

Our Bundle Package is designed to provide you with the greatest possible benefits. We have added 14 Special Career Development courses to this bundle to meet your career development needs. Along with our Title Course, you will receive the following Career Development Trainings exclusively from **Learndrive**. To give you a better idea of what these career development courses will cover, let's now discuss them in detail.

➔ **Course 2: Employment Law**

Knowing the country's employment laws is very important for employers and employees. Our course pack includes UK Employment Law as the second course to address this need. This UK Employment Law course gives you a basic idea of the ins and outs of a corporate lawyer's activities. In addition, you will also learn about employee rights and workplace safety regulations.

Learning Outcomes of the Employment Law Course -

- Know what UK employment law is and what an employment lawyer does
- Identify each of the fundamental stages in corporate recruitment
- Get a list of things that you should include in an employee handbook
- Learn about workplace safety regulations
- Discover your rights as an employee
- Find out your privileges regarding sick pay and pension

Curriculum:

Module 01: Basics of Employment Law

This lesson aims to introduce you to the basic concepts of UK Employment Law, the sources of Employment Law and the types of

employees. You will also get a short overview of employment courts in the UK.

Module 02: Legal Recruitment Process

This module explains the legal requirements for hiring an employee and the requirements for foreign employees who are willing to work in the UK. We will also discuss the disadvantages of a slow recruitment process.

Module 03: Employment Contract

This module explains what an employment contract is, the types of contracts, its importance and some important contractual terms. In addition, you will learn about implied terms and varying terms in employment contracts.

Module 04: Disciplinary Procedure

The topic covered in this module is disciplinary and grievance procedures, as well as their importance, stages, and other related elements. Additionally, we will learn about disciplinary penalties, warnings, and dismissals under the Advisory, Conciliation and Arbitration Service code- most commonly known as ACAS code.

Module 05: National Minimum Wage & Equal Payment

This module discusses the National Minimum Wage, National Living Wage, average salary, and cost of living in the UK. We will also discuss the salaries and wages of expatriates, interns, and apprentices, as well as workplace gender discrimination in case of payment.

Module 06: Rights During Employment

In this module, we'll learn about employee rights during employment, such as work hours, holidays, sick pay, maternity leave, health and safety, and rest periods. A brief overview of employment rights, pensions, flexible working rights, and others will also be presented.

Module 07: Discrimination in the Workplace

In this module, we will discuss the basics of discrimination, its types, race, disability, and age discrimination. We will also learn about direct and indirect discrimination, victimisation, equal pay for employees, and other related topics.

Module 08: Health & Safety at Work

In this module, we will learn about workplace health and safety, laws and regulations governing workplace health and safety, sources of those laws, and breach of duty lawsuits. In addition, we will discuss vicarious liability, breach of statutory duty, and common law liability.

Module 09: Collective Rights

We will learn about trade unions, their legal status, and the requirements for joining trade unions in this module. In addition, we will learn about union rules, union ballots, industrial actions, and other aspects of union life.

Module 10: Termination of Employment

In this module, we will learn about terminating employment by various factors, such as wrongful dismissal, unfair dismissal, summary dismissal and constructive dismissal. We will also discuss the ACAS arbitration scheme.

↳ Course 3: Communication Skills

The third course in this bundle teaches Communication Skills. In this course, we will help you learn how to interact with different groups of people. Students will also get an idea about the factors contributing to effective communication.

Learning Outcomes of the Communication Skills Course -

- Learn Different Categories of Communication Skills
- Realise the Importance of Listening
- Understand the Behaviour Styles & Personality Types
- Recognise How Asking Is the Key Factor for Communication
- Identify How to Overcome the Communication Barriers
- Know how to Communicate Assertively

Curriculum:

Module 1: Introduction to Communication

This module will introduce you to the basics of communication. After completing this lesson, you will know how to listen actively and maintain a good report, which will help you hone your communication skills.

Module 2: Understanding Behaviour Styles & Personality Types

There is no denying the fact that human behaviour plays a significant role in how we communicate with each other. This lesson will help you understand different behavioural styles and develop your own characteristics.

