Corporate Training Starter Kit

Corporate Training Starter Kit - Online
Training Courses - CPDUK Accredited

OVERVIEW

Welcome to the Mandatory Training Group's online Corporate Training Starter Kit. All our online training courses, programmes and qualifications are accredited by the CPD Certification Service (CPDUK).

Corporate training is a means of improving the learners' performance, morale and skills, by concentrating on professional development. This online Corporate Training Starter Kit helps reduce any weak links within the company who rely heavily on others to complete basic work tasks.

With our online Corporate Training Starter Kit, learners will have the technical skills needed to perform the job efficiently and smoothly. This corporate training program allows you to strengthen the skills that you need to improve. Taking the necessary training creates an overall knowledge that can help you take over a role as required, work on teams or work independently without constant help and supervision from others.

Corporate Training Starter Kit – CPDUK Accredited E-Learning Course

- Study method – Online, self-paced
- Estimated duration (Indicative CPD hours) – 15 hours
- Course format – Online (24/7 access)
- Entry requirements – no prerequisites required
- Assessment type – Complete end of course assessment (80% needed to pass and gain CPD certificate)
- Certification/Qualification – Downloadable CPD certificate
- Cost(s) of assessment and certification – Assessment and certification costs included in the course price
- Course accreditation – CPD Certification Service (CPDUK)
- Course access – Part-time (1-year access)
- Course delivery – via desktop PC/MAC, laptops, tablets or smartphones.

Who is the starter kit for?

This online Corporate Training Starter Kit is suitable for those who want to train and develop professional needs. Identifying your needs is the crucial bit. Get it wrong, and you could be wasting valuable time and money on training that may not be necessary.

Course aims

The aims of this Corporate Training Starter Kit e-learning courses is to gain new knowledge or information that helps learners do their job well.

With our online Corporate Training Starter Kit, learners will have the technical skills needed to perform the job efficiently and smoothly. This corporate training program allows you to strengthen the skills that you need to improve. Taking the necessary training creates an overall knowledge that can help you take over a role as required, work on teams or work independently without constant help and supervision from others.

Learning outcomes

The learning outcomes of this online Corporate Training Starter Kit courses are to:

- Gain new knowledge or information that helps the learner to do a job well
- Learn physical skills, like using physical machinery quickly and efficiently
- Influence learners attitudes and perceptions toward learning or organisational change
- Develop social skills, like leadership or teamwork abilities.

What is covered in this corporate training starter kit?

This online Corporate Training Starter Kit includes the following courses:

1.   10 Soft Skills You Need training course

This online 10 Soft Skills You Need training course includes the following:

Module 1: Getting Started

- Housekeeping Items
- Pre-Assignment Review
- Workshop Objectives
- The Parking Lot

Module 2: What are Soft Skills?

- Definition of Soft Skills
- Empathy and the Emotional Intelligence Quotient
- Professionalism
- Learned vs Inborn Traits
- Case Study
- Module Two: Review Questions

Module 3: Soft Skill 1: Communication

- Ways We Communicate
- Improving Non-Verbal Communication
- Listening
- Openness and Honesty
- Case Study
- Module Three: Review Questions

Module 4: Soft Skill 2: Teamwork

- Identifying Capabilities
- Get Into Your Role
- Learn the Whole Process
- The Power of Flow
- Case Study
- Module Four: Review Questions

Module 5: Soft Skill 3: Problem Solving

- Define the Problem
- Generate Alternative Solutions
- Evaluate the Plans
- Implementation and Re-evaluation
- Case Study
- Module Five: Review Questions

Module 6: Soft Skill 4: Time Management

- The Art of Scheduling
- Prioritising
- Managing Distractions
- The Multitasking Myth
- Case Study
- Module Six: Review Questions

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Module 7: Soft Skill 5 and 6: Attitude and Work Ethic

- What Are You Working For?
- Caring for Others vs Self
- Building Trust
- Work Is Its Own Reward
- Case Study
- Module Seven: Review Questions

Module 8: Soft Skill 7: Adaptability/Flexibility

- Getting over the Good Old Days Syndrome
- Changing to Manage Process
- Changing to Manage People
- Showing You're Worth Your Weight in Adaptability
- Case Study
- Module Eight: Review Questions

