

Digital Catalogue



2023

300+ digital learning
courses available today



Who are we?

Learning Nexus. But some people just call us LN.

We're a renowned expert in the provision of digital learning. With 30 years of experience in creating digital solutions, we work closely with you to help inspire and engage your people.

A Totara Platinum Partner since 2016, we also help drive business success through the efficiency and elegance of the Totara platforms.

Want to see more? [View our showreel](#)

What is the Digital Catalogue?



Good question.

We offer a selection of catalogue courses designed to provide effective and engaging digital learning. Our catalogue ranges are convenient and cost-effective and provide support for critical skill-gaps for overall staff development.

We offer plenty of opportunity to choose the right solution, with a wide range of titles, including accredited courses from The Royal Society for the Prevention of Accidents (RoSPA) and The Institution of Occupational Safety and Health (IOSH).

Our content uses a variety of techniques to engage learners and create clear learner journeys. This includes video/audio, animation and interactive elements to immerse users effectively, all of which are fully customisable to meet your exact needs.



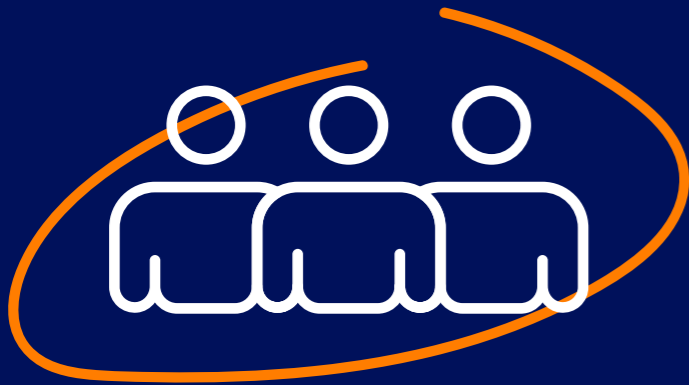
New releases



Keep your people up to date on essential topics with our list of recently released courses:

- IP04 – Negotiation Tactics
- IP07 – Introduction to Influencing
- IP09 – Introduction to Time Management
- IP10 – The Importance of Setting Goals
- IP11 – Deciding on Priorities
- IP12 – Planning and Scheduling
- IP13 – Managing Disruption and Keeping Focused
- IP14 – An Overview of Performance Appraisal
- IP15 – Preparing for a Performance Review
- IP16 – The Appraisal Discussion
- IP17 – appraisal-rating-and-assessment
- IP18 – Conducting Ongoing Performance Appraisal
- IP20 – The Recruitment Process
- IP21 – Job Analysis
- IP22 – Job Descriptions
- IP23 – Personal Specifications
- IP27 – Introduction to Delegation
- IP28 – Effective Delegation
- GO15 – Introduction to Cyber Security
- SE38 – Effective Handwashing
- SE47 – Fire Warden

Equality, Diversity & Inclusion



- Age Discrimination
- An Introduction to Harassment, Victimisation and Bullying
- Direct and Indirect Discrimination
- Disability Discrimination
- Diversity and Equality
- Ensuring Equality in Applications and Interviews
- Ensuring Equality when Advertising a Job
- Equality when Recruiting
- Flexible Working
- Gender Reassignment Discrimination
- Harassment, Victimisation and Bullying in Action Activity
- Maternity Leave
- Parental Bereavement Leave and Pay
- Paternity and Adoption Leave
- Race Discrimination
- Reasonable Adjustments
- Religion, Belief and Non-Belief at Work
- Religion, Belief and Non-Belief Discrimination
- Sex Discrimination
- Sexual Orientation Discrimination
- Unpaid and Shared Parental Leave
- What is Disability?
- What is Religion, Belief and Non-Belief