Module 3: Overcoming Communication Barriers

Miscommunication is a common phenomenon in the corporate world. The lesson's goal is to identify and understand communication barriers and how to overcome them to minimise miscommunication.

Module 4: Asking Questions

In this lesson, you will learn how to build better relationships by asking and understanding questions during communication.

Module 5: Learning to Communicate Assertively

When you are assertive, you express your point of view clearly and directly while still respecting those around you. Assertive communication can help you to control your anger and minimise conflict between you and others. The goal of the lesson is to teach you how to communicate assertively.

➔Course 4: Team Management

Team Management is our fourth course in the Bundle. Without effective teamwork, no one can succeed as a manager. So, This Team Management course will teach you how to create a positive team culture, build high-performance teams, and manage multicultural teams effectively.

Learning Outcomes of the Team Management Course -

- Learn how to work as a team
- Identify the three pillars of high-performance teams
- Manage culturally diverse groups effectively
- Oversee remote teams
- Know how to inspire your team members

Curriculum:

Module 1: Understanding Team

There is no way a manager can reach their target without evaluating the team members and team cultures properly. Understanding the team is one of the key qualities of a successful manager. In this lesson, you'll learn what a team is, types of teams, teamwork and establishing team cultures.

Module 2: Team Building

To get the most out of each team member, you will learn how a team is formed and how to build and manage teams.

Module 3: Leadership and Management

This lesson will cover the ins and outs of managing and leading your team and how you can become a better leader.

Module 4: Creating a High-Performance Team

In this lesson, you will learn about the factors that make up a high-performance team, its characteristics and how you can build up a high-performance team from the ground up, both in reality and online.

Module 5: Communication and Leadership

This module explores communication's definition, its objectives, the communication process, and its factors. You will also learn why questioning is crucial to team management.

Module 6: Leveling-Up Team Motivation

This lesson aims to prepare you with all the tips and techniques you need to motivate your team through the rough patches.

→Course 5: Anger Management

In this fifth course, you will learn how to manage your anger. In this program, you will learn how to identify anger issues, channel them, and think positively to overcome them.

Learning Outcomes of the Anger Management Course -

- Find out if you have anger issues
- Get hands-on tips to manage your anger
- Make effective use of your anger by learning how to channel it



- Learn how to think positively in order to achieve excellence
- Take control of your stress and use your anger constructively
- Discover the mind switch
- Get tips on managing your anger both at home and work

Curriculum:

Module 1: Anger Management Fundamentals

The purpose of this lesson is to discuss the fundamentals of anger. You will also learn how to manage anger from this lesson.

Module 2: Anger Channelling and Achieving Excellence

This lesson focuses on anger channelling. In addition, you will learn positive thinking to achieve excellence.

Module 3: How to Prevent Anger

You'll learn why and how you should confess your anger from this lesson. This lesson teaches you how to manage stress and why letting go is difficult.

Module 4: Managing Anger at Home & Work

Controlling your anger is one of the most important things you can do to keep your family happy and to develop your career in your professional life. In this lesson, you'll learn how to manage your anger at home and work and maintain a healthy relationship with your beloved ones.

➔Course 6: Workplace First Aid

Emergency first aid is a must-have skill in virtually every workplace. There are times when accidents happen and we need to be able to manage them quickly and efficiently. This sixth course of the bundle will teach you first aid methods and techniques that may come in handy in an emergency at your workplace. This sixth course of

bundle aims to enable you to take care of a first aid scenario and systematically plan further steps to save someone's life from a hazardous situation.

Learning Outcomes of the Workplace First Aid Course –

- Learn the fundamentals of first aid
- Know the basics of workplace first aid and the necessity of it
- Get an elaborate idea about the laws and regulations related to workplace first aid
- Obtain a clear image of your roles in an emergency
- Assess a critical situation and plan the proper steps
- Learn many life-saving techniques
- Get familiar with various minor and major health issues and their first aid treatments

Curriculum:

Module 1: Workplace First Aid 101

This lesson introduces you to first aid, explains why it is needed at work and explores its fundamentals.

Module 2: First Things First

Our aim in this lesson will be to understand how to do a basic assessment of an injured or ill victim in order to determine their condition and the next steps that need to be taken.

