BUSINESS AND ADMINISTRATION

> Board Meeting and Presentation Skills
> Business Administrator - Building and maintaining positive relationships
> Business Administrator - Decision making and problem solving
> Business Administrator - Project life-cycle and management
> Business Administrator - Report creation and making recommendations
> Business Administrator - Understanding the applicability of business principles
> Business Writing
> Change Management
> Communication Skills
> Customer Service Practitioner - Self development
> Customer Service Practitioner - Team work and knowledge sharing
> Cyber Security Awareness for Business - UK
> Data Protection Awareness - UK
> Delegation Skills

> Dignity in the Workplace
> Discipline
> Emotional Intelligence
> Ethics in Business
> GDPR HR Professionals - UK
> How to Conduct Effective Meetings
> Individual Development Planning
> Influencing People Skills
> Interviewing Skills
> Manager to Leader Introduction
> Manager to Leader - Understanding time management
> Manager to Leader - Communication techniques and application
> Manager to Leader - Building relationships
> Manager to Leader - Strategic decision making
> Manager to Leader - Leading people and leadership styles
> Manager to Leader - Managing people
> Manager to Leader - Operational management
> Manager to Leader - Project management
> Manager to Leader - Business finance
> Managing Under Pressure
> Minute Taking
> Negotiation Skills
> Project Management
> Report Writing
> Selling Through Customer Service
> Solution Selling
> Time and Priority Management
> VDU Workstation Ergonomics - UK
> Attendance Management Skills
**BUSINESS AND ADMINISTRATION**

- Stress Management for Employees
- COVID-19 Compliance Officer - UK
- COVID-19 Back to Work Induction - UK

**GOVERNMENT FUNDED COURSES**

- Customer Service
- Data Protection and Security
- Digital Skills
- Equality and Diversity
- Infection Control
- Lean Organisation Management
- Mental Health Awareness
- Mental Health First Aid
- Workplace Violence and Harassment
- Information, Advice and Guidance
- Personal Exercise, Health and Nutrition

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CARE SERVICES, EDUCATION AND CHILDCARE

GOVERNMENT FUNDED COURSES

- Business Improvement Techniques
- Care Planning
- Caring for Children and Young People
- Child and Young People's Mental Health
- Cleaning Principles
- Climate Change and Environmental Awareness
- Common Childhood Illnesses
- Common Health Conditions
- Customer Service
- Customer Service for Hospitality
- Data Protection and Security
- Dementia Care
- Diabetes
- Digital Skills
- Digital Skills in Care Settings
- Dignity and Safeguarding
- End of Life Care
- Equality and Diversity
- Fall Prevention Awareness
- Infection Control
- Information, Advice and Guidance
- Lean Organisation Management
- Learning Disabilities
- Mental Health Awareness
- Mental Health First Aid
- Nutrition and Health
- Personal Care Needs
- Personal Exercise, Health and Nutrition
- Safe Handling of Medication
- Safeguarding and Prevent
- Specific Learning Difficulties
- Team Leading
- Technology Enabled Care
- Tenant Support in Housing
- Understanding Autism
- Workplace Violence and Harassment

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CATERING AND HOSPITALITY

- Manual Handling - UK
- Food Allergies - ROSPA
- Health and Safety for Managers - UK - ROSPA
- HACCP Food Safety L2 - UK
- HACCP Food Safety Level 3 - UK
- Responsible Service of Alcohol - UK
- Personal Trainer - Nutrition and Health Guidelines
- Fire Safety - UK - ROSPA
- Accident Reporting UK - ROSPA
- Communication Skills
- Preventing Slips Trips and Falls - UK
- CPR and AED Awareness
- Customer Service Practitioner - Product and service knowledge
- Essential Bar Training
- Essential Catering
- Essential Customer Service
- Essential Health and Safety
- Essential Hospitality
- Award in Responsible Alcohol Retailing Level 1 Licensing - UK
- T in the Park Licensing Training
- Scottish Certificate for Licensed Premises Staff Part 1
- Scottish Certificate for Licensed Premises Staff Part 2
- Scottish Certificate for Licensed Premises Staff Part 3
- Scottish Certificate for Personal Licence Holders Part 1
- Scottish Certificate for Personal Licence Holders Part 2
- Scottish Certificate for Personal Licence Holders Part 3
- Cyber Security and Data Protection in the Hospitality Industry - Frontline Employees - UK
- Cyber Security and Data Protection in the Hospitality Industry - Managers - UK

GOVERNMENT FUNDED COURSES

- Cleaning Principles
- Climate Change and Environmental Awareness
- Customer Service
- Customer Service for Hospitality
- Data Protection and Security
- Digital Skills
- Equality and Diversity
- Infection Control
- Information, Advice and Guidance
- Lean Organisation Management
- Learning Disabilities
- Mental Health Awareness
- Mental Health First Aid

