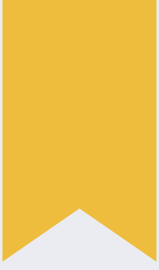


Must-Have Soft Skills in 2023


A photograph of wooden blocks arranged to spell out 'SOFT SKILLS'. The top row consists of four blocks with the letters 'S', 'O', 'F', and 'T'. The bottom row consists of six blocks with the letters 'S', 'K', 'I', 'L', 'L', and 'S'. The blocks are light-colored wood with black letters. The background is a light, neutral color with many other wooden blocks scattered and out of focus.



2023 is just around the corner. It is time to prep up and face the new year that comes with new challenges. Our expertly built Must-Have Soft Skills in 2023 bundle will help you to get a jump start and accelerate your career.

Your resume should highlight your soft skills if you're applying for a job or advancing your career. Communicating effectively, presenting your ideas intelligently, negotiating effectively, and speaking effectively are all essential skills if you want to succeed.

Below is a preview of the soft skills we'll explore:

- **Presentation Skills**
 - **Negotiation Skills**
 - **Communication Skills**
 - **Public Speaking**
- 

Course Content Overview

Presentation Skills



Course Coverage

Professionals across all industries require proficiency in presentation skills if they are to be successful. Some people find this challenging, while others find it easy. Presentation skills can be acquired by following a few basic strategies. This Presentation Skills course will teach you all the necessary methods to improve your presentation mastery.

You will receive practical presentation guidelines throughout the course and assistance in preparing and structuring your presentation in an eye-catching manner. Furthermore, we will provide tips on how to make your presentation more appealing using slides and visuals. The best thing we can do for you is teaching you to beat stress and nervousness during a presentation ceremony if you are very nervous about it. Also, it is important to ensure that you are able to gain the audience's attention during a presentation, and you will get tips in this Presentation Skills course about how to make your exhibition eye-catching and mind-hunting to the audience.

Some expert course designers have designed this "Presentation Skills" course to provide you with the best learning experience possible. Our goal is for you to learn and apply the lessons from this course to improve your skills to be successful in your career.

No further delay. Enrol Now!



Module One: 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.

Key Topics:

- What is a presentation
- Purpose of presentation
- The 3 Key Stages of Preparation
 - Collecting Information
 - Editing Your Material
 - Preparing Notes
- The Structure of The Presentation
 - Beginning Or Introduction
 - Middle Or Main Themes
 - Ending Or Summing Up
- Making A Positive First Impression

Module Two: 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 practical presentation pointers and give you design tips to make a presentation interesting to the audience..

Key Topics:

- Why Is The Presentation Style More Important?
- Practical Presentation Pointers
 - Appearance, Attitude & Body Languages
 - General Manner & Body Language
 - Clarity of Objectives
 - Using Your Eyes
 - One Thought Technique
 - Scanner Technique
 - Using Your Voice
 - Presenting with Proximity, Passion & Participation
- Practical Presentation Design Tips
 - Delivery Problems Presenters' Experience
 - What's The Purpose of Your Presentation
 - Who Are The Audience?
 - What Is My Content?
- The Importance of Preparation

Module Three: 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.

Key Topics:

- Stress in Presentation
- Tips for Reducing Your Stress in Presentation
 - More Preparation
 - Visualise Your Success
 - More Practice
 - Remember to Breathe
 - Move Around
 - Pretend to Be Confident
- How to Rationalise
 - Control
 - Understand
 - Building Confidence
- Dealing Positively with Nervousness
 - Uncontrolled Nervousness Is Infectious
 - Having A Warm-up Routine Is Beneficial
 - Nervousness Is Not a Good Thing To Fight With
 - Being Easy with Your Body
 - Take Deep Breaths
 - Take A Brisk Walk
 - Develop The Habit of Positive Self-talk
 - Be The Performer
- Develop A Confidence Habit
- How to Prepare Yourself on Stage
 - At The Beginning
 - Slow Down
 - Speak Up
 - Stop Bellowing

Module Four: 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.

Key Topics:

- Identifying Your Audience
 - Research to Know
 - Present with Impact
- How to Concentrate on Your Core Message
 - Knowing Your Purpose
 - Focusing on Three Supporting Details
 - Editing Anything That Doesn't Fit
 - Cutting Out Excess Stories And Examples
 - Concise Your Explanations
- Using Your Eyes While Presenting
 - Seeing Requires Skill
 - Challenges for Scanning
 - Controlling Your Visual Attention
- How to Improve Your Tone of Voice
 - Energy, Enthusiasm & Expression
 - To Add Energy
 - To Add Enthusiasm
 - To Add Expression
- How to Sound More Powerful And Positive
 - To Sound More Positive
 - To Sound More Powerful
- Relax, Breathe And Enjoy

Module Five: 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.

Key Topics:

- Slides in Presentations
- Tips for Great Slides And Visuals
- Remembering The 10-20-30 Rule for Slideshows
- Adapting Information for Slide Shows

Module Six: 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.

Key Topics:

- Handling Questions And Answers
 - Turning to Two-way Communication
 - Listen Actively
 - Decide If You Want To Answer Or Not
 - Rephrase The Question
 - Not Knowing The Answer
 - When You Answered the Question Before
 - Provocative Statements
 - Questions for Show Off
 - Avoiding Probing Questions
 - Notifying The Time of Asking
 - Realising The Questions
- Handling Challenging Presentation Situations
 - A Decision That May Not Be Popular
 - Giving Bad News to A Group
 - Handling Aggressive Or Hostile Questioners



Module Seven: 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.

Key Topics:

- Delivering A Proper Presentation
- Effective Presentations
- An Overview of The Process
 - The Introduction
 - Give Them A Good Reason for Listening
 - Trail The Themes
 - Develop The Themes
 - Summarise
 - Respond to Questions

Module Eight: Projecting A Professional Image

Presenters need to conduct themselves professionally during presentations. In terms of appearance and etiquette, a presenter or speaker should always appear authoritative. This lesson aims to teach you how to project a professional image in the presentation.

Key Topics:

- The Importance of A Positive First Impression
 - Appearance
 - Attitude
 - Clarity And Direction
 - Some Tips for The First Impression
 - Be Flexible
 - Be Specific With Your Language
- Opening And Ending with A Powerful Effort
 - Make Your Message Memorable
 - Ending With Making Memories



Aims of The Training:

By the end of the course, you will be able to -

- 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



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Course Content Overview

Negotiation Skills



Course Coverage

We live in a tough world today. Poor negotiation skills will negatively affect you. For the same service you provide, your colleagues will get higher pay and rewards simply because you couldn't negotiate your contract better.

Negotiation skill is one of the most important skills you must master, whether you are negotiating business deals or managing people at work.

Now is the time to learn these skills if you want to advance in life so badly! Even a small improvement in your skill can make a big difference in your life, regardless of whether you're a beginner or a veteran negotiator.

The instructor has divided this course into eight modules. Negotiation phases and dilemmas will be discussed first. Next, you will learn about experts' preparation process when negotiating. You will then learn how to lay the groundwork, set the time and place, establish common ground, and lay out a framework for the important deal you are negotiating.

Afterwards, the course will discuss the three phases of the negotiation and teach you how to deal with difficult people and situations. Last but not least, you will learn how to negotiate over the phone, via email, or on behalf of someone else.

Module One: 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.

Key Topics:

- What Is a Negotiation?
- Types of Negotiations
- The Three Phases of Negotiation
- Skills for Successful Negotiating
- Five Negotiation Dilemmas



Module Two: The Preparation Process

You will learn to prepare yourself by using WATNA and BATNA while negotiating with others. You'll also know how to identify your WAP and ZOPA from this lesson.

Key Topics:

- Getting Prepared
- Establishing Your WATNA and BATNA
- Identifying Your WAP
- Identifying Your ZOPA
- Personal Preparation

Module Three: 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.

Key Topics:

- Laying the Groundwork
- Setting the Time and Place
- Establishing Common Ground
- Creating a Negotiation Framework
- The Negotiation Process

Module Four: 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.

Key Topics:

- Information Exchange
- Engaging During Negotiation
- What to Share
- What to Keep to Yourself



Module Five: Phase Two – Bargaining

This lesson will teach you how to bargain and take decisions during negotiation. You'll also learn some techniques for better negotiation.

Key Topics:

- What to Expect
- Techniques to Try
- Ten Negotiation Techniques
- How to Break an Impasse
- Mutual Gain
- Creating a Mutual Gain Solution
- What Do I Want?
- What Do They Want?

Module Six: Phase Three – Closing

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

Key Topics:

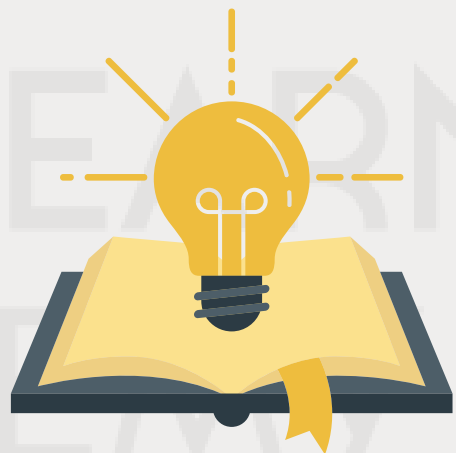
- The Final Phase
- Considering Implementation
- Reaching Consensus
- Building an Agreement
- Setting the Terms of the Agreement

Module Seven: How To Deal With Difficult Situations

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

Key Topics:

- Dealing with Personal Attacks
- Controlling Your Emotions
- Deciding When It's Time to Walk Away
- Handling Passive-Aggressive Personality



Module Eight: 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 how to negotiate based on the situations from this lesson.

Key Topics:

- Adapting the Process for Smaller Negotiations
- Negotiating via Telephone
- Negotiating via Email
- Negotiating on Behalf of Someone Else
- Choosing the Negotiating Team
- Covering All the Bases
- Dealing with Tough Questions

Aims of The Training:

By the end of the course, you will be able to -

- Discover the three phases of negotiation
- Identify areas of commonality
- 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 negotiate based on the situation



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Course Content Overview

Communication Skills



Course Coverage

Are you an introvert? Would you like to communicate more effectively in business meetings and projects? Then, this communication skills course will help you learn how to interact with different groups of people. In this course, students will learn about the factors that contribute to effective communication. Different personality types and behaviour styles will be discussed. This will help you to build rapport with anyone.

Module One: Introduction to Communication

This module will introduce you to the basics of communication. After completing this module, you will be able to know how to listen actively and maintain a good rapport which will help you hone your communication skill.

Key Topics:

- What is Communication?
- Categories of Communication
- The Communication Process
- The Importance of Listening
- Types of Listening
- How to Listen to Understand
- Definition of Rapport
- 6 Quick Ways to Sharpen Your Rapport

Module Two: Understanding Behaviour Styles & Personality Types

This lesson will familiarise students with the theories and laws of motivation concisely.

Key Topics:

- Definition of Social Style
- The Assertive Scale
 - Tendency to Yield
 - Tendency to Dominant
- The Sociability Scale
 - Intense Sociability
 - Limited Sociability
- How to Understand Behavioural Styles & Personality Types
- Characteristics of Behavioural Styles
 - Analytical
 - Analytical Strengths
 - Analytical Weaknesses
 - Driver
 - Driver's Strengths
 - Driver's Weaknesses
 - Amiable
 - Amiable Strengths
 - Amiable Weaknesses
 - Expressive
 - Expressive Strengths
 - Expressive Weaknesses



Module Three: Overcoming Communication Barriers

The goal of the lesson is to identify and understand the barriers to communication and how to overcome them.

Key Topics:

- Knowing About Communication Barriers
 - Barrier from The Sender
 - Barriers From The Receiver
 - Other Barriers to Communication
 - Language
 - Psychological
 - Frames Of Reference – Bias, Prejudice
 - Physical Environment
 - Human Disability
 - Organisation Structure
- Overcoming Barriers to Communication
 - Think Before Speaking
 - Check to Understand
 - Pitfalls to Avoid when Communicating Messages

Module Four: Asking Questions

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

Key Topics:

- Types of Questions
 - Open Questions
 - Closed Questions
- Facts During Finding Questions
 - Clarifying Questions
 - Developmental Questions
 - Testing Questions
 - Mirror Questions
 - Closing Questions
- All Different Questions
 - Advanced Questioning
 - Categorising Questions
 - WOQ (Wide Open Questions)
 - NOQ (Narrow Open Questions)
 - TOQ (Two Option Questions)
 - SOQ (Single Option Questions)
- Putting All Together in a Funnel



Module Five: Learning to Communicate Assertively

The goal of the lesson is to identify and understand the barriers to communication and how to overcome them.

Key Topics:

- The Levels of Learning
 - Level One: Unconscious Incompetence
 - Level Two: Conscious Incompetence
 - Level Three: Conscious Competence
 - Level Four: Unconscious Competence
- Communicate Assertively
 - Passive Behaviour
 - Aggressive Behavior
 - Passive- Aggressive Behaviour
 - Assertive Behaviour
- The Assertive Body Language

Aims of The Training:

By the end of the course, you will be able to -

- 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
- Learn to Communicate Assertively



Course Content Overview

Public Speaking



Course Coverage

Public speaking can be learned by anyone. If you are a coach, manager, teacher, or business professional, you need public speaking skills. The ability to influence your peers through speech is one of the most important skills for becoming a good leader and motivator.

If you have anxiety about public speaking, this is your chance to take the bull by the horns. This Public Speaking Course will help you become a confident and persuasive speaker. It includes lessons, exercises, and practical advice that will teach you how to speak in public with ease.

Public speaking is one of the scariest things people have to do. No matter how prepared you are, when the time comes, you will be filled with anxiety. This is why you need a Public Speaking Course. Our course will teach you how to take care of your nerves and teach you how to analyse your audience

The goal of this course is to teach you how to identify your audience and deliver engaging speeches. It includes a dedicated module to help you overcome your fear of public speaking. If you deliver presentations and public speeches, hopefully, you will never feel butterflies in your stomach or get stuck while delivering your speech. Additionally, you'll learn how to conclude a speech effectively.

Module One: 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.

Key Topics:

- What is Public Speaking?
- Why is Public Speaking Important?
- How to Improve Public Speaking Skills?



Module Two: Preparation for Public Speaking

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

Key Topics:

- Preparing to Speak Publicly
- How to Deal with Anxiety
- Who Will Be The Audience?
- Choosing The Topic
- Using Supporting Materials for Speech
- What Will Be the Setting?

Module Three: 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.

Key Topics:

- Using Your Research
- Outlining Your Speech
- Organising Your Speech
- Body Parts of Speech
- First Impression & Methods to Start Your Speech

Module Four: 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.