Module 3: Cardiopulmonary Resuscitation (CPR)

This lesson focuses on how CPR should be performed in different situations and how to perform it effectively.

Module 4: Automated External Defibrillator (AED)

This lesson will examine the lifesaving device Automated External Defibrillators, or A-E-Ds.

Module 5: Small Injuries

Here, we provide first aid instruction for minor injuries, such as cuts, bruises, sprains, eye injuries, minor burns, etc.

Module 6: Minor Illnesses

This chapter introduces you to some of the minor illnesses we all face from time to time. As part of this lesson, we'll discuss first aid techniques for treating these illnesses.

Module 7: Choking

In this module, we will cover multiple ways to save someone who is choking.

Module 8: Severe Conditions

In this module, you will learn some life-saving techniques for saving the life of your employee or colleague in the event of a heart attack, stroke, seizure, or any other severe condition.

➔Course 7: Telephone Etiquette

There is no denying fact that the growing number of electronic devices is causing us to lose sight of how important it can be to have simple telephone etiquette. Many people still rely on the telephone as one of their primary means of communication outside the realm of texting and emailing. If you know how to speak with someone over the phone properly, you can demonstrate professionalism and a high level of social knowledge. In the seventh course of the bundle, students will learn basic telephone etiquette, dealing with angry

clients, and handling situations where the other person cannot hear them.

Learning Outcomes of the Telephone Etiquette Course –

- Learn the importance of telephone etiquette
- Discover how to speak professionally over the phone by following our step-by-step guide
- Be a good listener and a good speaker
- Find the steps for eliminating the phone distraction
- Distinguish between inbound and outbound calls and learn how to deal with each
- Find out how to deal with angry customers with some tips on how to deal with or inactivate them
- Become familiar with voicemail messages and interoffice calls
- Get professional training on putting callers on hold and taking messages
- Learn how to train employees to improve their phone skills

Curriculum:

Module 1: Introduction & Aspects of Telephone Etiquette

The purpose of this lesson is to introduce telephone etiquette and its aspects.

Module 2: Talking The Right Way On The Phone

The goal of the lesson is to provide the best representation to understand the right way to talk on the phone.

Module 3: How to Eliminate Phone Distractions

The purpose of the lesson is to find the steps for eliminating the phone distraction. This module also provides insight into the effects of distractions on workplace performance.

Module 4: Inbound & Outbound Calls

An explicit purpose of the lesson is to identify the inbound and outbound calls and compare which one is the best for your business.

Module 5: Dealing With Angry Customers

The lesson aims to explicitly discuss how to deal with angry customers with some tips to handle or inactive them.

Module 6: Voicemail Messages & Interoffice Calls

The goal of the lesson is to deliver a discussion about voicemail messages and interoffice calls. You can learn the whole telephone usage from here.

Module 7: Methodology for Training Employees

The objective of this lesson is to explain the methodology for training employees in telephone etiquette.

↳ Course 8: Customer Care

Customer care is a potential career option. It is a means of interacting with customers when they use your company's products or services in order to keep them happy and satisfied. Customers who receive excellent customer care from a company are more likely to return. In this eighth course of the bundle, you will learn the importance of good customer care service and develop skills on how to handle customers.

Learning Outcomes of the Customer Care Course –

- Know The Importance of Good Customer Care Service
- Develop Skills on How to Handle Customers.
- Learn How to Greet Customers Professionally
- Get Training on Managing Customers



- Learn to Build Customer Rapport

Curriculum:

Module 1: Introduction To Customer Care

You'll know the basics of customer service and understand what customers actually want. You will also learn how to maintain long-term customer relationships for your organisation from this lesson.

Module 2: Providing Great Customer Care Service

Learn the importance of good customer care service and develop skills on how to handle customers.

Module 3: Service Model & Defusing Techniques

Learn the service model to build good relations with customers and the defusing techniques to calm down angry customers through this lesson.

Module 4: Customer Management

You will learn proactive customer management fundamentals and the key elements from this lesson.

Module 5: Building Customer Rapport

Learn different strategies to maintain good rapport with customers and know about customers loyalty from this lesson.

Module 6: Greeting Customers Professionally

In this lesson, you will learn the steps of greeting customers properly and also learn the things that should remember during greetings.