Remote & Home Working

- 5 Tips for Successfully Managing Remote and Home Workers
- An Introduction to Healthy Home Working
- An Introduction to Resilience when Remote or Home Working
- Avoiding Slips, Trips and Falls whilst Working from Home
- Avoiding the Risk of Fire when Working from Home
- Ensuring Good Mental Health when Remote or Home Working
- Ensuring Healthy Temperature, Lighting and Ventilation when Working from Home
- Establishing an Effective Work Life Balance when Remote or Home Working
- How to Communicate When Working Remotely
- Leading Effective Remote Meetings
- Managing and Maintaining an Organisational Culture with Remote and Home Workers
- Managing your Own Personal Development when Remote or Home Working
- Protecting your Privacy when Remote or Home Working
- Remote Recruitment for Managers
- Security Essentials when Remote or Home Working
- Setting up a Safe Workspace while Working from Home
- Staying Safe when Working from Home
- Staying Safe with Electricity whilst Working from Home



Legal

- An Introduction to Alcohol Licensing
- An Introduction to Freedom of Information (FOI)
- Bribery Act
- Cyber Security
- Data Protection 2018 & GDPR
- Dealing with Requests for FOI
- Exemptions for Freedom of Information
- Information Security
- Information Sharing with the Police
- Introduction to Information Governance
- Modern Slavery
- Money laundering
- Payment Card Industry Data Security Standards (PCI-DSS)
- Protecting Confidential Information
- Record Management and Data Quality
- Right to Work
- Right to Work – Game
- The Caldicott Principles
- Whistleblowing

Improving Work



Performance

- An Introduction to Meetings
- An Introduction to Negotiation
- An Introduction to Time Management
- An Overview of Performance Appraisal
- Attracting Candidates and Producing Job Advertisements
- Creating SMARTER Objectives
- Delegation
- Delivering Presentations
- Job Analysis, Job Descriptions and Person Specifications
- Introduction to Negotiation
- Negotiation Tactics
- Objectives for Managers
- Ongoing Appraisal
- Organising and Running Effective Meetings
- Preparing for Presentations
- Preparing for the Appraisal
- Shortlisting Candidates and Selection Techniques
- The Appraisal Discussion
- The Role of the Coach
- Time Management: Deciding Your Priorities
- Time Management: Managing Disruption and Keeping Focused
- Time Management: Planning and Scheduling
- Understanding and Handling Meeting Behaviour
- The Importance of Setting Goals in Time Management
- The Recruitment Process - An Overview

Personal Wellbeing



- Handling Stress at Work – A Guide for Managers (RoSPA Assured)
- Handling Violence and Aggression at Work
- Introduction to Violence and Aggression at Work
- Dealing with Violence and Aggression at Work
- Dealing with Violent Behaviour
- Handling Workplace Stress (RoSPA Assured)
- Lone Worker Types and Typical Risks
- Lone Working - Hazards and Risks
- Personal Safety in Other People's Homes and Premises
- Preventing Bullying in the Workplace (RoSPA Assured)

*RoSPA is the Royal Society for the Prevention of Accidents

Local

Authorities



- Corporate Complaints
- Corporate Parenting for Local Authorities
- Customer Service Skills for Local Authorities

+ Health & Wellbeing

- What is Mental Health?
- Supporting Good Mental Health
- Mental Health Disorders, Symptoms and Treatments
- Mental Health vs Stigmas



Health & Social Care

- Basic Life Support (SCIE)
- Child Neglect and its Causes (SCIE)
- Child Sexual Exploitation (SCIE)
- Childhood Bereavement – An Introduction (created in partnership with Winston's Wish)
- Domestic Abuse Awareness
- Duty of Care (SCIE)
- Effective Communication in Health and Social Care (SCIE)
- Equality and Diversity in Health and Social Care (SCIE)
- Fluids, Nutrition and Food Safety (SCIE)
- Handling Information in Health and Social Care (SCIE)
- Harmful Sexual Behaviour – Children and Young People
- Infection Prevention and Control (SCIE)
- Health and Safety in Health & Social Care (SCIE)
- Mental Health, Dementia and Learning Disability (SCIE)
- Personal Development for Workers in Health & Social Care (SCIE)
- Person-Centred Practice (SCIE)
- Privacy and Dignity in Health and Social Care (SCIE)
- Safeguarding Adults in Health and Social Care (SCIE)
- Safeguarding Children in Health and Social Care (SCIE)
- Understanding Your Role in Health and Social Care (SCIE)
- Female Genital Mutilation (FGM)
- Menopause at Work
- What Can You Do to Help Childhood Bereavement? (created in partnership with Winston's Wish)
- The Care Act: Introduction and Overview
- The Care Act: Information and Advice
- The Care Act: First Contact and Identifying Needs
- The Care Act: Charging and Financial Assessment
- The Care Act: Person-Centred Care and Support
- The Care Act: Transition to Adulthood
- The Care Act: Integration, Cooperation and Partnerships

