

## LearnUpon catalogue

Personal Effectiveness	
<a href="#">Six Steps to Being More Productive</a>	15 mins
<a href="#">Handling Difficult Conversations</a>	60 mins
<a href="#">Conflict Resolution</a>	50 mins
<a href="#">Avoiding Workplace Conflict</a>	15 mins
<a href="#">Assert Yourself</a>	15 mins
<a href="#">Building Self-Confidence</a>	18 mins
<a href="#">Cultivating a Growth Mindset</a>	60 mins
<a href="#">Critical Thinking</a>	60 mins
<a href="#">Sustainability</a>	30 mins
<a href="#">Efficient Time Management</a>	90 mins
<a href="#">How to Challenge</a>	30 mins
<a href="#">How to be More Productive</a>	25 mins
<a href="#">Developing Emotional Intelligence</a>	15 mins
<a href="#">Influencing People</a>	25 mins

## Communication

<a href="#">Effective Questioning</a>	5 mins
<a href="#">Understanding Communication Styles</a>	20 mins
<a href="#">Being an Active Listener</a>	5 mins
<a href="#">Tips for Writing Effectively</a>	5 mins
<a href="#">Public Speaking Foundations</a>	60 mins
<a href="#">Communication Foundations</a>	75 mins

## Technical Skills

<a href="#">Administrative Professional Tips</a>	180 mins
<a href="#">Learning Python</a>	185 mins
<a href="#">Excel: PivotTables for Beginners (2018)</a>	23 mins
<a href="#">Outlook Quick Tips</a>	27 mins
<a href="#">Outlook Essential Training (Microsoft 365)</a>	145 mins
<a href="#">Microsoft Teams Tips and Tricks</a>	60 mins
<a href="#">Microsoft Teams Essential Training</a>	190 mins
<a href="#">Miss Excel's Top Productivity Hacks</a>	70 mins
<a href="#">Excel Essential Training (Microsoft 365)</a>	150 mins

# Maximising Performance

<a href="#">Tackling Problem Behaviour</a>	60 mins
<a href="#">Managing Change</a>	5 mins
<a href="#">Supporting your Team's Performance</a>	5 mins
<a href="#">Maximising Potential through Developing Strengths</a>	15 mins
<a href="#">Managing Performance Effectively</a>	20 mins
<a href="#">Taking Charge of Your Career</a>	44 mins
<a href="#">Managing Teams</a>	70 mins
<a href="#">Leading Productive Meetings: Six Steps</a>	15 mins
<a href="#">Motivating People</a>	15 mins
<a href="#">How to Delegate</a>	30 mins
<a href="#">How to Give Feedback</a>	20 mins
<a href="#">Managing Remote Workers</a>	30 mins
<a href="#">Effective Online Meetings - 10 Minute Film</a>	10 mins
<a href="#">Building Trust</a>	25 mins
<a href="#">Recruitment and Selection</a>	45 mins

## Equality, Diversity and Inclusion

<a href="#">Introduction to Race Equity</a>	60 mins
<a href="#">Understanding Equality Analysis</a>	40 mins
<a href="#">Disability Essentials</a>	60 mins
<a href="#">The Impact of Micro-Behaviours</a>	30 mins
<a href="#">Introduction to Neurodiversity: Short Film</a>	13 mins
<a href="#">Neurodiversity: An Introduction (Full Course)</a>	30 mins
<a href="#">Disabled Adventures in Work and Recruitment – Short Film</a>	13 mins
<a href="#">Supporting trans and non-binary people at work: A guide for managers</a>	15 mins
<a href="#">Trans and non-binary awareness</a>	15 mins
<a href="#">Inclusive Leadership</a>	60 mins
<a href="#">Unconscious Bias</a>	45 mins

## Bullying and Harassment

<a href="#">The Effective Bystander – Short Film version</a>	12 mins
<a href="#">The Effective Bystander</a>	20 mins
<a href="#">Creating an Environment Based on Respect</a>	15 mins
<a href="#">Insiders and Outsiders - How Micro-Behaviours affect the Workplace</a>	30 mins
<a href="#">Challenging Behaviour</a>	60 mins