➔ **Course 9: Business Etiquette**

The rules of business etiquette govern the expectations of social behaviour at work. The purpose of this code is to "respect and protect time, people, and processes." However, there is no universal agreement regarding standard business etiquette, which can differ from one environment to another. Through this ninth course of bundle, you will learn advanced strategies and tips to sharpen your business communication skills to boost up your professional image using best etiquette practices.

Learning Outcomes of the Business Etiquette Course –

- Learn about Proper Business Etiquette
- Understand Business Ethics
- Get an Overview of Business Environment

Curriculum:

Module 1: Introduction to Business Ethics & Etiquette

Learning business ethics and etiquette in Corporate Relationships and Cross-Cultural Communication is vital. In the lesson, students will learn about business ethics and how to conduct themselves in the workplace.

Module 2: Proper Business Relationships

To succeed in Corporate Relationships and Cross-Cultural Communication, you must maintain a good business relationship with your stakeholders. This lesson will give you a neat overview of etiquette in business relationships.

Module 3: Business Etiquette

Being an expert in Corporate Relationships and Cross-Cultural Communication requires knowledge of business etiquette. In this lesson, you will learn business etiquette and how to conduct yourself in a corporate setting.

Module 4: Business Environment

Knowing your corporate environment is crucial to becoming an expert in Corporate Relationships and Cross-Cultural Communication. This lesson will teach you the ins and outs of business etiquette and how to put yourself in a corporate environment.

Module 5: Company Billing

For cross-cultural communication and corporate relationships, it is essential to understand the billing process. This module will help you understand the tactful bill collection process and company expenses.

Module 6: Electronic Etiquette

Corporate Relationships and Cross-Cultural Communication experts must be able to communicate electronically. This course will teach you how to effectively use electronic communications and social media.

Module 7: Dining Etiquette

The purpose of the lesson is to provide a basic overview of Dining Etiquette. You can learn a critical lesson about maintaining the proper behaviour in any business meeting or official dining occasion.

Module 8: Global Business Etiquette & Cross-cultural Communication

The lesson aims to deliver an in-depth overview of global business etiquette and cross-culture communication.

➔ **Course 10: Presentation Skills**

The tenth course of the Bundle is Presentation Skills. In this outstanding skill-up training, learn all the essential methods and techniques for improving your presentation skills.

Learning Outcomes of the Presentation Skills Course –

- Learn how to prepare and structure your presentation
- Know how to handle stress during presentations
- Discover how to deliver a good presentation
- Explore the 6-step process for an effective presentation
- Get tips on how to present a professional image

Curriculum:

Module 01: Preparing And Structuring Your Presentation

Presentation skills are among the most important skills a person can acquire during a career. As you advance in your career, you will spend more time presenting to colleagues, customers, clients, investors, and the general public. Good presentation skills will also help you in your education. You will learn how to prepare and structure your presentation in this lesson.

Module 02: Practical Presentation Pointers & Design Tips

Sometimes, the way of presenting a topic makes it more lucrative. In many cases, dull issues seem interesting to the audience because of how they are represented. This lesson aims to help you learn the practical presentation pointers and give you design tips to make a presentation interesting to the audience.

Module 03: Stress & Presentation

This lesson aims to help you deal with stress before your presentation. You will learn how to develop strong confidence and prepare yourself on stage.

Module 04: Important Steps for A Good Presentation

There are some factors that every speaker or presenter should consider to prepare for an engaging presentation. This lesson aims to help you learn these important factors and help you to understand the ideal procedure for preparing a good presentation.

Module 05: Using Slides and Visuals

The lesson is designed to teach you how to create slides and visuals for the presentation. You will learn all the rules and tips to create a professional slideshow.

Module 06: Handling Challenging Questions & Situations

It is only natural for the audience to ask questions during a presentation. There is no doubt about that. Thus, as a presenter, you should prepare yourself for the possibility of encountering unwanted situations during the question-and-answer session. This lesson is designed to help you handle challenging questions and concerns.

Module 07: 6-Step Process for Delivering Your Presentation

There are some factors that every speaker or presenter should consider to deliver an engaging presentation. This lesson aims to help you learn these important factors and help you to understand the ideal procedure for performing a good presentation.

