



THE LEARNING VOLT | COURSE CATALOGUE

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We've done the heavy lifting for you and developed the most sought after professional development into ready-to-go eLearning modules that your team or members will love because it's:

- **Memorable:** quick, easy, interactive and on demand
- **Micro:** short, sharp and captivating
- **Accessible:** learning that works for all abilities
- **SCORM and mobile compliant:** for anywhere anytime learning
- **Meaningful:** immediately applicable on the job
- **Customisable:** with options for branding and tweaking to make it your own.

Click for a detailed description

1. Communication Skills
2. Decision Making Skills
3. Deliver Exceptional Presentations
4. Develop Emotional Intelligence
5. Develop Resilience
6. Equality, Diversity and Inclusion
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20. Wellness at Work

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We equip you with sharp skills, Not soft skills

1. Communication Skills

Strong communication skills enable you to deliver visual, verbal and written messages the way in which they are intended, minimising the chance of a miscommunication. On the flip side, understanding communication will also help you receive and interpret information as a receiver. This course will enable you to deliver the fundamental elements of effective communication in the workplace.

Duration: 30 minutes

Learning Objectives:

By the end of this module you will be able to:

1. Identify the 7 C's of communication
2. Understand barriers to communication
3. Explore the do's and don'ts of persuasion
4. Handle a difficult situation
5. Apply assertiveness techniques
6. Motivate and inspire others
7. Identify what makes concise writing
8. Describe the characteristics of active listening

For better organisational outcomes

2. Decision Making Skills

You don't need to be a manager to take the lead in decision-making. Even if you don't have the final say, speaking up and sharing your ideas will not only help you stand out at work but prove you can be an effective leader. By the end of this module you will be better equipped make an informed, rational decision by using a simple 7-Step Decision Making Process.

Duration: 30 minutes

Learning Objectives:

By the end of this module you will be able to:

1. Identify the decision that needs to made
2. Understand the context of the decision
3. Explore all of the available options to make a decision
4. Evaluate the consequences of each option
5. Rate the options available and choose one
6. Implement a decision
7. Review the decision

To create synergy and generate new ideas

3. Deliver Exceptional Presentations

In this course you'll go from delivering bullet point ridden presentation slides to inspiring and motivating your audience in a way that connects them to your key objective. You will learn techniques to sequence and convey your information in a way that will create a journey unique to your audience- making your presentation both meaningful and memorable.

Duration: 15 minutes

Learning Objectives:

By the end of this module you will be able to:

1. Develop a powerful presentation structure tailored to your audience
2. Define clear presentation objectives
3. Choose an ideal presenting style for your presentation
4. Apply a framework for sequencing information and objectives
5. Use techniques like storytelling to immerse your audience
6. Design visually captivating presentations
7. Effectively prepare for a smooth delivery
8. Deal with unexpected audience questions confidently

For self-awareness and understanding others

4. Develop Emotional Intelligence

Can you identify your emotions and understand why they're happening? What about the emotions of others? Are you skilled at spotting and responding to their cues? In this course, you'll first unpack what emotional intelligence is. Then you'll learn to boost your emotional intelligence skills by strengthening your personal and social competence.

Duration: 30 minutes

Learning Objectives:

By the end of this module you will be able to:

1. Build your self-awareness
2. Recognise your own emotions to maintain composure
3. Boost self-regulation in times of emotional intensity
4. Improve your self-motivation to pursue your goals
5. Recognise how your emotions and behaviours impact others
6. Develop social skills to pick up on subtle cues in others

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Bounce back from challenging experiences

5. Develop Resilience

Resilience helps us keep going, rather than give up. It's kind of like learning to bend but not break. This course will enable you to implement a wide range of resilient behaviours to overcome obstacles in the face of adversity. The tools provided will improve your ability to recover and bounce back from challenging situations at work or in your personal life.

Duration: 1 hour

Learning Objectives:

By the end of this module you will be able to:

1. Understand what resilience is
2. Recognise your levels of resilience
3. Manage your perceptions and develop a strong internal locus
4. Apply positive self-talk strategies
5. Know where to seek support to overcome obstacles
6. Practice self-compassion and mindfulness
7. Maintain resilience with three powerful exercises

For better organisational outcomes

6. Equality, Diversity & Inclusion

Equality, diversity and inclusion at work is not just about the law or complying with organisational policies. It includes our interactions with colleagues and our ability to embrace and utilise our unique differences for better organisational outcomes. This module will help you to understand what equality, diversity and inclusion looks like in the workplace and give you the confidence to identify and tackle discrimination.