Module 9: Soft Skill 8: Self-Confidence

- Confident Traits
- Self-Questionnaire
- Surefire Confidence Building Tactics
- Build Up Others
- Case Study
- Module Nine: Review Questions

Module 10: Soft Skill 9: Ability to Learn From Criticism

- Wow, You Mean I'm Not Perfect?
- Listen With An Open Mind
- Analyse and Learn
- Clear the Air and Don't Hold Any Grudges
- Case Study
- Module Ten: Review Questions

Module 11: Soft Skill 10: Networking

- Redefining Need
- Identifying Others' Interests
- Reaching Out
- When to Back Off
- Case Study
- Module Eleven: Review Questions

Module 12: Wrapping Up

- Words From The Wise
- Review Of The Parking Lot
- Lessons Learned
- Recommended Reading
- Completion Of Action Plans And Evaluations

2. Cyber Security training course

This online Cyber Security training course includes the following:

Module 1: Getting Started

- Icebreaker
- Housekeeping Items
- The Parking Lot
- Workshop Objectives

Module 2: Cybersecurity Fundamentals

- What is Cyberspace?
- What is Cybersecurity?
- Why is Cybersecurity Important?
- What is a Hacker?
- Case Study
- Module Two: Review Questions

Module 3: Types of Malware

- Worms
- Viruses
- Spyware
- Trojans
- Case Study
- Module Three: Review Questions

Module 4: Cyber Security Breaches

- Phishing
- Identity Theft
- Harassment
- Cyberstalking
- Case Study
- Module Four: Review Questions

Module 5: Types of Cyber Attacks

- Password Attacks
- Denial of Service Attacks
- Passive Attack
- Penetration Testing
- Case Study
- Module Five: Review Questions

Module 6: Prevention Tips

- Craft a Strong Password
- Two-Step Verification
- Download Attachments with Care
- Question Legitimacy of Websites
- Case Study
- Module Six: Review Questions

Module 7: Mobile Protection

- No Credit Card Numbers
- Place Lock on Phone
- Don't Save Passwords
- No Personalized Contacts Listed
- Case Study
- Module Seven: Review Questions

Module 8: Social Network Security

- Don't Reveal Location
- Keep Birthdate Hidden
- Have a Private Profile
- Don't Link Accounts
- Case Study
- Module Eight: Review Questions

Module 9: Prevention Software

- Firewalls
- Virtual Private Networks
- Anti-Virus & Anti-Spyware
- Routine Updates
- Case Study
- Module Nine: Review Questions

Module 10: Critical Cyber Threats

- Critical Cyber Threats
- Cyber terrorism
- Cyberwarfare
- Cyberespionage
- Case Study
- Module Ten: Review Questions

Module 11: Defense Against Hackers

- Cryptography
- Digital Forensics
- Intrusion Detection
- Legal Recourse
- Case Study
- Module Eleven: Review Questions

Module 12: Wrapping Up

- Words from the Wise
- Review of Parking Lot
- Lessons Learned
- Completion of Action Plans and Evaluations

3. Word 2016 Essentials training course

This online Word 2016 Essentials training course covers the following:

Module 1: Create And Manage Documents

- Create A Document
- Create A Blank Document
- Create A Document Using A Template
- Open A PDF In Word For Editing
- Insert Text From A File Or External Source
- Navigating Through A Document
- Search For Text
- Insert Hyperlinks
- Create Bookmarks
- Move To A Specific Locations Or Object In A Document
- Formatting A Document
- Modify Page Setup
- Apply Document Themes
- Apply Document Style Sets
- Insert Headers And Footers
- Insert Page Numbers
- Format Page Background Elements

- Customize Options and Views For A Document
- Change Document Views
- Customize Views By Using Zoom Settings
- Customize The Quick Access Toolbar
- Split The Window
- Add Document Properties
- Show Or Hide Formatting Symbols
- Print And Save Documents
- Modify Print Settings
- Save Documents In Alternative File Formats
- Print All Or Part Of A Document
- Inspect A Document For Hidden Properties Or Personal Information
- Inspect A Document For Accessibility Issues
- Inspect A Document For Compatibility Issues

