

## Get Your Employees *Up to Speed* on: Impact Consulting e-Learning Courses *Run on* Impact LMS!



Visit LMS: <https://learnflo.co.uk/author/Index/impact-consulting/13?coursetype=E-Learning>

S/N	PROFESSIONAL EFFECTIVENESS	TICK
1	Administrative Office Procedures	
2	Administrative Support	
3	Attention Management	
4	Archiving and Records Management	
5	Business Acumen	
6	Business Ethics	
7	Business Etiquette	
8	Business Writing	
9	Collaborative Business Writing	
10	Communication Strategies	
11	Creating a Great Webinar	
12	Creative Problem Solving	
13	Developing Creativity	
14	Digital Citizenship	
15	Entrepreneurship	
16	Executive and Personal Assistants	
17	Goal Setting and Getting Things Done	
18	High Performance Teams Inside the Company	
19	High Performance Teams Remote Workforce	
20	Manager Management	
21	Negotiation Skills	
22	Personal Productivity	
23	Presentation Skills	
24	Servant Leadership	
25	Stress Management	
26	Taking Initiative	

Visit LMS: <https://learnflo.co.uk/author/Index/impact-consulting/13?coursetype=E-Learning>

Call: 08033014321, 08033876456, 08023060462. E-mail: [info@impactconsultingng.com](mailto:info@impactconsultingng.com)

27	Team Building Through Chemistry	
28	Teamwork and Team Building	
29	Telephone Etiquette	
30	Telework and Telecommuting	
31	Time Management	
	<b>HUMAN RELATIONS</b>	<b>TICK</b>
1	Anger Management	
2	Assertiveness and Self confidence	
3	Civility in The Workplace	
4	Delivering Constructive Criticism	
5	Developing a Lunch and Learn	
6	Developing Corporate Behavior	
7	Emotional Intelligence	
8	Improving Mindfulness	
9	Improving Self-Awareness	
10	Increasing Your Happiness	
11	Interpersonal Skills	
12	Networking Outside the Company	
13	Networking Within the Company	
14	Personal Branding	
15	Public Speaking	
16	Respect In The Workplace	
17	Self-Leadership	
18	Social Intelligence	
19	Social Learning	
20	Social Media In The Workplace	
21	Ten Soft Skills You Need	
22	Work-Life Balance	
23	Workplace Diversity	
24	Workplace Harassment	
25	Workplace Violence	
	<b>SERVICE QUALITY &amp; SAFETY</b>	<b>TICK</b>
1	Call Center Training	
2	Contact Center Training	
3	Customer Service	
4	Customer Support	
5	Handling a Difficult Customer	
6	Health and Wellness at Work	
7	Lean Process and Six Sigma	

Visit LMS: <https://learnflo.co.uk/author/Index/impact-consulting/13?coursetype=E-Learning>

Call: 08033014321, 08033876456, 08023060462. E-mail: [info@impactconsultingng.com](mailto:info@impactconsultingng.com)

8	Office Health and Safety	
9	Risk Assessment and Management	
10	Safety in The Workplace	
11	Universal Safety Practices	
	<b>FINANCE AND ACCOUNTS</b>	<b>TICK</b>
1	Basic Bookkeeping	
2	Budgets and Financial Reports	
3	Managing Personal Finances	
	<b>HR MANAGEMENT</b>	<b>TICK</b>
1	Adult Learning - Mental Skills	
2	Adult Learning - Physical Skills	
3	Business Succession Planning	
4	Coaching and Mentoring	
5	Conducting Annual Employee Reviews	
6	Employee Onboarding	
7	Employee Recognition	
8	Employee Recruitment	
9	Employee Termination Processes	
10	Facilitation Skills	
11	Generation Gaps	
12	Hiring Strategies	
13	Human Resource Management	
14	Job Search Skills	
15	Knowledge Management	
16	Life Coaching Essentials	
17	Measuring Results From Training	
18	Millennial Onboarding	
19	mLearning Essentials	
20	Performance Management	
21	Talent Management	
22	Train-The-Trainer	
	<b>SALES &amp; MAKETING</b>	<b>TICK</b>
1	Coaching Salespeople	
2	In Person Sales	
3	Internet Marketing Fundamentals	
4	Marketing Basics	
5	Motivating Your Sales Team	
6	Multi-Level Marketing	
7	Overcoming Sales Objections	

Visit LMS: <https://learnflo.co.uk/author/Index/impact-consulting/13?coursetype=E-Learning>

Call: 08033014321, 08033876456, 08023060462. E-mail: [info@impactconsultingng.com](mailto:info@impactconsultingng.com)

8	Proposal Writing	
9	Prospecting and Lead Generation	
10	Sales Fundamentals	
11	Social Media Marketing	
12	Top 10 Sales Secrets	
13	Trade Show Staff Training	
14	Media and Public Relations	
15	Social Media Marketing	
16	Negotiation Skills	
	<b>SUPPLY CHAIN &amp; PROJECT MGT</b>	<b>TICK</b>
1	Contract Management	
2	Crisis Management	
3	Event Planning	
4	Project Management	
5	Project Management 6th Edition	
6	Supply Chain Management	
	<b>MANAGEMENT &amp; LEADERSHIP</b>	<b>TICK</b>
1	Appreciative Inquiry	
2	Being a Likeable Boss	
3	Conflict Resolution	
4	Developing New Managers	
5	Diversity and Inclusion	
6	Employee Motivation	
7	Leadership and Influence	
8	Meeting Management	
9	Middle Manager	
10	Office Politics for Managers	
11	Organizational Skills	
12	Performance Management	
13	Servant Leadership	
14	Supervising Others	
15	Team Building for Managers	
16	Virtual Team Building and Management	
17	Women in Leadership	
	<b>MICROSOFT TRAINING</b>	<b>TICK</b>
1	Access 2016 Essentials	
2	Excel 2016 Essentials	
3	Excel 2016 Expert	
4	Outlook 2016 Essentials	

Visit LMS: <https://learnflo.co.uk/author/Index/impact-consulting/13?coursetype=E-Learning>

Call: 08033014321, 08033876456, 08023060462. E-mail: [info@impactconsultingng.com](mailto:info@impactconsultingng.com)

8	PowerPoint 2016 Essentials	
6	Word 2016 Essentials	
7	Word 2016 Expert	
8	Cyber Security	
9	The Cloud and Business	

**Visit LMS:** <https://learnflo.co.uk/author/Index/impact-consulting/13?coursetype=E-Learning>



**Visit LMS:** <https://learnflo.co.uk/author/Index/impact-consulting/13?coursetype=E-Learning>

**Call:** 08033014321, 08033876456, 08023060462. **E-mail:** [info@impactconsultingng.com](mailto:info@impactconsultingng.com)