Course
Catalogue

ONYX
Training
Solutions

2024-25

ONYX Training Solutions Limited ("ONYX Train") is on a mission to reinvent the impact that compliance training can have.

In our business, it's not enough to make someone aware of risks. That's par for the course. We've got to change people's behaviour. That can be a tall order for an eLearning course, but day-in, day-out, that's what we aspire to do.

We believe it's our duty to empower companies to continue to remain strong and resilient businesses. By thinking big, and starting small. By switching on one disengaged employee, with one really relevant course. We're making every effort to transform compliance training from a 'required burden' into a 'valuable opportunity'.

Our Promise

Global courses

ONYXTrain partners with leading global organisations and ensures that courses are in line with global best practice and regional legislation.

Staying on top of global trends

Compliance experts working with ONYXTrain follow global trends and release courses on upcoming regulations and key emerging topics.

Easy translations

All of the training can be made available in multiple languages.

In-browser editing

All of the courses can easily be tailored with an intuitive, simple interface to change any text or customise the colours and branding.

Accessibility

All courses adhere to WCAG 2 accessibility guidelines and include audio narration.

Courses tailored to your job role

Courses adapt to the job role and risk level of each learner to deliver the right content to the right person.

Multi-year learning plans

Each topic includes base courses, refreshers, Take 5s and Knowledge Checks to ensure that you can train with fresh content every year.

Regular course updates

As regulations evolve, ONYXTrain ensures that courses remain up to date with legislation and best practice.

Different styles for different learners

The catalogue includes text-based courses, video-based training, gamified learning, adaptive learning and more.

MAIN COURSES

REFRESHER COURSES

SUITE	Compliance & Financial Crime
TOPIC	Anti-Bribery
COURSE NAME	Anti-Bribery Fundamentals
DURATION:	35 Minutes
ACTIVITY TYPE	Full Course

DESCRIPTION

Despite the UK Bribery Act having come into force in 2010, bribery is still a hugely problematic issue in corporate life. Billions of pounds of fines are levied every year and frequent reports hit the headlines of investigations and prosecutions from the US Department of Justice and UK Serious Fraud Office.

Bribery cases have ensnared some of the world's largest companies, biggest sporting bodies and most powerful politicians. The propensity for some people to act corruptly might never change, but our approach to training and compliance can.

This course will give you the opportunity to understand the risks of bribery in your working life as well as to test your knowledge and understanding of the subject, and teach you how to avoid becoming ensnared in bribery.

LEARNING OBJECTIVES

- Understand the requirements of the UK Bribery Act
- Learn to evaluate risks and follow the right course of action
- Know how to spot bribery risks and red flags
- Be aware of your responsibilities when managing teams
- Consider the real-world implications of bribery and corrupt conduct

SUITE	Compliance & Financial Crime
TOPIC	Anti-Bribery
COURSE NAME	Gifts & Hospitality
DURATION:	5 Minutes
ACTIVITY TYPE	Take 5

DESCRIPTION

One of the key areas within anti-bribery and corruption regulation is the risk associated with offering and accepting of gifts and hospitality in business. The consequences can be dire and a conviction for a bribery offence can have damaging effects on both individuals and businesses.

There are a number of ethical and legal issues surrounding the giving and acceptance of corporate gifts and hospitality, some of which may be surprising to those with no prior knowledge of such issues. Adhering to good practice at all times as well as having a robust company policy can help retain integrity and impartiality at your organisation.

This immersive online training course puts the user in the heart of a situation in which gifts and hospitality are offered to a fictitious character.

LEARNING OBJECTIVES

- What constitutes an acceptable gift
- How to decide what gifts to accept
- What is classed as a bribe
- When is hospitality considered as a bribe
- How to be aware of bribery and corruption

SUITE	Compliance & Financial Crime
TOPIC	Anti-Money Laundering
COURSE NAME	Anti-Money Laundering Advanced
DURATION:	90 Minutes
ACTIVITY TYPE	Full Course

DESCRIPTION

Anti-Money Laundering Advanced is a new training course suitable for all senior staff in an organisation as part of necessary procedures to prevent and detect money laundering. Regulated businesses are required to undertake training relevant for a staff's role and responsibilities to ensure they have the necessary skills to protect the organisation against money laundering, terrorist financing and proliferation financing.

The course takes a fresh, new and bold approach to money laundering training, presenting real-life scenarios and practical examples designed to be relevant to each individual user.

The course covers the basics of money laundering, how it affects the Guernsey industry, the various laws and offences in the Bailiwick, how to spot suspicious transactions and what constitutes a suspicion, conducting client due diligence, preventing terrorist financing and proliferation financing and understanding red flags.