Module 08: Projecting A Professional Image

There are some factors that every speaker or presenter should consider to deliver an engaging presentation. This lesson aims to help you learn these important factors and help you to understand the ideal procedure for performing a good presentation.

➔Course 11: Public Speaking

Do you ever find yourself being too anxious to speak in public? Fear not. The eleventh course of the 15 In 1 Bundle will mitigate this problem. Our Public Speaking course will teach you how to deal with such issues about speaking in front of a mass audience.

Learning Outcomes of the Public Speaking Course -

- Learn how to deal with anxiety
- Prepare to speak publicly by analysing your audience
- Learn how to make a good first impression
- Become an expert at giving engaging speeches
- Know how to conclude a speech properly

Curriculum:

Module 1: The Importance of Public Speaking

This lesson aims to help you identify the importance of Public Speaking and how you can improve your public speaking skills.

Module 2: Preparation for Public Speaking

By analysing your audience, this lesson will help you prepare for better public speaking. This lesson will also cover all the essential points you should know before giving a speech, including how to deal with anxiety.

Module 3: How to Start An Impressive Speech

This lesson aims to help you better understand the first impression methods for starting a speech or presentation. In addition, the lesson covers important aspects of public speaking research and scripting.

Module 4: How to Keep Your Audience Hooked

This lesson aims to help you understand how to keep your audience connected during your speech. With the help of this module, you will be able to learn the importance of introducing your topic & major sub-points.

Module 5: How to Overcome The Fear of Public Speaking

This lesson aims to help you overcome your fear when giving a public speech. The module will also teach you how to be prepared and build confidence in front of an audience.

Module 6: How to End A Speech

This lesson aims to teach you how to end a speech properly. This lesson elaborates on the importance of conclusion and the technical process of concluding public speaking.

↳ Course 12: Negotiation Skills

As part of this Bundle, we have included a course on Negotiation Skills as the twelfth course. It will help you master your negotiation skills both at home and work.

Learning Outcomes of the Negotiation Skills Course -

- Discover the three phases of negotiation
- Determine where there are commonalities between the groups
- Negotiate effectively by mastering the art of bargaining
- Find out how to handle personal attacks and control your emotions



- Know when to walk away from a negotiation
- Adapt to negotiate through telephone, email or on behalf of someone else
- Learn how to deal with others based on the situation

Curriculum:

Module 1: An Understanding of Negotiation

You will learn the definition, types, and phases of the negotiation and will also learn to develop negotiation skills from this lesson.

Module 2: The Preparation Process

While negotiating with others, you will learn to prepare yourself using WATNA and BATNA. From this lesson, you'll also know how to identify your WAP and ZOPA.

Module 3: Building The Foundation

In this lesson, you will learn how to maintain time and place during negotiations. You will also learn about the negotiation process and how to construct a negotiation framework.

Module 4: Phase One — Exchanging Information

This lesson will teach you how to share, keep, and exchange information. You'll also learn effective, engaging methods during negotiation.

Module 5: Phase Two — Bargaining

This lesson will teach you how to make an agreement and what information should be included in the contract.

Module 6: Phase Three — Closing

This lesson will teach you how to make an agreement and what information should be included in the agreement.

Module 7: How To Deal With Difficult Situations

In this lesson, you will learn some strategies for coping with difficult situations and people. Upon completing this module, you will be able to determine when to walk away from a negotiation & how to deal with passive-aggressive personalities.

Module 8: Adapting Negotiation By Communication

You will learn how to negotiate through phone, email and different ways. You will also know how to answer complicated questions and deal based on situations.

→Course 13: Creative Thinking & Innovation

Being creative and innovative is not easy. So, we include this Creative Thinking & Innovation course in the 15 In 1 Bundle to boost your creative thinking and innovation. This course will guide you through an exciting journey to learn how critical thinking works and how creativity is practised.