Duration: 30 minutes

Learning Objectives:

By the end of this module you will be able to:

1. Recognise when equality, diversity and inclusion is not present
2. Differentiate between equality, diversity and inclusion
3. Understand the protected attributes under the Australian Law
4. Understand the difference between direct and indirect discrimination
5. Embrace diversity in the workplace and in teams
6. Confidently speak up when equality, diversity or inclusion are being undermined

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We help leaders move and inspire others

7. GROW Coaching Model

If you're responsible for the performance of others, coaching should be one of your main priorities. Yet as managers, supervisors and team leaders, we often get so caught up in day-to-day operations that coaching slips down the to-do list. This short course will help you solve this problem. You'll learn a simple tool to help you better coach members of your team.

Duration: 15 minutes

Learning Objectives:

By the end of this module you will be able to:

1. Understand the difference between coaching and training
2. Understand what GROW is
3. Apply GROW when coaching others
4. Stand out as someone with coaching abilities in the workplace

We empower you to believe in your abilities

8. Growth vs. Fixed Mindset

There are two main mindsets we can navigate life with: growth and fixed. Having a growth mindset is essential for success. In this module, we explore how to develop the right mindset to enable you to convert life's setbacks into future successes.

Duration: 30 minutes

Learning Objectives:

By the end of this module you will be able to:

1. Understand why a growth mindset leads to success
2. Recognise a fixed versus growth mindset
3. Understand how mindsets in the workplace affect organisations
4. Understand how each mindset handles setbacks
5. Apply techniques to ensure a growth mindset

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To help others believe in your vision

9. Introduction to Influencing Styles

Influencing is not an exact science, it is an art. It is a way of being - a set of beliefs and behaviours that are evident in the way an individual conducts both their professional and private lives. This course introduces four influencing styles and provides exercises to build upon the seven traits that are shared by influential people.

Duration: 20 minutes

Learning Objectives:

By the end of this module you will be able to:

1. Identify whether your influencing style is to 'push' or 'pull'
2. Establish your influencing style
3. Identify influencing styles in others
4. Understand which influencing style is preferred by others
5. Apply your influencing style at work

Because wellbeing always comes first...

10. Manage Stress at Work

Most of us, at some point, have felt the pressure of work-related stress. Any job can have stressful elements, even if you love what you do. But when work-related stress becomes chronic, it can be overwhelming—and harmful to both physical and emotional health. This module provides effective techniques to identify and manage stress levels at work.

Duration: 30 minutes

Learning Objectives:

By the end of this module you will be able to:

1. Define what stress is and how it differs from pressure
2. Recognise stress, its symptoms and impacts on your body
3. Identify the causes of stress and recognise the risk factors
4. Take action to keep stress at a healthy level

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11. Managing Time and Goals

Do you find yourself wondering 'where has the time gone?' This module will help you gain an accurate picture of how you are spending your time each week and will provide you with effective techniques to ensure you are meeting your daily, weekly, monthly and yearly goals.

Duration: 30 minutes

Learning Objectives:

By the end of this module you will be able to:

1. Reflect on your own circumstances and how you're spending time
2. Identify where most of your time is being spent
3. Define your aspirations and goals and how much time they may take to achieve
4. Be deliberate about scheduling time toward your goals and aspirations
5. Identify your time-wasters and deal with interruptions
6. Ensure meetings are not time wasted
7. Delegate tasks where appropriate to free up your time

Because wellbeing always comes first...

12. Mental Health in the Workplace

If one in two of us are estimated to experience a mental health condition in our lifetime, how well equipped are you to recognise the symptoms or help a colleague who is having trouble coping? This module will help you define what mental health is, identify and manage the risk factors at work and enable you to confidently approach a colleague you are concerned about.

Duration: 25 minutes

Learning Objectives:

By the end of this module you will be able to:

1. Define what mental health is
2. Understand the personal risk and protective factors
3. Understand the work related risk and protective factors
4. Better recognise the signs and symptoms of mental health conditions
5. Confidently approach a colleague you are concerned about

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For better organisational outcomes...

13. Mentoring Others

Do you enjoy helping others? Do you have the time, energy, and desire to take on a new challenge? Are you highly experienced or skilled in your field? If you answered "Yes," to all of these questions, then you may be a good candidate for mentoring. Mentoring is an excellent development opportunity. While mentees benefit from being mentored, you get to develop coaching skills, increase your influence, and gain a sense of personal satisfaction from taking a protégé under your wing.