*SCIE is the Social Care Institute for Excellence



Working with Others

- A Background to Body Language
- Barriers to Listening
- Becoming a Better Listener
- Body Language for Sales
- Body Language in Interviews and Meetings
- Listening Skills
- Nonverbal Communication
- Probing Questions
- Returning to Work During Exceptional Times
- Understanding Body Language
- Unproductive Questions
- Using Open and Closed Questions
- Why Questions are Important
- Working from Home in Extraordinary Circumstances



Specialist Safety

- An Introduction to legionella and its Control (RoSPA Assured)
- An Introduction to Risk Assessment (RoSPA Assured)
- An Introduction to Working at Heights (RoSPA Assured)
- Asbestos Awareness (RoSPA Assured)
- Asbestos Basics (RoSPA Assured)
- CDM Regulations 2015 (Updated 2016)
- COSHH Awareness (RoSPA Assured)
- Ionising Radiations - A Background (RoSPA Assured)
- Ionising Radiations - Risk Control (RoSPA Assured)
- Managing Electrical Safety - Controlling Electrical Hazards (RoSPA Assured)
- Managing Electrical Safety - Identifying High Risk Electrical Hazards (RoSPA Assured)
- Managing Electrical Safety - Inspection, Test and Maintenance (RoSPA Assured)
- Managing Electrical Safety - Principles of Electricity and Its Effects (RoSPA Assured)
- Managing Electrical Safety - Live Overhead or Buried Power Lines (RoSPA Assured)
- Non-Ionising Radiations (RoSPA Assured)
- Protecting the Environment at Work and Home (RoSPA Assured)
- Risk Assessment for Managers (RoSPA Assured)
- Staying Safe in Confined Spaces (RoSPA Assured)
- Staying Safe with Electricity (RoSPA Assured)
- Staying Safe with Hazardous Substances (RoSPA Assured)
- Staying Safe with Noise (RoSPA Assured)
- Working at Height - Scaffold and Scaffold Towers (RoSPA Assured)
- Working at Height with Access Equipment, Ladders and Stepladders (RoSPA Assured)
- Working at Heights – Roofs and Fragile Surfaces (RoSPA Assured)

*RoSPA is the Royal Society for the Prevention of Accidents

Safety Essentials



- An Introduction to Basic First Aid (RoSPA Assured)
- An Introduction to Health & Safety at Work (RoSPA Assured)
- An Introduction to Managing Health & Safety at Work (RoSPA Assured)
- Avoiding Slips, Trips and Falls (RoSPA Assured)
- Fire Safety and Evacuation (RoSPA Assured)
- Fire Safety and Evacuation Refresher
- Hand Hygiene - A Video Guide to Effective Hand Washing
- Health and Safety Induction
- Introduction to Health & Safety International (Available in English, French, Polish & Spanish)
- Manual Handling (RoSPA Assured)
- RSI - Repetitive Strain Injury (RoSPA Assured)
- Safe Manual Handling Refresher
- Slips, Trips and Falls Refresher
- Staying Safe with DSE – An Overview (RoSPA Assured)
- Staying Safe with DSE – Fixed DSE (RoSPA Assured)
- Staying Safe with DSE – Fixed Workstations (RoSPA Assured)
- Staying Safe with DSE – Mobile DSE (RoSPA Assured)
- Using Fire Extinguishers Safely (RoSPA Assured)
- Level 1 Health & Safety in Construction

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Staying Safe with Transport

- Driver Safety Awareness
- Managing Workplace Transport Health and Safety Risks (RoSPA Assured)
- Safe Working with Workplace Transport (RoSPA Assured)



