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Communication

- Communication & Social Skills
- Sales Mastery

Customer Service

Compliance

- **Care Cerificate**
- Cyber Security
- Data Protection
- Diversity & Inclusion
- Equality & Diversity
- Food Safety & Hygiene
- GDPR

- Health & Safety
- Health & Safety Essentials
- Housing
- Policy & Compliance
- Safeguarding (Scotland)
- Social & Corporate Responsibility
- ♣ Toolbox Talks

Finance

Finance Skills

- Financial Conduct Authority
- Understanding Budget & Finance

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IT Skills

- T Skills
- Microsoft Excel
- Microsoft Outlook

- Microsoft PowerPoint
- Microsoft Windows 10
- Microsoft Word

Wellbeing

Health & Wellbeing

Workplace Development

- 60 Second Skills
- Customer Services
- Human Resources
- Management & Leadership
- Personal Development
- Retail
- Career Development

- Change Management
- 1 Interview Techniques
- Literacy Skills
- Amagement and Leadership (2)
- Personal Development (2)
- **Teamwork**

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COVID-19 Response

- **Coping with Change**
- Returning to Work
- Self Care

- Social Media Tips
- **\cdot\)** Volunteer Management

Self Management

Self Management Toolkit