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CATERING AND HOSPITALITY

- Nutrition and Health
- Personal Exercise, Health and Nutrition
- Team Leading
- Workplace Violence and Harassment
## CONSTRUCTION

- Delegation Skills
- Report Writing
- Emotional Intelligence
- Negotiation Skills
- Stress Management for Employees
- Time and Priority Management
- Prevention of Slips, Trips and Falls - UK
- PPE for Construction
- Manual Handling - UK
- Managing Under Pressure
- First Aid - ROSPA
- Fire Safety - UK - ROSPA
- Dignity in the Workplace
- Control of Substance Hazardous to Health - UK - ROSPA
- Accident Reporting UK - ROSPA
- Accident Investigation
- Confined Space Hazards - UK
- Hand Protection - UK - ROSPA
- Working at Height - UK
- Asbestos Awareness
- Safety Health and Environment - UK - ROSPA
- Eye Safety - ROSPA
- Electrical Safety - UK - ROSPA
- Abrasive Wheels
- Buried Services UK - ROSPA
- Safe Chemical Handling
- COVID-19 Induction - Construction - UK
- COVID-19 Compliance Officer - Construction - UK
- Risk Assessment and Method Statements - UK
- Health and Safety for Managers - UK - ROSPA
- Ladder Safety Awareness - UK - ROSPA

## GOVERNMENT FUNDED COURSES

- Climate Change and Environmental Awareness
- Customer Service
- Data Protection and Security
- Digital Skills
- Equality and Diversity
- Information, Advice and Guidance
- Lean Organisation Management
- Team Leading
- Mental Health Awareness
- Mental Health First Aid
- Nutrition and Health

[https://mc2.myconnect.olivegroup.io/learner/register](https://mc2.myconnect.olivegroup.io/learner/register)
CREATIVE DESIGN AND DIGITAL

- Armed Robbery Awareness - UK
- Business Administrator - Building and maintaining positive relationships
- Business Administrator - Report creation and making recommendations
- Communication Skills
- Customer Service Practitioner - Dealing with customer conflicts and influencing people
- Customer Service Practitioner - Product and service knowledge
- Customer Service Practitioner - Roles and responsibilities
- Customer Service Practitioner - Team work and knowledge sharing
- Cyber Security and Data Protection in the Hospitality Industry - Managers - UK
- Cyber Security and Data Protection in the Hospitality Industry - Frontline Employees - UK
- Cyber Security Awareness for Business - UK
- Cyber Security Awareness at Home - UK
- Data Protection Awareness - UK
- Eye Safety - ROSPA

- GDPR Information Technology - UK
- Data Protection for Marketing Professionals - UK
- LinkedIn for Business - International
- Manager to Leader - Operational management
- Manager to Leader - Project management
- Manager to Leader - Strategic decision making
- Selling Through Customer Service
- Social Media Awareness
- Time and Priority Management
- LinkedIn for Business - International
- VDU Workstation Ergonomics - UK
- Customer Service Practitioner - Product and service knowledge
- COVID-19 Compliance Officer - UK
- COVID-19 Back to Work Induction - UK
- Introduction to BIM - UK

GOVERNMENT FUNDED COURSES

- Business Improvement Techniques
- Customer Service
- Data Protection and Security
- Digital Skills
- Digital Skills in Care Settings
- Digital Skills in Engineering Settings
- Digital Skills in Logistics Settings
- Digital Skills in Retail Settings
- Equality and Diversity
- Information, Advice and Guidance
- Lean Organisation Management
- Mental Health Awareness
- Mental Health First Aid
- Team Leading

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CREATIVE DESIGN AND DIGITAL

- Technology Enabled Care
- Workplace Violence and Harassment
- Understanding Autism

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ENGINEERING AND MANUFACTURING

> Accident Investigation
> Accident Reporting UK - ROSPA
> Anti Bullying in the Workplace
> Communication Skills
> COVID-19 Back to Work Induction - UK
> COVID-19 Compliance Officer - UK
> Data Protection Awareness - UK
> Dignity in the Workplace
> Discipline
> Eye Safety - ROSPA
> Food Allergies - ROSPA
> HACCP Food Safety L2 - UK
> HACCP Food Safety Level 3 - UK
> Hand Protection - UK - ROSPA
> Infection Control
> Laboratory Safety - International - ROSPA
> Managing Pregnancy in the Workplace - International - ROSPA
> Manual Handling - UK
> Preventing Slips Trips and Falls - UK
> Safety Health and Environment - UK - ROSPA
> Warehouse Safety - UK - ROSPA

GOVERNMENT FUNDED COURSES

> Business Improvement Techniques
> Cleaning Principles
> Climate Change and Environmental Awareness
> Data Protection and Security
> Digital Skills