LEARNING OBJECTIVES

- Gain an understanding of how money laundering works in practice
- Understand how money laundering can negatively impact the Guernsey industry, your organisation and you
- Know the laws and offences related to money laundering, terrorist financing and proliferation financing, including penalties for breaking the law
- Understand the definition of suspicion and how to identify suspicious transactions
- Be aware of red flags relevant to the Bailiwick of Guernsey and know how to spot them

SUITE	Compliance & Financial Crime
TOPIC	Anti-Money Laundering
COURSE NAME	Proliferation Financing: Managing Global Risk
DURATION:	15 Minutes
ACTIVITY TYPE	Short Course

DESCRIPTION

As speculation about the use and manufacture of nuclear weapons fill the daily news, countries around the world are taking action to fight the threat of Weapons of Mass Destruction (WMDs) and the proliferation of Chemical, Biological, Radiological and Nuclear (CBRN) materials.

Many nations are now considering laws obliging regulated entities to identify, assess and mitigate the risk of proliferation financing within firms.

In this course, we will discuss what that means, and what you can do to make sure that bad actors can't get WMDs.

LEARNING OBJECTIVES

- Gain familiarity with the challenges of proliferation financing
- Understand the risk factors facing financial firms
- Learn how to recognise proliferation red flags

SUITE	Compliance & Financial Crime
TOPIC	Anti-Money Laundering
COURSE NAME	Terrorist Financing
DURATION:	15 Minutes
ACTIVITY TYPE	Short Course

DESCRIPTION

Preventing terrorist financing is a major focus in global financial regulations and sanctions regimes.

In this course, you will explore what terrorist financing is, signs and red flags to look for, how to report suspicious activity, and the consequences of failing to report it.

LEARNING OBJECTIVES

- Understand what terrorist financing is
- Signs and red flags to look for
- How to report suspicious activity, and the consequences of failing to report it.

SUITE	Compliance & Financial Crime
TOPIC	Conflicts of Interest
COURSE NAME	Conflicts of Interest in the Workplace: Understand Your Influences
DURATION:	15 Minutes
ACTIVITY TYPE	Full Course

DESCRIPTION

This course explains what a conflict of interest is and presents various situations where you might encounter a conflict of interest.

The course provides guidance and tips for different roles on how to spot conflicts of interest in your day-to-day job. There is also advice about when situations should be escalated to the risk and compliance team in an organisation.

This interactive course contains a builder to ensure that the scenarios are best connected to different roles within an organisation - Directors, Managers, Human Resources or Procurement.

LEARNING OBJECTIVES

- Definition of conflict of interest
- Why conflicts of interest matter
- Bribery and corruption
- Financial conflicts of interest
- Non-financial and personal conflicts of interest
- Gifts and hospitality
- Managing and reporting conflicts of interest

SUITE	Compliance & Financial Crime
TOPIC	Fraud
COURSE NAME	Insider Trading
DURATION:	10 Minutes
ACTIVITY TYPE	Short Course

DESCRIPTION

In this course you'll follow Claire, as she struggles to decide if it's legal to buy shares in her company. She will receive advice from family and friends, and you will be asked questions about what's legal and what's not.

LEARNING OBJECTIVES

- What insider trading is
- Your duties as an employee to maintain confidentiality
- Legal and illegal actions regarding insider trading
- What a corporate insider is
- The difference between public and non-public information
- Realistic examples of legal and illegal trading
- What the potential penalties and consequences of insider trading are
- Who to go to ask for help if you are worried about insider trading

SUITE	Compliance & Financial Crime
TOPIC	Fraud
COURSE NAME	Understanding Fraud: Identify and Prevent Workplace Fraud
DURATION:	40 Minutes
ACTIVITY TYPE	Full Course

DESCRIPTION

This course contains a blend of text-based and video-based learning. To begin, learners will define fraud and examine the kinds of fraud people commit, and why. In the second unit, we explore techniques to detect and prevent fraud, and identify why these efforts are so important. The final unit of the course focuses on the consequences of fraud by detailing how to report fraud and what happens during an investigation.

Through a dramatised video narrative woven throughout the course, you will learn to recognise the red flags exhibited when fraud may be taking place within your organisation. You will follow the short films to your investigative conclusion in order to recognise the impact and consequences of internal fraud. Finally, the course assessment will appraise your learning and ensure you can implement your awareness of fraud in real-world scenarios.

LEARNING OBJECTIVES

- Understand what fraud is, why people commit fraud and how it damages an organisation
- Explore how fraud occurs within an organisation
- Identify warning signs that fraud is taking place
- Recognise the importance of fraud prevention
- Implement effective fraud prevention techniques
- Follow investigative procedures and determine outcomes to investigations of fraud

SUITE	Compliance & Financial Crime
TOPIC	Modern Slavery
COURSE NAME	Modern Slavery: Practical Overview
DURATION:	20 Minutes
ACTIVITY TYPE	Full Course

DESCRIPTION

Modern slavery refers to various types of abuse including workers treated as a commodity owned by your employer, forced under threat of punishment to work, or forced to provide services without being able to leave.

This course will help learners understand the realities of modern-day slavery, the legislation being used to fight it, and what the company can do to help.

