

ASIAL eLearning courses – powered by Software!

Leadership and Management Courses

At the end of each module, you will be asked to undertake an online assessment to check your understanding of the key concepts presented.

Being Proactive in Safety (Video)

About This Module

Many workplace accidents and injuries can be prevented by taking a proactive approach to safety. For this reason, it is essential that all workers understand how to control risks and prevent accidents. This module is designed to help you become a leader in safety by demonstrating a proactive approach and looking out for the safety of all staff in our organisation.

As you proceed through the module, you must watch each video topic and answer the questions that follow.

You should allow approximately 25 minutes to complete this module.

Building and Managing Teams

About This Module

Building a team to the point where it is performing competently and working as a cohesive unit takes time, effort and skill.

This module is designed to help you understand best practice in building your own team, or, in the case of pre-existing teams, to assess the stage of development your team is at and ensure team members are performing well together as soon as possible. It will also explain how your own role as a leader is key to your team's success.

The module is divided into two units:

1. Building a team
2. Managing a team

You should allow approximately 35 minutes to complete this module.

Change Management

About This Module

Change is inevitable in all organisations and can be disruptive if not managed appropriately.

As a manager, you play a key role in supporting your team through times of change. Therefore, we have developed this module to help you understand what change management is and your role during times of change.

You should allow approximately 20 minutes to complete this module.

Delegating Work (Video)

About This Module

To be a good leader, it is critical that you understand the decisions, considerations and procedures involved in delegating tasks. Effective delegation helps to maintain manageable workloads for all workers and contributes to the successful operation of our organisation.

As you proceed through the module, you must watch each video topic and answer the questions that follow.

You should allow approximately 30 minutes to complete this module.

Emotional Intelligence in Leadership

About This Module

Emotional intelligence plays a crucial role in the success of leaders, as it influences how they interact with others, manage relationships and navigate complex social dynamics in the workplace. There is a positive relationship between emotionally intelligent leaders and various aspects of organisational success, including employee satisfaction, retention and performance.

We have developed this module to increase your understanding of what it means to be an emotionally intelligent leader and how you can develop and enhance your own emotional intelligence.

You should allow approximately 20 minutes to complete this module.

Engaging and Motivating Employees

About This Module

Engaging and motivating employees is essential to retaining employees long term and encouraging higher performance levels. In return, this benefits our organisation as it decreases staff turnover and allows us to achieve our goals.

To help you engage and motivate your employees using effective strategies, we have developed this module.

You should allow approximately 20 minutes to complete this module.

Leadership

About This Module

As a leader you are expected to be an example to other employees and embody our organisation's values and ethics. It is important that you are professional, model

good behaviour and represent our organisation in a confident and positive light.

This module has been developed to give you an overview of what it means to be a leader. It will also outline the skills you require to help you meet the aforementioned expectations.

This module has been divided into three units:

1. What Is Leadership?
2. Leadership Styles
3. Leadership Skills

You should allow approximately 30 minutes to complete this module.

Leading Virtual Teams

About This Module

As the world of work becomes increasingly global, more and more employees are required to work remotely and perform as part of a virtual team. As a result, managers need to be equipped with key skills which will help them to manage their teams virtually. Every team member should feel supported and be able to function effectively despite the physical distance between them.

This module will look at the changing role of a manager in leading virtually connected teams.

This module is divided into three units.

1. Understanding virtual teams
2. Virtual leadership
3. Removing roadblocks

You should allow approximately 20 minutes to complete this module.

Making Decisions

About This Module

As a manager in our organisation, you will often be asked to make decisions which can have an impact on our organisation's success. To help you make these decisions efficiently, we have developed this module.

You should allow approximately 20 minutes to complete this module. At the end of the module, you will be asked to undertake an online assessment to check your understanding of the key concepts presented.

Making Decisions (Video)

About This Module

As a leader, making decisions is one of the most common and important aspects of your job and one that is instrumental to our organisation's success.

To achieve the best possible outcome, it is vital that you understand the many considerations that make up the decision-making process, including developing positive

decision-making environments, defining problems, and considering options and alternatives.

As you proceed through the module, you must watch each video topic and answer the questions that follow.

You should allow approximately 15 minutes to complete this module. At the end of the module, you will be asked to undertake a final assessment to check your understanding of the key concepts presented.

Managing Difficult Situations

About This Module

As a manager, you are likely to face difficult situations as part of your professional life. These can be challenging and uncomfortable but also offer opportunities for you to improve relationships within your team and improve employee performance and management.

As a result, we have developed this module to increase your awareness of how you can successfully manage difficult situations and prevent them from negatively affecting the workplace.

You should allow approximately 30 minutes to complete this module.

Managing the Discipline Process

About This Module

As a manager, it is your responsibility to ensure behavioural problems in the workplace are contained and remedied quickly and appropriately. This requires you to take disciplinary action against staff members when necessary.

The module will familiarise you with the processes for investigating misconduct and effectively implementing discipline.

You should allow approximately 30 minutes to complete this module.

Managing Workplace Conflict

About This Module

Effective conflict management is based on a solid understanding of the different ways that conflict emerges and can be resolved.

This module has been designed to increase your awareness of potential emerging conflicts. It will also provide you with strategies to manage conflict and prevent it from negatively affecting worker dynamics.

You should allow approximately 30 minutes to complete this module.

Quality Management

About This Module

Our organisation is committed to ensuring the quality of all products and services we produce and offer. As a result, we have developed this module which will provide you with a basic understanding of how our organisation manages quality and the quality management tools we use.

This module is divided into two units:

1. Introduction to Quality Management
2. Quality Management Tools

You should allow approximately 20 minutes to complete this module.

Running a Productive Meeting (Video)

About This Module

Running productive meetings is essential to the success of our organisation. This module is designed to take you through fundamental practices and procedures for ensuring that meetings are as productive as possible.

As you proceed through the module, you must watch each video topic and answer the questions that follow.

You should allow approximately 15 minutes to complete this module.

Running Effective Meetings

About This Module

Running effective meetings can have a positive impact on the overall productivity of departments, work groups and project teams. However, to run an effective meeting, you need to be well prepared for the meeting and follow a set structure.

This module has been designed to outline this structure and help you to improve your ability to run meetings.

You should allow approximately 20 minutes to complete this module.

Running Effective Virtual Meetings

About This Module

As more and more organisations adopt flexible working arrangements for their employees, there is a growing need for people to collaborate virtually. Virtual team meetings can be as successful and productive as face-to-face ones if they are run well. This includes being able to set up and participate in them effectively to achieve the desired outcomes.

This module will provide you with some practical and simple tips to help you run effective virtual meetings.

You should allow approximately 20 minutes to complete this module.

Workplace Planning

About This Module

Workforce planning allows our organisation to build and maintain the most efficient workforce to meet our objectives. You play an important role in workforce planning, and to achieve the best results, you should follow a thorough process.

This module has therefore been developed to help you understand our organisation's process for carrying out workforce planning. It will also look at the reasons why we plan our workforce and the responsibilities of various staff members throughout the workforce planning process.

You should allow approximately 20 minutes to complete this module.