Every's E-Learning Training Courses: HR & Employee Management

Course title	Provider	Length (mins)	Description
Active Listening	iHasco	10	This Active Listening Training course has been designed to help users gain an understanding of what active listening is, why it is effective, and what can be done to improve this skill.
An Introduction to Leadership	iHasco	15	This Introduction to Leadership course has been designed for employees across all industries who are looking to become a more effective leader. This course explains what makes a good leader, how certain skills can be developed to help be a good leader, and how these skills can be implemented into real world scenarios.
Anger Management	iHasco	10	This short Anger Management course explores why people become angry, the importance of managing your anger, and how to work through this emotion - at home, at work, and in public.
Bullying & Harassment for Employees	iHasco	20	This Bullying & Harassment for Employees course has been created to help every employee identify, prevent and tackle the negative behaviour of bullying and harassment at work, with the aim of removing it from the workplace altogether. It provides practical steps and conscientious guidance, and also focuses on preventing this negative behaviour - employees will learn how to create a positive culture in the workplace.
Bullying & Harassment for Managers	iHasco	30	This Bullying & Harassment for Managers course is for the leaders and managers in your organisation. It will help management to create a positive culture by providing practical guidance for preventing, handling and tackling bullying and harassment at work.
Communication Skills	iHasco	10	This course can be used for improving communication skills, learning the basics and foundations of effective communication or it can be used as a refresher for those who consider themselves strong communicators and want to ensure they are still familiar with good practices.

Conducting Appraisals	iHasco	15	This Conducting Appraisals course is designed for line managers across all industry sectors and looks at the importance of conducting appraisals, whilst also offering useful information on how to plan and prepare to conduct an appraisal.
Confidence Building	iHasco	10	This Confidence Building course is designed for all levels of employees and aims to help the user understand the effect confidence can have in the workplace and in their personal lives, whilst also providing them with the tools to begin improving their own confidence.
Conflict Resolution	iHasco	30	The Conflict Resolution course provides the most effective techniques and strategies for handling and resolving conflict in the workplace.
Creative Thinking	iHasco	15	This Creative Thinking course helps users to understand what creative thinking is, why it is a crucial skill to have in the modern workplace, and offers actionable tips on how to improve creative thinking skills.
Critical Thinking	iHasco	15	This Critical Thinking course has been designed to help staff use basic logical tools to analyse problems and come up with "outside the box" solutions, and will help strengthen your team's ability to tackle unique problems in the workplace. The course is suitable for all levels of staff, and provides the user with tips on how to avoid common thinking mistakes that lead to roadblocks when it comes to finding a solution or answer to their issue.
Customer Service	iHasco	35	This course aims to supply participants with the skills required to deal with challenging customers, provide exceptional customer service and retain customers. It also helps develop skills to appropriately deal with a range of possible situations and handle enquiries effectively while adding value to the customer's experience.
Dementia Awareness - Level 1	iHasco	55	The course covers the signs, symptoms and different types of dementia; the impact that symptoms have on people physically, socially and emotionally; the responsibility of employers; the role of carers and community systems; and it offers practical guidance on how to live well with dementia.

Disability Awareness & Inclusion	iHasco	55	This Disability Awareness & Inclusion course provides users with more in-depth knowledge about the equal opportunities those with disabilities should be given, how both visible and invisible disabilities might impact someone's working life and what you can do to make sure that people with disabilities are given equal consideration and fair access to the same opportunities as others.
Disciplinary and Grievance	iHasco	30	This course covers the legal and ethical duties that come with raising, participating in - or leading - employee grievances and disciplinaries.
Drug & Alcohol Awareness	iHasco	25	This Drug and Alcohol Awareness course has been designed to equip employers, managers, and employees with the knowledge to recognise the signs and symptoms of substance abuse; to understand the effects addiction has on both physical and mental health, and to make clear the impact substance abuse has on a workplace and their legal responsibilities regarding it.
Effective Decision Making	iHasco	10	This Effective Decision Making course has been designed to help the user understand how they can effectively make decisions and how they can improve their decision making and decisiveness. The course offers advice that helps users implement what they have learnt into real world scenarios.
Effective Recruitment	iHasco	20	This course is designed for anybody involved in a recruitment interview across all industry sectors and offers information on how to conduct an effective recruitment interview, as well covering how to attract high quality candidates to the interview in the first place.
Effective Remote Working	iHasco	30	The Effective Remote Working course covers guidance and tips on how to manage time effectively, set boundaries and identify your most productive times of the day. It provides an overview of the importance of creating structure to your working day and creating a productive workspace - including a basic understanding of DSE, manual handling and even employee mental health.
Emotional Intelligence (EI)	iHasco	10	This Emotional Intelligence course, which is suitable for all levels of employees, aims to help the user develop and demonstrate their emotional intelligence, which they can put to very good use each and every day.