LEARNING OBJECTIVES

- Discover the harsh reality of modern slavery today
- Understand global efforts to fight modern slavery
- Learn what your role is in helping stop modern slavery

SUITE	Compliance & Financial Crime
TOPIC	Modern Slavery
COURSE NAME	What is Modern Slavery?
DURATION:	10 Minutes
ACTIVITY TYPE	Take 5

DESCRIPTION

The Modern Slavery Act was designed to prevent slavery in the UK and became law on March 26th 2015. The Act covers England and Wales and combines previous slavery and trafficking laws. Modern Slavery includes, but is not limited to sexual and criminal exploitation, domestic servitude, forced labour, bonded labour and people trafficking.

The course provides learners with an introduction to the Modern Slavery Act 2015 which is implemented in the UK to tackle aspects of modern slavery.

LEARNING OBJECTIVES

- What is the Modern Slavery Act
- What are the different types of modern slavery
- What it means for your organisation
- What your organisation needs to do to comply
- How to avoid damage to your organisation's reputation

SUITE	Compliance & Financial Crime
TOPIC	Responsible Business
COURSE NAME	Business Continuity
DURATION:	35 Minutes
ACTIVITY TYPE	Full Course

DESCRIPTION

This course will develop your team's understanding of what Business Continuity is, how it relates to you within the wider business, and how your team can contribute to risk identification and planning. Our immersive Business Continuity course takes you through a number of scenarios designed to illustrate concepts of Business Continuity management, in easy-tounderstand, bitesized chunks.

Each scenario is aimed at helping learners identify issues within current Business Continuity practices, and the steps that can be taken to plan more effectively and protect against unexpected issues in the future.

LEARNING OBJECTIVES

- Understanding what Business Continuity is
- How Business Continuity applies to you
- How to identify potential risks to business operations
- Steps to take to protect against unexpected future issues
- How you can contribute to business continuity planning

SUITE	Compliance & Financial Crime
TOPIC	Responsible Business
COURSE NAME	Risk Management: Fundamentals
DURATION:	20 Minutes
ACTIVITY TYPE	Full Course

DESCRIPTION

For many companies, taking risks is synonymous with innovating and responding to change. Without embracing some level of risk, companies actually put themselves at greater risk of failure. Risk management is the process of identifying, assessing and controlling threats to a business. Potential risks facing a company could include security breaches, internal problems with employees or operating systems, market or regulatory changes, natural disasters, and much more.

A good risk management system will consider a wide variety of possible scenarios and prioritise the ones most likely to actually happen.

LEARNING OBJECTIVES

- Guide to developing a risk management system
- Types of risk (operational, financial, security, compliance, and more) and how to mitigate them
- How to evaluate risk
- What a risk register is and how to design one

SUITE	Compliance & Financial Crime
TOPIC	Sanctions
COURSE NAME	Sanctions: Complying with International Restrictions
DURATION:	45 Minutes
ACTIVITY TYPE	Full Course

DESCRIPTION

Compliance with sanctions is growing more complicated for businesses than ever before.

From selling financial technology to Russian banks to buying cotton from certain regions of China, international businesses must confront a reality where trade restrictions can suddenly close off important markets.

In this course, you'll learn how your organisation can stay on top of quickly-changing realities and comply with sanctions requirements.

LEARNING OBJECTIVES

- Learn the different types of sanctions and who can be sanctioned
- Learn about general compliance, high risk industries, and red flags
- Learn about enforcement, penalties, and reporting

SUITE	Compliance & Financial Crime
TOPIC	Tax Evasion
COURSE NAME	Tax Evasion
DURATION:	20 Minutes
ACTIVITY TYPE	Full Course

DESCRIPTION

This course takes a modern, fresh approach to tax evasion training with a focus on industry-specific guidance, role-relevant scenarios and an interactive, engaging approach to ensuring all staff have the skills and understanding they need to prevent facilitation. Tax evasion is a global issue and as such this course takes a global view of how tax evasion happens in practice and best practice guidance for spotting the signs and recognising red flags.

Personalised guidance can be created, with information about what to do and who to contact when there is a concern of tax evasion from a client.

LEARNING OBJECTIVES

- The relationship between tax evasion, tax avoidance and tax mitigation
- The social and economic effects of failing to prevent tax evasion
- Red flags for spotting tax evasion

SUITE	Compliance & Financial Crime
TOPIC	Tax Evasion
COURSE NAME	Tax Evasion: Failure to Prevent
DURATION:	45 Minutes
ACTIVITY TYPE	Full Course

DESCRIPTION

This course will give users an understanding of what reasonable procedures are and how to ensure your organisation can ensure compliance with the Criminal Finances Act.

Users will also learn the difference between the terms tax evasion, tax avoidance and tax mitigation through interactive quizzes, relevant scenarios and case studies.

LEARNING OBJECTIVES

- Understand what reasonable procedures are and how to ensure your firm complies with the Criminal Finances Act
- Learn the relationship between tax evasion, tax avoidance and tax mitigation
- Learn red flags for spotting facilitation of tax evasion
- Get practical advice and personalised guidance to prevent facilitation of tax evasion

SUITE	Compliance & Financial Crime
TOPIC	Tax Evasion
COURSE NAME	UK Criminal Finances Act: A Practical Overview
DURATION:	20 Minutes
ACTIVITY TYPE	Full Course

DESCRIPTION

The Criminal Finances Act, passed in April 2017, requires staff to be trained on tax evasion as part of a business' reasonable procedures to prevent the facilitation of tax evasion. This is a defence against the new corporate offence of failure to prevent the criminal facilitation of tax evasion, something a company can be prosecuted for if its staff or contractors help someone evade tax anywhere in the world.

