

eLearning Course Libraries

- Workplace Skills
- Mental Health & Wellbeing
- IT



Workplace Skills

Personal, bite-sized learning to suit your organisation'

Our effective and engaging catalogue is made up of 5 suites and covers a wide range of essential skills from strong interpersonal skills to developing leaders and managers.

Although workplace skills are often harder to develop and less quantifiable than traditional hard skills, they are essential to the development of a strong and capable workforce. So, investment in workforce development plays a critical role in the overall success of your organisation and in attracting and retaining great people.

[Request a demo](#)



Workplace Skills



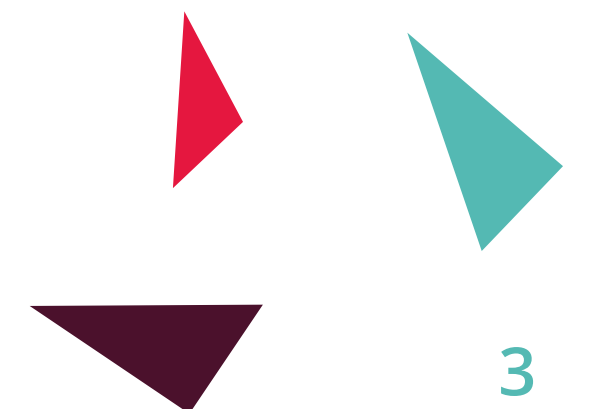
Workplace Skills

Mental Health and Wellbeing

Microsoft Office and Windows

Communication & Social Skills	
Active Listening	Presenting Data
Asking the Right Questions	Presenting with Confidence
Communicating with Body Language (Assessment Added)	Spelling and Punctuation
Communicating under Pressure	The English Sentence
Communicating with Emotional Intelligence	What's Not Being Said?
Effective Writing	Workplace Diplomacy
Effective Research	Writing Your Report
Expressing Yourself	Communication
How to be Assertive	Effective Dispersed Teams
Planning Your Report	

Management & Leadership
Calm in Conflict – Conflict Management (Assessment Added)
Effective Meetings for Managers (Assessment Added)
Appraisal Interviews
Challenging the Status Quo
Coaching (Assessment Added)
Change Management – Live
Developing Leadership (Assessment Added)



Workplace Skills

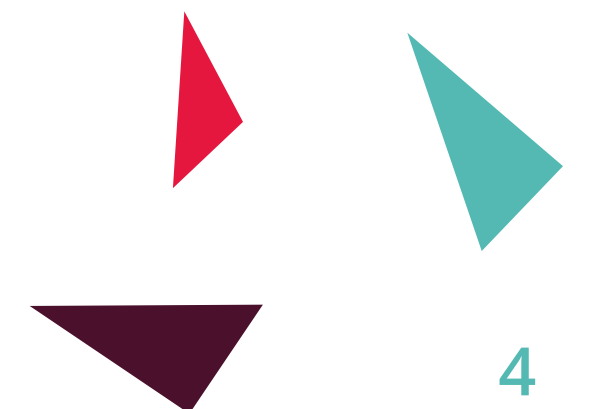


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Management & Leadership		
Flexible Leadership (Assessment Added)	Performance Management	Workplace Ethics
Giving & Receiving Feedback (Assessment Added)	Planning & Monitoring Team Performance (Assessment Added)	Change Management – Learn Change
Hiring Right First Time (Assessment Added)	Project Management	Change Management – Lead Change
How to Form and Mobilise a Team (Assessment Added)	Psychological Safety (Assessment Added)	Change Management – Live Change
Inducting a New Team Member (Assessment Added)	Taking Action	Conducting Annual Performance Reviews
Managing Hybrid Teams (Assessment Added)	Time Management Series (Assessment Added)	Succession Planning (Assessment Added)
Managing Virtual Teams	From Manager to Leader (Assessment Added)	Talent Management
Mentoring (Assessment Added)	The Effective Leader (Assessment Added)	Innovation (Assessment Added)
Motivation & Effective Feedback	The Need for Strategy	Company Culture
Operational Agility	Training for Non-Trainers	



