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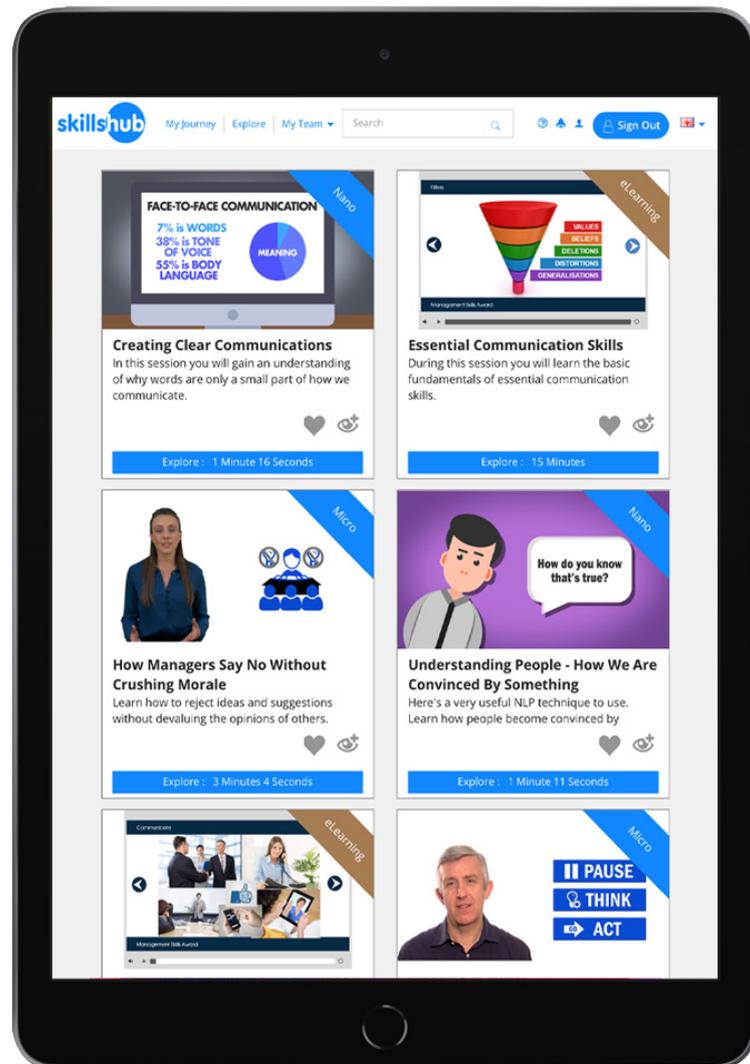
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RETURNING TO THE WORKPLACE

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SUPPORTING YOUR TEAM BACK TO THE WORKPLACE

START

Supporting your people back into the workplace after lockdown or furlough.

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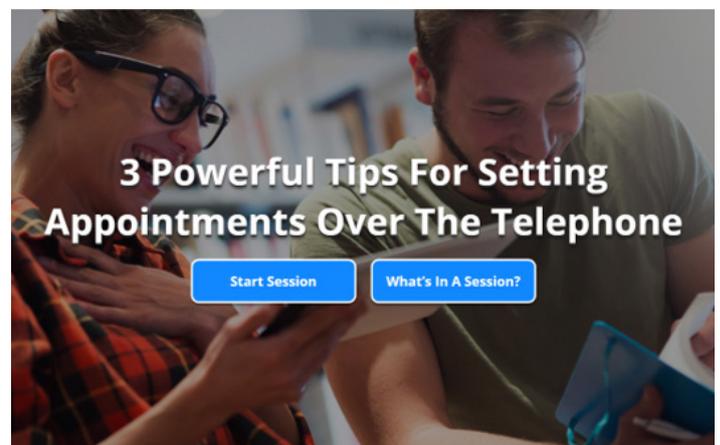
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GDPR

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HUMAN RESOURCES

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COMMUNICATION TECHNIQUES

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EQUALITY, DIVERSITY & INCLUSION

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- Unconscious Bias
- Inclusivity
- What is Neurodiversity?