This course takes a modern, fresh approach to tax evasion training with a focus on industry-specific guidance, role-relevant scenarios and an interactive, engaging approach to ensuring you have the skills and understanding you need to prevent facilitation under the United Kingdom's Criminal Finances Act.

LEARNING OBJECTIVES

- The relationship between tax evasion, tax avoidance and tax mitigation
- The social and economic effects of failing to prevent tax evasion
- What is meant by reasonable procedures
- The penalties for committing an offence under the Criminal Finances Act
- Red flags for spotting facilitation of tax evasion

SUITE	Compliance & Financial Crime
TOPIC	Whistleblowing
COURSE NAME	Whistleblowing
DURATION:	30 Minutes
ACTIVITY TYPE	Full Course

DESCRIPTION

Malpractice at work shouldn't be treated lightly, but it can be difficult to know what to do in the event of suspecting (or even witnessing!) something wrong taking place. A whistleblower could be a director, manager, or employee and can report wrongdoing such as something they've seen at work. The wrongdoing must be in the public interest and affect others ranging from employees to the general public.

Concerns raised could be about unethical, unsafe, or unlawful practices. When you want to make a whistleblowing disclosure to your immediate manager, you will need to be able to decide whether you can take forward the disclosure or whether it will require escalation. A whistleblowing policy and awareness training can help equip managers with the knowledge and confidence to make these judgements.

This engaging course on whistleblowing is designed to help learners speak out against fraud and other wrongdoing by explaining what whistleblowing means and does, and how it is protected by law. Learners will gain an understanding of whistleblowing and be equipped with the knowledge needed to understand the whistleblowing process.

LEARNING OBJECTIVES

- What complaints are considered as whistleblowing
- How a decision can be made
- What the legal protection is for whistleblowing
- Details of the whistleblowing hotline
- What anonymous and confidential complaints are
- How you can be updated on investigations
- What you should do if you feel that your concern is not being dealt with

SUITE	Diversity & Inclusion
TOPIC	Bias Awareness
COURSE NAME	Understanding Unconscious Bias
DURATION:	60 Minutes
ACTIVITY TYPE	Full course

DESCRIPTION

Understanding Bias takes an in-depth look at the nature of bias and how it impacts on the workplace. The course provides psychological insights into how our own behaviour might be affected by prejudice and looks at what we can do to reduce or eliminate its influence in the decisions that we make.

Suitable for teams of all types, this course has been designed to help people at all levels including operational managers and staff, HR managers, trainers, senior executives and business leaders.

This course contains more than an hour's worth of insightful video content, including re-staged psychological experiments, original drama scenarios and expert analysis.

LEARNING OBJECTIVES

- How and why people are biased
- How unconscious bias can impact on the workplace and on working relationships
- What we can do to reduce or eliminate bias from our decision-making process
- How to address bias in specific situations, such as recruitment and performance management

SUITE	Health & Safety
TOPIC	Emergency Response
COURSE NAME	Pandemic Awareness
DURATION:	30 Minutes
ACTIVITY TYPE	Full Course

DESCRIPTION

A course designed to raise awareness about pandemics and what people can do at home and at work to help stop the spread of diseases that transmit through respiratory droplets.

LEARNING OBJECTIVES

- Describe what a pandemic is and its causes
- Identify some ways infectious diseases can spread
- Outline how individuals and organisations can work together to prevent the spread of a disease during a pandemic
- Describe how you can take care of your mental health during a pandemic
- List some workplace arrangements that could be needed during a pandemic

SUITE	Health & Safety
TOPIC	Environment & Sustainability
COURSE NAME	Environmental Awareness: A Global Outlook
DURATION:	30 Minutes
ACTIVITY TYPE	Full Course

DESCRIPTION

Climate change is a growing international crisis and the sustainability of businesses is in the spotlight like never before. Consumers are increasingly taking the green credentials of the companies they buy from into account when they make your purchasing decisions. Protecting the environment is a vital duty all organisations share.

All organisations need to consider the impact on the environment. With environmental issues more prominent than ever before, there has never been a more important time for businesses to consider sustainability, energy efficiency and carbon footprints.

This course is a practical guide for international businesses who want to improve environmental impact and ensure compliance with worldwide environmental best practice. It empowers you to make environmentally sound choices about working practices.

LEARNING OBJECTIVES

- What environmental awareness is and why it is important
- Management systems used to protect it
- Your carbon footprint
- Effects of air, water and noise emissions
- The environmental impact of your organisation
- The types of energy used by organisations
- How to use energy efficiently
- How you can minimise waste

SUITE	Health & Safety
TOPIC	Environment & Sustainability
COURSE NAME	ESG: Practical Applications
DURATION:	45 Minutes
ACTIVITY TYPE	Full Course

DESCRIPTION

This course breaks down the three elements of ESG by providing a comprehensive best practice understanding for a collection of topics which fall under each category.

