



ONLINE TRAINING COURSES

A white paper form titled 'ONLINE TRAINING REQUEST' with the TMG logo at the top. The form contains several sections for data entry, including 'Business Name', 'Manager Name', 'Manager Email Address', 'User Name', 'User Email Address', 'User Job Title', 'Approved Online Learning', and 'Manager Signature'. There are also checkboxes for 'Approved Online Learning' and 'Approved Online Learning'. The form is shown overlapping another identical form.

ONLINE TRAINING COURSES THROUGH VIRTUAL COLLEGE

The Training and Manufacturing Group are committed to supporting our members with access to skills support to help develop their services, increase production efficiency and boost productivity.

One of our latest benefits for members is access to a range of short courses through an online training system.

As a TMG Member you'll receive discounts on Virtual College training courses ranging from An Introduction to Display Screen and Workstation Assessment to Personal Safety for Lone Workers.

Dependant on the course subject courses can take around an hour to complete, progress is recorded throughout by the Virtual College Learning Management System and you can assign a manager to each learners account to view their progress. Each learner will have their own account which will be branded with your company logo.

A range of courses have been independently certified as conforming to universally accepted Continuous Professional Development (CPD) guidelines.

On successful completion of the course learners will be able to download and print a certificate for their records.

The course catalogue is included in this booklet. If you're looking for a particular course please contact Cassie Grillo, TMG Business Development Executive cassieg@in-comm-tmg.co.uk / 07741194229

**A request form is included in this booklet for you to complete and return.
You will be invoiced prior to course commencement.**



ONLINE TRAINING COURSE CATALOGUE

Course Title	Description	Cost
An Introduction to Display Screen and Workstation Assessment	<p>The Health and Safety (Display Screen Equipment) Regulations 1992, as amended by the Health and Safety Miscellaneous Amendments Regulations 2002 places significant responsibilities upon employers for the health and safety of their staff. This course has been developed to enable organisations comply with the law by providing learners with an increased understanding of health and safety relating to display screen equipment and workstations.</p> <p>It provides learners with the knowledge and skills required to carry out a thorough assessment of their workstation, identifying potential risks and implementing corrective action where necessary.</p>	£15.00
The Essentials of GDPR Course	<p>Since May 2018, all UK companies have been required by law to comply with the European Union's General Data Protection Regulation (GDPR).</p> <p>GDPR compliance quickly became a key priority for businesses, as the risk of large financial penalties for failing to introduce a culture of greater data transparency were introduced.</p> <p>GDPR replaces the previous data protection law, the Data Protection Act 1998, and it is vital that everyone who handles data as part of their job is aware of the changes, as it will remain in place even after Britain leaves the EU. And that's exactly what the Virtual College The Essentials of GDPR e-learning course is designed to help with.</p>	£15.00
An Introduction to Slips, Trips and Falls in the Workplace	<p>Slips, trips and falls in the workplace can seriously affect the health and wellbeing of workers, as well as a company's overall productivity should key members of staff need time off as a result of these incidents.</p> <p>In fact, Health and Safety Executive workplace slips, trips and falls statistics show that 1.5 million working days were lost due to these incidents from 2014-15. During this time, some 59 per cent of workplace injuries were attributed to slips, trips and falls.</p> <p>What's more, if it comes to light that an employer could have prevented a fall-related injury, they could find themselves facing a costly lawsuit, bad publicity and potentially irreversible reputational damage.</p> <p>It is therefore vital that both employers and employees know how to recognise potential slip, trip and fall hazards in their workplace, as well as how to make their working environment safer, which is exactly what the Virtual College, An Introduction to Slips, Trips and Falls in the Workplace e-learning course covers.</p>	£15.00



