



glo™ library pro





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 & 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.

12 courses:

Equality & Diversity Introduction

Age

Race

Religion or Belief

Workplace Bullying

Sex Discrimination

Sexual orientation

Marriage & civil partnership

Pregnancy & maternity

Disability

Unconscious Bias

Gender Reassignment

Health & 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!

9 courses:

Introduction

Fire

First Aid

Slips & Trips

Manual Handling

Dangerous Substances

Display Screen equipment

Electricity

Driving at Work



Data Protection & IT Security

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.

8 courses:

GDPR Module	Accountability and Governance
An Introduction to GDPR	Individual Rights
Lawful base for Processing	Data protection act 2018
Cyber security	PCI DSS



Corporate & 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.

4 courses:

Modern Day Slavery	Right to Work
Sustainability	Whistleblowing



Food Safety & 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 & 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.



13 courses:

Effective Delegation

Developing Leadership

Managing virtual teams

Planning & Monitoring Team Performance

Taking Action

Appraisal Interviews

Sickness and absence

Coaching and Mentoring

Flexible leadership

Motivation and Effective Feedback

Performance Troubleshooting

The Effective Leader

Great conversations

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.



17 courses:

Giving and receiving feedback

Project management

Making Objectives Happen

Problem Solving

Time Management

Creativity

Better judgement

Planning your own Development

Confidence

First Impressions

Dealing with stress

Negotiation Skills

Setting Objectives

Networking

Training for non-trainers

Remote Working

Decision making

Communication & 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.



13 courses:

Active listening

Body Language

Expressing yourself

Presenting data

Social media awareness

Email Etiquette

Effective meetings

Asking the right questions

Communicating with Emotional intelligence

How to be assertive

Presenting with Confidence

What's not being said

Telephone manner

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



4 courses:

Dealing with Conflict

Working in teams

Find Your Role

Collaborative Learning

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.



5 courses:

Understanding Brand and Reputation

Know your customer

Approaching new customers

Handling Complaints

Maintaining



Change Management

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:

Challenging the Status Quo

Thriving in Change

Seeing Change through

The need for strategy

Experiencing Change

Making the Change



Writing 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

Writing your report

Effective Writing

Preparing 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.

15 courses:

Changing Behaviours

Everyday Energy

Impact and influence

Managing Emotions

Mindset

Positive thinking

Relaxation

Value and Purpose

Empathy

Healthy Living

Life Balance Module

Mental Health

Personal Agility

Relationship building

Resilience



Safeguarding

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)



Financial Conduct

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.

5 courses:

Budgeting Basics

Competition Law

Finance for Non-Financial Managers

Bribery Act 2010

Bribery & Corruption



Career Development

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.

2 courses:

Career Planning

Tips for the interviewee

Recruitment & Induction



2 courses:

Hiring Right First time

Inducting a new Team Member

Budgeting & Finance



2 courses:

Budgeting basics

Finance for Non-Financial
Managers