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HEALTH AND SCIENCE

- Personal Trainer - Programme Design for Resistance Training
- Personal Trainer - Resistance Training Systems
- Personal Trainer - Periodisation
- Personal Trainer - Strength and Conditioning
- Personal Trainer - Exercising outside the Gym
- Personal Trainer - Delivering Personal Training Sessions
- Personal Trainer - Evaluating Sessions
- Discipline
- Dignity in the Workplace (International)
- Anti Bullying (International)
- Accident Reporting (UK) (ROSPA)
- Managing Under Pressure
- Manual Handling (UK)
- Workplace Stress Management Skills
- Social Media Awareness
- Preventing Slips Trips and Falls (UK) (ROSPA)
- First Aid for Sports Event
- CPR and AED Awareness
- Hand Protection (UK) (ROSPA)
- Communication Skills (International)
- Club Running and Safeguarding Children in Sport
- COVID-19 Induction (Construction) (UK)
- COVID-19 Compliance Officer (UK)
- COVID-19 Back to Work Induction (UK)

GOVERNMENT FUNDED COURSES

- Business Start-Up
- Business Improvement Techniques
- Climate Change and Environmental Awareness
- Common Childhood Illnesses
- Common Health Conditions
- Data Protection and Security
- Diabetes
- Digital Skills
- Equality and Diversity
- Infection Control
- Information, Advice and Guidance
- Lean Organisation Management
- Learning Disabilities
- Mental Health Awareness
- Mental Health First Aid
- Nutrition and Health
- Team Leading

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LEGAL FINANCE AND ACCOUNTING

- Anti Money Laundering - Insurance - UK
- Anti Bribery and Corruption - UK
- Business Administrator - Report creation and making recommendations
- COVID-19 Back to Work Induction - UK
- COVID-19 Compliance Officer - UK
- Cyber Security Awareness for Business - UK
- Data Protection Awareness - UK
- Ethics in Business
- GDPR HR Professionals - UK
- Manager to Leader - Business finance
- Senior Manager and Certification Regime - SMCR - Insurance - UK
- Whistleblower Training Course

GOVERNMENT FUNDED COURSES

- Customer Service
- Data Protection and Security
- Digital Skills
- Equality and Diversity
- Information, Advice and Guidance
- Lean Organisation Management
- Team Leading
- Mental Health Awareness
- Mental Health First Aid
- Personal Exercise, Health and Nutrition
- Workplace Violence and Harassment

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PROTECTIVE SERVICES

> Manual Handling - UK
> Managing Under Pressure
> Discipline
> Dignity in the Workplace
> Anti Bullying in the Workplace
> Accident Reporting UK - ROSPA
> Accident Investigation
> Armed Robbery Awareness - UK
> Fire Safety - UK - ROSPA
> Electrical Safety - UK - ROSPA
> COVID-19 Back to Work Induction - UK
> COVID-19 Compliance Officer - UK

GOVERNMENT FUNDED COURSES

> Behaviour that Challenges
> Business Improvement Techniques
> Common Health Conditions
> Customer Service
> Data Protection and Security
> Digital Skills
> Dignity and Safeguarding
> Equality and Diversity
> Fall Prevention Awareness
> Infection Control
> Information, Advice and Guidance
> Lean Organisation Management
> Leaning Disabilities
> Mental Health Awareness
> Mental Health First Aid
> Personal Exercise, Health and Nutrition
> Specific Learning Difficulties
> Team Leading
> Understanding Autism
> Workplace Violence and Harassment

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SALES AND MARKETING

- Communication Skills
- Customer Service Practitioner - Communication and interpersonal skills
- Customer Service Practitioner - Dealing with customer conflicts and influencing people
- Customer Service Practitioner - Product and service knowledge
- Customer Service Practitioner - Roles and responsibilities
- Customer Service Practitioner - Self development
- Customer Service Practitioner - Systems and resources
- Customer Service Practitioner - Team work and knowledge sharing
- Customer Service Practitioner - Understanding your organisation
- Time and Priority Management
- Essential Customer Service
- Data Protection for Marketing Professionals - UK
- LinkedIn for Business - International
- Manager to Leader - Building relationships
- Manager to Leader - Communication techniques and application
- Manager to Leader - Leading people and leadership styles
- Manager to Leader - Managing people
- Manager to Leader - Operational management
- Manager to Leader - Project management
- Manager to Leader - Strategic decision making
- Manager to Leader - Understanding time management
- Negotiation Skills
- Selling Through Customer Service
- Social Media Awareness
- Solution Selling
- VDU Workstation Ergonomics - UK
- COVID-19 Compliance Officer - UK
- COVID-19 Back to Work Induction - UK

