



**Empower with the  
convenience and flexibility  
of eLearning**

### Why eLearning?

- ✓ Cost effective
- ✓ Convenient and flexible - learners can access courses at their own pace
- ✓ Knowledge tests and certificates - to assess learner understanding

### How can you use it?

Induction training - proactive compliance from day one

Refresher training - keep updated on regulations

Upskilling - enhance workplace capability

### eLearning course overview

Explore a range of subjects with our comprehensive eLearning courses:

- Written by our team of specialists and legally qualified experts
- Designed to be statutorily compliant to employment law across NI and GB
- Engaging learning content that considers unique learning styles
- Manager and Employee specific courses on offer
- Membership subscription plans and discounted group prices
- Can be fully bespoke to meet the needs of your organisation

**15**  
eLearning courses

**100 +**  
Hours of online training

Our eLearning is expertly crafted to enhance skills, foster professional growth and help enable compliance

Built on  
**100 +**  
years of collective experience

Allen People Solutions are experts in HR and all things people related

1b Ladas Drive, Belfast, BT6 9FQ

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hrsupport@allenpeoplesolutions.co.uk



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## Our eLearning plans

Tailor your learning experience with our flexible eLearning plans

Instant	Membership	Customised
<ul style="list-style-type: none"> <li>✓ Click, buy, and begin learning right away with our Instant courses</li> </ul>	<ul style="list-style-type: none"> <li>✓ Annual subscription available at discounted rates</li> </ul>	<ul style="list-style-type: none"> <li>✓ Bespoke design of course content with your company policies and procedures integrated</li> </ul>
<ul style="list-style-type: none"> <li>✓ No assistance needed, simply buy a course, and sign up to access your learning portal</li> </ul>	<ul style="list-style-type: none"> <li>✓ Access to all Instant courses</li> </ul>	
<ul style="list-style-type: none"> <li>✓ For group purchases, please contact us for a discount and we will set up the process for you</li> </ul>	<ul style="list-style-type: none"> <li>✓ Optional Membership Plus gives you a dedicated company landing page</li> </ul>	<ul style="list-style-type: none"> <li>✓ Alternatively, you could opt to have Instant courses designed with your company branding</li> </ul>

We will work with you to design your perfect solution

Please contact us to discuss





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## Our eLearning courses

We offer a range of courses to meet the needs of different roles within your business

Our courses include:

	Essentials	Employee	Manager	Organisation
Managing Sickness Absence		✓	✓	
Disciplinary Matters		✓	✓	
Grievance Process and Resolution		✓	✓	
Diversity and Inclusion		✓	✓	
GDPR	✓	✓	✓	✓
Recruitment and Selection			✓	
Career Transitions *			✓	
Employee Representative for Collective Redundancies *			✓	

Manager courses will contain all employee content, plus additional content designed for managers

\* Not included in Membership plans



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## Sickness Absence

### Employee



Sickness absence rates are on the rise

This course explains the relevant procedures employees need to know and follow when they are unable to attend work due to sickness

### Manager



Sickness absence rates are on the rise

What can you do to manage sickness absence?

This course explains how to manage sickness absence in line with employment law and best HR practice



- Step 1:** Introduction to sickness absence
- Step 2:** Your legal obligations
- Step 3:** Absence policy and procedure
- Step 4:** Return to work process
- Step 5:** Short-term and long-term absence
- Step 6:** Hints and tips

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## Disciplinary Matters

### Employee



Issues can inevitably arise in any organisation

This course explains what employees need to know and do to remain compliant, as well as the informal and formal process if potential matters of misconduct occur

### Manager



Issues can inevitably arise in any organisation

This course explains the proactive processes managers can put in place to enable compliance, as well as how to manage potential matters of misconduct informally and formally



- Step 1:** Introduction and why rules matter
- Step 2:** Informal resolution for minor matters
- Step 3:** Investigations and what is involved
- Step 4:** The formal process
- Step 5:** Record keeping
- Step 6:** Hints and tips

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## Grievance Process and Resolution

### Employee



Disputes can inevitably arise in any organisation

This course explains to employees the importance of resolving concerns early on and informally when possible, as well setting out the formal grievance process

### Manager



Disputes can inevitably arise in any organisation

This course explains the proactive approaches managers can take to enable a positive employee relations culture, as well as how to manage grievance issues informally and formally



- Step 1:** Introduction
- Step 2:** Informal resolution
- Step 3:** The formal process
- Step 4:** The investigation and decision process
- Step 5:** Record keeping
- Step 6:** Hints and tips



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## Diversity and Inclusion

### Employee



We all have a part to play in creating and sustaining a positive workplace culture where diversity and inclusion are respected and celebrated

This course explains what employees can do to play their part in ensuring an equal, diverse, and inclusive work environment