Duration: 15 minutes

Learning Objectives:

By the end of this module you will be able to:

1. Define what mentoring is
2. Understand the role and qualities of the mentor
3. Understand the benefits of being a mentor
4. Structure a mentoring session
5. Apply mentoring techniques during the beginning, middle and end of a mentoring relationship

For greater greater direction, focus and success

14. Planning and Organising to Reach Goals

Personal planning and organising is used to get from wherever you are to wherever you want to go. The difference in a person who uses objective setting and planning to reach their goals is that they are likely to reach their goals in less time, more efficiently, with a clear direction on where they'd like to be. This course will provide you with supporting tools to help you reach your goals be at work or in your personal life.

Duration: 20 minutes

Learning Objectives:

By the end of this module you will be able to:

1. Differentiate between goals, objectives and strategies
2. Understand why setting SMART goals is crucial to success
3. Set goals that are SMART goals
4. Use Key Performance Indicators to measure success
5. Manage your time and workload to reach your goals

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For better organisational outcomes...

15. Setting SMART Goals

Anyone can set an ambitious goal, but how many of us actually end up achieving it? Learn why SMART goals are goals that actually work. You'll also learn how to set goals that accurately reflect your purpose and you'll walk away with a stronger sense of alignment between your vision and the daily habits that will help you conquer your goals in the long run.

Duration: 15 minutes

Learning Objectives:

By the end of this module you will be able to:

1. Use the 5 'W' questions to determine your goals
2. Define specific objectives
3. Use metrics to measure and track your objectives
4. Set goals that stretch your current capabilities
5. Identify the resources you require to ensure your goal is achievable
6. Ensure your goals are met within the specified timeframes

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16. Time Management

Time management isn't just about meeting deadlines - it's about utilising the hours you have available in the most efficient way possible. In this course you will learn why it's important to differentiate the vital from non-vital tasks, identify when you are most productive and take a look at what tasks might be stealing most of your time throughout the week.

Duration: 10 minutes

Learning Objectives:

By the end of this module you will be able to:

1. Prioritise tasks that are strategic and vital
2. Highlight the tasks that are important but not vital
3. Identify when during the day or night you are most productive
4. Identify your common time-bandits
5. Apply strategies to manage your time bandits

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17. Time Management Fundamentals

Whilst interruptions are a normal part of a working day, you may not realise how often they steal your time and productivity. Immerse yourself in an office simulation to see how well you manage your time to meet a deadline and then learn how to tackle time stealers like interruptions, procrastination, clutter and multi-tasking.

Duration: 15 minutes

Learning Objectives:

By the end of this module you will be able to:

1. Recognise when your focus is being interrupted
2. Decide whether or not to act upon an interruption
3. Maximise your time by de-cluttering your environment
4. Understand why multi-tasking is not always effective
5. Quickly overcome procrastination to ensure you aren't wasting time

For increased connection and productivity

18. Teamwork and Wellbeing at Home

Working from home may sound perfect at first- the thought of getting out of bed only to put on loungewear, making a coffee, and stepping into your home office meters away doesn't sound too bad! But for some people, it means constant distractions, fighting temptation, and little to no interaction with colleagues. In this course you'll learn how to maximise your productivity at home, stay connected with your team and maintain collaboration no matter where you're working from.

Duration: 10 minutes

Learning Objectives:

By the end of this module you will be able to:

1. Set up your home office for maximum productivity
2. Bond and connect with a remote team
3. Utilise collaboration tools and work as a team remotely
4. Get to know team members who you haven't met face to face
5. Manage burnout when working from home starts to feel chronic

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Because wellbeing always comes first...

19. Unlock Your Unconscious Bias

Unconscious bias occurs automatically as the brain makes quick judgements based on past experiences. As a result, you might treat certain people differently without even being aware of them. The first step to combating this natural human trait is to be aware of our biases. This module will mirror some biases to help you to bring them from your unconscious to your conscious mind.

Duration: 30 Minutes

Learning Objectives:

By the end of this module you will be able to:

1. Understand that we all carry unconscious biases
2. Recognise and combat gender bias in the workplace
3. Recognise and combat ageism in the workplace
4. Recognise and combat weight bias in the workplace
5. Recognise and combat beauty and height bias in the workplace
6. Understand how unconscious bias impacts decisions

For unique and diverse perspectives at work

20. Wellness at Work

Wellness is commonly viewed as having seven dimensions. Each dimension contributes to our own sense of wellness or quality of life, and each affects and overlaps the others. At times one may be more prominent than others, but neglect of any one dimension for any length of time has adverse effects on overall health. This course is designed to help you become more conscious of your personal health and wellness and what you can do to better manage it.

Duration: 20 minutes

Learning Objectives:

By the end of this module you will be able to:

1. Understand why wellness is important
2. Explore the seven dimensions of wellness
3. Explore Prochaskas stages of change
4. Identify when you might need support for your wellness
5. Understand how goal setting helps to achieve wellness
6. Promote wellness in the workplace

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