Workplace Skills

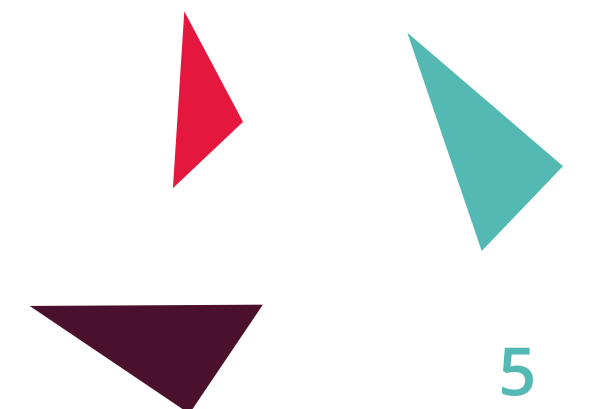


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Personal Development	Personal Development	Sales, Marketing & Customer Services
Career Planning	Productivity <small>(Assessment Added)</small>	Communicating with Respect
Confidence	Remote Working	Email Etiquette <small>(Assessment Added)</small>
First Impressions	Setting Objectives <small>(Assessment Added)</small>	Handling Complaints
Making Objectives Happen	Time Management	Know Your Customer
Managing Personal Finance	Tips for the Interviewee	Maintaining Existing Customer
Negotiation Skills	Sales, Marketing & Customer Services	Managing Expectations
Networking	A Balancing Act	Communicating over the phone <small>(Assessment Added)</small>
Planning Your Own Development	A Positive Perspective	Customer Experience
Problem Solving	Approaching New Customers	
	Brand & Reputation	



Workplace Skills

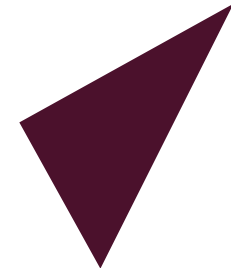
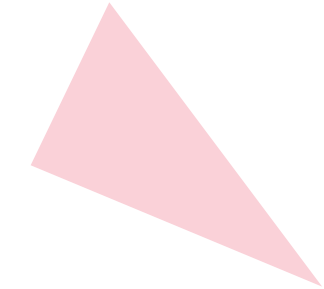


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Teamwork
Digital Collaboration
Collaborative Working
Dealing with Conflict
Effective Delegation
Effective Meetings
Find Your Role
Performance Troubleshooting
Teamwork
Working in Teams



Tackling Change

Tackling change within your team is a difficult process.

Select the images below for some recommended techniques:

Face-to-Face

It can be tempting to inform your team of changes via email. However, it's recommended that you hold a meeting, so you can address the team face-to-face. It means your team has the opportunity to ask questions and enables you to gauge their reactions to the news. Furthermore, your presence shows you care about the team and you're 100% committed to the change.

Introduction

With most people expected to change careers up to seven times in their life, it's important to facilitate each move by creating a well-thought out career development plan.

This module will explore career development, by looking into the five career stages, considering the influences on an individual's decision-making process, how to make an effective plan, the importance of development opportunities and an organisation's responsibility to invest in its workforce.

As you work through the module, you will see scroll buttons displayed as arrows (< >) and action buttons displayed as plus signs (+). You must click on each of these buttons to proceed through the module. Use the scroll bar on the far right of your screen to move through the module, monitor your progress by clicking on the button top-right of your screen and access optional resources by clicking on the button top-left of your screen.

What Is Career Development?

Everyone has important career capital, in the form of their skills, experience and reputation, that prospective employers would find interesting... however, there tends to be a lack of information about career options, including details about internal career paths. So, what is career development and how can you make the most of your career capital?

Select the tabs below to find out:

The Stats	Practical Strategy	Who's it For?	Responsibility	Planning	Training
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Training & Education

The plan doesn't work alone, it will need assistance in the form of training and education as these enable individuals to develop and expand their skill set in a manner that stimulates career growth and aligns with organisational needs.