Key Topics:

- How to Start With An Attractive Introduction
- The Methods to Get Audience's Attention
- Stating Your Credentials
- Introducing Your Topic
- Introducing Your Major Sub-Points



Module Five: How to Overcome The Fear of Public Speaking

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

Key Topics:

- Defining Fear in Public Speaking
- Believing Yourself
- The Fear of Fear Itself
- Pretending to Be Confident
- Taking A Deep Breath
- Being Prepared
- Making It Personal

Module Six: 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.

Key Topics:

- Why is A Conclusion Important?
- Restating Your Speech
- Summarising Your Major Points
- Providing The Closure
- Calling The Audience to Action
- Being Brief to The Audience
- How to Make A Conclusion



Aims of The Training:

By the end of the course, you will be able to -

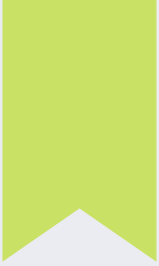
- Learn how to deal with anxiety
- Prepare to speak publicly by analysing your audience
- Learn how to make a good first impression
- Become an expert at giving engaging speeches
- Know how to properly conclude a speech



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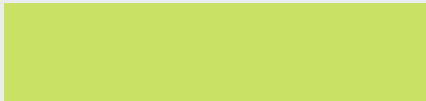
Creative Team Management and Coaching





So you got a band of amazing people but don't know how to channel their awesomeness into something productive? Well, look no further. With this amazing Creative Team Management and Coaching bundle, you will be able to manage your already star-studded team to success.

Here are the courses that will help you develop your team management & coaching skills:

- **Team Management**
 - **Life Coaching**
 - **Creative Thinking & Innovation**
 - **Coaching and Mentoring**
 - **Telephone Etiquette**
- 

Course Content Overview

Team Management



Course Coverage

Teamwork is essential for the success of your business. It makes your dream come true. The collaboration, efficiency, and intelligence of your entire team will allow you to achieve greater success together. When everyone in your team works together, success will follow. For this reason, effective team management is of paramount importance nowadays.

Taking this interactive online course will help you improve your team management skills. You will learn how to establish a team culture, build high-performance teams, and manage multicultural teams. Additionally, this course will discuss the qualities of leadership and encourage you to become a better leader by improving your communication and mentoring skills. Furthermore, you will learn different ideas and strategies to keep your team motivated.

Module One: Understanding Team

In this lesson, you'll learn what a team is, types of teams, teamwork and establishing team cultures.

Key Topics:

- Defining Team
- Types of Teams
- Understanding Team Norms
- Establishing Team Norms
- Creating and Applying Norms
- Working As a Team

Module Two: Team Building

In this lesson, you will understand how a team is formed and how to build and manage teams to get the most from each member.

Key Topics:

- The Stages of Developing a Team
- Building Effective Business Teams
- Composing High-Performance Teams
- Managing Culturally Diverse Teams

Module Three: 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.

Key Topics:

- Definition and Factors of Leadership
- Leadership Qualities
- Effective Team Management
- Team Motivation



Module Four: 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.

Key Topics:

- Defining High-Performance Team
- The Three Pillars of High-Performance Teams
- Characteristics of a High-Performance Team
- Team Environment
- Creating a Team Vision
- Managing High-Performance Virtual Teams

Module Five: 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.

Key Topics:

- The Idea of Communication
- Types of Communication in Business
- Objectives and Necessity of Communication
- Communication Elements
- Barriers of Communication
- The 3 Levels of Listening
- Importance of Listening
- Powerful Questions that Inspire Others
- Types of Questions

Module Six: 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.

Key Topics:

- The Concept of Motivation
- Factors of Motivation
- Ideas and Strategies of Team Motivation



Aims of The Training:

By the end of the course, you will be able to -

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



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Course Content Overview

Life Coaching



Course Coverage

A life coach can assist people in exploring significant life changes and identifying their life's purpose. This comprehensive Life Coaching course will thoroughly discuss the life coaching process and the abilities necessary to influence positive changes in your professional and personal life.

Throughout this Life Coaching course, you will gain all the skills you need to succeed as a life coach. As you progress, you will discover a deeper understanding of more complex life coaching aspects. In addition to developing self-awareness, which is a key component of life coaching, you will be able to recognise and conquer your fear, boosting your self-confidence. We'll also teach you how to communicate effectively, which is essential for being a life coach. Here is not the end; using our advice, you'll discover the marketing plan to reach your target customers and many more.

Some expert course designers have designed this "Life Coaching" course to provide you with the best learning experience possible. Our goal is for you to learn and apply the lessons from this course to improve your skills and make you an expert in this subject.



Module One: Life Coaching: The Purpose And Fundamentals

People can make informed decisions in their professional and personal lives with the help of life coaches. In this lesson, you will find the definition, purpose and benefits of life coaching. In addition, the lesson teaches you how to apply life coaching to your situation.

Key Topics:

- What Is Coaching?
- Definition of Life Coaching
- Misconceptions about Life Coaching
 - Life Coaching Is Not Counselling or Therapy
 - Mentoring Is Not Life Coaching
 - Life Coaching Is Not Giving Advice
- What Is NLP?
- The Purpose of Life Coaching
- Getting Ready for Change
- Choosing Life Coaching for Long-Term Results
- Giving Yourself The Gift of Your Own
- Turning Up The Volume

Module Two: Develop Your Self-Awareness

Emotional and behavioural self-awareness involves being able to recognise your thoughts and feelings. In this lesson, you will learn how to develop your self-awareness. You can explore external and internal self-awareness to succeed in your life.

Key Topics:

- Introduction
- Introduction to Self-Awareness
- Internal Self-Awareness
- Identifying Your Internal Self-Awareness
- Developing Internal Self-Awareness
- Defining External Self-Awareness
- Identify Your External Self-Awareness
- Develop Your External Self-Awareness
- Make Your Goals Public
- Visualise Yourself Succeeding

Module Three: The Development of Core Beliefs and Managing Fears

Underneath whatever a client reports as their problem or issue are their core beliefs, which are causing the problem or issue. Clearing a core belief changes the orientation and perspective of the psyche fundamentally. This lesson teaches you how to know and develop your core beliefs. Also, you will understand how to identify and manage the fear.

Key Topics:

- How to Choose Your Beliefs
- Understand How Your Beliefs Shape You
- Sources of Your Beliefs
- Beliefs You Hold
- Being Aware of Your Beliefs
- Outcomes of Your Beliefs
- Changing Your Beliefs
- Reshape Your Limiting Belief
- Identify Your Fears
- How to Reduce Your Fear
- Manage Your Fears

Module Four: Life Coaching Types and Key Attributes of a Life Coach

In life coaching, different types of coaching are involved in discussing other points of view. We discussed here various styles of coaching and how to develop your coaching skills.

Key Topics:

- Group Coaching
 - Fundamentals of Group Coaching
 - Advantages of Group coaching
 - Prepare Your Coaching Groups
 - Setting Up the Group
- Relationship Coaching
 - Introduction to Relationship Coaching
 - Skills for Choosing and Starting a Relationship
 - Coaching for Reflecting Feelings
 - Train to Manage Relationship
- Occupation Coaching
 - Occupation Coaching Basics
 - Manage Your Time Effectively
 - Reading Skills
 - Writing Skills
- Health Coaching
 - Manage Your Stress
 - Meditation
- Develop Your Coaching Skills
- Key Skills of a Successful Coach



Module Five: Understanding Emotional Intelligence

Emotional intelligence is the ability to perceive, control, and evaluate emotions. It has been suggested that emotional intelligence can be learned and strengthened, but others claim it is an inborn trait. In this lesson, you will find the definition of emotional intelligence and how to improve your emotional intelligence. Moreover, the lesson discussed why EQ is more important than IQ.

Key Topics:

- Introduction to Emotional Intelligence
- Know Your EQ
- Components of Emotional Intelligence
- People with High Intelligence
- Why EQ Is More Important than IQ
- Develop Your EQ skills
- Evaluate Your Emotional Intelligence

Module Six: Body Language and Communication Techniques

As a life coach, you can gain insight into the client's untold story through body language. In this lesson, we discussed the fundamental instruction and process of learning body language. Moreover, the lesson teaches non-verbal communication that will help to treat your client for life coaching.

Key Topics:

- Fundamentals of Body language
- Non-Verbal Communication
 - Definition of Non-Verbal Communication
 - Types of Non-Verbal Communication
- Listening
 - What is Listening
 - Active Listening
- Questioning
 - Questioning Basics
 - Personal Growth Questions
 - Relationship Questions
 - Fun Questions
 - Health Questions
 - Career Questions

Module Seven: A Structure for Client Work and Goal Setting

In life coaching, Helping the client set the goal and making the client's structure work is crucial for the coach. In this lesson, you will learn how to encourage the clients to set goals and attain them. Moreover, the lesson discusses the goal-setting criteria and models.

Key Topics:

- Introduction to Goal Setting
- Encourage Your Clients to Setting Goals
- Creating Realistic Goals Skills
- Set Your Goal Criteria
- Goal Setting Models
 - STEPPPA Model
 - TGROW Model
- Monitoring, Evaluating, Reviewing and Developing
- Attain Your Goals

Module Eight: Becoming A Professional Life Coach

You might want to consider becoming a life coach if you are passionate about life, enjoy helping others, and want to start your own business. In this lesson, you will learn about the right process how to become a life coach.

Key Topics:

- The Basic Coaching Model
- Empowering The Client
- Stretching The Client
- Creating Momentum With The Client
- Coaching From The Inside Out

Module Nine: The Ethical Coach: Protect Yourself and Your Clients

For the ethical coach, it is very challenging to develop a complete risk management plan because the client does not understand its importance. This lesson helps you to know the ethical issues and risks of coaching. Also, you will learn how to overcome the issues and all the Coaching Code of Conduct.

Key Topics:

- Introduction
- Risk Against Ethical Standards
- Major Ethical Issues
 - Confidentiality
 - Equity
 - Race and Ethnicity
 - Working with Vulnerable Groups
 - Supervision
- Terminating Coaching
- Set Your Coaching Code of Conduct
- Handling Risk
- Health and Safety



Aims of The Training:

By the end of the course, you will be able to -

- Know the difference between mentoring and life coaching
- Discover how to manage fears and develop the core beliefs
- Explore the key skills of a successful coach
- Learn about the emotional intelligence
- Find out the ways to inspire your clients in goal setting and many more



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Course Content Overview

Creative Thinking and Innovation



Course Coverage

We all go through times in our professional and personal lives when we have to make decisions keeping in mind that the results should meet our goals. One should have skills in innovation and critical thinking in order to achieve the desired outcome. In this course, you will learn how to utilize critical thinking and innovation skills for personal and professional success.

With this course, you will learn how to think laterally and parallelly by developing your thinking process. The purpose of our program is to help you become more creative as well as make you believe in yourself. We will discuss the factors that prevent you from becoming creative in your life. This will allow you to discover what is holding you back from being innovative and creative. Our course has been designed to offer learners a step-by-step guide to becoming more creative and innovative by developing critical thinking and innovation skills.

Module One: Defining Lateral Thinking, Parallel Thinking, Creativity and Innovation

The purpose of this lesson is to help you better understand how to think lateral, and parallel and how to be creative and innovative.

Key Topics:

- What is Lateral Thinking
- What is Parallel Thinking
- Creativity Vs Innovation
- How to Think Lateral
- Creating Visual Links



Module Two: Eight Factors That Block Your Creative Thinking

This lesson will help you understand the eight factors that block creative thinking.

Key Topics:

- The 8 Things That Can Stop Your Innate Creativity
 - Believing You Aren't Creative
 - Making Assumptions
 - Following The Rules Too Strictly
 - Being Too Serious
 - Avoiding Risks or Being Wrong Is Bad
 - Always Staying With Your Routines/Habits
 - Thinking There is Only One Solution
 - Making Judgements Too Quickly

Module Three: Problem-solving & Decision making

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

Key Topics:

- Definitions
 - Problem
 - Decision
 - Crisis
- Problem Solving - Fishbone/Cause & Effect Diagram
- Decision Making - Force Field Analysis

Module Four: Brainstorming & Reverse Brainstorming

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

Key Topics:

- What is Brainstorming
- The Four Principles of Brainstorming
- The Brainstorming Techniques
- Reverse Brainstorming
- Brainstorming Ground Rules



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

The aim of this lesson is to help you gain a deeper understanding of SCAMMPERR and the six thinking hats used by De Bono.

Key Topics:

- SCAMMPERR - A Creativity Tool
- Two Different Uses of SCAMMPERR
- Overview of The Six Thinking Hats

Aims of The Training:

By the end of the course, you will be able to -

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



Course Content Overview

Coaching & Mentoring



Course Coverage

Are you aiming to be a good coach? Do you want to learn the magical process of coaching that enables mentees to improve their performance and focus better at their work? Then, this course is for you as it will discuss in detail different aspects of coaching.

This course will teach you about the remarkable skills every good coach possess. Moreover, you will learn about different types of coaching models. As a result, you will know when to apply which model for which learning group.

If you want to be a good coach, you must become proficient in providing feedback to your team members. This course will teach you how to get feedback from the mentees of the diverse teams and apply different coaching skills to help them. The goal of this course is to help you in becoming an effective corporate coach.

Module One: What Is Coaching All About?

The obvious goal of the lesson is to provide a neat overview of coaching skills and processes. As you go through this module, you will gain a deeper understanding of the dissociation definition of coaching as well as coaching opportunities.

Key Topics:

- The Definition of Coaching
- The Opportunities Presented by Coaching
- The Scope of Coaching
 - Identifying Opportunities
 - Clarifying Targets
 - Timing
 - Agreeing Tactics
 - Monitoring Progress
- Difference between Coaching, Training, Counselling And Mentoring
- How A Corporate Coach Can Help Employees in the Workplace?

Module Two: Different Types of Coaching Models

This module will shed light on different types of coaching models so that you can decide which one suits you best as a coach.

Key Topics:

- Defining GROW Coaching Model
 - Awareness
 - Responsibility
 - Coaching Questions
- The Body Coaching Model
 - Head Questions
 - Body Questions
 - Leg Questions
 - Feet Questions
- STAR Feedback Model
 - Giving Positive Feedback
 - Giving Feedback For Improvement

Module Three: Coaching Skills

This lesson is intended to provide an overview of coaching skills and processes. In this module, you will also learn about different types of coaching. Furthermore, we will teach you how as a coach, you should choose an area that needs development.

Key Topics:

- Some Useful Coaching Skills
 - Listen Actively
 - Be Empathetic
 - Be Innovative
 - Be Positive
 - Be Communicative
 - Provide Feedback
 - Improve Morale
- Different Types Of Coaches
 - Career Life Coaching
 - Behavioural Coaching For Leaders
 - Coaching For Leadership Development
 - Coaching For Organisational Change
 - Strategic Coaching
- How To Choose An Area To Improve
 - Finding Development Areas
 - Observing The Same Characteristics
 - Getting A Complete Picture And Proper Analysis Of Performance



Module Four: Coaching Feedback

The purpose of this lesson is to present a neat outline of coaching feedback. You will learn when to give feedback and how to give feedback in this lesson.

