glo™ library pro

![glo™ logo]

Our glo™ library of eLearning courses consists of a variety of Soft Skills and Compliance titles to cover a wide range of workplace requirements and provides the perfect way to get your online learning strategy off the ground or to compliment your own online content. We introduce new and diverse titles quarterly, adding to the already impressive library of courses.

Equality and Diversity

Managing Equality & Diversity is a very real challenge for managers and employees in today's workplace. The Equality & Diversity range covers the Protected Characteristics identified by the Equality Act 2010, using case studies and questions to help you to understand and prevent discrimination at work.

10 courses:

Introduction	Sexual orientation
Age	Marriage & civil partnership
Race	Pregnancy & maternity
Religion or Belief	Disability
Workplace Bullying	Unconscious Bias
Sex Discrimination	Gender Reassignment

Health and Safety

Health and Safety is one of the most important subjects that needs to be addressed at work, to maintain compliance with the law and to protect the workforce. These interactive, responsive modules make compliance training that bit more engaging!

7 courses:

Introduction	Dangerous Substances
Fire	Display Screen equipment
First Aid	Electricity
Slips & Trips	

Data Protection

The 8 principles of the Data Protection Act set out rules for handling, processing and storing personal data. This range covers each principle and what your rights and responsibilities are under the Act.

5 courses:

GDPR Module	Accountability and Governance
An Introduction to GDPR	Individual Rights
Lawful base for Processing	

Corporate and Social Responsibility

Every company has certain social and corporate responsibilities which must be maintained. These range from sustainability to ethical trading, and help to protect your social, economic and environmental interests.

7 courses:

Sustainability	Modern Day Slavery
Cyber Security	Driving at Work
Whistleblowing	Sickness and Absence
Right to Work	

Food Safety and Hygiene

When storing or preparing food, it is essential that Food Standards are achieved and maintained. The Food Safety and Hygiene range covers everything from Food Law through to Allergies and Personal Hygiene

9 courses:

Introduction	Personal Hygiene
Food Law	Food Safety Management
Food Safety Hazards	Food Allergy
Temperature Control	Food Bourne Illness
Hygienic Premises	

Management and Leadership

Accelerate your managers' development with motivational, effective and engaging online training. Designed to improve the skills and confidence of managers and leaders, the range covers everything from coaching and mentoring to giving feedback.

6 courses:

Developing Leadership	Taking Action
Trading for non-traders	The Effective Leader
Project management	Coaching & Mentoring
Managing Virtual Teams	Giving & Receiving Feedback
Motivation & Effective Feedback	Flexible Leadership
Planning& Monitoring Team Performance	

Personal Development

Personal development is about maximising strengths and improving areas of weaknesses. This range is designed to help develop potential and improve employment skills through interactive online learning.

9 courses:

Making Objectives Happen	Setting objectives
Negotiation Skills	Confidence
Dealing with Stress	Decision making
Time Management	Planning your own development
Problem Solving	

Communication and Social Skills

The Communication and Social Skills range is designed to help staff become more confident and effective in their communications, when speaking, listening and writing.

8 courses:

How to be Assertive	What's not being said
Effective Writing	Body Language
Active Listening	Asking the Right Questions
Communicating with Emotional Intelligence	Presenting with Confidence
Presenting Data	Social Media Awareness
Expressing yourself	

Teamwork

Effective teamwork is an essential part of any working environment. The Teamwork range is designed to help staff become more effective team players and leaders, playing an active role in the success of the team. Our Teamwork series will help you to understand the different stages of a team, to find your role and to run a productive meeting

6 courses:

Working in teams	Dealing with Conflict
Find your role	Effective Meetings
Performance Troubleshooting	Effective delegation

Customer Service

The Customer Service range offers staff insights into appropriate and effective customer service, from sending emails to handling complaints. The range is designed to offer useful advice for approaching new customers and maintaining existing ones.

7 courses:

Introduction	Religion or Belief
Age	Workplace Bullying
Race	Sex Discrimination
Sexual orientation	Marriage & civil partnership
Pregnancy & maternity	Disability
Unconscious Bias	Gender Reassignment

Managing Change

Change is an important part of any organisation's success, but it can be overwhelming. That's why we've created this suite of titles to help employees recognise why change is vital and how to accept and adapt to change.

6 courses:

The need for strategy	Challenging the Status Quo
Thriving in Change	Experiencing Change
Seeing Change through	Making the Change

Literacy Skills

Our Literacy Skills series has been designed to help you understand how to prepare and write an effective report. The range explores a variety of literacy features, which add structure and style to your writing, whilst reinforcing the fundamental rules of spelling and grammar.

4 courses:

The English Sentence	Preparing Your Report
Writing your report	Spelling and Punctuation

Workplace Wellbeing

The health and wellbeing of individuals within your organisation is vital, both in and out of the workplace. This range is designed to promote positive working cultures and highlight the risks and warning signs of poor mental health, stress, sickness and more.

13 courses:

Everyday Energy	Mental Health
Impact & Influence	Value & Purpose
Resilience	Empathy
Relationship Building	Relaxation
Creativity	Personal Agility
Mindset	Great Conversations
Managing Emotions	Changing Behaviours
Life Balance	Positive Thinking
Healthy Living	

Safeguarding – **Updated!**

Safeguarding is everybody's responsibility, with each of us having a moral duty to recognise, record, report and respond to any concerns about harm and abuse. This suite explores a range of safeguarding issues related to Children and Vulnerable Adults for England and Wales, Scotland and Northern Ireland.

6 courses:

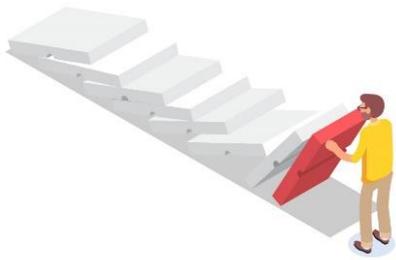|	
Safeguarding Children (England and Wales)	Safeguarding Vulnerable Adults (England and Wales)
Safeguarding Vulnerable Adults (Scotland)	Safeguarding Children (Northern Ireland)
Safeguarding Vulnerable Adults (Northern Ireland)	Safeguarding Children (Scotland)

Understanding Budget and Finance

All organisations are exposed to the growing threat of financial crime, which ranges from bribery and fraud to money laundering and terrorist financing. Our Finance range is designed to improve your understanding of these key risk areas as well as exploring the basic techniques involved in the workplace.

8 courses:

Bribery Act 2010	Budgeting Basics
Competition Law	Finance for Non-Financial Managers
PCI-DSS	Bribery & Corruption
Insider Trading	Anti-Money Laundering

Career Development - **New!**

Whether you are conducting a recruitment interview, carrying out an appraisal interview with your team or you are the interviewee, this range offers tips and techniques to ensure a successful interview process.

7 courses:

Tips for the Interviewee	First Impressions **New!**
Hiring Right First Time	Inducting a New Team Member **New!**
Appraisal Interviews	Networking **New!**
Career Planning **New!**	