PROJECT MANAGEMENT

PROJECT MANAGEMENT

- How To Estimate Work
- How To Manage Project Risks
- How To Manage Resources
- Managing Stakeholders
- Phase 1 – Project Initiation
- Phase 2 – Project Planning
- Phase 3 – Project Execution & Control
- Phase 4 – Project Closure
- Project Budgeting
- Project Planning Tools
- Setting Project Goals & Objectives
- The Different Phases Of A Project

- The DNA Of A Project Plan
- Tracking Progress Of Your Project
- Understanding Critical Path Analysis
- Understanding The Key Characteristics Of All Projects
- What Makes Up A Good Project Team?
- How To Run An Effective Project
- Project Management For Non-Project Managers
- Allocating Tasks – The BALM Method
- So You've Got A New Project – Now What?
- Project Life Cycle
- Implementing Operational Plans
- Simple Techniques
- Time To 'Do The Do' - Make The Project Happen

FINANCE FOR NON FINANCE

FINANCE FOR NON FINANCE

- An Introduction To Accountancy & Finance
- Understanding The 3 Main Accountancy Statements
- The DNA Of A Profit & Loss Statement
- The DNA Of A Balance Sheet
- The DNA Of A Cash Flow Statement
- Why Cash Doesn't Equal Profit
- Understanding Working Capital: What Is It?How Can We Manage It?
- Capital Expenditure v Revenue (Operating) Expenditure
- Finance & Funding
- Financial Forecasting

- Cost Behaviour (Fixed, Variable, Semi-Variable)
- How To Put Together A Budget
- Assessing Variances & Reforecasting The Budget
- The Effects Of Depreciation
- How Your Day To Day Decisions Impact Profit & Cash Flow
- Understanding Ratio Analysis & How To Use It
- The Definitions Of Commonly Used Financial Terms
- Data Analysis
- Cash Flow
- Budgets
- Financial Records
- Reviewing & Controlling Costs

HEALTH & SAFETY

ERGONOMIC WORKSPACE

- Introduction To An Ergonomic Workspace
- Setting Up Your Workspace – Preventing RSI At Work
- Setting Up Your Workspace – Reducing Eye Strain
- Setting Up Your Workspace – Adjusting Your Chair
- Correct Posture Whilst Sitting
- The Art Of Lifting

COMPANY REQUIREMENTS

- The Health & Safety Act
- Employee Responsibilities
- Risk Assessments
- Workplace Hazards
- Safety Equipment & Systems
- Noise At Work
- Appointed First Aid

FIRE SAFETY

- Fire Safety Legislation
- The Causes Of Fire
- The Fire Triangle
- The Classification Of Fires
- Fire Marshals
- Fire Safety – Your Responsibilities
- Fire Extinguishers
- Perception & Behaviour Of People In Fire Situations
- Means Of Escape & Evacuation
- Fire Doors

HEALTH & WELLBEING

HEALTH & WELLBEING

- Mental Health At Work – Overview
- Wellbeing – A Three-Pronged Approach
- Wellbeing & Resilience Strategies – Part One
- Wellbeing & Resilience Strategies – Part Two
- Wellbeing & Resilience Strategies – Part Three
- Pressure & Stress
- Three Primary Sources of Pressure
- Six Sources Of Workplace Pressure – Part One
- Six Sources Of Workplace Pressure – Part Two
- Pressure & Stress Warning Signs
- The Pressure Curve
- Building Resilience At Work
- 21st Century Assertiveness – Part One
- 21st Century Assertiveness – Part Two
- Are You Having An Active Working Day?
- The Benefits Of A Lunchtime Walk
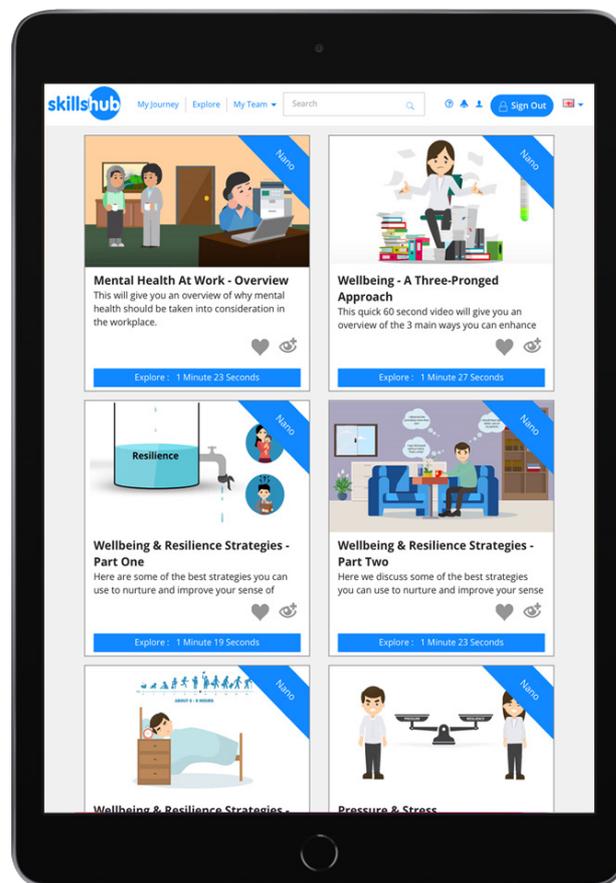
- What Pressure Are You Under? Part One
- What Pressure Are You Under? Part Two
- HSE Stress Management Standards – Part One
- HSE Stress Management Standards – Part Two

