



## Module Introduction

Module Introduction Management

## E-Learning: Being a leader

or Video:

1. Making decisions
2. Valuing the individual
3. Valuing their job
4. Valuing the team

Knowledge Check  
Being a leader

Start

## E-Learning: Motivating your team

or Video:

1. Motivating through feedback
2. Motivating through information
3. Motivating through praise

Knowledge Check  
Motivating your team

## E-Learning: Difficult Conversations

or Video:

1. Preparing to give bad news
2. A bad news meeting, listening
3. A bad news meeting, limit the damage

Knowledge Check  
Difficult Conversations

## E-Learning: Developing your team

or Video:

1. Preparing to coach
2. Coaching tips
3. Coaching goals
4. Setting SMART targets

Knowledge Check  
Developing your team

## E-Learning: Praise and Criticism

or Video:

1. Giving criticism
2. Sharing praise

Knowledge Check  
Praise and Criticism

## E-Learning: Recruiting

or Video:

1. A counselling meeting
2. Active listening

Blog

Five tips for better recruitment interviewing

Knowledge Check  
Recruiting



## E-Learning: Counselling

or Video:

1. A counselling meeting
2. Active listening
3. Setting the scene for counselling



**Knowledge Check**  
Praise and Criticism



## E-Learning: Managing discipline

or Video:

1. Discipline - check the facts
2. Managing problem behaviour
3. Solutions to discipline issues
4. The reasons behind discipline issues

**Knowledge Check**  
Managing Discipline



## E-Learning: Performance reviews

or Video:

1. Beyond the review meeting
2. Making a performance diagnosis
5. Preparing for a review

**Blog**  
Performance review...  
Tips for managers

**Knowledge Check**  
Performance reviews



## E-Learning: Dealing with absenteeism

or Video:

1. Reasons for absenteeism
2. Recognising absenteeism
3. Solution to absenteeism

**Knowledge Check**  
Dealing with absenteeism

# Learning Pathway Management

## E-Learning: One-to-one training

or Video:

**Blog**  
How to get started with corporate Training

1. Learning through practice
2. Training bit by bit
3. Training with context

**Blog**  
How To Create an Effective Soft Skills  
Training Plan

**Knowledge Check**  
One-to-one training

**Infographic**  
Management