Key Topics:

- When Should You Give Feedback?
- The Rules of Giving Feedback
- Why Do People Misinterpret Feedback?
- How to Ensure That Your Feedback Is Making A Difference?
- Giving Negative Feedback

Module Five: Qualities Of A Coach

This module will focus on the qualities of a great coach. You will learn about the key responsibilities of a coach. Then, you will study the key characteristics of a great coach where we will discuss in detail about positive attitude, growth mindset, flexibility, collaboration, discipline and other qualities of a coach.

Key Topics:

- The Key Responsibilities of A Coach
- The Characteristics of A Good Coach
- Knowledge Requirements for A Coach
 - Professional Knowledge
 - Interpersonal Knowledge
 - Intrapersonal Knowledge

Module Six: Understanding The Diversity in Your Team

In order to be a great coach, you need to understand your coaching style. You also need to understand that all your team members do not act or think alike. This module will help you understand the diversity in your team and provide you with some great tips to provide feedback to your team members.

Key Topics:

- How Are You Coaching Currently?
 - Narrative-rich Discussions
 - Understanding Different Ways of Learning
 - Understanding Different Beliefs & Behaviors
 - Being Non-Judgemental
- Top 10 Feedback Tips

Aims of The Training:

By the end of the course, you will be able to -

- Learn The Opportunities Presented by Coaching
- Understand How A Corporate Coach Can Help Employees
- Master The Art of Providing Feedback while Coaching
- Discover Different Types of Coaching Models
- Acquire Knowledge of Different Coaching Skills



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Course Content Overview

Telephone Etiquette



Course Coverage

Being on the phone is stressful and annoying. In many situations, you need to speak professionally on the phone but don't know what to say or how to react to make the other person feel comfortable.

Your performance and the service you provide to your clients will suffer if you aren't verbally confident. Don't risk your business success with a wrong word or inappropriate attitude, let's learn telephone etiquette.

The course will equip you with essential knowledge for being assertive on the phone, including how to deal with a difficult customer, engage in small talk, and avoid losing patience when someone is pressing for too much information. Speaking on the phone will become easy, stress-free, and productive for you.

This course covers everything from basic telephone etiquette to handling angry clients and what to do when the other person can't hear you. Master your phone skills so you can deal with difficult and aggressive callers.

Today, telephone etiquette is an essential skill for anyone working as a sales agent, personal assistant, or product support representative. This course will help you master the art of listening and dealing with angry clients by providing step-by-step instructions.

Module One: Introduction & Aspects of Telephone Etiquette

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

Key Topics:

- What Is Telephone Etiquette?
- Why Telephone Etiquette Is Important
- Aspects of Telephone Etiquette
 - Phrasing
 - Tone of Voice
 - Speaking Clearly
 - Listen to The Caller



Module Two: 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.

Key Topics:

- How to Speak Professionally on The Phone: A Step-By-Step Guide
- The Art of Listening And Silence

Module Three: 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.

Key Topics:

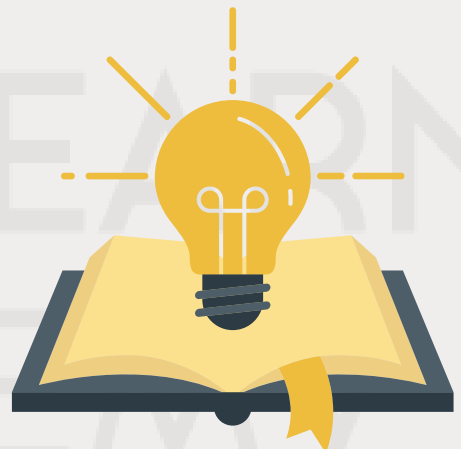
- Phone Distractions
- Avoiding Eating or Drinking
- Minimising Multi-Tasking
- Removing Office Distractions
- Do Not Let Others Interrupt You
- The Effects of Distraction
- Improving Telephone Etiquette

Module Four: 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.

Key Topics:

- Inbound Calls
- Outbound Calls
- Which One is Best for You



Module Five: Dealing With Angry Customers

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

Key Topics:

- Handling Rude or Angry Callers
- Interacting with An Angry Customer to Provide Value
- Tips for Handling Angry Customers

Module Six: 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.

Key Topics:

- How to Use Voicemail Messages
- Benefits of Using Voice Mail in Your Business
- What Are Interoffice Calls
- Tips for Transferring Calls
- How to Place Callers on Hold
- Taking Messages
- How to End The Conversation

Module Seven: Methodology for Training Employees

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

Key Topics:

- Methods of Training Employees
- Group Training
- One-on-One Training
- Peer Training
- Job Shadowing
- How to Train Employees in Better Phone Skills



Aims of The Training:


By the end of the course, you will be able to -

- 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



Health & Hygiene






Want to save £4,000? I bet the answer is yes! That is roughly the average expense of the NHS allocated for every person in the UK.

Our incredibly talented and dedicated healthcare professionals are trying their level best to provide healthcare for you. It is time you do your part too.

By maintaining a healthy and hygienic life, you can not only lead a better life for yourself but also save our precious resources. Our expertly crafted Health and Hygiene bundle will allow you to learn the basics of personal hygiene to healthy lifestyles and habits.

Health & Hygiene Courses:

- ➔ **Personal Hygiene Training**
 - ➔ **Healthy Heart: Safeguard Yourself from Heart Attack Course**
 - ➔ **Healthy Lifestyle and Habits Course**
 - ➔ **JOINT HEALTH Course**
 - ➔ **Biohacking Secrets: Boost Your Physical & Mental Health**
 - ➔ **Coping Skills: For A Better Life!**
- 

Course Content Overview

Personal Hygiene



Course Coverage

A healthy lifestyle starts with good personal hygiene. Personal hygiene includes nail and hair care, foot care, and keeping the body clean to prevent the spread of germs. Feeling and looking good are important factors for the emotional and physical well-being of a person.

In most schools and colleges, such types of life skills aren't taught during academic years. As we grow older, we begin to realise how important such life tools are to establishing the paths of our future careers and, therefore, who we will be in the future. In order to grow, it is important to sharpen both professional and personal tools.

This course will cover nail and foot care, oral health, and ways to improve your daily skincare routine. After completing this Personal Hygiene Course, you will have the practical knowledge necessary to improve your general hygiene routine and maintain a high standard of personal care.

Module One: Introduction to Personal Hygiene

This module will discuss the importance of personal hygiene and outline some daily habits that can help you maintain hygiene in your everyday life.

Key Topics:

- What is Personal Hygiene?
- Importance of Personal Hygiene
- Personal Hygiene Habits in Daily Life
- Adverse Effects of Poor Personal Hygiene
- Personal Hygiene Routine Tips

Module Two: Oral Hygiene

In this lesson, you will learn how to brush, floss, and take care of your mouth.

Key Topics:

- The Aim of Oral Hygiene
- The Importance of Oral Hygiene
- Suggestions for Brushing and Flossing
- Tips for Maintaining A Healthy Mouth

Module Three: Personal Hygiene for Eyes and Ears

Learn the importance of eyes and ears in this lesson. In addition, you will learn how to maintain and protect them.

Key Topics:

- Why Should You Take Care of Your Eyes?
- How to Protect Your Vision?
- Why Should You Take Care of Your Ears
- How to Protect Your Hearing?

Module Four: Foot and Nail Care

Learn how to take proper care of your feet and nails by completing this lesson.

Key Topics:

- Importance of Foot Hygiene
- How to Keep Your Feet Healthy and Fit?
- Importance of Nail Care
- How to Keep Your Nails Clean, Healthy, and Beautiful?

Module Five: Skin and Hair Care

In this lesson, you will learn how to take care of your hair and skin. In addition, you will learn how to maintain your hair and skin in daily life.

Key Topics:

- How to Take Care of Your Skin?
 - Suggestions for Smooth and Clean Skin
 - Suggestions for Avoiding Harmful Sunburn
 - Solutions to Keep Skin Free from Pimples
 - Tips for Removing Blackheads from The Skin
 - Skin Growth That Is Extraneous: How to Care for It
 - Impetigo: How to Prevent it
- How to Have Well-Groomed Hair?
 - Tips for Maintaining Healthy and Attractive Hair
 - How to shampoo your hair?
 - Dandruff Prevention
 - Scalp disease prevention



Module Six: Home and Everyday Life Hygiene

In this lesson, you will learn how maintaining good hygiene at home can benefit your health and that of your family members.

Key Topics:

- Importance of Good Home Hygiene
- Understanding How Germs Spread and Cause Illness
- Tips for Properly Cleaning The Home
 - Cleaning The Common Indoor Surfaces
 - Cleaning the Yard and Outside Surfaces
 - Cleaning and inspecting The HVAC System, Air Ducts, And Dryer Vents
 - Cleaning the Areas Where Dust and Debris Accumulate
- Benefits of Cleaning The Areas That Tend to Accumulate Clutter
- Personal Hygiene Tips at Home
 - Personal Hygiene for You, Your Kids and Pets While at Home
 - How to Handle Food at Home?
- Tips on How to Protect Yourself From Covid-19 Through Proper Cleaning And Hygiene

Aims of The Training:

By the end of the course, you will be able to -

- Take Care of Yourself Every Day
- Keep Your Oral Hygiene in Check
- Learn how to take care of your eyes, ears, feet, nails, skin, and hair
- Get the Best Personal Hygiene Advice for You and Your Family





Course Content Overview

Healthy Heart: Safeguard Yourself from Heart Attack

Course Coverage

Chest pressure, heaviness, tightness, or a sensation of being squeezed suddenly. A heart attack, perhaps? Or a common digestive issue. We frequently fail to differentiate between these problems. This course will reveal all the queries on heart attack and make your heart healthier.

This course will cover all heart attack-related symptoms and signs, including those that differ between men and women. We will help you manage complications and get follow-up care when you have heart problems. We understand how frightening a sudden heart attack can be; in this course, you'll learn how to handle the situation on your own. We will also discuss the risk factors and preventative measures for having a healthy heart. This course will teach you how meditation can keep your heart healthy and prolong its life.

Our industry-standard, complete "How To Handle A Heart Attack & How To Make Your Heart Healthier" course will help you to learn when it's about maintaining your heart-related issue. This course is top-rated due to its growing market demand.

Hurry up! grab the course. Enrol Now!

Key Topics That Will be Discussed In This Course:

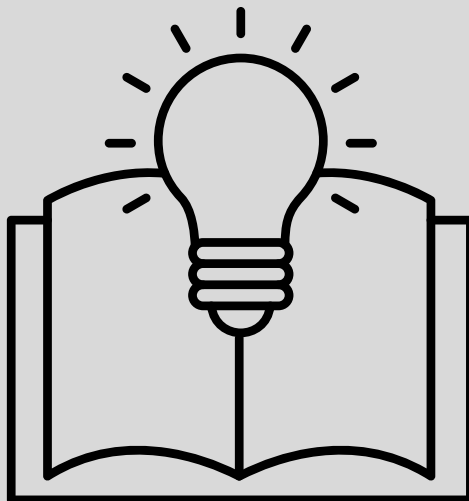
- What Is A Heart Attack
- Complications of a Heart Attack
- Emergency Care for a Heart Attack
- Risk Factors for Heart Disease
- Lifestyle Choices for your Heart
- Remedies for a Healthy Heart



Aims of The Training:

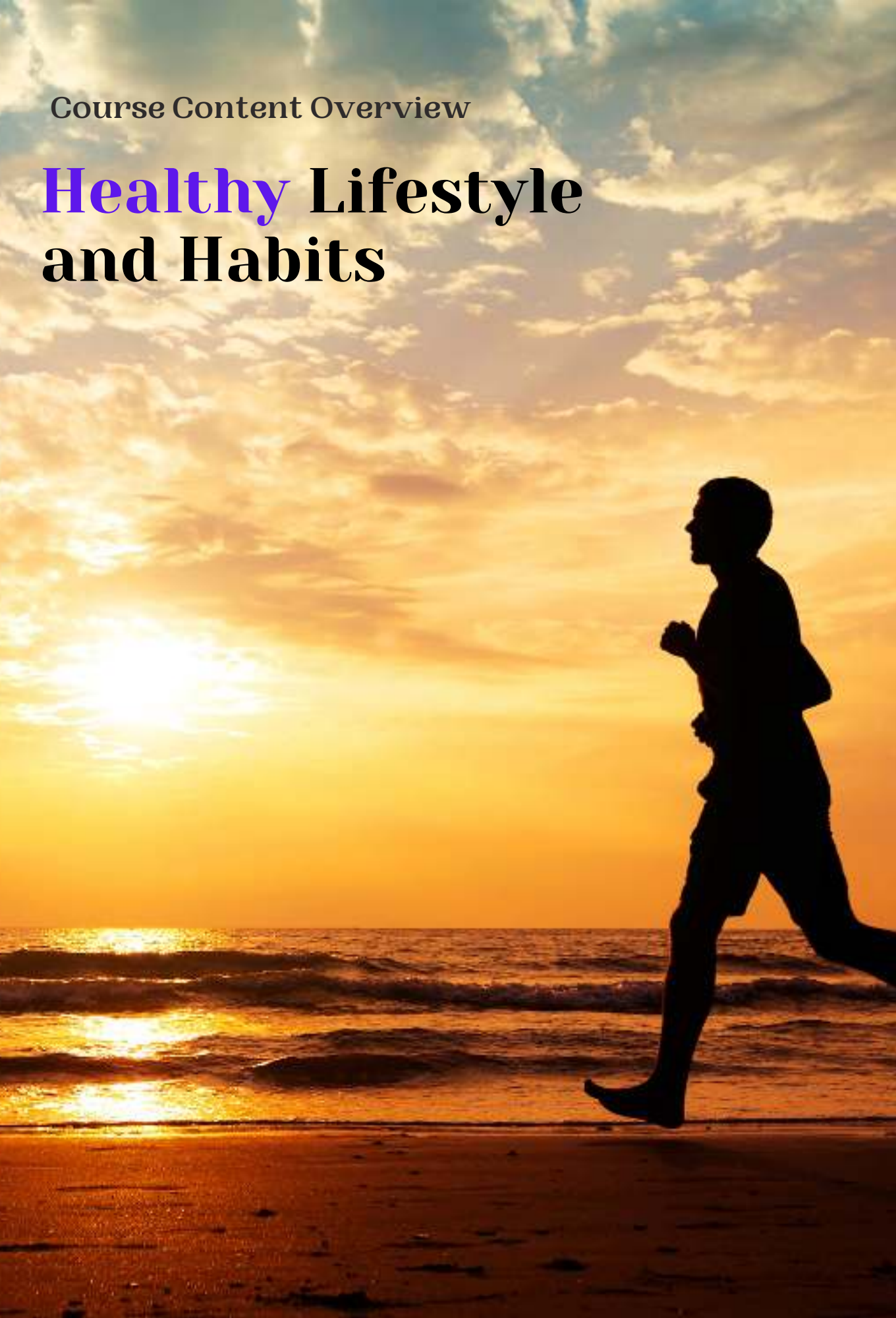
By the end of the course, you will be able to:

- Learn How To Spot a Heart Attack
- Understand what the complications of a heart attack are and about Follow-up Care
- Know instant action when a heart attack occurs
- Explore the importance of lifestyle change



Course Content Overview

Healthy Lifestyle and Habits



Course Coverage

Our bad habits force us to fail when we need to prove ourselves. Adopting healthy lifestyle habits can have a great impact on our ability to succeed. This course teaches you how to live a healthy lifestyle and develop good habits.

