

Business Skills Courses

Accident Reporting - 15 mins	GDPR Refresher - 15 mins
Anti-Bribery - 25 mins	Health & Safety Essentials - 40 mins
Anti-Harassment and Bullying – 55 mins	Health & Safety for Homeworkers - 50 mins
Anti-Money Laundering - 30 mins	Health & Safety for Managers - 40 mins
Bomb Threats & Suspicious Packages - 20 mins	Infection Prevention & Control - 30 mins
Bullying & Harassment - for Managers - 30 mins	Leadership Skills – 90 mins
Bullying & Harassment - for Employees - 15 mins	Linkedin for Business – 55 mins
Business Compliance Essentials - 45 mins	Lone Working in Workplace - 25 mins
CDM Regulations - 30 mins	Lone Worker out of Workplace - 35 mins
Conflict Resolution in the Workplace - 45 mins	Managing Anxiety - 25 mins
Consumer Rights for Service Organisations - 30 mins	Managing Meetings – 35 mins
Customer Service – 75 mins	Managing Sickness and Absence – 30 mins
Cyber Security Awareness - 35 mins	Mental Health Awareness for Managers - 50 mins
Developing Teamwork – 30 mins	Modern Slavery - 15 mins
Data Protection in the Workplace – 80 mins	Negotiation – 46 mins
Driver Awareness - 50 mins	New & Expectant Mothers at Work - 65 mins
Drug & Alcohol Awareness - 55 mins	Presentation Skills – 55 mins
Disciplinary Procedures – 45 mins	Project Management – 90 mins
Display Screen Equipment (DSE) - 25 mins	Return to Work - Covid - 25 mins
Effective Delegation – 110 mins	Return to Work non- Covid - 25 mins
Effective Remote Working - 30 mins	Sexual Harassment Awareness - 30 mins
Environmental Awareness - 40 mins	Sexual Harassment in the Workplace – 55 mins
Equality & Diversity 30 – mins	Social Media for Business – 55 mins
Facebook for Business – 55 mins	Stress Awareness - 30 mins
Fire Awareness in Construction - 55 mins	Stress Management – 30 mins
Fire Awareness - General - 30 mins	Time Management - 105 mins
Fire Marshal/Warden - 40 mins	Twitter for Business – 55 mins
First Aid at Work Refresher - 80 mins**	Unconscious Bias Awareness - 30 mins
Emergency First Aid at Work Refresher - 50 mins**	Unconscious Bias for Managers - 45 mins
Fraud Awareness & Prevention - 35 mins	Whistleblowing - 15 mins
GDPR for Managers - 40 mins	Working at Height - 40 mins
GDPR Essentials - 35 mins	

Timing is based on the course being carried out in one session and is only a reasonable estimate

01395 233 667 gto@swrtg.co.uk

www.swrtg.co.uk