# Wellbeing and Mental Health

<a href="#">Stress Awareness</a>	40 mins
<a href="#">Identifying Stress in Your Team</a>	5 mins
<a href="#">Online Wellbeing</a>	12 mins
<a href="#">How to Build Resilience</a>	20 mins
<a href="#">Healthy Living Awareness</a>	25 mins
<a href="#">Supporting Your Colleagues' Mental Health</a>	5 mins
<a href="#">Supporting Student Mental Health and Wellbeing</a>	55 mins
<a href="#">Building Resilience</a>	35 mins
<a href="#">Wellbeing as a Habit: Tips and Best Practices</a>	75 mins
<a href="#">How to Support Your Employees' Well-Being</a>	35 mins
<a href="#">Boost Resilience with Mindfulness</a>	98 mins
<a href="#">Suicide Awareness Training</a>	20 mins
<a href="#">Working from Home</a>	30 mins
<a href="#">Domestic Abuse: Supporting Employees in the Workplace</a>	30 mins
<a href="#">Mental Health: Stress Less</a>	15 mins
<a href="#">Mental Health in the workplace</a>	30 mins
<a href="#">Mental Wellbeing and Resilience</a>	15 mins
<a href="#">Supporting Others</a>	15 mins

<a href="#">The Law and Wellbeing Conversations</a>	15 mins
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<a href="#">Managing your Own Self-Care and Wellbeing</a>	20 mins
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## Information Awareness and Security

<a href="#">Information Security Awareness: Phishing and other scams</a>	7 mins
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<a href="#">Information Security Awareness: Report it</a>	7 mins
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<a href="#">Information Security Awareness: Protecting your devices</a>	5 mins
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<a href="#">Information Security Awareness: Passwords and access control</a>	6 mins
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<a href="#">Information Security Awareness: Research</a>	7 mins
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<a href="#">Information Security Awareness: Data Protection</a>	8 mins
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<a href="#">Information Security Awareness: Privileged access</a>	8 mins
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<a href="#">Records Management Top Tips</a>	5 mins
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<a href="#">Guide to Records Management</a>	5 mins
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<a href="#">Freedom of Information</a>	30 mins
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## Achievement and Development Reviews

<a href="#">Setting SMART Objectives</a>	5 mins
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<a href="#">Achievement and Development Reviews Overview</a>	18 mins
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## Research

<a href="#">Research Integrity: A Brief Introduction</a>	25 mins
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## Health and Safety

<a href="#">Health and Safety for Managers and Supervisors</a>	25 mins
<a href="#">New and Expectant Mothers at Work</a>	50 mins
<a href="#">Assessing Mental Capacity</a>	40 mins
<a href="#">Working at Height Training</a>	35 mins
<a href="#">Spill Kits Training (Body Fluids)</a>	10 mins
<a href="#">Slips, Trips and Falls</a>	25 mins
<a href="#">Sharps eLearning</a>	15 mins
<a href="#">Provision and Use of Work Equipment Regulations (PUWER)</a>	25 mins
<a href="#">Personal Protective Equipment (PPE)</a>	25 mins
<a href="#">Noise Awareness in the Workplace</a>	20 mins
<a href="#">Manual Handling Awareness</a>	30 mins
<a href="#">Lone Working Safely</a>	45 mins
<a href="#">Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)</a>	30 mins
<a href="#">Legionella Awareness</a>	15 mins
<a href="#">Ladder Safety</a>	20 mins
<a href="#">Infection Prevention and Control</a>	35 mins
<a href="#">Health and Safety for Homeworkers</a>	45 mins
<a href="#">Medication Awareness</a>	40 mins

<a href="#">Hand Arm Vibration Awareness</a>	15 mins
<a href="#">General Workshop Safety</a>	40 mins
<a href="#">First Aid at Work Refresher</a>	75 mins
<a href="#">First Aid Appointed Person eLearning</a>	20 mins
<a href="#">Eye Protection eLearning</a>	25 mins
<a href="#">Emergency First Aid at Work Refresher</a>	45 mins
<a href="#">Electrical Safety</a>	25 mins
<a href="#">Working in Confined Spaces</a>	30 mins
<a href="#">Construction, Design and Management (CDM) Regulations</a>	30 mins
<a href="#">Banksman Essentials Training</a>	20 mins
<a href="#">Accident Reporting</a>	15 mins
<a href="#">Abrasive Wheels</a>	20 mins
<a href="#">Risk Assessment in the Workplace Training</a>	30 mins
<a href="#">Driver Awareness Training</a>	25 mins
<a href="#">Display Screen Equipment (DSE) Training</a>	25 mins
<a href="#">Asbestos Awareness</a>	30 mins
<a href="#">Spill Kits Training: Chemicals and Oils</a>	20 mins
<a href="#">Control of Substance Hazardous to Health (COSHH) Training</a>	20 mins
<a href="#">Dangerous Substances &amp; Explosive Atmospheres (DSEAR) Training</a>	15 mins