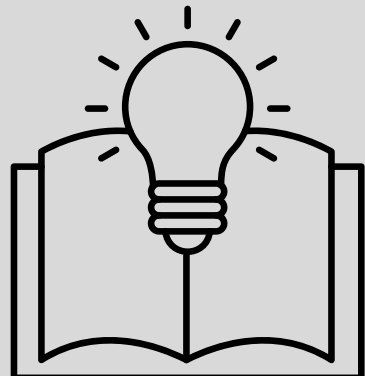
When you struggling to develop healthy lifestyle habits, our course will give you all the advice you need. We will help you finish your work on time and maintain a healthy work-life balance by overcoming procrastination. Our simple tactics will help you overcome your sloth and bad lifestyle when you are desperately trying to stop. Also, we will teach you how to maintain energy and alertness throughout the day. Additionally, you will learn from our experts about the major impacts a nutritious diet can have on your overall quality of life.

This “Healthy Lifestyle and Habits” course was designed by an expert instructor to provide you with the best learning experience possible. Our goal is for you to learn and apply the lessons from this course to improve yourself.

Grab the course. Enrol Now!

Key Topics That Will be Discussed In This Course:

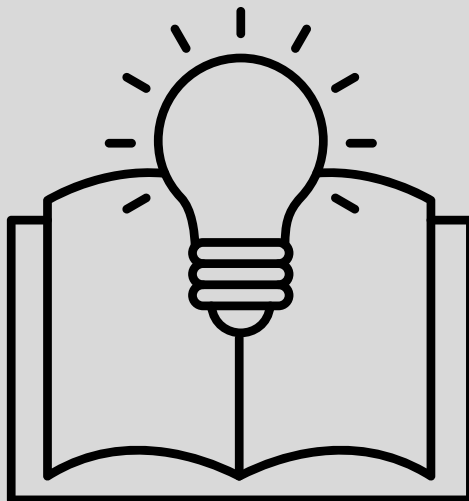
- What are Healthy Habits
- Lifestyle Choices
- Quality of Life/Work-Life Balance
- Getting the Best out of your Daily Routines
- Health and Fitness Tips
- Healthy Diet Hacks
- How to Get More Quality Sleep
- Benefits of Drinking More Water



Aims of The Training:

By the end of the course, you will be able to:

- Learn how to avoid unhealthy habits plus 3 little-known qualities of healthy habits
- Discover one mistake that strains interpersonal relationships
- Explore 6 hacks to help you build a successful daily routine
- Know how to get better sleep by using your 'Circadian Rhythm'
- Discover the surprising benefits of drinking more water



Course Content Overview

JOINT HEALTH



Course Coverage

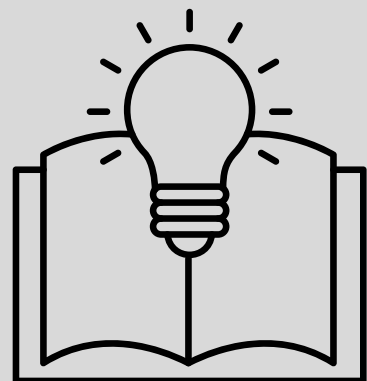
Everyone can find joint pain to be quite frustrating. The worst affected by this issue are primarily the elderly, and certain disorders like arthritis can intensify joint pain. This course teaches you several ways to use in order to treat joint discomfort.

You will learn how your joints work, what causes joint discomfort, and how inflammation worsens it. Joint pain, such as arthritis, can be managed and avoided by following the course's guidelines. Because of your concern over the risk factor, you will learn about joint maintenance exercises and how they should be performed appropriately. Find out what foods can ease pain and help joints heal. This course discusses joint healing supplements as well as home remedies for joint discomfort.

With our industry-standard, complete "Joint Health" course, you'll learn how to prevent joint pain and how to deal with it. This course is top-rated due to its growing market demand.

Key Topics That Will be Discussed In This Course:

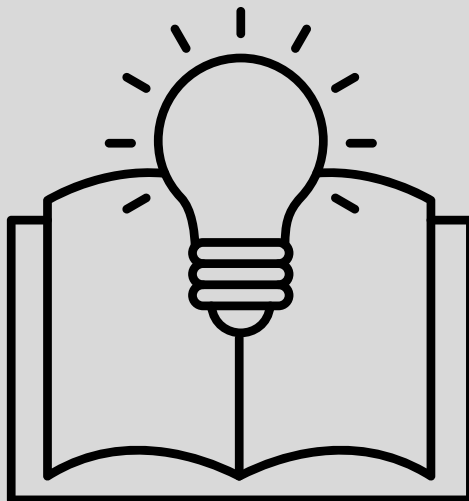
- Introduction to Joint Health and First Concepts
- The Importance of Joint Health
- Common Joint Problems
- Exercise Your Joints
- Balance Your Diet
- Watch Your Weight
- Home Remedies for Joint Pain
- Best Joint Supplements
- Other Options for Joint Pain
- Final Thoughts & Ideas



Aims of The Training:

By the end of the course, you will be able to:

- Understand the causes and symptoms of common joint problems
- Find out how arthritis damages joints and how to prevent or slow down the effects
- Discover how to prevent injuries and “wear and tear” on joints
- Learn about joint problems and diseases that damage joints
- Understand how to maintain your joints and how to strengthen them through exercise and diet
- Find out about treatments, therapies, and home remedies



Course Content Overview

Biohacking Secrets: **Boost Your Physical &** **Mental Health**



Course Coverage

As we all know, “health is wealth”. “Biohacking” refers to modifying the body or mind to function better. Lack of self-care can result in various health problems, resulting in an unhappy body and soul. This course aims to help you to boost your mental and physical health.

In this course, you will learn how to become more active, improve the accuracy of your diet chart, and what meditation and mindfulness are. As part of this course, you will know how to use weightlifting equipment efficiently and how to manage your sleeping patterns precisely. Additionally, you will discover the advantages of probiotics and a well-kept trick for mental wellness. As the course proceeds, we’ll assist you in creating habits that will eventually be good for your health and mind.

The industry-standard, comprehensive “Biohacking” course will help you achieve a solid and compact understanding of your health. This course is top-rated due to its growing market demand.

Now is the time to enrol, so don’t delay!

Key Topics That Will be Discussed In This Course:

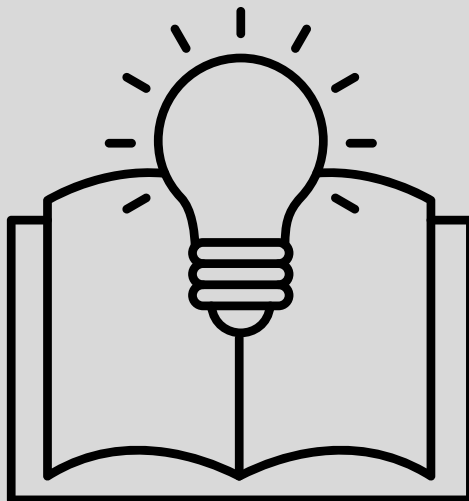
- Track Your Sleep
- Protect Yourself From Blue Light
- Try Red Light Therapy
- Practice Mindfulness
- Get More Active
- Drink Alkaline Water
- Eat More Whole Foods
- Add Probiotics To Your Diet
- Benefits Of Cryotherapy
- Purify Your Air



Aims of The Training:

By the end of the course, you will be able to:

- Learn About The Advantages of Probiotics
- Understand Blue And Red Light
- Learn The Advantages of Mindfulness & Meditation
- Discover The Effects Of Sleep On Your Mind, Body, Health, And Lifespan



Course Content Overview

Coping Skills: For A Better Life!



Course Coverage

The ability to cope with new circumstances is referred to as coping skills. Life frequently presents us with unfamiliar situations or new phases. Often, these situations cause us to feel upset or stressed at that time. The course will explain how people can learn coping mechanisms.

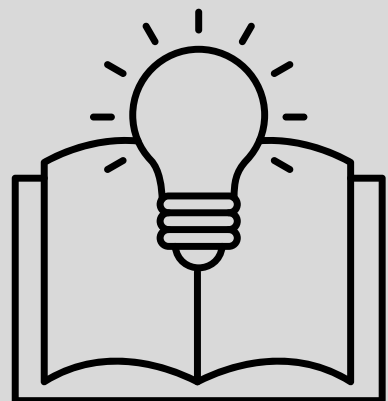
In this course, you will learn all the elements of coping skills, whether you want to learn new coping skills or work in the helping profession. The course includes stress management and reducing negative self-talk, as well as problem-solving techniques, understanding self-esteem, and problem-solving methods. You will learn how to improve your communication skills, boost your relationship skills, and gain the power of acceptance.

The industry-standard, comprehensive “Coping Skill” course will help you achieve a solid and compact understanding of coping strategies. This course is top-rated due to its growing market demand.

So enrol now and beat your fear against the odds.

Key Topics That Will be Discussed In This Course:

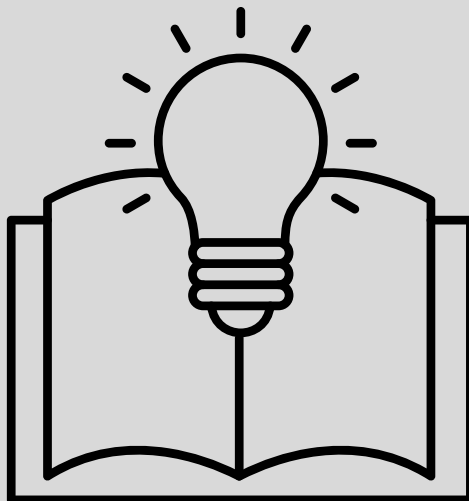
- Coping Skills-Goals & Resources
- Beginning Concepts
- Reprogramming Your Mind
- Escaping Your Story
- Boosting Your Personal Power
- The Power Of Modeling & Language
- The Power Of Choice
- Critical Thinking Skills
- The Amazing Power Of Habits
- The Twin Powers Of Attitude & Acceptance
- Some Keys To Happiness
- More Coping Skills
- Improving Communication
- Anger Management Skills



Aims of The Training:


By the end of the course, you will be able to:

- Discover How to Reduce Muscular Tension
- Learn to relax your mind and thoughts and Increase Your Power
- Understand how to strengthen your relationship skills
- Develop better communication skills, gain acceptance power, and more



Workplace First Aid Courses






First aid in the workplace is an essential part of compliance training. Keep yourself trained on First Aid with our Workplace First Aid Bundle.

This bundle includes some must-have first-aid training that will benefit you both at work and at home. This package includes the following courses:

Health & Hygiene Courses:

- ➔ **Workplace First Aid Training**
 - ➔ **Heatwave Safety and First Aid Training**
 - ➔ **Paediatric First Aid Training Training**
 - ➔ **Sports First Aid Training**
- 

Course Content Overview

Workplace First Aid



Course Coverage

“Safety first is safety always.” First aid is the first line of defence against any odds that may come into our life, causing us injuries or physical trauma. It’s a systematic procedure to preserve someone’s life in an emergency. In a nutshell, first aid is the knowledge of saving lives.

We spend a significant productive time at our offices, factories, or workstations. Accidents may occur anywhere, anytime, regardless of where you work and what your job responsibility includes.

Nobody wants to get injured or, worse, die at work. So, every workplace must house a first aid treatment facility. Moreover, the laws and regulations strictly enforce this requirement.

Anyone may fall ill, get injured or even suffer from severe health conditions at work. So, the employer must ensure that their staff gets all the necessary attention before emergency medical help arrives.

The chapters included in this course will take you through various hazards that may occur at your workplace and guide you to take control of many unpredictable first aid scenarios. This course will enrich your knowledge of first aid treatment, from minor injuries and illnesses to fatal health conditions.

We hope you enjoy your journey through this course, and the knowledge you gain here will enable you to save someone’s life, perhaps in a life-threatening situation.

So, what are you waiting for? Enrol right now!



Module One: Workplace First Aid 101

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

Key Topics:

- What is First Aid?
 - Why is First Aid Necessary?
 - Why Do You Need First Aid at a Workplace?
- First Aid Arrangements
- The Health and Safety (First Aid) Regulations 1981
- Needs Assessment
 - What are the Requirements?
 - High-Risk Workplaces
 - First Aiders
 - Appointed Person
 - Roles of an Appointed Person
 - Record Keeping
- Contents of a First Aid Box
- First-aid rooms
 - First-Aid Room Facilities
- Your Role in a First Aid Situation
 - Take Control of the Situation
 - Keep Calm
 - Call for Help
 - Record Your Activities
 - Ensure Your Safety



Module Two: 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.

Key Topics:

- Assessing a Collapsed Victim
- DR ABC

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 Three: Cardiopulmonary Resuscitation (CPR)

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

Key Topics:

- When to Use CPR
 - Scenario 1: The Victim Is Not Breathing Normally
 - Scenario 2: The Victim Is Breathing Normally
- The Recovery Position
 - Rolling a Victim into the Recovery Position
- Performing CPR
 - Giving Effective Chest Compressions
 - Don't Worry About Rib Fractures
 - Rescue Breaths
 - When to Stop CPR

Module Four: Automated External Defibrillator (AED)

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

Key Topics:

- What is an Automated External Defibrillator (AED)
- Using an AED
- AED Safety
- Victims with Pacemakers

Module Five: Small Injuries

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

Key Topics:

- Cuts and Grazes
- Bruises
- Sprains and Strains or Soft-Tissue Injuries
- Nosebleeds
- Fainting
- Minor Burns
- Blisters
- Splinters
- Eye Injuries
 - Chemical Burns
 - Flash Burns
 - Foreign Objects in the Eye
 - Eye Wound
- Animal Bites
- Insect Stings



Module Six: 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.