NoteBook Pro

Mental Health and Wellbeing

Supporting the mental health and wellbeing of your employees is critical

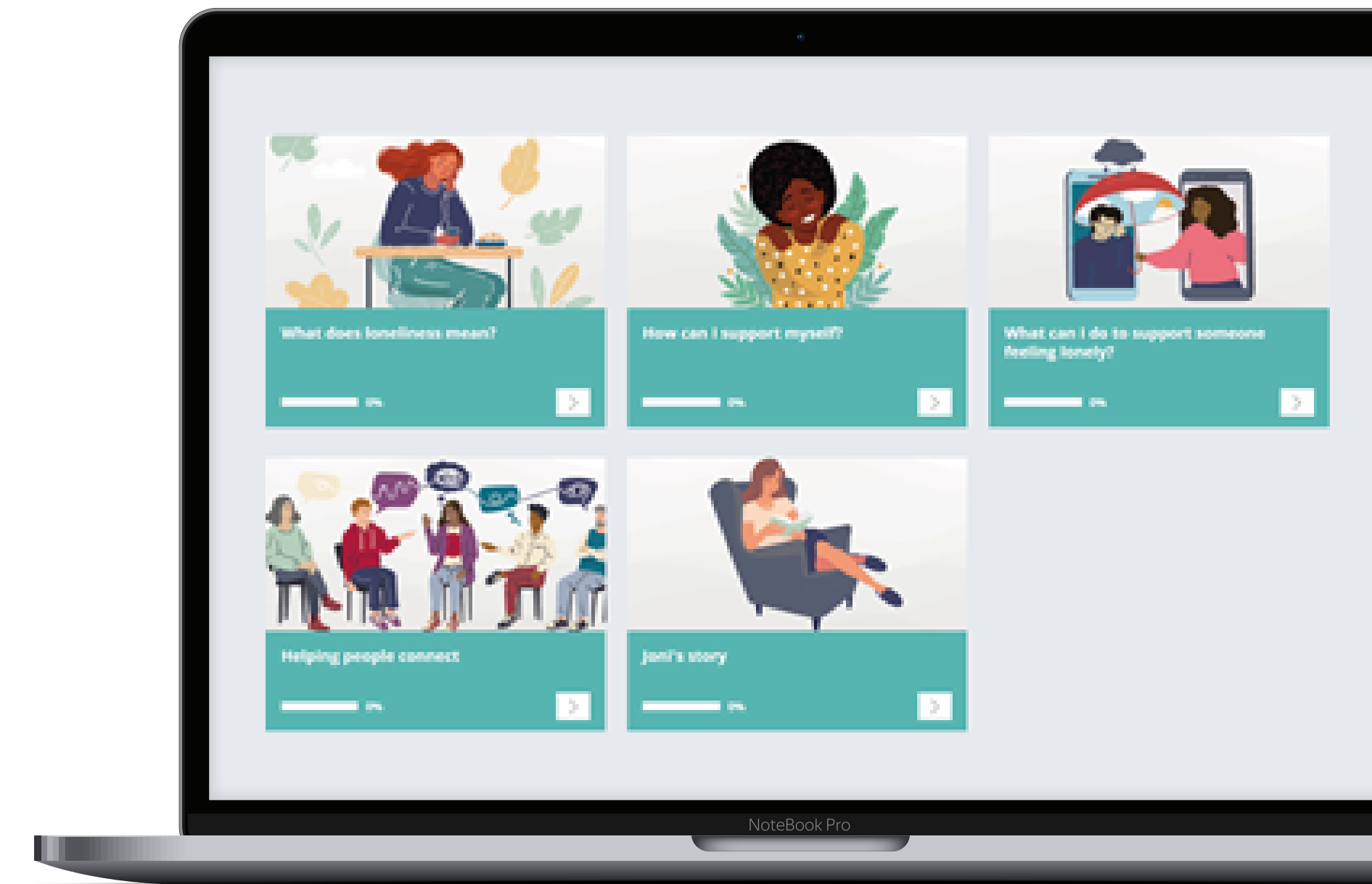
Supporting the mental health and wellbeing of your employees is a critical element of building and maintaining a resilient workforce. It contributes to being an inclusive and supportive workplace.

The positive effects of a strong mental health and wellbeing strategy also include lower sickness absence and presenteeism, better employee morale and increased engagement with the success of your organisation.

Our mental health and wellbeing resources, created with the help of Subject Matter Experts, are designed to help educate and support your employees with their own mental health and that of others around them and help line managers to understand how to carry out the support required of them.

This catalogue can also be used to help create an effective wellbeing campaign in your organisation.

[Find out more](#)



Mental Health and Wellbeing

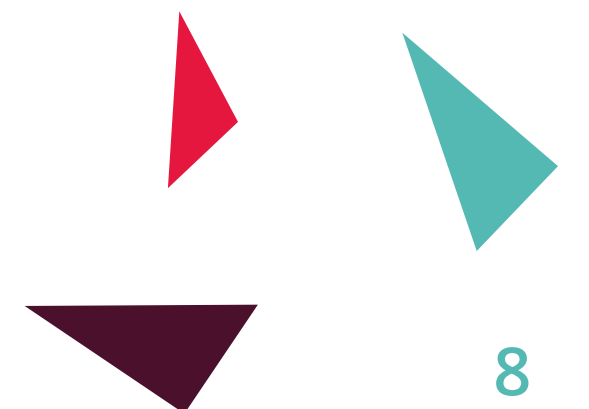


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Better Decision Making	Building Resilience	Managing Emotions
Better Judgements	Ambiguity	Curiosity
Creativity	Building Healthy Boundaries	Empathy (Assessment Added)
Critical Thinking	Changing My Behaviours	Great Conversations
Healthy Living	Dealing with Stress	Managing Emotions
	Letting Go	Mindfulness
	Life Balance	Mindset
	Personal Agility	Relationship Building in the Hybrid Workplace
	Everyday Energy	Value and Purpose
	Resilience	Impact and Influence (Assessment Added)
	Positive Thinking	
	Avoiding Burnout	



