

# Course-Source Vendor Information

Learning4Business

Learning and safety4business are one of the UK's leading e-learning designers and publishers. Its sub-brands learning4business and safety4business specialise in a wide variety of skills and knowledge essential for business, including a comprehensive range of Workplace Legislation and Health & Safety courses which are regularly updated.

With a large and wide-ranging customer base they provide access to learning for hundreds of thousands of people—learning that is delivered through quality learning products and sensitivity to their customers' needs.

The learning4business range of courses concentrates on the generic knowledge and skills needed by managers and supervisors and anyone with health and safety responsibilities.



## Appraisals & Performance Management

An Overview of Appraisals & Performance Management  
Preparing for the Appraisal Discussion

The Appraisal Discussion

On-going Appraisal

## Attraction & Recruitment

The Recruitment Process - An Overview

Writing Job Descriptions & Person Specifications

Attracting Candidates & Producing Job Advertisements

Shortlisting Candidates & Interview Techniques

Candidate References and Selection

## Communication

Presentations 1 - Preparing for the Presentation

Presentations 2 - The Presentation

Questioning Skills - Why Are Questions Important?

Using Open Questions

Using Probing Questions

Using Closed Questions

Unproductive Questions

An Introduction To Listening

Removing The Barriers To Listening

Becoming A Better Listener

A Background to Body Language

Silent Speech - Understanding Body Language

Using Body Language in the Workplace

Silent Selling - Using Body Language in Sales

The Role of the Coach

## Health & Safety

An introduction to Health & Safety at Work

VDU and Workstation Health and Safety

Fire Safety & Evacuation

Safe Manual Handling

Avoiding Slips, Trips & Falls

Managing & Handling Stress at Work

An Introduction to Managing Health and Safety

RSI - What It Is and How to Avoid It

Risk Assessment for Managers

Staying Safe with Noise

## Influencing & Negotiation

Introduction to Negotiation

Negotiating Strategies 1 - Strategy Basics

Negotiating Strategies 2 - Psychological Strategies

Introduction to Persuading & Influencing

The Persuasion Process

## Legislation in the UK Workplace

Equal Opportunities Race Legislation

Equal Opportunities Gender Legislation

Equal Opportunities Disability Legislation

Equal Opportunities Religious and Age Legislation

Equal Opportunities Ex-Offenders Legislation

Equal Opportunities Age Legislation 2006

Preventing Bullying in the Workplace

An Overview of Diversity and Discrimination

Applying Equal Opportunities in the Workplace - Recruitment and Selection

Applying Equal Opportunities in the Workplace - Training and Performance Development  
Parents in Employment

Flexible Working

Freedom of Information Act

Overview of Data Protection Act 1998

## Making Meetings Work

Introduction to Meetings & Meeting Types

Meeting Planning and Preparation

Conducting Effective Meetings

Meeting Behaviour and Dealing with Problem Characters

Virtual Meetings

## Time to Manage

The Purpose & Goals of Time Management

Organising Your Time

Planning Your Time

Dealing with Time-Wasting Situations

Delegate

Time Saving Tips & Technology

# Course-Source Vendor Information

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## Pricing Information

Course-Source Ltd and Learning4Business offer a unique unit based pricing model, where 1 learning unit purchased is equivalent to both 1 course and 1 learner. The organisation can then utilise those learning units in whichever configuration it decides upon. This means you only pay per user, on a needs only basis – no software licence costs or capital purchase and we've built in monitoring, reporting and marketing facilities for free.

However, pricing is also available on a licence fee basis, where number of users of particular courses are charged per annum.

Both pricing models are highlighted below.

		Pricing per Unit Purchased									
		1-9	10-24	25-49	50-99	100-249	250-499	500-999	1000-2499	2500-4999	2500+
<b>3 Months</b>	£20.00	£17.00	£17.00	£14.00	£12.00	£10.00	£8.00	£6.00	£5.00	£4.00	
<b>12 Months</b>	£30.00	£25.50	£25.50	£21.00	£18.00	£15.00	£12.00	£9.00	£7.50	£6.00	

Number of Users	Health & Safety Series	Workplace Legislation	Management
Up to 300	£4,450	£4,450	£3,950
301-750	£7,490	£7,490	£4,950
751-1000	£8,950	£8,950	£5,950
1001-2000	£11,450	£11,450	£8,450
2000+	POA	POA	POA