### Manager

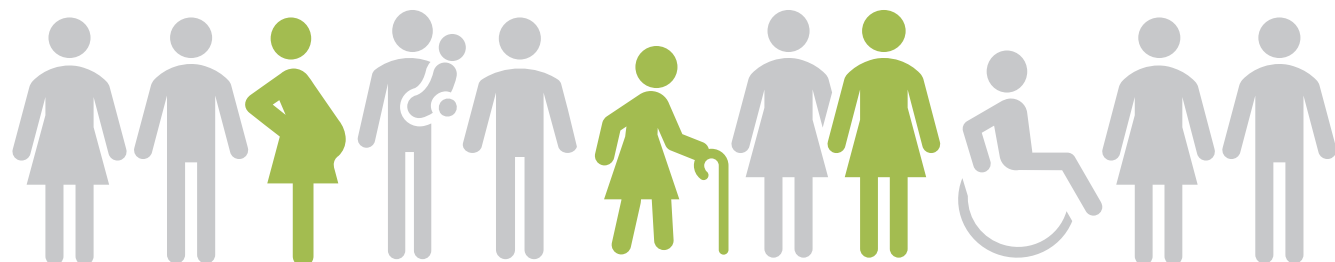


Promoting diversity and inclusion fosters a positive workplace culture, maximising engagement, creativity and respect

This course explains the proactive practices which managers can take to enable compliance and good practice approaches to promote equality, diversity, and inclusion, as well as how to manage any issues that may arise



- Step 1:** Introduction to diversity and inclusion
- Step 2:** Compliance and unconscious bias
- Step 3:** Types of discrimination
- Step 4:** Raising issues informally and formally
- Step 5:** Record keeping
- Step 6:** Hints and tips



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## GDPR



### Essentials

Everyone needs to know and understand what GDPR is, and what their obligations are

This course is designed for employees who have minimal requirements to interact with paperwork, data and/or workers

It covers the essential information and a little more



### Employee

Everyone is responsible for ensuring compliance to GDPR

This course is designed for office-based employees who need to have a more in-depth understanding of GDPR

The course explains how to remain compliant with the rules and regulations, as well as the personal risks of non-compliance and what to do if a potential breach occurs



### Manager

Managers have a key role to play in ensuring data compliance

This course explains what managers need to do to remain compliant with GDPR rules and regulations personally and within their team, as well as what to do if a potential breach occurs



### Organisation

The risk of a GDPR breach can have far reaching impact on financials, brand, reputation and more

This course explains the core processes organisations need to put in place to be compliant, reduce risks and manage data breaches



- Step 1:** Introduction to GDPR
- Step 2:** Principles and processes
- Step 3:** Managing potential GDPR workplace risks
- Step 4:** Data breaches
- Step 5:** Individual rights
- Step 6:** Hints and tips

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## Recruitment and Selection



### Manager

Ensuring best fit selection is more important than ever, to help secure the best person for the job

This course is an overview of how to manage your brand and the candidate journey to help attract applicants and ensure a positive and consistent experience

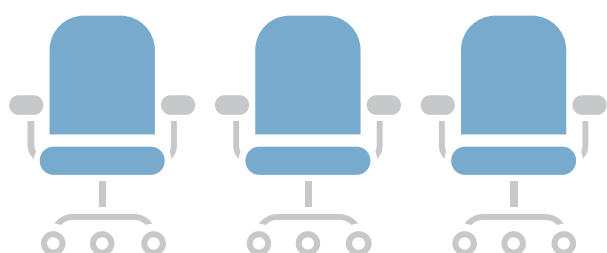
It also explains the recruitment process to be followed to enable compliance and promote good practice



- Step 1:** Recruitment and selection process
- Step 2:** Legal and procedural matters
- Step 3:** Vacancy management
- Step 4:** Selection and assessment
- Step 5:** Record keeping
- Step 6:** Hints and tips

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## Career Transitions / Outplacement Support



### Multi-role

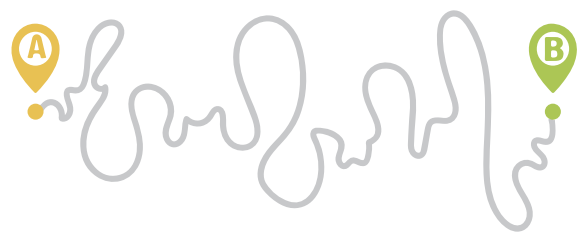
Getting into the right mindset for job searching matters

Whether you are an employer wishing to offer outplacement / career transitions support or have been recently made redundant, this course offers practical support to navigate this period of transition

The course is complemented by a full resource toolkit to provide additional information and support

Not included in Membership plans

- Step 1:** Introduction to career transitions
- Step 2:** Getting into the right mindset
- Step 3:** Considering your future
- Step 4:** Looking for opportunities
- Step 5:** Doing your preparation
- Step 6:** Additional support and resources



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## Employee Representative for Collective Redundancies



### Multi-role

This course is designed for Employee Representatives to help them understand the functions of the role and requirements during a collective redundancy process

It also provides an overview of a collective redundancy process, so employee representatives can understand what to expect

It is also advised that this course is delivered to managers who are involved in leading the consultation process to ensure that they are aware of the role and function of employee representatives

Not included in Membership plans



- Step 1:** Understanding collective redundancies
- Step 2:** The rights of Employee Representatives
- Step 3:** The role and skills required
- Step 4:** The process of consultation
- Step 5:** The stages of the process
- Step 6:** Actions and commitments



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