

## **Nine Career Development Course Syllabus**

We have added 9 Special Career Development courses to this bundle to meet your career development needs. Along with our Title Course, you will receive the following Career Development Trainings exclusively from **Learndrive**.

### **↳Course 12: Presentation Skills**

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

### **Learning Outcomes of the Presentation Skills Course –**

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

### **Curriculum:**

#### **Module 01: Preparing And Structuring Your Presentation**

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

#### **Module 02: Practical Presentation Pointers & Design Tips**

Sometimes, the way of presenting a topic makes it more lucrative. In many cases, dull issues seem interesting to the audience because of how they are represented. This lesson aims to help you



learn the practical presentation pointers and give you design tips to make a presentation interesting to the audience.

### **Module 03: Stress & Presentation**

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

### **Module 04: Important Steps for A Good Presentation**

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

### **Module 05: Using Slides and Visuals**

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

### **Module 06: Handling Challenging Questions & Situations**

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

### **Module 07: 6-Step Process for Delivering Your Presentation**

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

## **Module 08: Projecting A Professional Image**

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

### **→Course 13: Team Management**

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

### **Learning Outcomes of the Team Management Course -**

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

### **Curriculum:**

#### **Module 1: Understanding Team**

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

**Module 2: Team Building**

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

**Module 3: Leadership and Management**

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

**Module 4: Creating a High-Performance Team**

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

**Module 5: Communication and Leadership**

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

**Module 6: Leveling-Up Team Motivation**

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

**↳Course 14: Communication Skills**

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

## **Learning Outcomes of the Communication Skills Course -**

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

### **Curriculum:**

#### **Module 1: Introduction to Communication**

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

#### **Module 2: Understanding Behaviour Styles & Personality Types**

This lesson will help you understand different behavioural styles and develop your own characteristics.

#### **Module 3: Overcoming Communication Barriers**

The lesson's goal is to identify and understand communication barriers and how to overcome them.

#### **Module 4: Asking Questions**

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

#### **Module 5: Learning to Communicate Assertively**

When you are assertive, you express your point of view clearly and directly while still respecting those around you. Assertive communication can help you to control your anger and minimise

conflict between you and others. The goal of the lesson is to teach you how to communicate assertively.

### ➔ **Course 15: Public Speaking**

Do you ever find yourself being too anxious to speak in public? Fear not. The fourth course of the 10 In 1 Bundle will mitigate this problem. Our Public Speaking course will teach you how to deal with such issues about speaking in front of a mass audience.

### **Learning Outcomes of the Public Speaking Course -**

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

### **Curriculum:**

#### **Module 1: The Importance of Public Speaking**

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

#### **Module 2: Preparation for Public Speaking**

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

#### **Module 3: How to Start An Impressive Speech**

This lesson aims to help you better understand the first impression methods for starting a speech or presentation. In addition, the

lesson covers important aspects of public speaking research and scripting.

#### **Module 4: How to Keep Your Audience Hooked**

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

#### **Module 5: How to Overcome The Fear of Public Speaking**

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

#### **Module 6: How to End A Speech**

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

#### **➔Course 16: Negotiation Skills**

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

#### **Learning Outcomes of the Negotiation Skills Course -**

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

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

## **Curriculum:**

### **Module 1: An Understanding of Negotiation**

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

### **Module 2: The Preparation Process**

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

### **Module 3: Building The Foundation**

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

### **Module 4: Phase One — Exchanging Information**

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

### **Module 5: Phase Two — Bargaining**

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

### **Module 6: Phase Three — Closing**

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



### **Module 7: How To Deal With Difficult Situations**

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

### **Module 8: Adapting Negotiation By Communication**

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

### **→ Course 17: Anger Management**

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

### **Learning Outcomes of the Anger Management Course -**

- Find out if you have anger issues
- Get hands-on tips to manage your anger
- Make effective use of your anger by learning how to channel it
- Learn how to think positively in order to achieve excellence
- Take control of your stress and use your anger constructively
- Discover the mind switch
- Get tips on managing your anger both at home and work

**Curriculum:****Module 1: Anger Management Fundamentals**

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

**Module 2: Anger Channelling and Achieving Excellence**

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

**Module 3: How to Prevent Anger**

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

**Module 4: Managing Anger at Home & Work**

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

**➔ Course 18: Life Coaching**

The course will provide a comprehensive understanding of the coaching process and the skills required to influence positive changes in your professional and personal lives.

## **Learning Outcomes of the Life Coaching Course -**

- 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

### **Curriculum:**

**Module 01: Life Coaching: The Purpose And Fundamentals**

**Module 02: Develop Your Self-Awareness**

**Module 03: The Development of Core Beliefs and Managing Fears**

**Module 04: Life Coaching Types and Key Attributes of a Life Coach**

**Module 05: Understanding Emotional Intelligence**

**Module 06: Body Language and Communication Techniques**

**Module 07: A Structure for Client Work and Goal Setting**

**Module 08: Becoming A Professional Life Coach**

**Module 09: The Ethical Coach: Protect Yourself and Your Clients**

### **→Course 19: Employment Law**

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

## **Learning Outcomes of the Employment Law Course -**

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

### **Curriculum:**

#### **Module 01: Basics of Employment Law**

This lesson aims to introduce you to the basic concepts of UK Employment Law, the sources of Employment Law and the types of employees. You will also get a short overview of employment courts in the UK.

## **Module 02: Legal Recruitment Process**

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

## **Module 03: Employment Contract**

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

## **Module 04: Disciplinary Procedure**

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

## **Module 05: National Minimum Wage & Equal Payment**

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

## **Module 06: Rights During Employment**

In this module, we'll learn about employee rights during employment, such as work hours, holidays, sick pay, maternity

leave, health and safety, and rest periods. A brief overview of employment rights, pensions, flexible working rights, and others will also be presented.

### **Module 07: Discrimination in the Workplace**

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

### **Module 08: Health & Safety at Work**

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

### **Module 09: Collective Rights**

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

### **Module 10: Termination of Employment**

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

## ↳ **Course 20: Motivation**

Do you strive to get the most out of life to succeed? Aren't you struggling to learn how to implement the rules of motivation in your life? Here is the solution included in the 10 In 1 Bundle. We have a Motivation course right here that will teach you what motivation is and how to implement it in your personal and professional life.

### **Learning Outcomes of the Motivation Course -**

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

### **Curriculum:**

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

This module aims to provide a clear overview of motivation's definition, importance, types and polarities.

#### **Module 2: The Theories and Principles of Motivation**

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

#### **Module 3: Top Physical Fitness Tips to Stay Motivated**

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



#### **Module 4: Mental Health & Motivation**

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

#### **Module 5: The Secret Tips for Always Retaining Your Motivation**

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