Course	Provider	Duration	Description
Equality & Diversity in Care	iHasco	30	The Equality & Diversity in Care course addresses unacceptable behaviour, stereotyping, victimisation and discrimination as well as introducing characteristics protected by The Equality Act - suggesting ways that care workers can build a more supportive, harmonious care environment.
Equality, Diversity & Inclusion	iHasco	60	This Equality, Diversity & Inclusion course looks at how we behave at work and how our behaviour may affect those around us. It addresses unacceptable behaviour, stereotyping, victimisation and discrimination as well as introducing characteristics protected by The Equality Act - suggesting ways in which to build a more supportive, harmonious workplace.
Gender Identity & Expression	iHasco	10	Throughout this Gender Identity & Expression course, staff will be introduced to the basics of gender identity and how it's separate from someone's biological sex, the gender spectrum and what it means to be trans, gender fluid, and non-binary. We'll also take a look at the different ways that people express their gender, the use of language and pronouns, and we'll provide users with some simple ways they can actively show their support to the trans community.
HR Compliance & Wellbeing Essentials	iHasco	45	Designed for staff at all levels, this HR Compliance & Wellbeing Essentials course covers some of the key elements of HR and can help you create a positive workplace culture. Designed for staff at all levels, the course covers elements of HR and will help them gain an understanding of key areas and current legislation, whilst promoting a positive, equal culture in the workplace.
Managing a Remote Team	iHasco	20	This Managing a Remote Team course is designed to help managers understand how they can get the most out of employees who are working remotely. It covers important areas such as regular effective communication, identifying and removing obstacles that negatively impact remote workers, and setting realistic expectations.
Managing Absenteeism (Managers)	Every® by IRIS	9	This course has been developed to help managers and those working within Human Resources to understand causes and effects of absenteeism, as well as providing practical solutions as to how to reduce high absenteeism whilst maintaining a positive culture of honesty and integrity in your organisation. The course is split into sections of content which will discuss potential causes of absenteeism, the effects of absenteeism, and ways of reducing absenteeism in the workplace.
Managing Anxiety	iHasco	25	The Managing Anxiety course provides an introduction to what anxiety is and how differently it can affect different people. It offers simple and memorable CBT ideas techniques for our learners to use in order to better approach, understand and manage worrisome/anxious thoughts on a daily basis - things of which are experienced by us all.

Managing Change Training: For Managers	iHasco	20	This Managing Change Training: For Managers course is designed to equip managers with the information they need to effectively help their team through any form of transition process. Additionally, the course looks at why there might be some resistance to change and how to handle this.
Managing Contractors	iHasco	20	This Managing Contractors course has been designed to provide management staff with an understanding of their responsibilities whenever they hire, manage, or supervise contractors, whilst also giving them an understanding of the contractors responsibilities. This course is suitable for staff across all industry sectors.
Menopause Awareness	iHasco	30	This Menopause Awareness course has been designed for the use of all employees across any industry sector to gain a better understanding of menopause, what adjustments can be made to support those menopausal employees, and how they can offer support.
Mental Health Awareness	Every® by IRIS	27	'Mental Health Awareness' includes information and guidance about supporting awareness and good management of mental health, which can be applied both in and out the workplace. This course gives an effective introduction to mental health awareness for all users, regardless of role or personal experiences, and offers a platform to learn about removing the stigma of mental health problems.
Mental Health Awareness	iHasco	40	This course raises awareness of ill-mental health (particularly stress, depression and anxiety), provides tools and guidance for daily wellbeing-management, and aims to remove the stigma surrounding mental health.
Mental Health Awareness (International)	iHasco	40	This course raises awareness of mental illnesses, it provides tools that improve wellbeing, and it encourages you to talk about your mental health and ask for help when you need it.
Mental Health Awareness for Managers	iHasco	50	This Mental Health Awareness for Managers course raises awareness of mental health and it explains different working practices that management can use to offer support to colleagues. It also provides simple and effective tools that can be used on a daily basis for management to enhance both their own and their employee's mental health.