The key compliance elements of environmental, social and governance are covered in clear and practical terms.

LEARNING OBJECTIVES

- Learn what ESG is
- Learn how to track ESG performanceReduce carbon footprint and improving its environmental impact
- Learn how to track ESG performance
- Improve diversity and gender equality in the workforce
- Eliminate office harassment and abuse
- Become compliant with laws about bribery and money laundering
- Maintain an ethical value chain for suppliers and customers

SUITE	Information Security & Data Protection
TOPIC	Artificial Intelligence
COURSE NAME	Understanding AI
DURATION:	25 Minutes
ACTIVITY TYPE	Full Course

DESCRIPTION

Artificial Intelligence (AI) has exploded recently as one of the business world's most disruptive technologies - and is most misunderstood. As businesses struggle to understand the opportunities and threats present in the different uses of AI, this course provides fundamental information, starting from the beginning.

We start by explaining what AI is - and isn't - explaining concepts and terms in non-technical terms. Then, we move on to explore how different types of AI tools can be best used in the office to optimise productivity.

Finally, we'll discuss the legal and moral challenges and risks posed by AI, for businesses and the world at large.

LEARNING OBJECTIVES

- Understand the concepts and terms used in discussing AI
- Advise on best practices for using AI in the workplace
- Gain familiarity with the risks associated with AI use
- Explore AI's moral issues and challenges

SUITE	Information Security & Data Protection
TOPIC	Cyber Security
COURSE NAME	Cyber Security: Journey to Safety
DURATION:	30 Minutes
ACTIVITY TYPE	Full Course

DESCRIPTION

For criminals, data is a vast store of treasure waiting to be plundered. The more data flowing around the world, the more opportunities criminals have to exploit it. Data is valuable. The things you do online are tracked, packaged and sold to companies who try to sell you relevant products. Data can also be stolen. Passwords, usernames, email addresses, even your name and phone number can be used to steal your information, hack your accounts, and spread chaos.

This course features personal risk assessments and individualised activities, real life examples of cyber attacks and compliance failures, and practical learning for all levels of expertise.

LEARNING OBJECTIVES

- Understand the real-world impact of cyber security breaches
- Know how to keep yourself and your business safe online
- Be aware of data scammers can use to create targeted phishing attacks
- Understand the risks of using different websites and online tools
- Learn to create a strong password and how to use password managers
- Learn how to protect personal and business data from cyber attackers

SUITE	Information Security & Data Protection
TOPIC	Cyber Security
COURSE NAME	Email@Risk
DURATION:	15 Minutes
ACTIVITY TYPE	Full Course

DESCRIPTION

This course provides practical lessons about the risks of email use and abuse. When one wrong click of a suspicious link can shut down an entire network, and scammers and criminals are constantly dreaming up new tricks, it has never been more important to understand the risks which email presents.

This course focuses on the areas of email which place businesses most at risk, touching on cyber security, information security, as well as legal and reputational risks, and takes an innovative, interactive approach to training.

LEARNING OBJECTIVES

- Important warning signs and red flags of phishing and mobile phishing
- Simple steps to avoid reply all nightmares
- Busting common emails myths

SUITE	Information Security & Data Protection
TOPIC	Data Protection
COURSE NAME	Data Protection: A Guernsey Outlook
DURATION:	30 Minutes
ACTIVITY TYPE	Full Course

DESCRIPTION

Data protection laws exist to ensure that personal information is collected, used, and stored in a secure and responsible way. In the Bailiwick of Guernsey, data protection laws are governed by The Data Protection (Bailiwick of Guernsey) Law, which came into effect on 25 May 2018.

A run through this course will provide local knowledge on Data Protection in the Bailiwick of Guernsey.

LEARNING OBJECTIVES

- Understand the need for data protection
- Learn how data is used by companies, and how it can be misused
- Internalise the basic principles governing data protection laws
- Gain familiarity with relevant Guernsey legislation
- See how privacy laws are followed — and violated

SUITE	Information Security & Data Protection
TOPIC	Data Protection
COURSE NAME	Introduction to Personal Data Protection
DURATION:	25 Minutes
ACTIVITY TYPE	Full Course

DESCRIPTION

How much personal data does your organisation hold? How can you help to keep it safe?

In this short course, you'll consider the responsibilities organisations like yours have to the people whose data they hold and explore a range of best practices to help keep that personal data safe and gain customers' trust.

LEARNING OBJECTIVES

- What the various categories of personal data are
- Learn an individual's rights under data protection regulation
- What the importance of protecting hard-copy and electronic data is
- Seven data protection principles and what they mean
- What can be learnt from real-life examples of data breaches

SUITE	Information Security & Data Protection
TOPIC	Information Security
COURSE NAME	Information Security: A Practical Overview for our Business
DURATION:	30 Minutes
ACTIVITY TYPE	Full Course

DESCRIPTION

As new technology makes it easier and more convenient to store large amounts of information digitally and online, using best practices to protect that information has become applicable in nearly everything that we do.

