

Group Learner™ Courses Group Format

Group Learner™ is a very simple training solution that will allow you to train and assess large volumes of employees with ease and with zero paperwork.

Courses Available via Group Delivery

Health and Safety	IOSH Accredited Working Safely
Health and Safety	An Introduction to Health and Safety
Health and Safety	Safe Manual Handling
Health and Safety	Avoiding Slips, Trips and Falls
Health and Safety	Fire Safety and Evacuation
Health and Safety	Staying Safe with Electricity
Health and Safety	Staying Safe with Hazardous Substances
Health and Safety	Staying Safe with Vehicles
Health and Safety	Managing Health and Safety
Health and Safety	Preventing Bullying in the Workplace
Food Safety	CPD Accredited Food Safety in Manufacturing Level 2
Food Safety	CPD Accredited Food Safety in Catering Level 2
Food Safety	CPD Accredited Food Safety in Retail Level 2
Food Safety	City and Guilds Food Safety in Manufacturing Level 2
Food Safety	City and Guilds Food Safety in Catering Level 2
Food Safety	City and Guilds Food Safety in Retail Level 2
Food Safety	City and Guilds Health and Safety for Food Workers Level 2
Workforce Assessments	Listening, Reading and Numeracy Assessment
Workforce Assessments	Food Safety Assessment
Workforce Assessments	Health and Safety Assessment
Respond Point	All your own In house Programs

UK Office

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NG2 Business Park
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Ireland Office

CoLab Centre
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www.grouplearner.com



Get More, Get it Faster and Pay Less with Group Learner™

Telephone: Ireland 07491 16000 UK: 0844 774 3978

Group Learner™ Courses E-Learning Format

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Courses Available via E-Learning

Health and Safety	An Introduction to Health and Safety
Health and Safety	Safe Manual Handling
Health and Safety	Avoiding Slips, Trips and Falls
Health and Safety	Fire Safety and Evacuation
Health and Safety	Staying Safe with Electricity
Health and Safety	Staying Safe with Hazardous Substances
Health and Safety	Staying Safe with Vehicles
Health and Safety	Staying Safe with Noise
Health and Safety	Managing Health and Safety
Health and Safety	DSE and Workstation Health & Safety
Health and Safety	Handling Stress at Work - A Guide for Managers and Staff
Health and Safety	RSI - What It Is and How To Avoid It
Health and Safety	Risk Assessment for Managers
Health and Safety	Protecting the Environment at Work and at Home
Health and Safety	Preventing Bullying in the Workplace
Microsoft / IT Skills	Microsoft Word 2003 Introduction
Microsoft / IT Skills	Microsoft Word 2003 Intermediate
Microsoft / IT Skills	Microsoft Word 2003 Advanced
Microsoft / IT Skills	Microsoft Word 2007 Introduction
Microsoft / IT Skills	Microsoft Project 2003 Introduction
Microsoft / IT Skills	Microsoft Project 2003 Advanced
Microsoft / IT Skills	Internet Explorer 6
Microsoft / IT Skills	Internet Explorer 7
Microsoft / IT Skills	Microsoft Access 2003 Introduction
Microsoft / IT Skills	Microsoft Access 2003 Advanced
Microsoft / IT Skills	Microsoft Access 2007 Introduction
Microsoft / IT Skills	Microsoft FrontPage 2003
Microsoft / IT Skills	Microsoft Publisher 2003

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Microsoft / IT Skills	Windows XP Introduction
Microsoft / IT Skills	Windows XP Advanced
Microsoft / IT Skills	Windows Vista Introduction
Microsoft / IT Skills	Microsoft Outlook 2003 Introduction
Microsoft / IT Skills	Microsoft Outlook 2003 Advanced
Microsoft / IT Skills	Microsoft Outlook 2007 Introduction
Microsoft / IT Skills	Microsoft Excel 2003 Introduction
Microsoft / IT Skills	Microsoft Excel 2003 Intermediate
Microsoft / IT Skills	Microsoft Excel 2003 Advanced
Microsoft / IT Skills	Microsoft Excel 2007 Introduction
Microsoft / IT Skills	Microsoft PowerPoint 2003 Introduction
Microsoft / IT Skills	Microsoft PowerPoint 2003 Advanced
Microsoft / IT Skills	Microsoft PowerPoint 2007 Introduction
Personal Skills	An Overview of Appraisals & Performance Management
Personal Skills	Preparing for the Appraisal Discussion
Personal Skills	The Appraisal Discussion
Personal Skills	On-going Appraisal
Personal Skills	The Role of the Coach
Personal Skills	Delegation
Personal Skills	An Introduction to Persuading & Influencing
Personal Skills	The Persuasion Process
Personal Skills	Organising Your Time
Personal Skills	Planning Your Time
Personal Skills	Dealing with Time-Wasting Situations
Personal Skills	Time Saving Tips & Technology
Personal Skills	Preparing for the Presentation
Personal Skills	The Presentation

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Personal Skills	Psychological Strategies
Personal Skills	A Background to Body Language
Personal Skills	Understanding Body Language
Personal Skills	Using Body Language in the Workplace
Personal Skills	Using Body Language in Sales
Personal Skills	Why are Questions Important?
Personal Skills	Using Open Questions
Personal Skills	Using Probing Questions
Personal Skills	Using Closed Questions
Personal Skills	Unproductive Questions
Personal Skills	An Introduction to Listening
Personal Skills	Removing the Barriers to Listening
Personal Skills	Becoming a Better Listener
Personal Skills	The Recruitment Process - An Overview
Personal Skills	Writing Job Descriptions & Person Specifications
Personal Skills	Attracting Candidates & Producing Job Advertisements
Personal Skills	Shortlisting Candidates & Interview Techniques
Personal Skills	Candidate References and Selection
Personal Skills	Introduction to Meetings & Meeting Types
Personal Skills	Conducting Effective Meetings
Personal Skills	Meeting Planning and Preparation
Personal Skills	Meeting Behaviour and Dealing with Problem Characters
Personal Skills	Virtual Meetings
Personal Skills	Introduction to Negotiation
Personal Skills	Negotiating Strategy Basics

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