

Elearning Course Library

REMOTE WORKING MASTERCLASS

This series of 10-minute interactive courses takes learners inside an experienced remote team. A cutting-edge training resource for organizations seeking to optimize their remote working arrangements at every level.

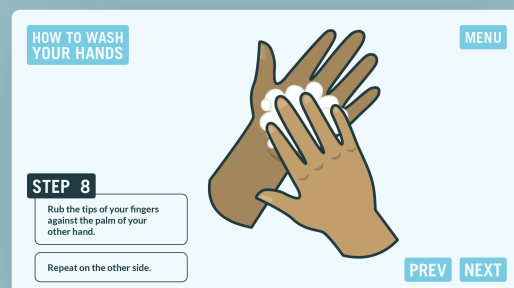
- Time Management
- Onboarding New Employees
- Running Interviews
- Setting Boundaries
- Starting a New Role
- Gathering Employee Feedback
- Working in a Global Team
- Running Virtual Events



COVID-19

This series supports front-line staff and supervisors to meet the unprecedented challenges posed by the COVID-19 pandemic. Each 3 - 5 minute animated course provides clear, effective guidance in an engaging and supportive way.

- Planning a Return to Work
- **Customer Service:** De-escalating Mask-related Conflict
- **Leadership:** De-escalate Mask-related Conflict
- **Customer Service:** De-escalating Conflict over Safety Rules
- De-escalating Conflict When You Can't Wear a Mask in the Workplace
- De-escalating Conflict Confronting Colleagues about Safety Rules
- De-escalating Conflict Delivery Drivers
- Covid-19 Retail & Hospitality: Why Safety Rules Matter
- How to Wash Your Hands: A 12 Step Process



REMOTE TEAMS

The Remote Teams series guides learners through the major challenges of remote working. Combining animation with interactive features, these 10-minute courses are a targeted resource for teams seeking to iron out remote working issues.

- Digital Security While Working from Home
- Solving Communication Problems
- Improving Virtual Meetings
- Finding the Right Tech for You
- Staying Productive
- Solving Teamwork Problems

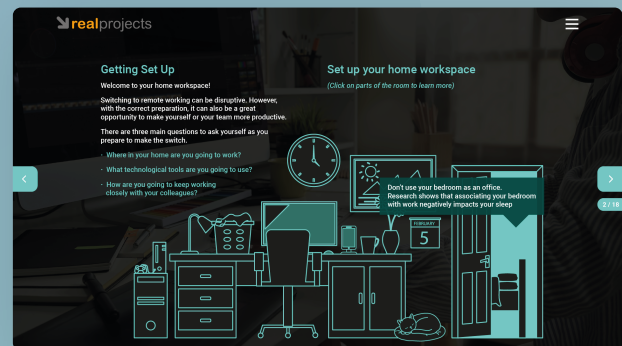


WORKING IN A VIRTUAL TEAM

Providing a detailed overview of the remote-working landscape, this series helps team members and managers transition smoothly from the office to the home office.

These are 20-minute interactive courses.

- Team Members
- Running an Effective Virtual Meeting
- Transitioning to Remote Working
- Managing Virtual Teams



DEALING WITH DIFFICULT PEOPLE

This series equips front-line staff to manage difficult people and situations.

Each 20-minute interactive course provides detailed strategies for resolving personal conflicts at work.

- Retail and Hospitality
- Colleagues
- Client, Suppliers and Contractors
- Phone and Digital



INFORMATION SECURITY

These 20-minute interactive courses set out best-practice guidelines for staying safe while working online.

- Phishing
- Malware and Viruses
- Passwords
- Email Security
- Staying Safe Online
- Remote Working

LONE WORKER SECURITY

Developed with security experts Trisat, these 20-minute interactive courses provide best-practice guidelines for lone workers' personal security.

- Home Security
- Personal Security

WRITING FOR BUSINESS

This series equips professionals to write more clearly, persuasively and professionally. 20 minutes, interactive.

- Presentations
- Effective Emails
- Quickly and Effectively
- Taking Notes in Meetings
- Report Writing

SOFT SKILLS

These courses introduce learners to some of the key skills of the workplace. 20 minutes, interactive.

- Leadership
- Dealing with Difficult People
- Networking Skills
- Time Management
- Writing Effective Emails
- Managing Client Relationships
- Taking Minutes
- Why Projects Fail
- What is Project Management
- Writing for the Internet

PERSONAL AND OFFICE SECURITY

- Situational Awareness
- Terrorism Awareness
- Access Control

TRAVEL SECURITY

Security experts Trisat helped us to develop these 20-minute interactive courses, equipping learners for safe and secure work-related air travel.

- Preparing for Your Trip
- Air Travel
- During Your Trip

UNDERSTANDING WORKPLACE CONFLICT

These courses provide deep insight into workplace conflict, helping front-line staff to manage conflict situations and managers to create effective conflict policy. 20 minutes, interactive.

- Understanding Workplace Conflict
- Managing Workplace Conflict
- Understanding Conflict Behaviour

COMING SOON

TRAVELLING FOR WORK

- Wellbeing
- Air Travel
- Conferences and Exhibitions
- Situational Awareness
- Time Zones

MANAGEMENT SKILLS

- Effective Team Management
- Effective Decision Management
- How to Hold an Effective Meeting

COVID-19

- Continuity Planning: Managing Talent
- Staff Planning
- How to Wear a Face Mask

REMOTE CHALLENGES

- Communication Struggles
- Social Isolation
- Struggling to Focus
- Work-Life Balance

REMOTE WORKING

- Client Management
- Client Relations for First-Timers
- Embedding Remote Work
- Staying Productive
- Strengthening Culture

BECOMING A MANAGER

- How to Avoid Bad Decisions
- How to Give Feedback
- Managing Upwards
- Your First Client Meeting
- Your First Managers Meeting
- Your First Presentation
- Your First Project Budget
- Your First Report

REMOTE HEALTH AND SAFETY

- Setting Up Your Home Workspace
- Working Safely

A bit about us

Real Projects are expert course creators, with 15 years' experience delivering innovative elearning. Our focus on creative content and a rewarding learner journey is why the organisations that depend on our work include the NHS, Marks and Spencer, Maersk, GlaxoSmithKline, 3M, the Professional Football Scouts Association, and more than a hundred other businesses, from multinationals to start-ups.

We're also remote working experts: we've been doing it ourselves for nearly a decade.