This course provides a short overview of the importance of information security and the key areas of risk that you face when dealing with confidential information.

LEARNING OBJECTIVES

- The importance of information security
- Key areas of risk

SUITE	Information Security & Data Protection
TOPIC	Information Security
COURSE NAME	Internet, Email and Social Media
DURATION:	30 Minutes
ACTIVITY TYPE	Full Course

DESCRIPTION

What employees do on the internet, email and social media can directly affect you individually, as well as the organisation. Inappropriate use, whether intentional or unintentional, could leave the organisation vulnerable to data breaches, cyberattacks, reputational damage, productivity loss, and financial, civil and criminal penalties.

Employees could be subject to disciplinary action, as well as financial and legal penalties for unacceptable use

LEARNING OBJECTIVES

- Your responsibilities in the workpkace for internet, email and social media use
- What is appropriate and inappropriate when using the organisation's IT facilities and equipment
- The importance of protecting confidential information

SUITE	Performance & Leadership
TOPIC	Healthy Living
COURSE NAME	Healthy Living Awareness
DURATION:	25 Minutes
ACTIVITY TYPE	Full Course

DESCRIPTION

The Healthy Living course is aimed at building awareness about proper nutrition, physical activity and sleep to help you improve your overall physical and mental wellbeing. It also describes the harmful effects of tobacco use and excessive alcohol consumption, and tips to help you quit smoking and cut back on alcohol.

Adopting a healthier lifestyle can not only make you look better, but it can prevent you from developing a life-threatening illness and help you enhance your quality of life.

LEARNING OBJECTIVES

- The benefits of healthy eating, hydration, physical activity and sleep
- The risks to your health if nutrition, hydration, physical activity and sleep do not meet the recommended amounts
- How you can make small changes to move towards a healthier lifestyle

SUITE	Compliance & Financial Crime
TOPIC	Anti-Bribery
COURSE NAME	Beating Bribery
DURATION:	25 Minutes
ACTIVITY TYPE	Short Course

DESCRIPTION

For global organisations, bribery hinders fair decision making, diverts valuable resources, and erodes the trust that must exist between organisations, employees, and various clients and partners. With your reputation on the line, many global organisations want to avoid being associated with bribery or have it play a part in gaining an unfair competitive advantage. It is the responsibility of all organisations working globally to ensure that your employees are empowered to identify and avoid the well-concealed traps of bribery.

In this role playing anti-bribery and Corruption course you will meet with managers and employees to investigate bribery and corruption within the fictional company BigBlue Global. You need to decide if any offences have been committed and report back to the Compliance Officer and the board.

LEARNING OBJECTIVES

- How to spot if a bribe has actually taken place
- Identifying the perpetrator of the offence
- What constitutes an offence?
- What the rights of the individual are
- What happens if an offence is committed
- Implementing procedures and policies

SUITE	Compliance & Financial Crime
TOPIC	Anti-Bribery
COURSE NAME	Working with the Bribery Act
DURATION:	15 Minutes
ACTIVITY TYPE	Short Film

DESCRIPTION

The Bribery Act 2010 introduced a number of new offences and imposed penalties on both organisations and individuals found to be engaging in acts of bribery. The Act also places strict liability on companies for failing to prevent bribery and makes it possible to prosecute companies with a Guernsey/UK presence anywhere in the world that they do business. All organisations are at risk of bribery, regardless of your size, line of business or where they operate.

With contributions from leading UK experts on the Act and its implications, this course provides a comprehensive overview of the Bribery Act, the risks of unethical behaviour for individuals and employers and what organisations need to do to comply with the law.

LEARNING OBJECTIVES

- The different forms that bribery can take
- Why and where bribery occurs
- The damage bribery can cause
- Who is at risk from bribery
- The most common bribery 'red flags'
- The new offences and penalties introduced by the Act

SUITE	Compliance & Financial Crime
TOPIC	Anti-Money Laundering
COURSE NAME	AML Fundamental Principles Knowledge Check
DURATION:	5 Minutes
ACTIVITY TYPE	Knowledge check

DESCRIPTION

This 10 question knowledge check verifies a learners understanding of the fundamental principles of anti-money laundering.

LEARNING OBJECTIVES

- The Knowledge Checks can be used as a stand-alone resource or as part of a full multi-year learning plan

SUITE	Compliance & Financial Crime
TOPIC	Anti-Money Laundering
COURSE NAME	Anti-Money Laundering - A 30-Minute Refresher
DURATION:	30 Minutes
ACTIVITY TYPE	Short Course

DESCRIPTION

Money laundering is a very serious risk for corporations, and requires constant vigilance to combat. This 30 minute refresher for corporations covers all the areas which staff need to be aware of.

This course uses interactive scenarios and examples to further key AML learning points and includes a number of additional important aspects of AML procedures.