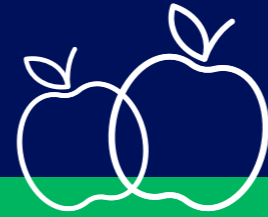
Safety Risk Assessments*

- DSE and Workstation Safety Risk Assessment
- Manual Handling Risk Assessment
- Repetitive Strain Injuries Risk Assessment
- Slips, Trips and Falls Risk Assessment
- Stress in the Workplace Risk Assessment

*Only available with the TotaraLearn Learning Management System



Food Safety



- Allergic and Food Intolerant Customers (RoSPA Assured)
- Food Safety Essentials (RoSPA Assured)
- Food Safety in Catering

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IOSH

Institution of Occupational Safety & Health

- IOSH Managing Safely
- IOSH Managing Safely Refresher
- IOSH Working Safely

Legal

eBytes

- In the Nick of Time – Introduces cyber attackers crime gang and the methods they use to commit their crimes
- On Guard! – Introduces you to the murky world of system attaches, including a look at the dangers, methods of attach and how you can minimise the risks
- Safety in Numbers – How to create strong passwords to prevent attackers from stealing your data
- Think Before You Click – How to avoid getting speared into providing personal and sensitive information
- Cover All Bases – How you can ensure your passwords are protected
- End of The Line – How DoS attacks can disrupt networks and how social engineering targets individuals
- Gone Phishin’ – Arms you with the necessary weapons to fight back against phishing attacks
- In Safe Hands – Introduces you to the Security League and the superpowers they possess

Improving Work Performance

eBytes

- Delivery from the Past – How to plan effectively to meet your objectives
- Project Pie-orities – How to cook up a winning formula for setting priorities when managing projects
- Dr Fluffy’s Plan – How to see the bigger picture and consider implications of the decisions you make
- Great Monster Cake Off – How performance can be measured and what you can do deliver
- Own Your Email – How to minimise the distraction of emails by taking control of them
- Do Not Disturb – How to get some peace by minimising interruptions
- Smallblot’s Big Adventure – How to develop yourself and encourage others in the pursuit of learning
- To-Do or Not To-Do – Understand the importance of ensuring tasks on your to-do list are relevant

Personal Wellbeing

eBytes

- Five Steps to Mental Wellbeing – Explains what mental wellbeing is and five steps to improve it
- Keeping an Eye on Mental Health – Explains how Managers can spot the signs of mental ill health
- Let's Talk about Mental Health – Enables you to talk about mental health
- Mindful Minutes – Explains what mindfulness is
- Mindfulness at Work – Explains the benefits of practicing mindfulness in the workplace
- Rage Gauge – Explains what aggression is and lists some of its causes and consequences
- What is Depression? – Explains what depression is and the symptoms of it
- What is Mental Health? – Explains what mental health is

Working with Others

eBytes

- At Your Service – Shows examples of excellent customer service and its benefits
- Easy Street – The easy way to manage difficult people
- Get the Picture – How to inspire creativity within your team
- Get to the Point – How to avoid the frustration of yes/no answers by asking open questions
- It's Not a Knockout – How to identify conflicts within your team, and find ways to resolve them
- Listen Up – How to open your ears and listen effectively
- On the Face of It – Explains body language
- The Good, the Bad and the Angry – This explains how to deal with difficult customers
- Tough Love – How to spot poor performance, manage it and live happily ever after

Safety Essentials

eBytes

- All By Myself – Introduces you to a lone worker and explains what lone working is
- Deciding if a Load is Safe to Handle – Explains how to decide if a load is safe to handle
- Fire Evacuation – How to evacuate from a fire as safely as possible
- Reducing the Risk of Fire – How to reduce the risk of fire in the workplace
- Sharing Isn't Always Caring – Explains how infections can spread
- Still All By Myself – Explains who is responsible for health & safety of lone workers
- The Cause of Slips, Trips and Falls – Outlines the causes of slips, trips, and falls
- The Safe Lifting Process – Explains the safe lifting process
- Under Control – How to keep infection under control
- Who's Responsible for Fire Safety – Explains who's responsible for fire safety in the workplace



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View our showreel



The information contained in this brochure is correct at the date of publication and subject to change at any time without notice at the discretion of Learning Nexus. Publication date: May 2023