



Level 2

Module 1: Working time

- Welcome to the course and learning objectives for Module 1
- Introduction
- What is working time
- Working time regulations
- Time off
- Summary of learning for module 1
- Test your knowledge for module 1

Module 2: Equality and diversity

- Learning objectives for module 2
- Introduction
- Discrimination
- Equal pay
- Bullying and harassment
- Summary of learning for module 2
- Test your knowledge for module 2

Module 3: Building resilience

- Learning objectives of module 3
- Introduction
- What is resilience?
- Strategies for building resilience
- More strategies for building resilience
- Summary of learning for module 3
- Test your knowledge for module 3

Module 4: Change management

- Learning objectives for module 4
- Introduction

- Reasons for change
- Communicating change
- Managing resistance to change
- Summary of learning for module 4
- Test your knowledge for module 4

Module 5: Redundancies and reorganisation

- Learning objectives for module 5
- Introduction
- Planning
- Types of redundancy
- Consultation and selection
- Summary of learning for module 5
- Test your knowledge for module 5

Module 6: Employment status

- Learning objectives for module 6
- Introduction
- Defining employment status and why it matters
- Factors in determining status
- Statutory rights dependent on employment status
- Summary of learning for module 6
- Test your knowledge for module 6

Module 7: Employee data

- Learning objectives for module 7
- Introduction
- Data protection principles
- Collecting and processing information
- Data retention
- Summary of learning for module 7
- Test your knowledge for module 7

Module 8: Talent and succession planning

- Learning objectives for module 8
- Introduction
- What is talent management?
- Competitive advantage
- Talent management milestones
- Summary of learning for module 8
- Test your knowledge for module 8

Module 9: Resources

- Introduction
- Model documents for module 9
- Summary of the course