Key Topics:

- Fever
- Headaches
- Diarrhoea
- Nausea and Vomiting
- Common Cold

Module Seven: Choking

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

Key Topics:

- Helping a Choking Victim
- Why Do We Choke?
- Saving Someone from Choking
- Giving Abdominal Thrusts
- Giving Back Blows
- Giving Chest Thrusts

Module Eight: 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.

Key Topics:

- Heart Attack
- Stroke
- Asthma
- Anaphylaxis (Severe Allergic Reaction)
- Seizures
- Food Poisoning
- Diabetic Hypoglycaemia (Low Blood Sugar)

Aims of The Training:

By the end of the course, you will be able to -

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



Course Content Overview

Heatwave Safety and **First Aid**



Course Coverage

Climate change is causing us to experience heat waves more frequently nowadays. Due to the hot weather, many health issues are occurring, such as heat stroke and dehydration. Keeping this in mind, we have prepared a first aid heatwave course that can prepare you to provide first aid to yourself and your family in case of an emergency during a heatwave.

This Heatwave Safety and First Aid Online Course will teach you how to treat heat stroke, heat exhaustion, Rhabdomyolysis, and other heat-related illnesses. Throughout the modules, you will learn about children's risks during heat waves and how to safeguard them.

This Heatwave Safety and First Aid Course has been designed to assist you in taking precautions before, during, and after the onset of a heat wave. After completing this safety course on Heatwaves, you will also understand how you should take preventive measures for elderly people, athletes, and outdoor workers.

Module One: 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.

Key Topics:

- What Is a Heat Wave?
- What Causes Heat Waves?
- The Effects of Climate Change
- The Impact of Heatwaves
- Who Is Most Vulnerable To Heat?
- Heatwave Prevention: What You Can Do



Module Two: 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.

Key Topics:

- Heat Illnesses: What Are They?
- Causes of Heat-Related Illnesses
- Heat Stroke
- Heat Exhaustion
- Rhabdomyolysis
- Heat Syncope
- Heat Cramps
- Heat Rash

Module Three: 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 heat waves under different circumstances.

Key Topics:

- Heat Risks For Children
- Heat Stress
- Heat Exhaustion
- Heatstroke
- How to Prevent Heat Stroke
- Protecting Children From Heat Illness
- Outdoor Safety For Children
- Indoor Safety For Children



Module Four: 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.

Key Topics:

- Precautions Before A Heat Wave
- Precautions During A Heat Wave
- Precautions After A Heat Wave
- Elderly People And Heat
- Athletes And Heat
- Outdoor Workers And The Heat

Aims of The Training:

By the end of the course, you will be able to -

- Identify the causes and impacts of heatwaves
- Find out what you can do to prevent heat waves
- Understand the symptoms of heat-related illnesses and learn how to treat them
- Protect your children from heat stress and heat waves 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



Course Content Overview

Paediatric First Aid Training



Course Coverage

Whether you are a parent, teacher, guardian, or a paediatric first aider, you need to have proper knowledge regarding paediatric emergencies. If you would like to begin your career as a paediatric first aider or if you wish to develop more advanced skills in paediatric first aid, this course is for you. You will gain a comprehensive understanding of paediatric first aid through key ideas, strategies, and in-depth information.

This course provides an introduction to the basics of Paediatric First Aid and then gradually builds upon its knowledge of advanced topics. After completing this course, participants will have a comprehensive understanding of paediatric first aid, including key concepts, applications, and detailed information.

The purpose of this course is to teach you how to deal with emergency situations in children and how to prevent some of the most common hazards at home and at school.

Note that the information is accurate at the time of filming in June 2021 and only relates to UK Resuscitation and First Aid guidelines. Please refer to your country's guidelines and governing board if you are outside of the UK.

The author has made every effort to ensure the accuracy of the information contained within the course. However, this course is merely a guide and the author does not accept any liability or responsibility for any inaccuracies or for any mistreatment or misdiagnosis of any person, however caused.

Course Syllabus

This Paediatric First Aid Training Covers almost 300 minutes of video training by Emily Mottershead that includes a practical demonstration of how to administer CPR to babies and manage critical incidents. This Paediatric First Aid Course comes with 19 in-depth modules and a final exam.

Module 1: Introduction to Paediatric First Aid

First, the instructor will start with a basic introduction to Paediatric First Aid.

Module 2: The Role of A First Aider

It is important to know your role as a Paediatric First Aider. The instructor will discuss this in this section. Also, you will get free PDF materials on how to set up a medical id and add ICE to your phone in the UK; What to do if you need urgent police help through the 999 services, but can't speak; instructions on using the Emergency SMS Service in the UK and Hand cleaning techniques.

Module 3: The Ages of Casualties

You need to identify the ages of the casualty before diagnosing what has happened to him. Otherwise, you might give the casualty the wrong treatment. This module will talk about the differences in CPR and other first aid techniques for casualties of different ages.

Module 4: Planning for an Emergency

This module will provide you with a clear idea of how to plan for an emergency.

Module 5: Minimising the Risk of Infection & When to Use PPE

Ways to minimise the Risk of Infection & Handwashing Guideline will be covered in this module.

Module 6: First Aid Kit and Accident Report Forms

This section will explore the contents of a first aid kit and teach you how to complete an accident report form.

Module 7: The Unconscious Casualty - Not Breathing

This module will cover CPR Introduction and The Chain of Survival. You will learn When to Perform CPR. This module will also cover:

- Adult CPR
- Child CPR
- Baby CPR
- CPR Conclusion Video
- When to Call the Ambulance
- AED
- AED Adult
- Child CPR with an AED

Module 8: Seizures

This module will cover first aid for seizures in child.

Module 9: Choking

Key Topics that will be covered in this module are as follows:

- Identify When Someone is Choking
- Choking Adult
- Choking Child
- Choking - Baby
- Practice Choking

Module 10: Bleeding

Key Topics:

- Types and Severity of Bleeding
- Treatment of Bleeding
- Administering First Aid to Small Cuts, Bruises and Splinters
- Nose Bleed
- Embedded Objects
- Shock and Fainting

Module 11: Sprains, Strains and Fractures

Key Topics:

- Sprains and Strains
- Fractures
- Fractures on Children

Module 12: Head Injuries and Spinal Injuries

Key Topics:

- Head Injuries
- Spinal Injuries
- Spinal Recovery Position

Module 13: Embedded Objects in the Ears, Nose and Eyes

In this module you will learn what to do when your child is severely injured in the ears, nose or eyes by embedded objects.

Module 14: Diabetes, Asthma, Meningitis and Sickle Cell

Key Topics :

- Diabetes
- Asthma
- Meningitis
- Sickle Cell

Module 15: Effects of Heat

Key Topics :

- Effect of Heat - Heat Exhaustion and Heat Stroke
- Effects of Cold - Hypothermia

Module 16: Managing an Incident with Electricity, Burn and Scalds

Key Topics :

- Burns and Scalds
- Managing an Incident with Electricity

Module 17: Poisoning

Children tend to eat anything they find in their reach. It increases the chance of being poisoned in children. What to do when your precious one is poisoned? Find out from this module.

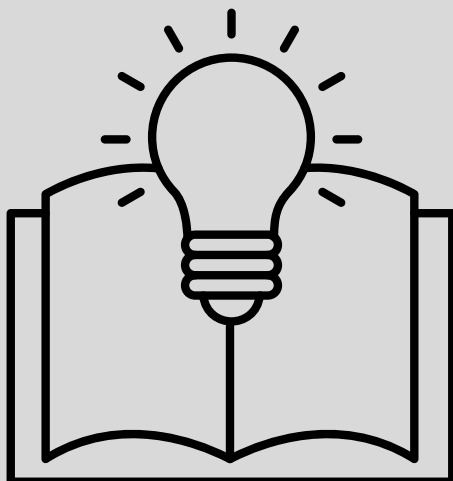
Module 18: Anaphylaxis

This module will cover first aid for Anaphylaxis. You will also learn How to Use An Auto-Injector Pen.

Aims of The Training:

By the end of the course, you will be able to:

- Identify the role of a first aider
- Prepare for emergencies
- Learn how to reduce the risk of infection
- Find out what you should have in your first aid kit
- Handle and respond to injuries to head
- Ensure that children with asthma, diabetes, meningitis, or sickle cell anemia receive the proper care
- Resuscitate a child or baby
- Learn how to treat children who have embedded objects in their ears, noses, and eyes
- Identify and treat seizures, chokings, and bleeding in children
- Take care of an electrical, burn, or scald incident



Course Content Overview

Sports **First Aid**



Course Coverage

This instructor-led video course focuses on the major injuries and illnesses that are likely to occur when participating in sports. It is important that parents, coaches, referees, and players are not caught off guard in the event of an emergency situation.

This Sports First Aid Course will teach you how to administer first aid to children and adults during sports activities. First-aiders who complete this Sports First Aid Course will be able to provide emergency sports first aid to people who become ill or injured while watching, playing, or officiating sports.

Nobody should be caught off guard when an emergency situation arises, whether they are parents, coaches, referees or players. The first aid skills you will learn in this course are designed for anyone who interacts with children or adults during sports activities. Upon completion of this Sports First Aid course, a first-aiders will be able to provide emergency sports first aid to individuals who become ill or injured while watching, playing or officiating sports.

To help you deal with injuries, this course covers key information, techniques, and skills. It will teach you how to deal with emergency situations, what a first aider's responsibilities are, and how to conduct primary and secondary surveys. You will also learn how to perform life-saving procedures such as chest compressions, CPR, and placing someone in a resting position. In addition, the course teaches you how to treat major injuries, such as choking, blood loss, head injuries, sprains, fractures, etc.

Additionally, you will learn how to handle diabetic attacks, drownings, asthma attacks, etc. You will be able to respond to a crisis with confidence and knowledge.

Note that the information is accurate at the time of filming in June 2021 and only relates to UK Resuscitation and First Aid guidelines. Please refer to your country's guidelines and governing board if you are outside of the UK.

The industry expert Instructor, **Emily Mottershead** develops this course. As a volunteer first responder with the London Ambulance Service, she offers first aid courses in London and Kent. Emily works as an Assistant Head Teacher in a South London Secondary School with 20 years of experience in the first aid industry.

The author has made every effort to ensure the accuracy of the information contained within the course. However, this course is merely a guide and the author does not accept any liability or responsibility for any inaccuracies or for any mistreatment or misdiagnosis of any person, however caused.

Course Syllabus

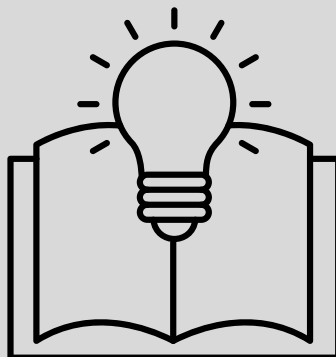
This Sports First Aid Course has been divided into the following modules for the learners to understand and learn the concept easily.

- **Introduction to Sports First Aid**
- **The role of the first aider**
- **Assessing An Accident and Providing First Aid**
- **Planning for an Emergency**
- **First Aid Kit**
- **The Unconscious Casualty-Breathing**
- **The Unconscious Casualty- Not Breathing**
- **Drowning**
- **Heart Attacks and Seizures**
- **Choking**
- **Bleeding**
- **Asthma**
- **Soft Tissue Injuries, Fractures, Head Injuries and Spinal Injuries**
- **Handouts**

Aims of The Training:

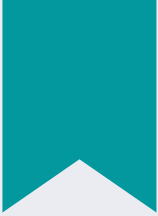
By the end of the course, you will be able to:

- Be prepared to deal with emergency situations in Sport
- Find out what's in a first aid kit
- Make sure you know how to administer CPR, chest compressions and other lifesaving techniques




Diet Courses





A healthy diet is equal to Healthy Life. Let's lead a better and healthy life with the guidance from our expertly made Diet Courses

- **Diet & Nutrition Course**
 - **Nutritionist Training: Weight Loss in Weeks!**
 - **Diet Tips to Overcome Overeating Disorder**
- 

Course Content Overview

Diet and Nutrition



Course Coverage

The amount of food consumed by individuals is termed diet, while nutrition refers to how the food is utilised for metabolism and growth. We suffer from health problems when we do not consume a balanced diet and lack nutrients. This Diet and Nutrition course will teach you how to maintain a healthy lifestyle through proper diet and nutrition.

You'll comprehensively understand diet and nutrition concepts and their functions in this course. In addition, you will learn when to consume macronutrients and micronutrients. Diet and Nutrition emphasise food digestion; this programme will give you a comprehensive understanding of it. Furthermore, our Diet and Nutrition course will teach you what foods to eat based on your age and health status, the impact of various vitamins on your health, and the role of supplements on your health. Last but not least, you will receive appropriate dietary recommendations and many more.

Some expert course designers have designed this "Diet and Nutrition" course to provide you with the best learning experience possible. Our goal is for you to learn and apply the lessons from this course to improve your health and make you an expert in this subject.

No further delay. Enrol Now!

Module One: Nutrition and Diet

In this lesson, students will learn about the basic aspects of foods, diets and nutrition. Also, students will learn about malnutrition, functions of foods and nutrition and many more.

Key Topics:

- Understand Food and Nutrition and their roles in our daily life
- Learn about Nutritional Status
- Understand Malnutrition
- Concept of Diet and Nutritional Care
- Learn about the Functions of Food
- Identify the Functions of Nutrients



Module Two: Calories, Proteins, Fats, Carbohydrates - The Macronutrients Explained

In this lesson, students will learn what nutrition is and why it is essential. Students will also have in-depth knowledge about the different types of macronutrients, such as calories, proteins, carbohydrates and dietary fats, regarding when and how often they should consume them.

Key Topics:

- Definition and Importance of Nutrition
- What Is Macronutrients
- Calories Explained
- What Is Protein: Explained
- How Much Protein Does Your Body Need?
- When & How Often Should You Consume Protein
- What Is Dietary Fat: Explained
- How Much Fat Does Your Body Need
- When & How Often Should You Consume Fat
- What Are Carbohydrates: Explained
- The Different Types of Carbs
- How Many Carb Does Your Body Need
- When & How Often Should You Consume Carbs

Module Three: Micronutrients: Small Intake, Big Impact

The lesson aims to elaborate on our body's small and large intake of micronutrients. Additionally, you will learn about vitamins, minerals, trace elements, supplements, fibre and special nutrients.

Key Topics:

- Vitamins
- Minerals and Trace Elements
- Dietary Supplements
- Health Supplements
- Special Nutrients
- Fibre

Module Four: Energy Metabolism

During the growth and reproduction process, as well as maintaining their structures and responding to their surroundings, all living organisms require energy to survive. In a nutshell, metabolism is a chemical process essential for organisms' survival. It constantly transforms the chemical energy stored in molecules into energy cells can use to perform their functions. This lesson has been designed to comprehensively understand the human body's energy metabolism in a fun and engaging way.