Mental Health Awareness in Care	iHasco	40	This Mental Health Awareness in Care course is broken down into 4 easy-to-follow and beautifully animated sections which aim to educate learners on the various types of mental health problems, the science behind our thinking, and where to go to for external help. The course is suitable for anybody working in the care sector, including doctors, nurses, carers, youth workers, social care workers, therapists, charity workers and volunteers.
Mental Health Awareness in Construction	iHasco	40	This Mental Health Awareness in Construction course aims to spread awareness of mental ill-health in the construction sector and break the stigma surrounding it. It also contains extra resources and a wellbeing toolkit to manage day-to-day mental health.
Mental Health Awareness in Education	iHasco	40	The Mental Health Awareness in Education course is broken down into 4 easy-to-follow and beautifully animated sections which aim to educate learners on the various types of mental health problems, the science behind our thinking, and where to go to for external help. The course is suitable for anybody working in the education sector.
Mindfulness	iHasco	10	Understand and practice mindfulness in any situation. This course teaches staff the benefits of mindfulness and is designed for all levels of employees in any organisation.
New & Expectant Mothers at Work	iHasco	50	This New & Expectant Mothers course has been designed to be used by employers, managers, expectant mothers and women returning to work after having a baby. It looks at the increased risks that pregnant women and new mothers may face and it looks at dealing with these risks in practical terms in the workplace.
Personal Development in Care	iHasco	20	This Personal Development in Care course works alongside Standard 2 of the Care Certificate and provides information about why it is important for care workers to set goals for themselves in order to develop their skills and make the most of their talent within a care setting.
Presentation Skills	iHasco	10	This Presentation Skills course has been designed to help the user understand the benefits of a good presentation, the importance of identifying the aim of a presentation, and how to successfully deliver an effective presentation.

Problem Solving	iHasco	10	This course is the perfect starting point to improving anyone's problem solving skillset & understanding the importance of problem solving. This course is designed to give users the information and tools they need to identify problems, how to correctly identify problems when they appear, and how to create and apply solutions to remedy these problems.
Professional Conduct in Schools	Every by Iris	25	Everyone needs to consistently maintain a high standard of professionalism within and beyond the school site. Whether you're a volunteer or staff member, it is vital to avoid any behaviour which would lead a reasonable outsider to question your motivation and intentions, especially where the safety of children is concerned.
Project Management Essentials	iHasco	15	This course guides users through the process of managing a project, learning what it means to be a Project Manager, and seeing things through from an initial idea to a final product.
Recognising the Value of your Team	iHasco	10	In this course, we highlight what simple and practical actions can have an immediate and lasting positive impact on your team.
Recognising Your Value	iHasco	10	This course will look into the Japanese philosophy of Ikigai, which is a term that embodies the idea of happiness in living, or your reason for getting up in the morning. It is composed of two words: iki, meaning life and gai, describing value or worth. Westernised cultures have interpreted this philosophy into the Ikigai Venn diagram comprising of; what you love, what the world needs, what you can be paid for and what you are good at.
Resilience	iHasco	35	Resilience training will provide your staff with the tools needed to build resilience in order to better manage challenges and maintain good personal wellbeing in the face of adversity. It includes the 'Five Pillars of Resilience', and will educate your staff on what resilience is, the importance of this skill, how it applies to the workplace, and it touches upon common barriers to building resilience and how they can be overcome.
Responding to Change	iHasco	10	This course will help employees feel more prepared when handling change, helping them better understand their natural reactions to change and how to handle them so that their response to change improves and they become more open to embracing change.