LEARNING OBJECTIVES

- Understand how to comply with anti-money laundering requirements
- Recognise which legal services are at the greatest risk of abuse
- Understand how to conduct different levels of Client Due Diligence
- Recognise the most common red flags
- Know how to report suspicions

SUITE	Compliance & Financial Crime
TOPIC	Anti-Money Laundering
COURSE NAME	Anti-Money Laundering Adaptive
DURATION:	80 Minutes
ACTIVITY TYPE	Full Course

DESCRIPTION

Anti-Money Laundering (Adaptive) is a single module adaptive learning course in the Anti-Money Laundering collection, focusing on an awareness-level understanding.

You will take a 10-minute pre-test to see how much you already know about general anti-money laundering principles. You will then only need to complete course content required to fill your knowledge gaps. If you get all of the pre-test questions correct, you will not need to complete any additional topics in this course.

LEARNING OBJECTIVES

- Identify the money laundering steps
- Recognise the range of AML offences
- Recognise which organisations fall within the regulated sector and which don't
- Compare the differences between the roles of relevant persons
- Recognise unusual activity
- Differentiate between a defence and tipping off
- Identify the consequences of failing to report unusual activity
- Explain which sanctions lists you would need to follow

SUITE	Compliance & Financial Crime
TOPIC	Anti-Money Laundering
COURSE NAME	Enhanced Due Diligence
DURATION:	5 Minutes
ACTIVITY TYPE	Take 5

DESCRIPTION

All business interactions require effective due diligence. For some customers and suppliers, you need to make extra checks. This helps you tackle financial crime and ensures your assets are safe.

This course explores why enhanced due diligence is necessary and how to conduct it effectively.

LEARNING OBJECTIVES

- Define enhanced due diligence
- Identify when enhanced due diligence is necessary
- Recognise some common enhanced due diligence checks

SUITE	Compliance & Financial Crime
TOPIC	Anti-Money Laundering
COURSE NAME	Politically Exposed Persons
DURATION:	10 Minutes
ACTIVITY TYPE	Take 5

DESCRIPTION

In this short course, you will look at what, and who, a politically exposed person (PEP) is, the due diligence checks that you need to carry out before taking on a PEP as a client, and learn what red flags to look out for when it comes to new and existing PEP clients.

LEARNING OBJECTIVES

- Recognise risks associated with PEPs
- Identify PEPs
- Identify due diligence considerations for PEPs

SUITE	Compliance & Financial Crime
TOPIC	Conflicts of Interest
COURSE NAME	Conflicts of Interest
DURATION:	15 Minutes
ACTIVITY TYPE	Short Course

DESCRIPTION

This immersive course explains what conflicts of interest are, how to determine what constitutes a conflict of interest and whether you need to report a potential conflict of interest to your organisation.

Learners are guided through a fictitious organisation to hear the employees' concerns and advise you on whether they have a true conflict of interest or not.

Once the learner has visited the various departments, they will be asked to answer any questions the employees have about declaring a conflict of interest and the conflicts of interest register.

LEARNING OBJECTIVES

- What constitutes conflicts of interest
- How to identify behaviours that constitute conflicts of interest
- Are inducements acceptable under conflict of interest
- How to manage a conflict of interest
- How to ensure compliance with requirements

SUITE	Compliance & Financial Crime
TOPIC	Conflicts of Interest
COURSE NAME	Conflicts of Interest in the Workplace Knowledge Check
DURATION:	5 Minutes
ACTIVITY TYPE	Knowledge check

DESCRIPTION

Can you identify a conflict?

There are ten questions to answer in this 5-minute course, and you will receive feedback after each question.

LEARNING OBJECTIVES

- Assess your comprehension of conflicts of interest in the workplace.

SUITE	Compliance & Financial Crime
TOPIC	Sanctions
COURSE NAME	Financial Sanctions
DURATION:	5 Minutes
ACTIVITY TYPE	Take 5

DESCRIPTION

Financial sanctions impose restrictions on financial markets and services to combat money laundering, terrorist financing, proliferation financing and other financial crime. The penalties for breaches can be severe. Are you doing all you can to comply?

Find out more in this Take 5 course.

LEARNING OBJECTIVES

- State the purpose of financial sanctions
- Describe who are targets and why
- Describe how financial sanctions are imposed and enforced
- State that financial sanctions have international reach
- State who must comply with financial sanctions
- State the consequences for non-compliance
- Describe the importance of due diligence for compliance
- Describe red flags in due diligence
- State the need for sanctions screening
- State that there can be multiple sanctions lists

SUITE	Compliance & Financial Crime
TOPIC	Sanctions
COURSE NAME	Sanctions Knowledge Check 2
DURATION:	10 Minutes
ACTIVITY TYPE	Knowledge check

DESCRIPTION

This 10 question knowledge check verifies a learners understanding of how sanctions and how different sanctions regimes affect your work.

LEARNING OBJECTIVES

- Learn how sanctions and different sanctions regimes could affect your work.

SUITE	Compliance & Financial Crime
TOPIC	Sanctions
COURSE NAME	Sanctions: Latest Developments
DURATION:	10 Minutes
ACTIVITY TYPE	Short Course

DESCRIPTION

Compliance with sanctions was growing more complicated for firms even before Western nations launched an unprecedented line of sanctions against Russia following its invasion of Ukraine.

