



Document Control

Course 1: Document Control

- Module 1: Introduction to Document Control
- Module 2: Principles of and Elements of Environment
- Module 3: Lifecycle
- Module 4: Strategies and Instruments
- Module 5: Document Management
- Module 6: Quality Assurance and Controlling Quality of Documents
- Module 7: Project Document Control
- Module 8: Electronic Document Management Systems and Soft Copy Documentation

Course 2: Business Writing

- Words to Cut
- Building Strong Sentences
- SCQA
- How to Write Punchy Summaries
- Words that Work, Feedback that Improves
- Proof Reading Makes Perfect

Course 3: Proofreading & Copyediting

- Module 01: Proofreading Basics
- Module 02: Applying the Style Guide
- Module 03: Spelling and Grammar
- Module 04: Proofreading on Paper
- Module 05: Proofreading On-Screen
- Module 06: Copy-Editing Basics
- Module 07: Copy-Editing – The Use of Language
- Module 08: Copy-Editing – Checking Accuracy and Facts
- Module 09: Copy-Editing – The Beginning and The End
- Module 10: Copy-Editing – Legal Checks
- Module 11: Finding Work and Developing Your Career

Course 4: Paralegal

- Module 01: Understanding the Concept of Paralegal
- Module 02: Key Legal Terminology
- Module 03: Effective Communication Skills for Paralegals
- Module 04: The Legal Workplace & Professionals
- Module 05: Law & Legal Systems
- Module 06: Contract & Business Law
- Module 07: Property Law
- Module 08: Wills, Probate, Estate Law
- Module 09: Criminal Law
- Module 10: Common Paralegal Legal Matters
- Module 11: Human Rights
- Module 12: Conflict and Conflict Resolution
- Module 13: Professional Conduct and Ethics of Paralegals
- Module 14: Mandatory Knowledge Fields and Survival Tips for Paralegals

Course 5: 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: Workplace Confidentiality

- Module 01: Introduction to workplace confidentiality
- Module 02: Business Etiquettes and Types of Confidentiality
- Module 03: The Importance of Confidentiality
- Module 04: Confidentiality with Co-workers
- Module 05: Preventing Confidentiality Breach
- Module 06: How Employers Can Protect Confidential Information

Course 7: Office Skills

- Module 01: Introduction to Reception and Receptionist
- Module 02: Business Telephone Skills
- Module 03: Representing Your Boss and Company
- Module 04: Mail Services and Shipping
- Module 05: Travel Arrangements
- Module 06: Organising Meeting and Conferences
- Module 07: Time Management
- Module 08: Record Keeping and Filing Systems
- Module 09: Business Writing Skills
- Module 10: Organisational Skills
- Module 11: Communication Skills
- Module 12: Customer Service
- Module 13: Effective Planning and Scheduling
- Module 14: Invoicing/Petty Cash
- Module 15: Business Environment
- Module 16: Advanced MS Excel

Course 8: Minute Taking Essentials Level 2

- Module 01: Introduction to Minute Writing
- Module 02: Preparation for Minute Taking
- Module 03: The Meeting Structure
- Module 04: Minute Meeting, Decision and Action
- Module 05: Roles and Responsibility of Minute Taker
- Module 06: Tips for Minute Taking
- Module 07: Technology in Minute Taking
- Module 08: Building Confidence

Course 9: Level 2 Microsoft Office Essentials

Excel 2016

- Getting Started with Microsoft Office Excel 2016
- Performing Calculations
- Modifying a Worksheet
- Formatting a Worksheet
- Printing Workbooks
- Managing Workbooks

Word 2016

- Getting Started with Word
- Formatting Text and Paragraphs
- Working More Efficiently
- Managing Lists
- Adding Tables
- Inserting Graphics Objects
- Controlling Page Appearance
- Preparing to Publish a Document
- Workbooks - Microsoft Word 2016 (Beginner)

PowerPoint 2016

- PowerPoint Interface
- Presentation Basics
- Formatting
- Inserting Options
- Working with Objects
- Table
- Charts
- Review and Presentation

Access 2016

- Introduction to Access
- Modify Data
- Working with Queries
- Access Forms
- Working with Reports

Course 10: Touch Typing Essentials

- Introduction
- How to Set up Your Computer
- How to type the letters F and J
- How to type the letters D and K
- How to type the letters S and L
- How to type the letter A and ; (semicolon)
- How to type the letters E and I
- How to type the letters R and U
- How to type the letters T and O
- How to type CAPITAL letters
- How to type the letter C and , (Comma)
- How to type the letters G and H
- How to type the letters N and V
- How to type the letters W and M
- How to type the letters Q and P
- How to type the letters B and Y
- How to type the letters Z and X
- How to type Colon and Semicolon
- How to type Full Stop and Comma
- How to type Question Mark and Exclamation Mark
- How to type Dash, Parentheses and Quotation Marks

Course 11: Stress Management Training

- Beginning Concepts
- Specific Stress Management Techniques
- MORE Stress Reduction Strategies
- Still MORE Stress Reduction Techniques – Part 1
- Still MORE Stress Reduction Techniques – Part 2
- Still MORE Stress Reduction Techniques – Part 3
- BONUS Video & Wrap Up!
- Special LIVE Bonus Video!



Thank You