

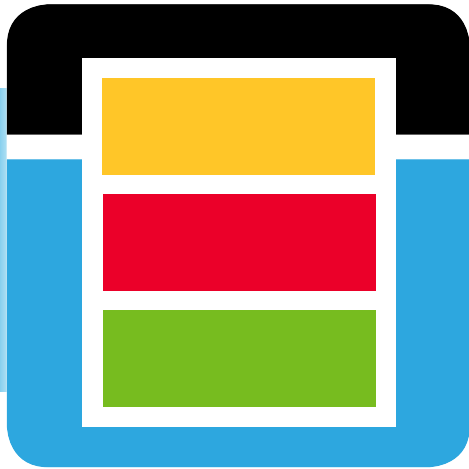
# Business Essentials Programme



## Course overview

**Our Business Essentials programme has been designed to provide staff with the core skills and knowledge needed to help them succeed and develop in their job role.**

Build your own Business Essentials programme from a range of available sections. You can tailor the programme to develop your staff in the way you want.



## Business Essentials Programme

### Who is suitable?

Businesses that are looking to enhance the professional development and skill-set of their current workforce will benefit from completing this programme. It offers essential business knowledge that is vital in growing a successful and productive company.

### Learning method

Studying via distance learning means you can choose when and where you study.

This course is available:



The online course is available on The Skills Network's online learning platform, **EQUAL**. Online learning with a difference, **EQUAL** features:

- **Exciting and engaging content**
- **Interactivity – featuring videos and games to enhance learning**
- **Virtual tutors who offer hints, tips and guidance throughout the course.**

### What you will learn

**Business Essentials is split into three learning areas with a range of different sections:**

- **Workplace Awareness**
  - Equality and diversity - Health and safety
  - Cleaning skills - Infection control
- **Personal Health and Well-being at Work**
  - Nutrition and health - Exercise
  - Mental health issues - Diabetes awareness
- **Customer Service**
  - Customer service skills - Teamwork
  - Presenting information - Team leading.

### Benefits

- Bite-sized chunks of online learning
- Activities and questions are auto-assessed
- Staff progress can be tracked through a reporting system.

no exams  
just assessments