



## Full Trainer Bubble (classroom) Training Course List

No.	Course Title	Price
1	Absence Management	£129
2	Accident Investigation	£99
3	Account Management	£99
4	Achieving Sales on the Telephone	£99
5	Anger Management	£99
6	Anxiety at Work	£99
7	Appreciative Inquiry	£99
8	Asking for Business	£50
9	Assertiveness in Action	£99
10	Body Language Training	£99
11	Brainstorming Techniques	£99
12	Bribery Act 2010	£99
13	Building Better Work Habits	£99
14	Building Relationships	£98
15	Bullying & Harassment	£99
16	Business Networking	£99
17	Business Presentations	£99
18	Coaching at Work	£98
19	Coaching Essentials	£98
20	Coaching Skills for Managers	£98
21	Coaching with NLP	£98
22	Commerciality – Business Planning	£73
23	Communicating Difficult Messages	£98
24	Communicating with Customers	£70
25	Complaint Handling	£98
26	Conflict Handling	£98
27	Crisis Management	£99
28	Customer Care on the Telephone	£98
29	Customer Excellence	£99
30	Dealing with Challenging People	£99
31	Dealing with Phone Rage	£98
32	Dealing with Redundancy	£99
33	Decision Making	£99
34	Developing Resilience	£99
35	Discipline in the Workplace	£98
36	Diversity	£70
37	Effective Communication Skills	£99
38	Effective Customer Care	£89

39	Effective Sales Planning	£50
40	Emotional Intelligence at Work	£98
41	Employee Engagement	£99
42	Equality Act 2010	£99
43	Essential Management Skills	£99
44	Event Management	£99
45	Facilitation Skills	£99
46	Finance for Non-Financial Managers	£119
47	Fire Awareness	£70
48	GDPR – Data Protection	£99
49	Good, Bad & Ugly Customer Service	£70
50	Great Leadership	£98
51	Health & Safety	£70
52	High Performing Teams	£99
53	Induction Training Design	£129
54	Influencing Skills	£99
55	Informal Resolution	£99
56	Instructional Design	£99
57	Interpersonal Skills	£99
58	Interview Skills	£149
59	Leading Effective Teams	£99
60	Leading Meetings	£70
61	Listening Skills	£51
62	Managing a Virtual Team	£119
63	Managing Difficult Behaviours	£98
64	Managing Emails	£40
65	Managing Performance	£99
66	Managing Upwards	£99
67	Managing Workplace Culture	£70
68	Manual Handling	£70
69	Marketing Essentials	£99
70	Mentor Training	£98
71	Minute Taking	£99
72	NLP, An Introduction	£99
73	One Minute Managing	£99
74	Pallet Truck Training	£70
75	Participating in Meetings	£50
76	Performance Management	£98
77	Planning for Change	£99
78	Practical Sales Skills	£129
79	Preparing for Job Interviews	£99
80	Presentation Skills	£89
81	Presenting Technical Information	£99
82	Prioritising & Planning	£40

83	Professional E-mails	£67
84	Project Management	£99
85	Project Management Essentials	£99
86	Quality Management	£99
87	Questioning Skills	£70
88	Recruitment Skills	£99
89	Report Writing	£99
90	Risk Assessment	£99
91	Root Cause Analysis	£98
92	Self Development for Managers	£99
93	Stakeholder Management	£99
94	Strategic Thinking	£99
95	Stress Management	£99
96	Stress Risk Assessments	£99
97	Success with Change	£99
98	Talent Management	£149
99	Team Building	£99
100	The Art of Negotiation	£99
101	The Power of Influence	£99
102	Think Your Way to Success	£70
103	Time Management	£98
104	Train the Trainer	£129
105	Wellness	£99
106	Workplace Reflective Practice	£99
107	Writing a CV	£99
108	Writing Multiple Choice Questions	£99

### One Hour 'Training Bubbles' (classroom) Training Course List

No.	Course Title	Price
1	Basic Health and Safety	£40
2	Closing a Sale	£40
3	Collaboration at Work	£50
4	Cross-Cultural Communication	£40
5	Culture, Race, Religion	£40
6	Customer Service Casebook	£40
7	Decision Making Process	£40
8	Delegation Skills	£40
9	Effective Communication Process	£40
10	Engaging Teams with Data	£40
11	Facilitation Skills Best Practice	£40
12	Fire Awareness Refresher	£40
13	Food Information Regulations	£40