Mental Health and Wellbeing

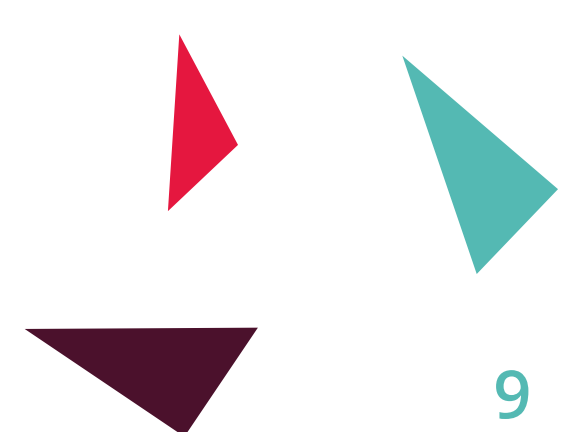


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Wellbeing	Mental Health Awareness
Understanding Endometriosis	Coping with Transition and Post Lockdown Anxiety
Benefits of Good Sleep	How To Support Yourself and Others With Mental Health - (Assessment Added)
Digital Wellbeing	Introduction To Mental Health
Fertility and Workplace Wellbeing	Lets Talk About Mental Health
Financial Wellbeing	Understanding Loneliness
Menopause (Assessment Added)	Understanding Trauma
Personal Safety	Understanding Grief and Loss
Relaxation	Collective Grief
Winter Wellbeing	Understanding Suicidal Thoughts and Feelings
Recognising and Managing Anxiety	Living and Working with Addiction
Tackling Mental Health Stigmas and Discrimination - (Assessment Added)	

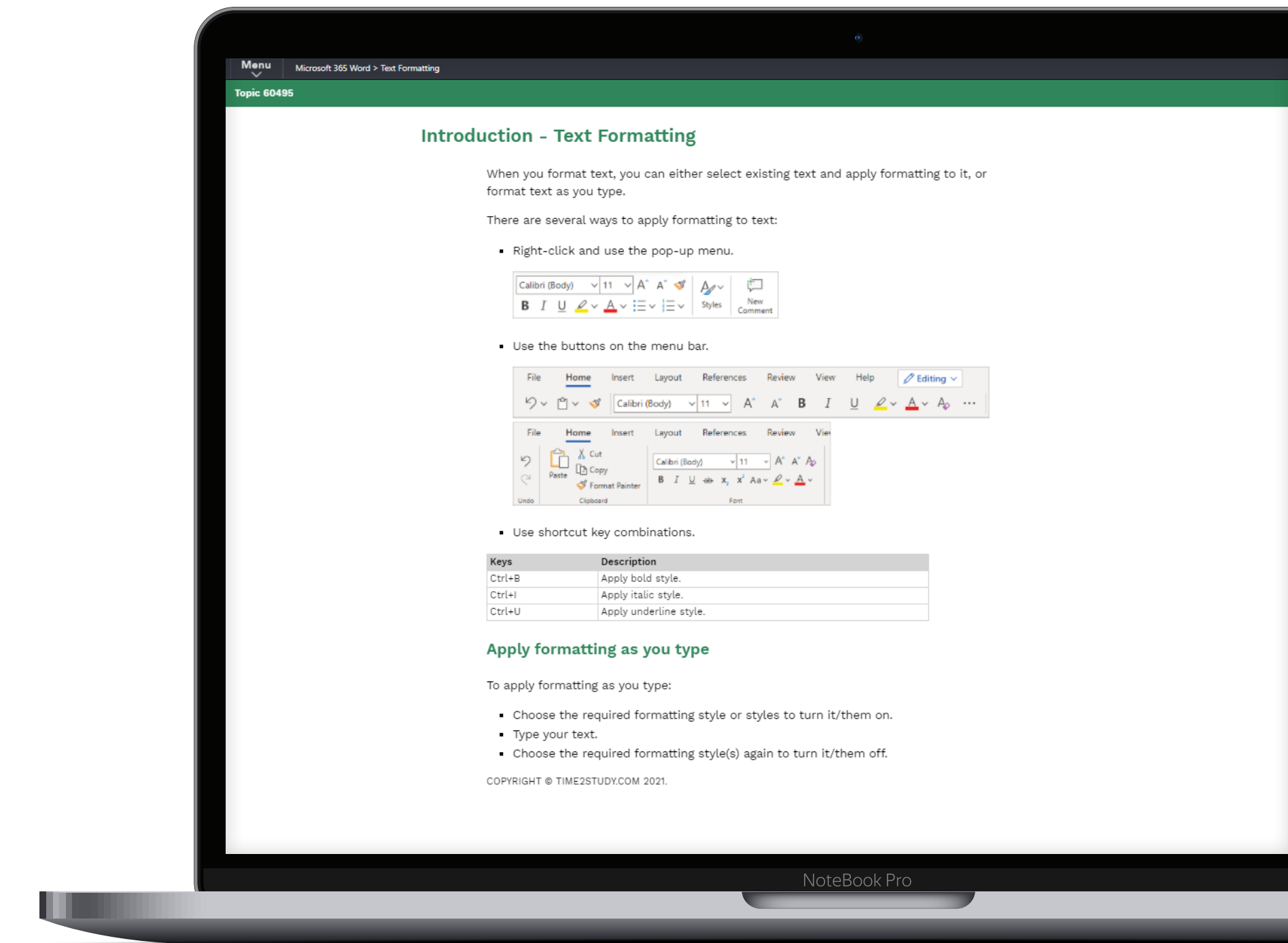
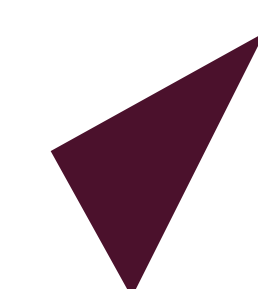