Key Topics:

- Energy Metabolism Explained
- Aerobic vs Anaerobic Energy Metabolism

Module Five: Food Digestion

Understanding food digestion is one of the most important aspects of Diet and Nutrition. To become an expert in Diet and Nutrition, you must thoroughly grasp the concept of food digestion. In this lesson, you will learn how the human digestive system works in different types of food consumed.

Key Topics:

- Digestion Introduction
- Carbohydrate Digestion
- Protein Digestion
- Fat Digestion

Module Six: Supplements

Supplements are available in various forms, including Whey Protein, Creatine, Gummies, Fish Oil, Glutamin and many others. This module will teach you about different supplements and their influence on your daily diet and nutrition.

Key Topics:

- Supplement Introduction
- Whey Protein
- BCAAs
- Creatine
- Fish Oil
- Glutamine



Module Seven: Vitamins

We cannot imagine Diet and Nutrition system without vitamins. In this module, students will learn about vitamins, what they are, and how they influence our daily diets.

Key Topics:

- Why Multivitamins aren't good
- What happens when you overdose on vitamins
- Vitamin A Supplements
- Vitamin B Supplements
- Vitamin C Supplements
- Vitamin D
- Vitamin E
- Vitamin K

Module Nine: Nutrition Requirements from Pregnancy to Teenage

There is no doubt that pregnancy is a very crucial stage in a woman's life. In the same way, the teenage years are very important for a person. When a teenager grows up or a woman in her pregnancy, the body needs special care to function at its best. In this module, students will learn about pregnant women's and teenagers' diets and nutrition requirements

Key Topics:

- Nutrition in Maternity and Lactation
- Nutrition in Babies and Preschool Children
- Nutrition in School-Age Children and Teenagers

Module Ten: Nutrition Requirements for Adults and Various Groups

Throughout this lesson, we will introduce students to various diets and nutrition practices common to multiple groups of people, such as adults, seniors, people who have been sick for a long time, and people from diverse ethnic and religious backgrounds.

Key Topics:

- Nutrition and Early Origins of Adult Disease
- Nutrition in Adults
- Nutrition of Religious and Ethnic Groups

Module Eight: Balanced Diet

In this lesson, students will learn how to choose the foods for a balanced diet. Also, they will learn the features and the quantity of a balanced diet.

Key Topics:

- Which Foods to Choose?
- How Much to Eat?
- What Are The Features of a Healthy Balanced Diet
- Distribution of Nutritional Requirements in A Population
- Dietetic Planning

Module Eleven: Eating Disorders

You will learn in this lesson about the signs of eating disorders and why people suffer from these problems. Additionally, we will find out in this lesson how the eating disorder is developed and how to prevent the situation.

Key Topics:

- Defining Eating Disorder
- Eating Disorder Types
- Signs of Eating Disorders
- Reasons Why People Suffer From Eating Disorders
- Causes Behind Eating Disorders?
- Preventing Eating Disorders
- Treatment for Eating Disorders

Module Twelve: Diet and Nutrition-Related Diseases

You will learn about different diseases like obesity, underweight, cancer and cardiovascular diseases and how to prevent those through healthy nutrition habits.

Key Topics:

- Overweight and Obesity
- Underweight and Negative Energy Balance
- Nutrition and Cancer
- Diet and Cardiovascular Disease
- Adverse Reactions to Food and Inborn Faults of Metabolism

Module Thirteen: Use of Nutrition in Different Illnesses/Diseases

This lesson aims to identify the usage of nutrition in different diseases. The module elaborately discusses the nutrition requirements for various health conditions and challenging situations in our bodies.

Key Topics:

- Nutrition in Infections and Fever
- Nutrition in Diseases of the Gastrointestinal Tract
- Nutrition in Diseases of the Liver, Gallbladder and Pancreas
- Nutrition in Immune System Dysfunction, AIDS and Allergy
- Nutrition in Stress, Burns and Surgery

Module Fourteen: Diet and Nutrition in Special Conditions

In this lesson, you will learn about different types of diet plans, such as the DASH diet, the MIND diet, the gluten-free diet, and the FODMAP diet, as well as how to follow them and who should follow them.

Key Topics:

- DASH Diet
- MIND Diet
- Gluten-Free Diet
- Low FODMAP Diet

Module Fifteen: The Role of Nutritionist

This lesson will explain all the good qualities a nutritionist should possess and how nutritionists treat their patients precisely and accurately.

Key Topics:

- Introduction
- The Qualities of a Good Nutritionist
- Psychological Factors
- Barriers to Understanding
- The Nutritional Consultation
- Weight Reduction & Exercise
- The Tools in Nutritionist Belts

Aims of The Training:

By the end of the course, you will be able to -

- Get a basic understanding of foods, balanced diets, and nutrition
- Explore aerobic vs anaerobic energy metabolism
- Find out what a balanced diet consists of and how much of it should be consumed daily
- Discover the causes and prevention of eating disorders
- Learn how to prevent some fatal diseases through healthy nutrition habits and many more



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Course Content Overview

Diet and Weight Loss Coaching



Course Coverage

When dealing with weight problems, losing weight can be incredibly frustrating. Being overweight disrupts the body's structural balance, which negatively impacts one's health. We developed all the weight loss hacks in this course with the perfect diet plan.

This course teaches you how to live a healthy lifestyle by following a few simple healthy diets and how to live a healthy lifestyle. If you are unsure which muscle-building or weight-loss tools to use, we can help by suggesting the right tools. We will teach you how to build muscle and burn excess fat by exercising. Additionally, you can select a diet plan based on your individual needs since different people face different challenges.

Our course will be a full bundle as a meal plan to lose weight, everything in one course, regardless of whether it is your own weight loss journey or you are a nutritionist. With our industry-standard, complete "Diet and Weight Loss Coaching" course, you'll learn all the benefits of losing weight too, with proper guidelines for doing it in the right way.

Enrol Today!

Module One: Meal Planning and Meal Timing

This lesson will teach you how to choose healthy foods for your meals. When and what to eat at breakfast, lunch, or dinner will be explained. The purpose of this module is to assist you in preparing your meal plan optimally. Additionally, we will share some proven dietary strategies and healthy habits with you.

Key Topics:

- Why Should You Do Meal Planning?
- What Are The Healthy Meals?
- How Should You Plan Your Meal Intake?
- All About Meal Timing
- Scientifically Established Dietary Habits and Strategies



Module Two: Helping Clients Lose Weight

This lesson will teach you how to maintain a balanced diet and take diet breaks correctly. In this lesson, you will learn how to maintain a healthy diet.

Key Topics:

- Determining Calorie Needs
- The Science Of Successful Weight Loss
- Breaking Through Fat Loss Plateaus
- Explaining Unexpected Weight Changes
- How To Take Diet Breaks Correctly
- Adopting Active Lifestyles
- Benefits of Exercise in a Weight Control Programme

Module Three: Helping Clients Build Muscle

The lesson aims to help clients build muscle. You will learn how to advise clients about muscle building, eating habits, and dieting.

Key Topics:

- How To Create A Muscle-Building Diet
- The Perfect Pre-Workout Meal
- The Perfect Post-Workout Meal
- The Best Muscle Building Foods
- Foods To Boost Testosterone

Module Four: Tools to help you Lose Weight

Obesity has become so widespread that almost everyone seeks ways to lose weight today. In this module, we will first clarify some misconceptions regarding weight loss and then share some practical weight loss strategies. This module should be helpful to everyone who wants to lose weight or who wants to become a weight loss diet coach.

Key Topics:

- Myths and reality about weight lose
- Tools and Habits to Help You Lose Weight
 - 20-Second Rule
 - Making an announcement for losing weight
 - Accountability partner and support group
 - Small wins – lose weight little by little
 - Will power and your weight
 - Sleep and Weight Loss
- The Best Ways to Sleep While Losing Weight

Module Five: Optimal Diets for Athletes

In this lesson, we will focus on providing a comprehensive understanding of optimal diets for athletes. You will also gain a better understanding of the process of strength training & how the endurance diet works.

Key Topics:

- Diets for athletes: An Overview
- Strength Training
- Endurance Training

Module Six: Ketogenic Diet: Learn to Lead a Low-Carb Life

The ketogenic diet has gained a lot of popularity in recent years. As a result of studying this module, you will develop a clear understanding of the Keto Diet. As well as learning about different types of Keto Diets, you will be able to create a list of food items that you should include in your keto diet.

Key Topics:

- What is the Ketogenic Diet?
- Different Types of Ketogenic Diets
- Ketosis and Ketones
- Foods Included in a Ketogenic Diet
- Ketogenic Diet Supplements

Module Seven: Keto Meal Plan

This module aims to explain how you can prepare a healthy Keto Meal Plan for one week. In addition, this module will provide a detailed discussion of the benefits and disadvantages of a ketogenic diet.

Key Topics:

- 1-Week Sample Keto Meal Plan
- The Pros And Cons of the Ketogenic Diet

Module Eight: Mediterranean Diet: Spice-up Your Life

In this module, you will be able to learn everything you need to know about the Mediterranean diet. Additionally, the module describes the benefits of the Mediterranean diet and walks you through a seven-day diet plan.

Key Topics:

- What is the Mediterranean Diet
- Health Benefits of the Mediterranean Diet
- 7-day Meal Plan for Mediterranean Diet



Module Nine: Okinawa Diet: The Japanese Way of Living Long

The purpose of this lesson is to provide an explicit discussion of the origins of the Okinawa diet. This course will also cover the basics and benefits of the Okinawa diet, a Japanese way of long-term living that focuses on a balanced diet.

Key Topics:

- The Origin of Okinawa Diet
- The Basic Okinawa Diet
- Importance of Okinawa Diet

Module Ten: Adjusting Your Diet For Weight Loss

This module will teach you how a proper diet plan can help you maintain a healthy weight.

Key Topics:

- Questions to Ask Before Creating a Weight Loss Plan
- Calorie Target
- Healthy Weight Loss Diet Tips
- Get Portion Smart
- Eat Mindfully
- Control Your Eating Triggers

Module Eleven: Tips for Attracting Clients as a Nutritionist

This lecture will provide some advice for attracting new clients. Whether you are just starting out as a nutritionist or have experience in the field, these tips will help you attract more clients.

Key Topics:

- The Golden Rule
- Start with your FnF!
- Become Active on Social Media
- Start Your Blog
- Donate A Package To Your Favourite Charity
- Regularly Publish Newsletter
- Email Marketing and Many more...



Module Twelve: Working with Clients

This lesson will help you work with your clients. You will learn how a client assessment will help you obtain information about your clients. This module will also teach you to set appropriate diet goals for your goals.

Key Topics:

- Client Assessment
- Client Interview
- How To Set SMART Dieting Goals

Additional Materials: A Meal Planning Ebook is Needed, which students can hang on their walls

Aims of The Training:

By the end of the course, you will be able to -

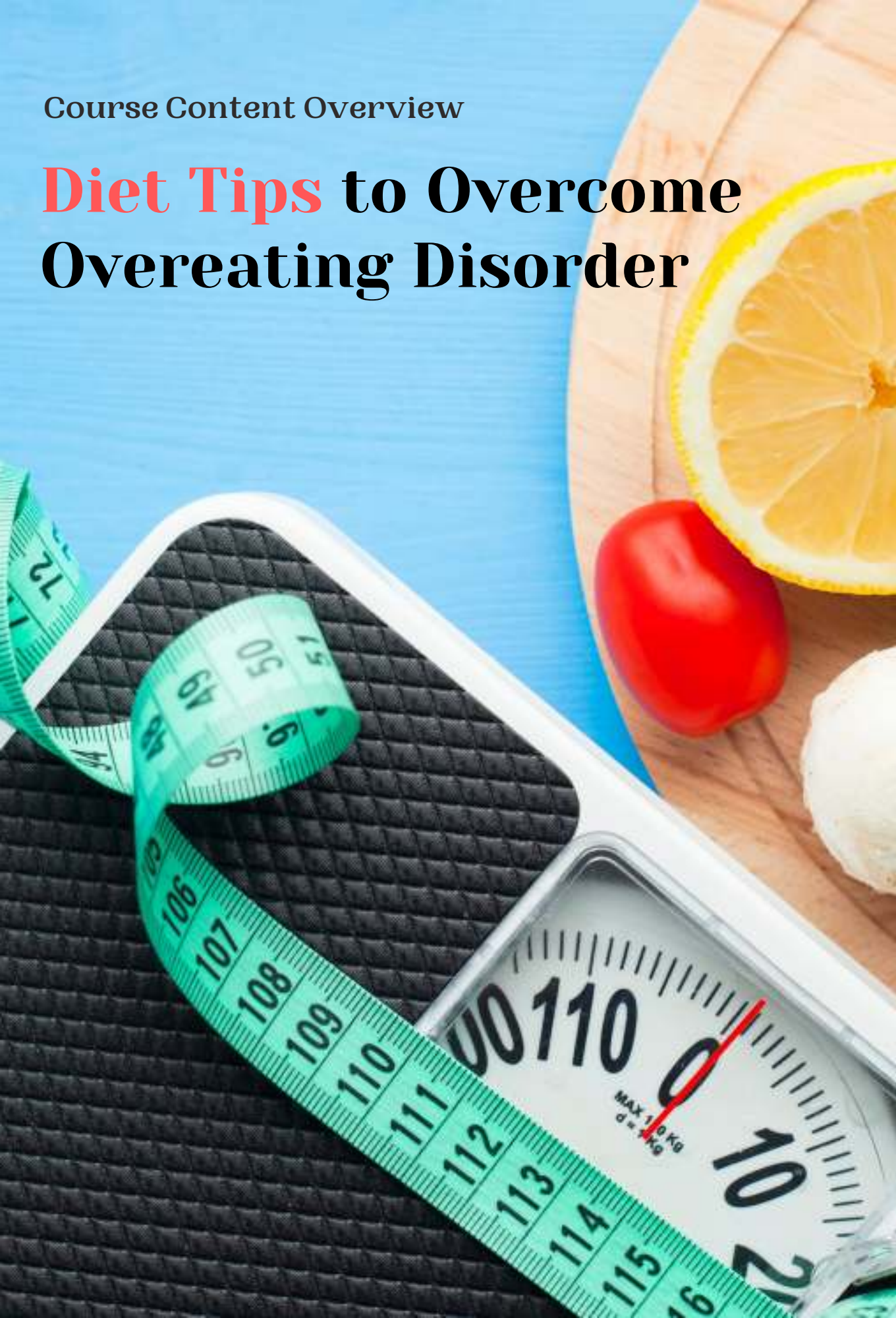
- Know everything about meal planning
- Discover the best diet for athletes
- Explore exclusive strategies to burn fat
- Know some easy-to-use weight-loss tools
- Understand the keto meal plan for Okinawa Diet and many more



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Course Content Overview

Diet Tips to Overcome Overeating Disorder



Course Coverage

Overeating is defined as consuming more calories than the body can utilise. The risk of developing chronic conditions, such as diabetes or heart disease, increases when you eat excessively. Getting rid of this disorder is a real struggle. Here in this course, you will get tips on conquering this overeating disorder and leading a healthy life.