Learning Outcomes of the Creative Thinking & Innovation Course -

- Understand lateral and parallel thinking
- Identify factors that block creative thinking
- Learn the process of decision making
- Recognise problems and learn how to solve them
- Get familiar with the techniques of brainstorming

Curriculum:**Module 1: Defining Lateral Thinking, Parallel Thinking, Creativity and Innovation**

This lesson aims to help you better understand how to think lateral and parallel and how to be creative and innovative.

Module 2: Eight Factors That Block Your Creative Thinking

Some factors can block you from thinking creatively. If you identify those problems, you may overcome them and fly your innovative kite in the universe of creativity. In this lesson, you will learn about the eight factors that impede creative thinking.

Module 3: Problem-solving & Decision making

This lesson will help you understand how to solve problems and make decisions.

Module 4: Brainstorming & Reverse Brainstorming

This lesson is designed to help you better understand brainstorming and reverse brainstorming and how to use these techniques effectively.

Module 5: SCAMMPERR & De Bono's Six Thinking Hats

This lesson aims to help you understand SCAMMPERR and the six thinking hats used by De Bono.

→ **Course 14: Heatwave First Aid**

Generally speaking, a heat wave, or heatwave, is a period of extremely hot weather, which may be accompanied by high humid temperatures, especially in countries with an oceanic climate. Despite the fact that definitions may vary, a heat wave is usually defined as being near normal temperatures for the season and within the usual environment in the area. In this fortieth course of bundle, you will learn the basic precautions and first aid before, during, and after the onset of a heat wave.

Learning Outcomes of the Heatwave First Aid Course -

- Identify the causes and impacts of heatwaves
- Find out what you can do to prevent heatwaves
- Understand the symptoms of heat-related illnesses and learn how to treat them
- Protect your children from heat stress and heatwaves by learning how to prepare them
- Make sure you take precautions before, during, and after a heat wave
- Take care of the elderly during heatwaves
- Learn how to stay safe when working outdoors during a heat wave

Curriculum:

Module 1: Heat Waves and Climate Change

This lesson introduces you to the heatwave and its dangerous consequences. Additionally, you will learn what you can do to prevent heat waves and who is at the greatest risk of being affected.

Module 2: Heatstroke & Other Heat-Related Illnesses

The purpose of this lesson is to provide an overview of heat illnesses and how they are diagnosed. Additionally, the lesson will discuss

Heat Stroke, Heat Exhaustion, Rhabdomyolysis, Heat Syncope, Heat Cramps, and Heat Rash, as well as their treatment options.

Module 3: Safeguarding Children During Heatwaves

This module aims to give you an understanding of the various heat-related risks children face during heat waves and how you can prevent them. Additionally, this module will explore how you can keep your children safe during heatwaves under different circumstances.

Module 4: Heat Wave Safety Precautions

This module has been designed to assist you in taking precautions before, during, and after the onset of a heat wave. After completing this module, you will also understand how you should take preventive measures for elderly people, athletes and outdoor workers.

→ Course 15: Motivation

Do you strive to get the most out of life to succeed? Aren't you struggling to learn how to implement the rules of motivation in your life? Here is the solution included in the 15 In 1 Bundle. We have a Motivation course right here that will teach you what motivation is and how to implement it in your personal and professional life.

Learning Outcomes of the Motivation Course -

- Understand why Motivation Matters
- Discover the Overview of Top Motivation Theories and Laws
- Learn How to Be Motivated By Doing Physical Fitness
- Identify The Correlation between Mental Fitness and Motivation
- Know the Secret Tips for Retaining Motivation

Curriculum:**Module 1: The Fundamentals of Motivation**

Sometimes we all get demotivated. We lose inspiration to do our job. This module aims to provide a clear overview of motivation's definition, importance, types and polarities of motivation.

Module 2: The Theories and Principles of Motivation

Without proper understanding of theories, no one can succeed in the practical field. This lesson will familiarise students with the theories and laws of motivation concisely.

Module 3: Top Physical Fitness Tips to Stay Motivated

The module will teach you how to stay physically fit and motivated by providing some great tips.

Module 4: Mental Health & Motivation

This lesson will give you some amazing tips for achieving mental fitness and motivation.

Module 5: The Secret Tips for Always Retaining Your Motivation

The purpose of this lesson is to share some great tips that will help you to retain and regain your motivation. You are advised to practice these tips regularly.