ONLINE TRAINING COURSE CATALOGUE - CONTINUED

Course Title	Description	Cost
Anti-Money Laundering	By taking this course you will have a clear understanding into the key essential facts around money laundering, what money laundering is, the stages of money laundering and help identify money laundering in day to day business. This will help keep you and your business on top of the legislations and controls associated with anti-money laundering.	£15.00
Awareness of Legionnaires' Disease	<p>On average there are approximately 200 to 250 reported cases of Legionnaires' disease each year in the UK, although many believe this total is generally underestimated. The disease is caused by the 'Legionella pneumophilia' bacteria and is an extremely serious form of Legionellosis, causing high fever and proving fatal in approximately 12% of cases.</p> <p>In an attempt to help reduce these figures, this module has been developed by Virtual College working with partners Life Environmental Services. It has been designed to help raise awareness of Legionnaires' disease by explaining how outbreaks might occur, and highlighting water systems that have a potentially high risk of developing the Legionella bacterium.</p> <p>On completion, learners will have an increased understanding of Legionnaires' disease, including the potential consequences of an outbreak and the symptoms associated with the disease. The module also provides information on the relevant legislation and requirements for compliance.</p>	£15.00
Carbon Literacy Knowledge	<p>This Carbon Literacy course looks at the basic science behind climate change. Completing this course will help you understand how our climate is changing and learn more about your role in taking action. On completion of this course learners will understand:</p> <ul style="list-style-type: none"> • What greenhouses gases are and their relationship to weather and climate • How the climate is likely to change and how we know this • How changes in the climate are likely to affect us • How our actions impact on the amount of greenhouse gases produced and the impact that they have • How we can motivate others to take action and gain confidence in expressing our Carbon Literacy to others • Where we can go to get help and what help is available to us • What we are already doing locally and nationally • What we can do to reduce our impact and the benefits and disadvantage of taking action 	£15.00



ONLINE TRAINING COURSE CATALOGUE - CONTINUED

Course Title	Description	Cost
Confidentiality in the Workplace	<p>Confidentiality of information in the workplace has never been so important. As digital storage of sensitive data becomes the norm, cyber security concerns grow and the General Data Protection Regulation (GDPR) comes into being (as of May 2018), confidentiality is a more pressing issue than ever. Whether it's customer information or a private internal matter that needs safeguarding, protecting confidentiality of sensitive data is vital.</p> <p>Our The Essentials of GDPR e-learning course provides an overview of what you need to know with regard to protecting customer data, but when it comes to handling sensitive matters internally, our Confidentiality in the Workplace module can teach you everything you need to be aware of.</p>	£15.00
Cyber Security Awareness	<p>Everyday, we interact on the internet without thinking about it. The Cyber Security Awareness course is a beginner's guide to protect you or your employees from the risk that cyber criminals pose. This eLearning course will help learners understand how hackers and bots can access your system and how to keep your information and personal data safe from online fraud.</p> <p>Cyber-crime incidents are becoming increasingly common. It is possible for personal data to be leaked, customer accounts can be compromised, and there can be major financial complications that can directly affect your organisation. It is important that businesses of all sizes are aware of cyber security, how it can affect every day operations and how this can be prevented.</p>	£15.00
Equality, Diversity and Inclusion in the Workplace	<p>What does equality mean to you? If you ask people to provide their definition of equality and diversity, you're guaranteed to get a variety of answers.</p> <p>Some people are wary of dealing with issues relating to equality, diversity and inclusion for fear of getting it wrong. However, under the Equality Act 2010, it is illegal to discriminate against people's gender, race, sexuality, ethnicity, abilities, disabilities, age or background in a workplace.</p> <p>Therefore, employers need to understand how to deal with these potentially sensitive issues. This Equality, Diversity and Inclusion in the Workplace e-learning module is designed to help.</p>	£15.00
Introduction to Social Media for Business	<p>Two-thirds of internet users worldwide regularly visit social media channels. At the start of 2018, Facebook had 1.4 billion daily users, while Twitter had 100 million and Instagram 500 million.</p> <p>This is a huge audience for your business to market to – if you're not utilising these platforms and social media apps to engage with your clients and other companies, you could get left behind.</p> <p>But at the same time, you need to be savvy using these sites, as businesses can end up looking unprofessional if they fall for 'fake' social media news.</p> <p>Social media marketing can help to increase brand awareness, brand loyalty, customer service, and lead to increased sales, regardless of a business' size.</p> <p>Small businesses often worry that they don't have the time to implement a social media campaign, but our Introduction to Social Media for Business Course has been designed to address these concerns.</p>	£15.00