14	Generating Sales	£40
15	Get Ready for your Appraisal	£40
16	Giving and Receiving Feedback	£40
17	Greener Working Casebook	£40
18	Information Security Casebook	£40
19	Introduction to Coaching	£40
20	Introduction to Presentation Skills	£40
21	Leading Focus Groups	£40
22	Managers Guide to Appraisals	£40
23	Manual Handling Refresher	£40
24	Mentoring Basics	£40
25	Personal Brand	£40
26	Positive Leadership	£40
27	Problem Solving Techniques	£40
28	Quick Thinking	£40
29	RIDDOR 2013 Changes	£40
30	Sales Objection Handling Model	£40
31	Selling Skills Model	£40
32	Setting Ground Rules	Free
33	Setting SMART Objectives	£40
34	Succession Planning	£40
35	Unconscious Bias	£40
36	Understanding Change	£40
37	Understanding Customer Care	£40
38	Understanding Diversity	£40
39	Understanding Harassment & Bullying	£40
40	Understanding Motivation	£40
41	Understanding Workplace Risk	£40
42	Welcome Back Meetings	£40

## E-Learning Training Course List

No.	Course Title	Price
1	Abrasive Wheels	£750
2	Anti-Money Laundering	£1,000
3	Bullying & Harassment	£1,000
4	Bribery & Corruption	£750
5	Coaching for Success	£2,500
6	Coaching Fundamentals	£750
7	Communication Skills *	£1,000
8	Competition Law	£1,250
9	Conduct Risk	£750
10	Conflicts of Interest	£500
11	COSHH	£750
12	Customer Excellence	£2,500
13	Data Protection Impact Assessment	£1,250
14	Decision Making *	£750
15	Delegating *	£750
16	Developing Resilience	£2,500
17	Display Screen Equipment	£1,000
18	Drug and Alcohol Awareness	£1,000
19	Electricity at Work	£1,250
20	Emotional Intelligence	£2,500
21	Equality & Diversity	£1,250
22	Financial Crime	£750
23	Fire Safety at Work	£1,250
24	First Aid at Work	£1000
25	Fraud Prevention	£1,250
26	GDPR	£750
27	GDPR for Managers	£1,000
28	Giving Feedback	£750
29	GROW Model	£500
30	Health & Safety	£1,250
31	Health & Safety Law	£750
32	Influencing Skills	£2,500
33	Information Security for Managers	£1,000
34	Information Security Suite (made from other modules on this list '#')	£1,500
35	IT Social Engineering #	£500
36	Leading Virtual Teams	£2,500
37	Management Skills (made from other modules on this list '*')	£4,500
38	Managing a Team *	£1,000
39	Managing Time	£1,250
40	Manual Handling – Wise Guys Guide	£2,500
41	Manual Handling at Work	£750

42	Market Abuse	£1,000
43	Mentoring	£2,500
44	Modern Slavery	£1,000
45	Musculoskeletal Disorders	£1,000
46	Noise at Work	£750
47	Password Security #	£500
48	Performance Management	£2,500
49	Performance Review *	£1000
50	Personal Protective Equipment	£750
51	Phishing Emails #	£500
52	Planning and Organising *	£750
53	Presentation Skills	£2,500
54	Problem Solving *	£750
55	Protection from Malware #	£500
56	Risk Assessment	£750
57	Slips and Trips at Work	£750
58	SMART Objectives	£500
59	Social Networking #	£500
60	Stress at Work	£750
61	Surfing the Web #	£500
62	Team Health Check *	£500
63	Telesales	£1,250
64	Time Management	£1,250
65	Transport Safety	£750
66	Treating Customers Fairly (compliance)	£750
67	Using Mobile Devices #	£500
68	Using Work Equipment	£750
69	Violence at Work	£1,000
70	Whistleblowing	£750
71	Working at Height	£750
72	Writing a CV	£2,500

### Training Video List

No.	Course Title	Price
1	Becoming a Leader – (with workbook)	£250
2	Being a Leader – (with workbook)	£250
3	Coaching Skills – (with workbook)	£250
4	Communication Skills – (with workbook)	£350
5	Delegating – (with workbook)	£350
6	Feedback – (with workbook)	£350
7	GDPR	£199