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MICROSOFT EXCEL

ESSENTIALS

AVERAGE FUNCTION

START

FORMATTING CELLS

- How To Format A Cell
- Decimal Places
- How To Merge Cells
- Wrapping Text

FIND & SELECT

- Using Find & Select

PRINT

- Page Breaks
- Formatting The Print Area

WORKBOOKS

- Understanding Workbooks
- Workbook Themes
- Viewing Multiple Workbooks
- Using AutoRecover

WORKSHEETS

- Understanding Worksheets
- Sheet Names
- Viewing Multiple Worksheets
- Spell Check
- Zoom
- Splitting Your Worksheet
- How To Freeze Panes
- How To Group Worksheets
- Consolidating Worksheets

RIBBON

- Understanding The Ribbon
- Customising The Ribbon
- Quick Access Toolbar
- Using The Status Bar

PROTECT

- Password Protecting
- Protecting A Workbook
- Protecting A Sheet
- Locking Cells
- Read-Only Workbooks

MICROSOFT EXCEL

FUNCTIONS & FORMULAS

CELL REFERENCES

- How To Copy A Formula
- Using Hyperlinks
- Absolute References
- Cell References
- Adding A Column
- External References
- Address

COUNT & SUM

- Count & Sum Functions
- Countif Function
- Running Totals
- Sumif Function
- Counting Characters
- SUM Function
- Count Blank And Nonblank Cells
- Not Equal To
- Count Cells With Text
- Sumproduct

TEXT

- Text Functions
- Counting Words
- Text To Columns
- Find
- Search
- Change Case
- Remove Spaces
- Compare Text
- Substitute Vs Replace
- Text
- Concatenate
- Substring

LOOKUP & REFERENCE

- Lookup & Reference Functions
- Vlookup Functions

ROUND

- Rounding Function
- Reducing Decimals

STATISTICAL

- Average Function
- Rank Function

DATE & TIME

- Date & Time Functions
- Today's Date Function
- Date & Time Formats
- Last Day Of The Month

LOGICAL

- OR Function
- Logical Functions
- Comparison Operators
- IFS Function
- Contains Specific Text
- Switch
- If Cell Is Blank
- Absolute Value

ARRAY FORMULAS

- Array Formulas
- Count Errors
- Count Unique Values
- Count with OR Criteria
- Sum Every Nth Row
- Sum Largest Numbers
- Sum Range With Errors
- Sum With OR Criteria
- Most Frequently Occurring Word
- System Of Linear Equations

MICROSOFT EXCEL

DATA ANALYSIS

SORT

- Sort
- Sort By Colour
- Custom Sort Order
- Reverse List
- Randomise List
- SORT Function

FILTER

- Filter
- Number & Text Filters
- Date Filters
- Advanced Filter
- Data Form
- Remove Duplicates
- Outlining Data
- Subtotal
- Unique Values

CONDITIONAL FORMATTING

- Conditional Formatting
- Manage Rules
- Data Bars
- Colour Scales
- Icon Sets
- Find Duplicates
- Shade Alternate Rows
- Compare Two Lists
- Conflicting Rules
- Heat Map

PIVOT TABLES

- Tables
- Pivot Tables
- Group Pivot Table Items
- Multi-Level Pivot Table
- Frequency Distribution
- Pivot Chart
- Slicers
- Update Pivot Table
- Calculated Field/Item

CHART

- Charts
- Column Chart
- Line Chart
- Pie Chart
- Bar Chart
- Area Chart
- Scatter Plot
- Data Series
- Axes
- Chart Sheet
- Trendline
- Error Bars
- Sparklines
- Combination Chart
- Gauge Chart

COURSES

- Excel Data Analysis Fundamentals Course
- Excel Chart Course
- Excel Conditional Formatting Course
- Excel Filter Course
- Excel Pivot Tables Course
- Excel Essentials Course
- Introduction To Excel Course
- Excel Array Formulas Course
- Excel Cell References Course
- Excel Logical Course
- Excel Text Course
- Excel Fundamentals Course

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