



Insurance Broker Training

Course 01: Insurance Broker Training Level 3

- Module 01: Insurance Industry
- Module 02: The UK Insurance Industry
- Module 03: Principles of Insurance
- Module 04: General Insurance
- Module 05: Personal Lines Insurance
- Module 06: Commercial Lines Insurance
- Module 07: Liability Insurance
- Module 08: Life Insurance
- Module 09: Insurance Fraud
- Module 10: Underwriting Process

Course 02: Stakeholder Management

- Module 01: Introducing Stakeholder Management
- Module 02: Stakeholder Theories
- Module 03: Stakeholder Mapping
- Module 04: Building Strong Business Relationships With Stakeholders
- Module 05: Stakeholder Engagement
- Module 06: Stakeholder Engagement Through Effective Communication
- Module 07: Monitoring and Evaluating the Engagement
- Module 08: Managing Stakeholder Conflict

Course 03: Stocks, Shares and Forex Trading - Level 2

- Module 01: Introduction to Forex Trading
- Module 02: Major Currencies and Market Structure
- Module 03: Kinds of Foreign Exchange Market
- Module 04: Money Management
- Module 05: Fundamental Analysis
- Module 06: Technical Analysis
- Module 07: Pitfalls and Risks
- Module 08: Managing Risk
- Module 09: Trading Psychology

Course 04: Sage 50 Training

Sage 50 Training

- Module 1: Payroll Basics
- Module 2: Company Settings
- Module 3: Legislation Settings
- Module 4: Pension Scheme Basics
- Module 5: Pay Elements
- Module 6: The Processing Date
- Module 7: Adding Existing Employees
- Module 8: Adding New Employees
- Module 9: Payroll Processing Basics
- Module 10: Entering Payments
- Module 11: Pre-Update Reports
- Module 12: Updating Records
- Module 13: e-Submissions Basics
- Module 14: Process Payroll (November)
- Module 15: Employee Records and Reports
- Module 16: Editing Employee Records
- Module 17: Process Payroll (December)
- Module 18: Resetting Payments
- Module 19: Quick SSP
- Module 20: An Employee Leaves
- Module 21: Final Payroll Run
- Module 22: Reports and Historical Data
- Module 23: Year-End Procedures

Sage 50 Payroll Advanced Diploma

- Module 1: The Outline View and Criteria
- Module 2: Global Changes
- Module 3: Timesheets
- Module 4: Departments and Analysis
- Module 5: Holiday Schemes
- Module 6: Recording Holidays
- Module 7: Absence Reasons
- Module 8: Statutory Sick Pay
- Module 9: Statutory Maternity Pay
- Module 10: Student Loans
- Module 11: Company Cars
- Module 12: Workplace Pensions
- Module 13: Holiday Funds
- Module 14: Roll Back
- Module 15: Passwords and Access Rights
- Module 16: Options and Links
- Module 17: Linking Payroll to Accounts

Course 05: GDPR Data Protection Level 5

- Module 01: GDPR Basics
- Module 02: GDPR Explained
- Module 03: Lawful Basis for Preparation
- Module 04: Rights and Breaches
- Module 05: Responsibilities and Obligations

Course 06: Anti Money Laundering (AML) Regulation for AML Officers Diploma

- Module 01: Introduction to Money Laundering
- Module 02: Proceeds of Crime Act 2002
- Module 03: Development of Anti-Money Laundering Regulation
- Module 04: Responsibility of the Money Laundering Reporting Office
- Module 05: Risk-based Approach
- Module 06: Customer Due Diligence
- Module 07: Record Keeping
- Module 08: Suspicious Conduct and Transactions
- Module 09: Awareness and Training

Course 07: Compliance & Business Risk Management

- Module 1: Introduction to Compliance
- Module 2: Five basic elements of compliance
- Module 3: Compliance Management System (CMS)
- Module 4: Compliance Audit
- Module 5: Compliance and Ethics
- Module 6: Risk and Types of Risk
- Module 7: Introduction to Risk Management
- Module 8: Risk Management Process

Course 08: Applied Business Analysis Diploma

- Module 01: Introduction to Business Analysis
- Module 02: Business Processes
- Module 03: Business Analysis Planning and Monitoring
- Module 04: Strategic Analysis and Product Scope
- Module 05: Solution Evaluation
- Module 06: Investigation Techniques
- Module 07: Ratio Analysis
- Module 08: Documenting and Managing Requirements
- Module 09: Career Prospect as a Business Analyst in the UK

Course 09: Level 3 Tax Accounting

- Module 01: Tax System and Administration in the UK
- Module 02: Tax on Individuals
- Module 03: National Insurance
- Module 04: How to Submit a Self-Assessment Tax Return
- Module 05: Fundamentals of Income Tax
- Module 06: Payee, Payroll and Wages
- Module 07: Value Added Tax
- Module 08: Corporation Tax
- Module 09: Double Entry Accounting
- Module 10: Management Accounting and Financial Analysis
- Module 11: Career as a Tax Accountant in the UK

Course 10: Financial Investigator

- Module 01: Introduction to Financial Investigator
- Module 02: Introduction to Financial Investigation
- Module 03: Characteristics of Financial Crimes
- Module 04: Categories of Financial Crimes
- Module 05: Financial Crime Response Plan
- Module 06: Collecting, Preserving and Gathering Evidence
- Module 07: Laws against Financial Fraud

Course 11: Effective Communication Skills

- Introduction To Communication – Goals & Benefits
- Key Principles Of Communication
- We are Always Communicating
- Fundamentals Of Communication – Part 1
- Fundamentals Of Communication – Part 2
- Great Communication Tips – Part 1
- Great Communication Tips – Part 2
- Self-Talk & Powerful Language
- Miscommunication
- Still MORE Great Tips! Part 1
- Still MORE Great Tips! Part 2
- Still MORE Great Tips! Part 3
- Final Thoughts and Suggestions
- PROMO Communication (BEST)



Thank You