Microsoft Office and Windows

Empower your employees with tools and know-how

This catalogue of interactive eBriefings covers the most popular Microsoft business applications. Delivered in a linear course format representing beginner, intermediate and advanced user levels, they have been designed to provide learning through examples and case studies.

[Find out more](#)



Microsoft Office and Windows

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Courses Title		
Basic concepts update	Microsoft 365 Word	Microsoft PowerPoint 2010, 2013, 2016 - Beginners
Google Chrome	Microsoft Access 2010, 2013, 2016 - Beginners	Microsoft PowerPoint 2010, 2013, 2016 - Intermediate
Google Chrome update	Microsoft Access 2010, 2013, 2016 - Intermediate	Microsoft Project 2010, 2013 - Beginners
Google Docs	Microsoft Edge	Microsoft Publisher 2007 Beginners
Google Sheets	Microsoft Excel 2010, 2013, 2016 - Advanced	Microsoft Team
HTML - CSS Part 1	Microsoft Excel 2010, 2013, 2016 - Beginners	Microsoft Visio 2023 Basic Skills
Microsoft 365 Excel	Microsoft Excel 2010, 2013, 2016 - Intermediate	Microsoft Windows 10
Microsoft 365 OneDrive	Microsoft Excel 2019 Basic Workbook Skills	Microsoft Word 2010, 2013, 2016 - Advanced
Microsoft 365 OneNote	Microsoft Excel 2019 Basic Worksheet Skills	Microsoft Word 2010, 2013, 2016 - Beginners
Microsoft 365 Outlook	Microsoft Excel 2019 Tools to Get You Going	Microsoft Word 2010, 2013, 2016 - Intermediate
Microsoft 365 PowerPoint	Microsoft Outlook 2010, 2013 - Beginners	Zoom



About Access People

The HR division of the Access Group, Access People is a leading SaaS technology and HR solutions provider for organisations of any size. Our unrivalled suite spans all areas of HCM – including HR and absence management, Payroll, Workforce Management and Compliance, as well as Recruitment, Talent, Learning, People Analytics, Health & Safety and Risk Management and Reporting – all underpinned by the powerful Access Workspace platform.

With a growing customer base of over 14000 customers and over 3 million users, we provide customers with absolute freedom and flexibility through our innovative solutions that adapt to your evolving business needs. We deliver engaging experiences for your people that empower them to be their best and ultimately shape the future of your business.

The Access Group is a leading provider of business management software to mid-sized UK and Asia Pacific organisations. It helps more than 47,000 customers across commercial and not-for-profit sectors become more productive and efficient. Its innovative Access Workspace cloud solutions transform the way business software is used, giving every employee the freedom to do more.

Founded in 1991, The Access Group employs more than 3,250 staff. For more information about The Access Group, visit www.theaccessgroup.com