Module 2: Format Text, Paragraphs, And Sections

- Insert Text And Paragraphs
- Find And Replace Text
- Cut, Copy, And Paste Text
- Replace Text By Using AutoCorrect
- Insert Special Characters
- Formatting Text And Paragraphs
- Apply Font Formatting
- Apply Formatting By Using Format Painter
- Set Line And Paragraph Spacing And Indentation
- Clear Formatting
- Apply A Text Highlight Color To Text Selections

- Apply Built-In Styles To Text
- Change Text To WordArt
- Order And Group Text And Paragraphs
- Format Text In Multiple Columns
- Insert Page, Section, Or Column Breaks
- Change Page Setup Options For A Section
- Apply Built-In Styles To Text
- Change Text To WordArt
- Order And Group Text And Paragraphs
- Format Text In Multiple Columns
- Insert Page, Section, Or Column Breaks
- Change Page Setup Options For A Section

Module 3: Create Tables And Lists

- Create A Table
- Convert Text To Tables
- Convert Tables To Text
- Create A Table By Specifying Rows And Columns
- Apply Table Styles
- Modify A Table
- Sort Table Data
- Configure Cell Margins And Set Spacing
- Merge And Split Cells
- Resize Tables, Rows, And Columns

- Split Tables
- Configure A Repeating Row Header
- Create And Modify a List
- Create A Numbered Or Bulleted List
- Change Bullet Characteristics Or Number Formats For A List Level
- Define A Custom Bullet Character Or Number Format
- Increase Or Decrease List Levels
- Restart Or Continue List Numbering
- Set Starting Number Values

Module 4: Create And Manage References

- Create And Manage Reference Markers
- Insert Footnotes And Endnotes
- Modify Footnote And Endnote Properties
- Create Bibliography Citation Sources
- Modify Bibliography Citation Sources
- Insert Citations For Bibliographies

- Insert Figure And Table Captions
- Modify Caption Properties
- Create And Manage Simple References
- Insert Standard Table Of Contents
- Update Table Of Contents
- Insert Cover Page

Module 5: Insert And Format Graphic Elements

- Insert Graphic Elements
- Insert Shapes
- Insert Pictures
- Insert Screen Shot Or Screen Clipping
- Insert Text Boxes
- Format Graphic Elements
- Apply Artistic Effects
- Apply Picture Effects
- Remove Picture Backgrounds
- Format Objects

- Apply a Picture Style
- Wrap Text Around Objects
- Position Objects
- Add Alternative Text To Objects For Accessibility
- Insert And Format SmartArt Graphics
- Create A SmartArt Graphic
- Format A SmartArt Graphic
- Modify A SmartArt Graphic Content.

4.   PowerPoint 2016 Essentials training course

This online PowerPoint 2016 Essentials training course covers the following:

Module 1:   Create and Manage Presentations

- Create a presentation
- Create a new presentation
- Create a presentation based on a template
- Import Word document outlines
- Insert and format slides
- Insert specific slide layouts
- Duplicate existing slides
- Hide and unhide slides
- Delete slides
- Apply a different slide layout
- Modify individual slide backgrounds
- Insert slide headers, footers, and page numbers
- Modify slides, handouts, and notes
- Change the slide master theme or background
- Modify slide master content
- Create a slide layout
- Modify a slide layout

- Modify the handout master
- Modify the notes master
- Order and group slides
- Create sections
- Modify slide order
- Rename sections
- Change presentation options and views
- Change slide size
- Change views of a presentation
- Set file properties
- Configure a presentation for print
- Print all or part of a presentation
- Print notes pages; print handouts
- Print in color, gray scale, or black and white
- Configure and present a slide show
- Create custom slide shows
- Configure slide show options
- Rehearse slide show timing
- Present a slide show by using Presenter View

Module 2: Insert and Format Text, Shapes, and Images

- Insert and format text
- Insert text on a slide
- Apply formatting and styles to text
- Apply WordArt styles to text
- Format text in multiple columns
- Create bulleted and numbered lists
- Insert hyperlinks
- Insert and Format Shapes and Text Boxes
- Insert or replace shapes
- Insert text boxes, resize shapes and text boxes

- Format shapes and text boxes
- Apply styles to shapes and text boxes
- Insert and format images
- Resize and crop images
- Apply styles and effects
- Order and group objects
- Order objects
- Align objects
- Group objects
- Display alignment tools

