which must be maintained. These range from sustainability to ethical trading, and help to protect your social, economic and environmental interests.

1. Sustainability
2. Cyber Security
3. Anti-Slavery
4. Driving at Work
5. Sickness & Absence
6. Right to Work
7. Whistleblowing

Safeguarding – 6 courses



SAFEGUARDING

Safeguarding is everybody's responsibility, with each of us having a moral duty to recognise, record, report and respond to any concerns about harm and abuse. This suite explores a range of safeguarding issues related to Children and Vulnerable Adults for England and Wales, Scotland and Northern Ireland.

1. Safeguarding Children (England and Wales)
2. Safeguarding Vulnerable Adults (England and Wales)
3. Safeguarding Vulnerable Adults (Scotland)
4. Safeguarding Children (Northern Ireland)
5. Safeguarding Vulnerable Adults (Northern Ireland)
6. Safeguarding Children (Scotland)

Food Safety & Hygiene – 9 courses



FOOD SAFETY & HYGIENE

When storing or preparing food, it is essential that Food Standards are achieved and maintained. The Food Safety and Hygiene range covers everything from Food Law through to Allergies and Personal Hygiene

1. Introduction
2. Personal Hygiene
3. Food Law
4. Food Safety Management
5. Food Safety Hazards
6. Food Allergy
7. Temperature Control
8. Food Bourne Illness
9. Hygienic Premises



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Succeedin Learning is a trading name under
Succeedin Limited
Registration number: 09225714

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