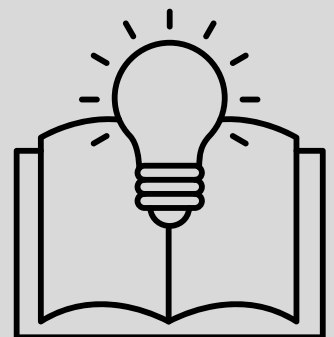
In this course, learners will learn the symptoms and treatment of compulsive overeating disorder and how to cope with it with a healthy diet. Furthermore, you will know the risk associated with overeating disorder. The techniques we teach will help you control your food urges, stop overeating, and lose weight in order to prevent weight gain. Our course instructor will assist you in identifying the root cause of this disorder and the most efficient remedy for it.

This comprehensive course will assist you in overcoming overeating disorders. This course will help you to manage your urge to intake excess food by following exclusive tips and tricks provided by the instructor.

Let's tackle the overeating disorder together. Enrol Now!

Key Topics That Will be Discussed In This Course:

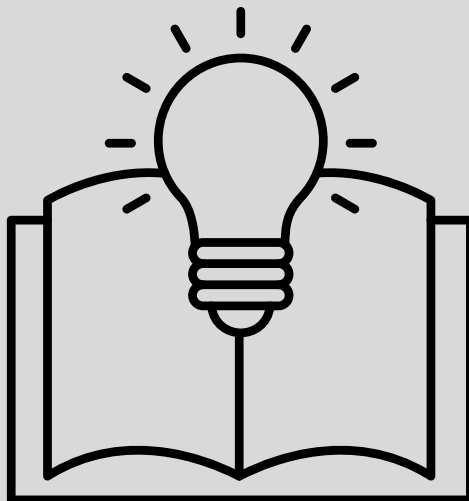
- Introduction To A Healthy Binge-Free Lifestyle
- Terrifying Food Facts
- The Science Behind Overeating
- Signs Of Compulsive Overeating
- Why You Lack Control Around Food
- The Dangers Of Overeating
- The 10 Types Of Overeating
- Great Strategies To Prevent Overeating
- Overcoming An Overeating Disorder
- Diet Tips to Overcome Overeating Disorder-Final Ideas & Tips



Aims of The Training:

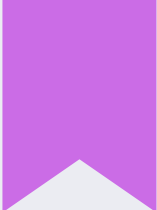
By the end of the course, you will be able to:

- Discover Food Facts
- Learn scientific explanation of overeating
- Identify the types and danger of overeating
- Learn the strategies to overcome
- Know the tips & tricks




Startup Package





Starting a business can be a daunting task. But let's make it a bit less daunting with our Start Your Business Bundle. This bundle offers all you need to start a new business. This bundle includes the following online training:

- **Employment Law**
 - **Branding & Marketing**
 - **Business Etiquette**
 - **Selling Strategy Secrets for Your Business**
 - **Business Planning: Creating a Robust Financial Plan**
- 

Course Content Overview

UK Employment Law



Course Coverage

An employee's rights are protected by employment law, which ensures a fair and secure workplace. Both employers and employees need to discuss employment laws before hiring new employees. This Employment Law course aims to give an in-depth understanding of every aspect of employment law.

You will learn all the fundamentals of UK employment law throughout the Employment Law course. If you are starting your career or regularly hiring employees, this Employment Law course is ideal for you. You will learn the basics of the hiring process and the various types of employment contracts.

Additionally, in this comprehensive Employment Law course, you will also learn how to manage disciplinary procedures and discrimination in the workplace. From the employee's perspective, you will understand your every right as an employee. Furthermore, this Employment Law course can be useful for a better understanding of data protection through case studies and hands-on exercises.

Some expert course designers have designed this "Employment Law" course to provide you with the best learning experience possible. Our goal is for you to learn and apply the lessons from this course to improve your skills.

Module One: Basics of Employment Law

The purpose of this lesson is 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.

Key Topics:

- Basics of Employment Law
- What is Employment Law?
- Sources of UK Employment Law
- Types of Workers in the UK
- UK Employment Courts



Module Two: 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. The disadvantages of a slow recruitment process will also be discussed.

Key Topics:

- Legal Requirements in Recruitment
- Requirements for Immigrants
- Highly Skilled Migrant Programme
- Slow Recruitment Process

Module Four: 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.

Key Topics:

- Disciplinary and Grievance Procedures
- Importance of Disciplinary and Grievance Procedures
- The ACAS Code of Practise
- Stages of Disciplinary Proceedings
- Investigations
- Counselling
- Disciplinary Meetings
- Appeals
- Disciplinary Penalties, Warnings and Dismissal
- Final Written Warning
- Grievance Procedure

Module Three: 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.

Key Topics:

- What is the Contract of Employment?
- Importance of Employment Contract
- Type of Contracts
- Contractual Terms
- Implied Terms
- Varying Terms



Module Five: 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.

Key Topics:

- National Minimum Wage
- National Minimum Wage and National Living Wage
- Amount of Minimum Wage
- Exclusions and Variations
- Interns and Apprentices
- Cost of Living
- Average Salary
- Gap in Gender Pay
- Wages and Salaries for Expats

Module Six: 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.

Key Topics:

- Employment Rights
- Hours of Work
- Resting Periods
- Salary and Benefits
- Pensions
- Holidays
- Sick Pay
- Maternity Leave
- Paternity Leave
- Flexible Working
- Union Membership
- Data Protection Rights
- Health and Safety

Module Seven: 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.

Key Topics:

- What is Discrimination?
- Direct Discrimination
- Indirect Discrimination
- Victimisation
- Discrimination and Legislation
- Sex Discrimination
- Equal Pay
- Race Discrimination
- Disability Discrimination
- Discrimination Based on Religion
- Part-Time Workers
- Age Discrimination



Module Eight: 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.

Key Topics:

- Health and Workplace Safety
- Aims of Law
- Sources of Health and Safety Law
- Liability at Common Law
- Compulsory Insurance
- Breach of Duty Lawsuits
- Providing Competent Co-Workers
- Breach of Statutory Duty
- Vicarious Liability
- The Health and Safety at Work Act 1974
- Health and Safety Regulations
- Health and Safety Regulations 1981
- Enforcement

Module Nine: 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.

Key Topics:

- Trade Unions
- Legal Status of Trade Unions
- Requirements for Joining Unions
- Voluntary and Statutory Recognition
- Union Rules
- Union Ballots
- Collective Bargaining
- Industrial Action
- Industrial Torts

Module Ten: Termination of Employment

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

Key Topics:

- Terminating Employment
- Wrongful Dismissal
- Unfair Dismissal
- Dismissal Procedures
- Redundancy Payments
- Termination by Dismissal
- Summary Dismissal
- Constructive Dismissal
- The ACAS Arbitration Scheme



Aims of The Training:

By the end of the course, you will be able to -

- 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 should be included in an employee handbook
- Learn about workplace safety regulations
- Discover your rights as an employee
- Find out your privileges regarding sick pay and pension



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Course Content Overview

Branding & Marketing



Course Coverage

Do you want to make your business a brand? Are you searching for the best marketing tips for your new company? This Branding and marketing course will show you why big companies prioritise making their business a brand and leading the markets. You will learn about branding terminology in order to create a marketing plan that is effective. The success of your marketing activities and your business in general hinges on the definition of your brand. You will also learn how advertising can change the whole scenario to do effective marketing. All types of business people can benefit from this course.

Module One: Definition and Importance of Branding

This lesson aims to discuss the importance of branding. In addition, you'll learn the components of creating a perfect brand image as well as brand personality.

Key Topics:

- What is Branding?
- Importance of Branding
- Why Do Companies Strive to Develop Brands?
- What is The Brand Personality?
- The Seven Components of Building the Perfect Brand Image



Module Two: Branding terminology

The purpose of this lesson is to explain the significant and most important terms specific to branding to help you understand the lingo.

Key Topics:

- Major Terms of Branding

Module Three: Effective Ads Scheduling

This lesson aims to explain the significant and most important terms specific to branding to help you understand the lingo.

Key Topics:

- Importance of Advertising
- Impacts of Good Advertising
- Scheduling Ads

The purpose of this lesson is to discuss the importance of advertising. You will also learn what can be accomplished with good advertising.

Module Four: Developing a Marketing Plan

In this lesson, we will discuss the marketing plan. You will also learn about the proper steps for a marketing plan.

Key Topics:

- Effective marketing plan
- Good Marketing Plan: Steps to Follow

Module Five: Product Packaging & Membership Programs

The purpose of this lesson is to discuss the importance of product packaging. You will also learn how membership programs perform as a marketing tool.

Key Topics:

- Packaging Products to Increase Sales
- Membership Programs as a Marketing Tool

Module Six: How to Create an Irresistible Offer?

This lesson discusses how to create an irresistible offer. You will also learn about perceived value and risk.

Key Topics:

- People's Buying Secret
- The Risk-Reward Response Rate Equation
- $\text{Response Rate} = \text{Perceived Value} / \text{Risk}$
- Perceived Value & Risk
- Value is Based on Perception, Not Reality
- How to Decrease the Risk in Your Offer?



Aims of The Training:

By the end of the course, you will be able to -

- Understand the Importance of Branding in the Modern World
- Know the Terminology of Branding
- Identify The Importance of Advertising
- Learn to Develop A Marketing Plan

Course Content Overview

Business Etiquette



Course Coverage

Do you want to make your business a brand? Are you searching for the best marketing tips for your new company? This Branding and marketing course will show you why big companies prioritise making their business a brand and lead the markets. You will learn about branding terminology in order to create a marketing plan that is effective. The success of your marketing activities and your business in general hinges on the definition of your brand. You will also learn how advertising can change the whole scenario to do effective marketing. All types of businesspeople can benefit from this course.

Module One: Introduction to Business Ethics & Etiquette

The lesson is about giving an overview of business ethics and etiquette.

Key Topics:

- What Is Business Ethics
- Relation Between Business & Ethics
 - Instrumental Perspective of Business Ethics
 - Philosophical Perspective of Business Ethics
- What Is Business Etiquette
- The Importance of Business Etiquette
 - Build Respectful Environment
 - Build Relationships
 - Build Professionalism



Module Two: Proper Business Relationships

The goal is to provide a neat overview of business relationships and etiquette.

Key Topics:

- Defining The First Impression
- Principles of First Impression
 - Making A Positive Gesture
 - Offering A Confident Handshake
 - Displaying Grace, Wit, & Poise
 - Being Creative To Introduce
 - Presenting The Business Card
- Order of Introduction
 - Introducing Someone Junior To Someone Senior
 - Introducing Two People Of Equal Rank
- A Rule of Good Manners
- Defining Mixing Business
 - Confirming Or Declining Promptly
 - Not Being Late
 - Dressing Appropriately for The Event
 - Not Bringing an Uninvited Guest
 - Being Friendly and Cheerful
 - Keeping Up A Positive Conversation
 - Staying Sober
 - Giving Positive Feedback
 - Knowing When to Leave

Module Three: Business Etiquette

In this lesson, you will learn how to conduct yourself in the world of business. Upon completing this module, you will gain an understanding of core corporate ethics and norms.

Key Topics:

- Meeting Etiquette
- Cubicle or Partition Etiquette
- Complaint Handling Etiquette
 - Showing Empathy
 - Asking Questions
 - Promising Less And Delivering More
- Etiquette With The Disabled
- Etiquette With VIP's
 - Asking Good Questions
 - Using Their Favourite Communication Medium
 - Using Firm Language

Module Four: Business Environment

An explicit purpose of the lesson is to provide open knowledge about the corporate environment.

Key Topics:

- Travelling With Colleagues
- Romance At Work
- Sexual Harassment At Work
 - Treating Others Courteously and Professionally
 - Avoiding The Persons Who Changed At Travelling
 - Knowing Your Company's Sexual Harassment Policy
 - Facing the Harassment

Module Five: Company Billing

An overview of the billing process for a company is provided in this lesson. The purpose of this module is to help you understand the tactful bill collection process and the company expenses.

Key Topics:

- Billing Your Company For Expenses
- Tactful Bill Collection
 - First Time: The Victim Approach:
 - Second Time: Elevator Approach
 - Third Time: The Consequences

Module Six: Electronic Etiquette

This lesson aims to provide a comprehensive outline of business etiquette regarding electronic communication. In this course, you will learn how to be an effective communicator or user of electronic communications and social media.

Key Topics:

- The Etiquette with Your Phone
 - Answering The Phone in The Right Way
 - Not Answering The Phone in A Meeting
 - Having A Professional Message
 - Apologising If You Dial The Wrong Number
 - Not Disturbing Others By Keeping Phone on Speaker
 - Suggestions to Use The Phone Politely
- Email Etiquette
 - Double-Checking About The Recipient
 - Adding The Email Address Last
 - Making Subject Line Memorable
 - Avoiding Sounding Abrupt
 - Using A Salutation And A Closing
 - Writing Readable Message
 - Using Humor With Caution
 - Being Cautious Replying to All
 - Using A Signature Block
 - Proofreading Each Message
- Social Media Guidelines
 - Some Rules to Follow
 - Mistakes with Tweets, Posts, & Requests
- Texting Guidelines
 - Not Using Shortcuts on Email
 - Being Aware of Your Texting Tone
 - Choosing The Content Carefully
 - Being Cautious Changing Meeting Times Or Venues in A Text
 - Checking for Accuracy
 - Ignoring AutoCorrect at Your Peril
 - Not Texting When You Drink



Module Seven: 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 behavior in any business meeting or official dining occasion.

Key Topics:

- What Is Dining Etiquette
- Holding Cutlery in Right Way
 - For Soup
 - For Main Course
 - For Fish Cutlery
 - For Sweet Course
- How to Rest Cutlery
 - For Soup
 - For Main Course
 - For Fish Cutlery
 - For Sweet Course
- Holding Glassware & Napkin Etiquette
- Eating Politely
- Some Other Followings
 - Parts of the Plate You Should Know
 - Having Bread And Soup Etiquette
 - Taking Coffee And Tea Etiquette
 - Order of Seating
 - Communicating with Service Staff
 - Briefcases and Handbags Usage
 - Tipping

Module Eight: Global Business Etiquette & Cross-cultural Communication

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

Key Topics:

- What Is Cross-cultural Communication
- What Is The Importance of Cross-Cultural Communication?
 - Better Progress
 - Cultural Influence
 - Management
- The New Rules of Communication
 - Greetings
 - Smiling
 - Eye Contact
- Global Business Etiquette
 - Socialising
 - Gestures And Other Nonverbal Communicators
 - Dress And Appearance



Aims of The Training:

By the end of the course, you will be able to -

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



Course Content Overview

Selling Strategy Secrets for Your **Business**

[Includes Free Course Books
& Worksheets]



Course Coverage

To grow your business successfully, you must determine the ideal sales channels.