Module 3: Insert Tables, Charts, SmartArt, and Media

- Insert and Format Tables
- Create a table
- Insert and delete table rows and columns
- Apply table styles
- Import a table
- Insert and Format Charts
- Create a chart
- Import a chart
- Change the Chart Type
- Add a legend to a chart
- Change the chart style of a chart
- Insert and Format SmartArt Graphics

- Create SmartArt graphics
- Convert lists to SmartArt graphics
- Add shapes to SmartArt graphics
- Reorder shapes in SmartArt graphics
- Change the color of SmartArt graphics
- Insert and manage media
- Insert audio and video clips
- Configure media playback options
- Adjust media window size
- Set the video start and stop time
- Set media timing options

Module 4: Apply Transitions and Animations

- Apply slide transitions
- Insert Slide Transitions
- Set transition effect options
- Animate Slide Content
- Apply animations to objects
- Apply animations to text

- Set animation effect options
- Set animation paths
- Set Timing for Transitions and Animations
- Set transition effect duration
- Configure transition start and finish options
- Reorder animations on a slide

Module 5: Insert And Format Graphic Elements

- Merge Content From Multiple Presentations
- Insert slides from another presentation
- compare two presentations
- insert comments, review comments
- Finalize Presentations

- Protect a presentation
- Inspect a presentation
- Proof a presentation
- Preserve presentation content
- Export presentations to other formats.

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5.   Coping with Stress at Work training course

This online Coping with Stress at Work training course covers the following:

- Definition of 'stressful incident' at work,
- Why it is essential to seek help after a stressful incident?
- How do people react to stressful incidents?
- What is the impact of repeated stressful events/incidents?
- The common thoughts and feelings that may be experienced following a stressful event,
- The effects of these reactions on work, friends and family,
- Exploring the different ways of coping with stressful events,
- What to do and what not to do following a stressful event,
- When to seek professional help following a stressful event, and
- Where to seek advice and support following a stressful incident.

Why is this online Corporate Training Starter Kit essential?

Corporate training is necessary for every organisation. It is a process where the human resource manager provides better training to the employees and enhances the skills which they possess. Creating a better understanding of the company and its workers can help to achieve professional goals and workplace productivity.

Corporate training is one of the most significant parts of its growth and long-term investment strategies. Corporate training is a means of improving the employees' performance, morale and skills, by concentrating on professional development.

Many organisations are implementing a different corporate training program to address specific needs and to promote new working practices and standards. They consider this training to be the key to ensuring development in all spheres; so that the employees can thrive in this competitive market to bring success on their behalf.

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HOW IT WORKS

Instant Access

- Gain instant access to your course(s) upon purchasing through our website
- Login credentials are sent immediately to the customer to the email address provided during the checkout process
- We also advise all customers to check their spam and junk mail folders in case your mail server has diverted the email there

Online Support 24/7

- Customer service teams interact with clients through email and live chat support.

Refund policy

- To request a refund, you should email our support team with your receipt stating why you would like to be reimbursed.
- You, or your learners, must not complete the training to make a valid refund claim.
- Any courses that have been completed and those with certificates achieved will not be valid for a refund.

Learn Anytime, Anywhere, On Any Device

- Learn at your own pace, at a time and place convenient to your circumstances
- Individual learners can access their course material(s) 24/7 for 365 days from the date of purchase
- In the case of organisations that order multiple licences for future use, the countdown will start when learners are allocated to the training course(s)

Assessment and Certification

- Unlimited attempts to complete end of course assessments
- On successful completion, download, print/save quality-assured CPD certificate

100% Money Back Guarantee

- We want you to be completely satisfied with your training. We offer a 14-day money-back guarantee if you are not 100% satisfied.

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ACCREDITATION

End of course assessment

At the end of this course, learners are required to complete an online end of course assessment. On successful completion of the assessment (80% pass mark), learners may download a FREE CPD certificate from their profile page.

Certification

On successful completion of this e-learning course and end of course assessment, the learner may download, save and/or print a quality assured CPD certificate (recognised internationally). Our CPD certificate can be used to provide evidence for compliance and audit or Continuing Professional Development (CPD).

Course accreditation

The CPD Certification Service accredits all our online training courses and programmes as conforming to universally accepted Continuous Professional Development (CPD) guidelines.

WHY CHOOSE OUR ACCREDITED E-LEARNING COURSES?