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Returning to Work	iHasco	25	This Returning to Work course looks at what you and your organisation can do to make sure that returning to work after an extended period of time goes as smoothly as possible. It touches upon what can be done beforehand; how to handle the first few days back; policies and procedures to consider; and how to maintain focus and motivation.
Returning to Work (During & After COVID-19)	iHasco	25	This Returning to Work course helps employees transition back to work in light of COVID-19; whether they have been working from home for an extended period or after being furloughed. It covers things that can be considered before returning, and it also looks at what you can expect on their first few days and weeks back at work.
Right to Work Checks	iHasco	20	Right to Work Checks must be done on all potential employees before they start working, regardless of their nationality or ethnic background. In this course, we'll explain what Right to Work Checks are, how to confidently implement them, and what to do to avoid race discrimination in the employment process. We'll also cover the key legislation that must be followed throughout.
Safer Recruitment in Education	Every by IRIS	31	Safer Recruitment in Education has been developed to introduce you to safeguarding during the recruitment process in schools and trusts, enabling you to make sound employment decisions and ensure that children and young people in your school or trust are safeguarded from harm. This course is appropriate for anyone that works as part of the recruitment process or manages training and development of employees and volunteers.
Setting Goals	iHasco	10	This course has been designed to help the learner understand the importance of setting goals in a professional environment, as well as covering best practices for setting goals. Setting goals not only motivates us as human beings but can also improve our mental health and our level of personal and professional success.
Sexual Harassment Awareness	iHasco	20	The Sexual Harassment Awareness course has been designed for everyone and aims to raise awareness of workplace sexual harassment. It provides the necessary tools and information to identify, prevent, and most importantly, remove sexual harassment from the workplace. This course is suitable for all levels of employees and is relevant to all industry sectors.
Social Media Awareness	iHasco	10	This course raises awareness of the risk of using social media and how using these platforms inappropriately can have severe consequences. It touches on social media policies and confidentiality when using social channels. This course can be used by all levels of employees across all industry sectors.

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Speaking Confidently	iHasco	10	This course is the perfect starting point to develop the skill of speaking confidently, in any scenario. The course gives an understanding of what it means to speak with confidence, the importance of this skill in the workplace, and we provide actionable tips staff can use to speak more confidently in any situation.
Stress Awareness & Management	iHasco	30	This Stress Awareness & Management course shows you how to take positive steps to prevent stress; it looks at how to stay in control when the pressure is mounting and highlights the tell-tale signs to help you recognise problems before they become serious. It also provides strategies to put in place to prevent pressure from getting out of control - suggesting ways to change daily routines and learned behaviours to allow a better and more productive working life.
Supporting Bereavement (Adults)	Every by IRIS	18	The loss of someone close to you cannot be measured, whether the bereavement was anticipated or not. Everyone goes through a truly individual process of grief which is why it is so important to both understand and normalise the emotions that we feel when a loved one dies.
Teamwork Skills	iHasco	15	This Teamwork Skills course has been designed to help the user gain actionable tips and strategies to enhance their teamwork skills and achieve success with their co-workers. The course is suitable across all industry sectors for any level of employee.
Time Management	iHasco	25	Time Management training has everything you need to take back control over your time. It will help you plan where you want to be and effectively manage your time so you can focus on getting there, whilst offering useful tips and strategies for avoiding distractions along the way.
Unconscious Bias for Employees	iHasco	30	This course has been created to identify, challenge, and reduce unconscious bias in the workplace. Upon completion, employees will understand the most common types of biases, as well as the negative impacts that unconscious bias can have on an organisation. Workplaces with less bias tend to cultivate fairer, more diverse, and open cultures.
Unconscious Bias for Managers	iHasco	45	The Unconscious Bias Training for Managers course has been created for managers and leaders to identify, challenge, and reduce bias in the workplace, so they can cultivate fairer, more diverse, and open organisations. Learn about your responsibilities as a leader and learn how to not let unconscious biases impact your decisions. It also contains a handy section dedicated to the entire hiring process and how to avoid unconscious bias when hiring.

Understand Your Role in Care	iHasco	25	This Understanding Your Role in Care course focuses on Standard 1 of the Care Certificate. This course will provide awareness on your role, behaviours and standards of work that are expected from you in your job role.
Writing Effective Emails	iHasco	10	This Writing Effective Emails course has been designed to help the learner understand the importance of sending an effective email. It covers a simple four step process to writing effective emails, which can improve a persons writing skills, professional relationships, and productivity. This course has been designed for the use of all levels of employees.