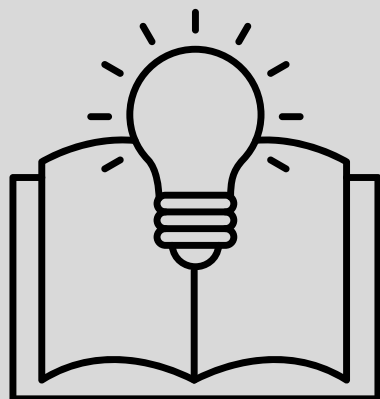
This course teaches you to grow your business successfully by determining the right sales channels to use for your business. Create a selling strategy that uses both direct and indirect methods by learning the advantages and disadvantages of different types of strategies.

This course provides insight into individual selling strategies, outlining the advantages and disadvantages of each, and provides a framework for evaluating which are most appropriate for your business.



Key Topics That Will be Discussed In This Course:

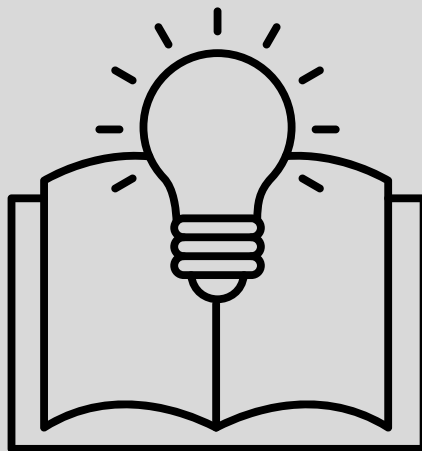
- **Importance of a Selling Strategies**
- **Direct and Indirect Models**
- **Selling Models of Well Known Companies**
- **Why Selling Strategy Matters**
- **Choosing Your Sales Model**
- **Do a Feasibility Check**
- **What Investors care about**
- **Keys to Success**
- **Additional Selling Strategies**
- **Determine Your Selling Model – Overview**
- **Selling Model #1 – Online**
- **Selling Model #2 – Retail**
- **Selling Model #3 – Inside/Outside Sales**
- **Selling Model #4 – Distributors**
- **Selling Model #5 – Resellers**
- **Selling Model #6 – Partners or System Integrator**
- **Selling Model #7 – Independent Rep Manufacturer Rep**
- **Selling Model #8 – OEM White Label**
- **Creating a Selling Strategy Framework**
- **Step 1 – Determine Your Selling Model**
- **Step 2 – Analyzing Your Competition**
- **Step 3 – Examine the Costs**
- **Step 4 – Internal Consistency**
- **Step 5 – Creating Your Selling Strategy**



Aims of The Training:

By the end of the course, you will be able to:

- Learn how to avoid unhealthy habits plus 3 little-known qualities of healthy habits
- Discover one mistake that strains interpersonal relationships
- Explore 6 hacks to help you build a successful daily routine
- Know how to get better sleep by using your 'Circadian Rhythm'
- Discover the surprising benefits of drinking more water



Course Content Overview

Business Planning: Creating a Robust Financial Plan



Course Coverage

“Making money is the very reason your business exists – but often, entrepreneurs don’t pay enough attention to the financials that drive the bottom line. In this course, we’ll examine and counteract common misperceptions about financial planning, learn about different models for revenue and cost projections, and use worksheets to build the statements that matter most.

After accomplishing this course you’ll learn the fundamentals of how to create a robust financial plan for your business that you can pitch to banks and investors.

Key Topics That Will be Discussed In This Course:

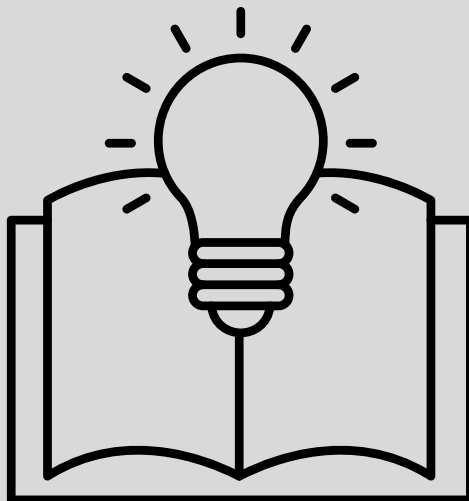
- Financial Concepts Covered
- Justifying Your Financials For Best Results
- Overcome Roadblocks to Financial Planning
- Create Your Financial Plan
- Revenue Models Explained
- The Financial Worksheets Walk-Through
- Revenue Model Walk-Through
- Your Staffing Model
- Staffing Model Walk-Through
- Expense Model Walk-Through
- Income Statement Explained
- Income Statement Walk-Through Explained
- Cash Flow Statement



Aims of The Training:


By the end of the course, you will be able to:

- Find out what numbers investors care about, and why
- Compare top-down planning vs. bottom-up planning
- Get to know what COGS is, and why it's so significant
- Become knowledgeable about potential revenue drivers
- Find out how to correctly predict growth
- Learn how to decide when to hire for which positions
- Get knowledge about What kinds of costs should I capture in the expense model
- Determine how to set appropriate gross margin targets for my business
- Understand what cash flow positive means and how to predict when it will occur




Courses for Emotion Management





Managing your emotions can be a great skill for any individual. Let's learn more about it with our Emotion Management bundle. Here are some courses that will help you get a better handle on your emotions:

- **Anxiety Management**
 - **Anger Management**
 - **Depression Management**
 - **Motivation**
- 

Course Content Overview

Anxiety Management



Course Coverage

It is inevitable that we will experience difficult phases in our lives, times that we do not want to go through. This makes us feel sad and down when we experience unwanted situations or thoughts we don't want to experience. This is what anxiety is. It is important to realize that anxiety has a powerful impact on one's life. It can also negatively impact our health. Throughout this course, we will teach you how to handle anxiety, and how you can overcome this situation of anxiety by knowing what you can do.

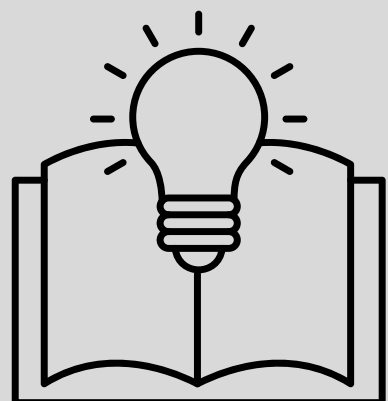
We will provide the learner with a guideline that can change his life positively. Everyone goes through ups and downs in their lives, and those who know how to handle every situation properly live a life free of anxiety. This course is designed to help learners lead a stress-free, anxiety-free and happy life if they follow the steps our expert instructor suggests.

The industry-standard, comprehensive Anxiety Management course will help you achieve a solid and compact understanding of anxiety management. This Anxiety Management course is top-rated due to its growing market demand.

To master yourself in fighting anxiety, Enrol now.

Key Topics That Will be Discussed In This Course:

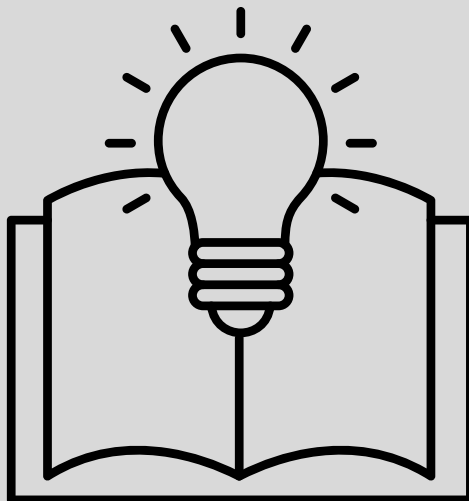
- How To Overcome Your Stuck Points
- How To Face Your Inner Demons
- Overcoming Your Resistance To Change
- Acceptance Is Key
- Acting Against Angst
- Self-Imposed Obstacles
- Preventing Burnout
- Banish Worry & Live Panic Free



Aims of The Training:

By the end of the course, you will be able to:

- Learn How To Spot a Heart Attack
- Understand what the complications of a heart attack are and about Follow-up Care
- Know instant action when a heart attack occurs
- Explore the importance of lifestyle change



Course Content Overview

Anger Management



Course Coverage

A Chinese proverb says, "If you remain patient in one moment of anger, you will avoid a hundred days of sorrow." Anger is a perfectly normal human trait. Everyone gets angry from time to time. Successful people are those who manage their anger well.

How do you deal with anger? Is your anger sometimes difficult to control? Luckily, we have this amazing Anger Management course to help you out.

You will learn practical anger management tips in this course. It will help you identify your anger issues, channel your anger, and learn how to think positively. Additionally, you will learn how to manage your anger at home and at work.

By controlling your anger effectively, you are more likely to develop a positive mindset and create healthy relationships. Having control over your emotions will prevent you from doing something based on temporary anger.

Set out on an amazing journey to manage your anger and achieve your goals. Use these tips and tricks to make your life easier. You will be able to end your anger problem, live peacefully, and lead a successful life.

Enrol Today!

Module One: 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

Key Topics:

- What is Anger?
- Identifying Your Anger Problem
- Managing Anger
- Practical Anger Management techniques

Module Two: Anger Channelling and Achieving Excellence

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

Key Topics:

- Anger Channelling
- Healthy Anger Styles
- Achieving Excellence Through Positive Thinking

Module Three: How to Prevent Anger

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

Key Topics:

- Confessing Your Anger
- Why Is Letting Go So Difficult?
- Managing Stress
- Using Anger Constructively
- What is a Mind Switch
- Optimists - Dealing With Setbacks

Module Four: Managing Anger at Home & Work

You'll learn to manage your anger at home and work from this lesson.

Key Topics:

- What Does Anger Feel Like?
- Anger Management at Home
- Anger Management at Office
- Take Steps to Get Back in Control



Aims of The Training:

By the end of the course, you will be able to -

- 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 at home and at work



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Course Content Overview

Depression Management



Course Coverage

Depression is a state of mind where an individual feels down and sad all the time. Both the body and the soul are affected negatively by it. Depressed individuals lose all interest in life and find themselves in constant states of disturbance. The effects of depression are very similar to how cancer destroys a man's life gradually but surely. Learn how to live a healthy life and fight depression in this course taught by our expert instructor.

It is believed by many that taking medicine can prevent depression. It's not always true, though. One of the best ways to deal with depression is to prepare yourself for anything that may come your way. This course on Depression Management will highlight some of the common causes of depression, helping our learners to better understand the route to depression and prepare for preventing it.

The industry-standard, comprehensive Depression Management course will help you achieve a solid and compact understanding of depression management. This Depression Management course is top-rated due to its growing market demand.

Learn how to fight depression by enrolling in our program.

Key Topics That Will be Discussed In This Course:

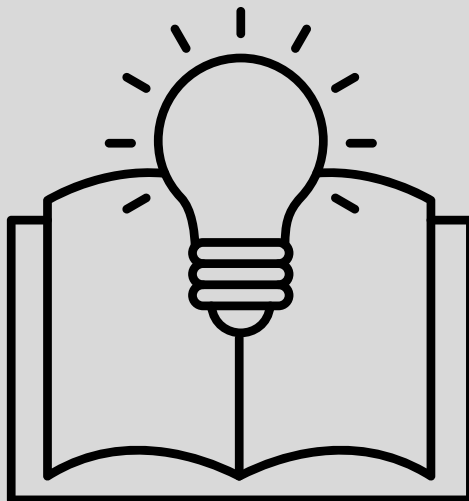
- Understanding Depression
- Physical & Psychological Effects Of Depression
- Science & Statistics Of Depression
- 11 Myths About Depression
- Slay The Nightmare
- How To Battle Depression
- Final Thoughts & Advice



Aims of The Training:

By the end of the course, you will be able to:

- Learn The Impacts of Depression
- Identify The Myths About Depression
- Know The Medicines That Can Help
- Learn The Techniques of Beating Depression



Course Content Overview

Motivation



Course Coverage

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? This course will teach you what motivation is and how to implement it.

A motivated person can easily overcome obstacles to achieve their goals. You need to know why motivation is essential. All the correlations between physical fitness and motivation help to generate flawless power to do regular work.

This course also elaborately teaches the secret tips for constantly retraining motivation. So, you can keep up your enthusiastic mind alive always.

Module One: The Fundamentals of Motivation

The goal is to provide a clear overview of the definition, importance, types and polarities of motivation.

Key Topics:

- Defining Motivation
- Why does Motivation Matter?
- Types of Motivation
- Polarities of Motivation

Module Three: Top Physical Fitness Tips to Stay Motivated

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

Key Topics:

- Follow a Healthy Diet
- Exercise Regularly
- Sleep Well
- Be an Early Bird
- Drink Lots of Fluids
- And, Many More...

Module Two: The Theories and Principles of Motivation

This lesson will familiarise students with the theories and laws of motivation concisely.

Key Topics:

- An Overview of Top Motivation Theories
 - Need Theories of Motivation
 - Adams' Equity Theory of Motivation
 - Herzberg's Job Design Model of Motivation
 - Vroom's Expectancy Theory of Motivation
 - Hackman and Oldham's Job Characteristics Model of Motivation
- The Laws of Motivation
 - We must be Motivated in order to Motivate Others
 - A Goal Is Necessary for Motivation
 - Motivation Doesn't Last Forever
 - Motivation Necessitates Acknowledgment
 - Only Winning Motivates You to Take on A Challenge
 - And, Many More

Module Four: Mental Health & Motivation

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

Key Topics:

- The Correlation of Mental Fitness and Motivation
- Top Tips for Achieving Mental Fitness
 - Be Positive
 - Have a Clear Goal
 - Inspire Yourself
 - Reward Yourself
 - Accept Criticism
 - And, Many More

Module Five: 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.

Key Topics:

- Why does Motivation need to be Recharged?
- The Secret Recipe for Retaining Your Motivation
 - Set an End Goal
 - Segment Your Goal
 - Visualise The Steps to Follow
 - Make a Progress Chart
 - Recognise Your Achievements.
 - Find a Critique.
 - Set Goal Reminders
 - Never Stop Dreaming.
 - And, Many More
- The End Quote



Aims of The Training:

By the end of the course, you will be able to -

- 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 of Mental Fitness and Motivation
- Know the Secret Tips for Retaining Motivation



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