GOVERNMENT FUNDED COURSES

- Business Improvement Techniques
- Customer Service
- Customer Service for Hospitality
- Digital Skills
- Digital Skills in Retail Settings
- Equality and Diversity
- Information, Advice and Guidance
- Lean Organisation Management
- Mental Health Awareness
- Mental Health First Aid
- Nutrition and Health
- Personal Exercise, Health and Nutrition
- Retail Knowledge
- Team Leading
- Understanding Autism
- Workplace Violence and Harassment

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TRANSPORT AND LOGISTICS

> Abrasive Wheels
> Accident Investigation
> Accident Reporting UK - ROSPA
> Confined Space Hazards - UKI
> COVID-19 Compliance Officer - Construction - UK
> COVID-19 Induction - Construction - UK
> Dignity in the Workplace
> Discipline
> Eye Safety - ROSPA
> Fire Safety - UK - ROSPA
> Hand Protection - UK - ROSPA
> Ladder Safety Awareness - UK - ROSPA
> Manual Handling - UK
> Preventing Slips Trips and Falls - UK
> Warehouse Safety - UK - ROSPA
> Working at Height - UK
> COVID-19 Compliance Officer - UK
> COVID-19 Back to Work Induction - UK

GOVERNMENT FUNDED COURSES

> Cleaning Principles
> Climate Change and Environmental Awareness
> Customer Service
> Data Protection and Security
> Digital Skills
> Digital Skills in Logistics Settings
> Infection Control
> Information, Advice and Guidance
> Lean Organisation Management
> Mental Health Awareness
> Mental Health First Aid
> Team Leading
> Warehousing and Storage
> Workplace Violence and Harassment

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AGRICULTURE, ENVIRONMENTAL AND ANIMAL CARE

> Environmental Awareness (ROSPA)

GOVERNMENT FUNDED COURSES

> Climate Change and Environmental Awareness
> Customer Service
> Digital Skills
> Equality and Diversity
> Infection Control
> Workplace Violence and Harassment
> Mental Health Awareness
> Mental Health First Aid
> Team Leading
> Information, Advice and Guidance
> Personal Exercise, Health and Nutrition

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COMING SOON

LARGE GOODS VEHICLE (LGV) DRIVER SERIES

> Large Goods Vehicle - Structure of the Industry
> Large Goods Vehicle - Awareness of Role
> Large Goods Vehicle - Protection of the driver, vehicle and load
> Large Goods Vehicle - Drivers First Aid
> Large Goods Vehicle - Safe Use of Equipment
> Large Goods Vehicle - Building Relationships
> Large Goods Vehicle - Driver's Hours
> Large Goods Vehicle - Preparation of a vehicle
> Large Goods Vehicle - Planning of Delivery
> Large Goods Vehicle - Safe and Efficient Driving
> Large Goods Vehicle - Returned Goods
> Large Goods Vehicle - Using Technology

LEVEL 4 STRENGTH AND CONDITIONING SERIES

> Strength & Conditioning - Biomechanical Considerations of Sport Specific Strength and Conditioning
> Strength & Conditioning - Sports Specific Movements for Strength and Conditioning
> Strength & Conditioning - Hypertrophy
> Strength & Conditioning - Strength
> Strength & Conditioning - Energy System Development (ESD)
> Strength & Conditioning - Nervous System
> Strength & Conditioning - Health Related Components of Fitness
> Strength & Conditioning - Plyometric
> Strength & Conditioning - Effects and Indicators of Overtraining
> Strength & Conditioning - Functional Athletic Screening
> Strength & Conditioning - Profiling Athletes
> Strength & Conditioning - Principles of Training
> Strength & Conditioning - Periodisation

FOOD SAFETY SERIES

> Food Safety - Introduction
> Food Safety - Contamination
> Food Safety - Bacteria
> Food Safety - Prevention
> Food Safety - Hazard Analysis
> Food Safety - Personal Hygiene
> Food Safety - Pest and Waste Control
> Food Safety - Cleaning
> Food Safety - Promises and Equipment
> Food Safety - Summary

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COMING SOON

RECRUITMENT CONSULTANT SERIES

> Recruitment Consultant - The Recruitment Industry and Role of Consultant
> Recruitment Consultant - The Recruitment Industry and Role of Consultant
> Recruitment Consultant - The Recruitment Industry and Role of Consultant
> Recruitment Consultant - Legal, Regulatory and Ethical Requirements when Recruiting
> Recruitment Consultant - Market Research and Analysing Competitor Activity
> Recruitment Consultant - The Recruitment Sales Cycle and Techniques
> Recruitment Consultant - The Recruitment Sales Cycle and Techniques
> Recruitment Consultant - The Recruitment Sales Cycle and Techniques
> Recruitment Consultant - Understanding Relationship Management in Recruitment

...AND MANY MORE COURSES COMING SOON.

SIGN UP NOW AT

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