ONLINE TRAINING COURSE CATALOGUE - CONTINUED

Course Title	Description	Cost
Managing Your Professional Digital Profile	<p>Professionalism in the workplace is essential, regardless of your job. This means representing your company well both in person and online, including via your personal social media profile.</p> <p>Of course, you don't have to reference your job on your personal channels, but colleagues, clients and prospective employers are now easily able to search for you online and see how you spend your time outside of work.</p> <p>If you're self-employed, it's arguably even more important to know how to manage your professional digital profile to ensure the lines between your private and professional lives remain clear.</p> <p>What's more, with the General Data Protection Regulation (GDPR) set to come into force in May 2018, businesses need to ensure staff are not sharing sensitive information on their personal social media profiles, and know exactly how far their digital footprint stretches.</p> <p>Our Managing Your Professional Digital Profile course is designed to ensure companies know how to mitigate the risk of financial, reputational and even criminal damage by understanding what is and isn't acceptable to put into the public domain via digital communications.</p>	£15.00
Payment Card Industry – Data Security Standard	<p>Payment Card Industry Data Security Standard, also known as PCI DSS, is a set of standards that all companies storing, processing and/or transmitting cardholder data must abide by.</p> <p>PCI DSS compliance is a legal requirement by law and compromised card holder data can badly affect customers, organisations and financial institutions. One PCI DSS issue is enough to seriously impact an organisation and affect the trust of customers for the long term, not to mention it could result in hefty fines and possible legal action. From a customer's point of view, PCI DSS compliance gives them assurance that any details that they provide to operatives of a sensitive nature won't be compromised in any way.</p> <p>This highly engaging online course is designed to simplify compliance by helping you and your staff to understand the requirements and how they apply to a workplace. It explains payment card security in simple terms that all employees will find relevant and extremely useful.</p> <p>The course covers the new PCI DSS V.3 Standard, which comes into full effect on the 1st January 2015. V.3 places increased emphasis on employee training and demands all organisations provide annual employee PCI awareness training</p> <p>Interactive elements, knowledge checks and real-life situations ensure learner engagement, reinforce learning and keep the training relevant.</p>	£15.00



ONLINE TRAINING COURSE CATALOGUE - CONTINUED

Course Title	Description	Cost
Personal Safety for Lone Workers	Personal safety for lone workers is of prime importance. Every day in the UK, thousands of workers will be exposed to situations in which their safety could be put at risk, when they are left alone with customers or other members of the public.	£15.00
Positive Attitudes and Behaviours	<p>Imagine a workplace where people have negative attitudes and unreasonable behaviours. Would you enjoy working there? How productive do you think you would be?</p> <p>This online Positive Attitudes and Behaviours course is part of an employability suite which will help learners search for and secure employment.</p> <p>It is ideal for anyone seeking to acquire and sustain employment.</p> <p>Positive attitudes and behaviours are important in the workplace, because they lead to productive thinking, productive relationships and productive working. Positivity makes a person approachable, which makes it easier to build relationships and to integrate into a team. It builds morale in teams and is related to being effective at work.</p>	£15.00
The Bribery Act 2010	<p>The Bribery Act 2010 course has been developed from the ground up with experts to help you understand the corporate offence of failing to prevent bribery. It has been designed to create awareness of how to recognise a bribe, what should be done in the event of bribery being discovered, and how to put procedures in place that show your company has taken adequate measure to prevent bribery in the workplace. It also addresses the complicated high-risk area of corporate hospitality.</p> <p>The Bribery Act 2010 came into force on 1st July 2011, making it a legal requirement for all businesses that operate within the UK to ensure adequate protection and training is in place against bribery and corruption in the workplace.</p> <p>By completing this course, you will learn about your legal obligations and minimising the risk of bad publicity or legal action.</p> <p>This course is useful for anyone who would like to increase their awareness of this legislation.</p>	£15.00
Time Management	<p>In your day do you find you are not as organised as you would like? Do you often feel under pressure and find you do not achieve everything you wanted to do? If so, you are not alone, the pace of day to day life has dramatically increased and many people feel that there are simply not enough hours in the day.</p> <p>As a result, this e-learning course has been designed to help learners improve their time management skills. Covering a wide variety of effective time management techniques, the module provides learners with the knowledge and skills required to help them achieve more, in less time.</p> <p>The module also contains practical strategies which can be used to help overcome the most common challenges to effective time management and help learners to improve their productivity and efficiency.</p>	£15.00



ONLINE TRAINING REQUEST

Business Name	
Manager Name	
Managers Email Address	
Users Name	
Users Email Address	
Users Job Title	
Allocated Online Learning (Please list course titles you would like to enrol the user on)	
Managers Signature	

Please return the completed form to Cassie Grillo, Business Development Executive at **cassieg@in-comm-tmg.co.uk**.

Following payment for the course(s) the user will be added to the online learning facility and will receive a welcome email to access their account.