The benefits of using our accredited e-learning courses in the workplace include:

- CPDUK accredited e-learning provider
- Ofqual approved training centre (UK qualifications)
- Internationally recognised CPD and Ofqual approved certificates
- Wide range of courses and qualifications that meet UK legislation and guidelines
- Over 500 online courses and programmes that cover multiple sectors
- Free blended learning environment for individuals and organisations
- Immediate access to online courses and programmes
- Highly interactive e-learning portal
- Substantial cost reductions (no travel fees and other expenses)
- Self-paced online learning
- Low carbon footprint through e-learning
- Repository of online learning materials and assessments
- Fully qualified and experienced trainers, instructors and assessors
- Experienced subject matter experts and content developers
- Conversion of existing classroom courses to e-learning courses
- All training courses meet the latest guidance and best practice recommendations.

Civility in the Workplace Training Course for Global Executives

> *"YPO is the premier global leadership organisation for more than 28,000 chief executives in over 130 countries and the global platform for them to engage, learn and grow. We approached The Mandatory Training Group to develop an online training programme focusing on improving workplace civility. Their team developed excellent learning materials tailored to our organisational needs. With their support, we rolled out the civility in the workplace training programme to over 300 executives around the world."*
>
> Nicolle Billmyre, YPO, Texas, USA

Counter Fraud, Bribery and Corruption Training for NHS Providers

> *"NHS City and Hackney Clinical Commissioning Group (CCG) is an NHS organisation led by local GPs. The Mandatory Training Group provided us with tailored courses focussing on tackling fraud, corruption and bribery for all our staff across various sites. The e-learning courses helped us to meet statutory and regulatory requirements".*
>
> Harriet Griffiths, NHS City and Hackney CCG, London, UK

Accredited Training Courses, Programmes and Regulated Qualifications

> *"Reed is the largest platform for jobs, recruitment and courses in the UK. The Mandatory Training Group is one of our most trusted providers of continuing professional development (CPD) programmes and regulated qualifications. They have provided us with a wide range of learning materials ranging from soft skills, personal development, health and safety, among others. These courses help many job seekers to improve their skills and comply with the current UK and European laws".*
>
> Mansh Bhatti, Reed Courses, London, UK

Statutory and Mandatory Training for Primary Care Providers

OSD Healthcare

> "When we set up our business, we were looking for a reliable training provider for the healthcare multi-disciplinary team (MDT). We worked with The Mandatory Training Group to establish our training needs for each group of professionals. Their experience was invaluable, helping us to design new courses and assessments to meet the commissioners' and regulatory requirements".
>
> Anne Joy, OSD Healthcare, Hemel Hempstead, UK

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Statutory and Mandatory Training for Healthcare Providers

> "All our senior clinicians were delighted with the delivery of the mandatory training courses. They found the course leaders to be very flexible with allocating more time to certain areas at request. The course contents that LearnPac had designed were tailored to our workforce, which helped them improve their understanding of the subjects. The application of legislative concepts to practice was excellent".
>
> Sophie Hartley-Jones, OneHealth Group, Sheffield, UK

edenbrown synergy

Online Training and Development for the Public Sector

> "We work with various public sector organisations. Statutory and mandatory training is essential for all our placements. We used LearnPac for the blended learning environment they provide for our staff. The online statutory and mandatory training courses adequately meet our regulatory requirements. LearnPac's learning management system enabled us to manage our learners and quickly sort out compliance for our workers. The flexibility of pricing and meeting our needs with the mandatory training was beneficial."
>
> David Sanchez, Eden Brown Synergy, London, UK

Nuffield Health

Blended Train the Trainer Courses for Healthcare Providers

> "We were looking to provide resuscitation and first aid training for clinical and non-clinical staff internally. The Mandatory Training Group stood out because they provide comprehensive blended learning solutions. Our internal trainers and facilitators were able to complete the theory training and assessments in advance. The practical sessions were packed with meaningful activities throughout the day. The lead trainers also helped us to complete training needs assessments".
>
> Kate McLoughlin, Nuffield Health, Bournemouth, UK

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LEARN. DEVELOP. COMPLY.

The Mandatory Training Group is the leading UK provider of accredited statutory and mandatory training courses for all sectors, including health and social care, education, local government, private and charity sectors.

We have supported over one million learners to reach their potential through e-learning courses and qualifications using our interactive online learning portal.

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