



Line Management

Course 1: Line Management

- Introduction to Line Management
- Coaching and Mentoring
- Supervising, Motivating and Counselling
- Talent Management
- Effective Communication Skills
- Performance Appraisal Management
- Stress Management
- Prioritising and Time Management
- Employee Relations
- Handling Conflict
- Employment Law for Line Managers

Course 2: Supervisor Training Level 3

- Introduction
- Setting Expectations
- Setting Goals
- Assigning Work
- Degrees of Delegation
- Implementing Delegation
- Providing Feedback
- Managing Your Time
- Resolving Conflict
- Tips for Special Situations
- A Survival Guide for the New Supervisor
- Wrapping Up

Course 3: Team Leader

- One: Getting Started
- Two: The Evolution of Leadership
- Three: Situational Leadership
- Four: A Personal Inventory
- Five: Modelling the Way
- Six: Inspiring a Shared Vision
- Seven: Challenging the Process
- Eight: Enabling Others to Act
- Nine: Encouraging the Heart
- Ten: Basic Influencing Skills
- Eleven: Setting Goal

Course 4: UK Employment Law and Employee Rights Diploma

- Basic of Employment Law
- Legal Recruitment Process
- Employment Contracts
- Employee Handbook
- Disciplinary Procedure
- National Minimum Wage & National Living Wage
- Parental Right, Sick Pay & Pension Scheme
- Discrimination in the Workplace
- Health & Safety at Work
- Dismissal, Grievances and Employment Tribunals
- Workplace Monitoring & Data Protection

Course 5: Level 3- Project Management

- Key Concepts
- Initiation
- Planning
- Planning Tools
- Executing the Project
- Maintaining and Controlling the Project
- Closing Out

Course 6: Motivation Skills

- Introduction
- Motivational Skills
- Motivational Strategies
- Conclusion

Course 7: Performance Management

- Line Management Introduction
- Line Management Performance
- Key Performance Indicators
- Reporting
- Rewarding
- Conclusion

Course 8: People Management Skills

Level 3

- Introduction to Human Resources
- Employee Recruitment and Selection Procedure
- Employee Training and Development Process
- Performance Appraisal Management
- Employee Relations
- Motivation and Counselling
- Ensuring Health and Safety at the Workplace
- Employee Termination
- Employer Records and Statistics
- Essential UK Employment Law

Course 9: Preventing Workplace Violence and Harassment Level 3

Workplace Management: Violence

- What Is Workplace Harassment?
- Identifying the Bully
- How to Handle Workplace Violence
- Risk Assessment
- Being the Victim
- Checklist for Employers
- Interview Process

Workplace Management: Harassment

- The Background
- Developing an Anti-Harassment Policy
- Policies in the Workplace
- Proper Procedures in the Workplace
- False Allegations
- Other Options
- Sexual Harassment
- Mediation
- Conflict Resolution
- The Aftermath

Course 10: Risk Management Level 7

- Introduction to Risk Management
- Risk and Types of Risk
- Benefits of Risk Management
- Enterprise Risk Management
- Risk Management Process
- Risk Analysis & Assessment
- The Risk Evaluation Process
- Managing Financial Risks
- The Fundamentals of Operational Risk Management
- Managing Technology Risks
- Managing Legal & Political Risk
- Environmental Risk Assessment
- Risk Assessment at Workplace
- Market & Social Risk Assessment
- Preparing Risk Management Plan: Step by Step

Course 11: Time Management

- Identifying Goals
- Effective Energy Distribution
- Working with Your Personal Style
- Building Your Toolbox



Thank You