From selling financial technology to Russian banks to buying cotton from certain regions of China, international businesses must confront a reality where trade restrictions can suddenly close off important markets.

In this course, you'll learn how your firm can stay on top of quickly-changing realities and comply with sanctions requirements.

LEARNING OBJECTIVES

- Understand global sanctions regimes for different jurisdictions
- Understand how sanctions affect your organisation
- Apply processes for customer screening

SUITE	Compliance & Financial Crime
TOPIC	Tax Evasion
COURSE NAME	Tackling Tax Evasion
DURATION:	10 Minutes
ACTIVITY TYPE	Take 5

DESCRIPTION

In this short course, you will learn how to spot and tackle tax evasion both home and abroad, looking at some examples and learning how to spot red flags.

LEARNING OBJECTIVES

- How to spot and tackle tax evasion
- How to spot red flags

SUITE	Compliance & Financial Crime
TOPIC	Tax Evasion
COURSE NAME	Tax Evasion Knowledge Check
DURATION:	5 Minutes
ACTIVITY TYPE	Knowledge check

DESCRIPTION

There are ten questions to answer in this 5-minute course, and you will receive feedback after each question.

LEARNING OBJECTIVES

- Assess your comprehension of tax evasion

SUITE	Compliance & Financial Crime

TOPIC	Tax Evasion

COURSE NAME	Tax Evasion: Failure to Prevent (short)

DURATION:	15 Minutes

ACTIVITY TYPE	Short Course

DESCRIPTION

This course will give users an understanding of what reasonable procedures are and how to ensure your organisation can ensure compliance with the Criminal Finances Act.

Users will also learn the difference between the terms tax evasion, tax avoidance and tax mitigation through interactive quizzes, relevant scenarios and case studies.

LEARNING OBJECTIVES

- Learn the relationship between tax evasion, tax avoidance and tax mitigation
- Learn red flags for spotting facilitation of tax evasion
- Get practical advice and personalised guidance to prevent facilitation of tax evasion

SUITE	Compliance & Financial Crime
TOPIC	Whistleblowing
COURSE NAME	Whistleblowing Adaptive
DURATION:	30 Minutes
ACTIVITY TYPE	Full Course

DESCRIPTION

Malpractice at work should not be tolerated. Everyone in an organisation has a duty to blow the whistle on anyone behaving illegally and inappropriately, so it is vital that you are trained to understand how and when you should whistleblow. Whistleblowing (adaptive) is a single-module adaptive learning course focusing on what whistleblowing is, why it's important, protections for whistleblowers, and the whistleblowing process.

You will take a short pre-test to see how much you already know about whistleblowing. You will then only need to complete course content required to fill your knowledge gaps. If you get all of the pre-test questions correct, you will not need to complete any additional topics in this course.

LEARNING OBJECTIVES

- Understand what is meant by the term whistleblowing
- Understand which situations whistleblowing is relevant
- Understand how whistle-blowers are protected
- Know what is in included in a whistleblowing report
- Know how to create a whistleblowing report

SUITE	Diversity & Inclusion

TOPIC	Bias Awareness

COURSE NAME	What is Unconscious Bias?

DURATION:	15 Minutes

ACTIVITY TYPE	Short Course

DESCRIPTION

We as people all have biases either for or against others. These biases impact how we interact with and treat each other, but we often don't realise it. This is known as unconscious bias.

In this course, we will explore what unconscious bias is and where it comes from, then examine the effects of unconscious bias and what steps we can take to combat it in the workplace.

LEARNING OBJECTIVES

- Recognise where unconscious bias comes from
- Identify different types of unconscious bias

SUITE	Health & Safety
TOPIC	Emergency Response
COURSE NAME	Preventing the Spread of Infection
DURATION:	5 Minutes
ACTIVITY TYPE	Take 5

DESCRIPTION

Did you know the difference between containing an infection and passing it on to countless people could be as simple as washing your hands? When an infection is on the rise, all of us play a part in stopping its spread. Since workplaces often involve lots of people working closely together and touching the same surfaces, it's vitally important all employees know what to do to prevent the spread of infection. In this course, you will navigate a scenario taking place on a typical working day.

You will make decisions to minimise the chances of contracting an infection and to minimise the risk of spreading an infection when you get sick. By the end of this course, you will be able to take simple steps to avoid the spread of infection.

LEARNING OBJECTIVES

- The importance of avoiding spreading infection
- Steps to take to keep the infection contained
- When to stay away from work
- When to cancel work travel plans
- How good hygiene practices can help to avoid spreading

SUITE	Health & Safety
TOPIC	Environment & Sustainability
COURSE NAME	Business Sustainability Management
DURATION:	5 Minutes
ACTIVITY TYPE	Take 5

DESCRIPTION

If you are serious about environmental sustainability, there is no limit to the types of initiatives that can be implemented to support it. Managers can encourage staff to take ownership of sustainability efforts and lead by example.

There are a number of steps companies can take to move toward greater sustainability. Let's look at some of the most common and effective strategies.

LEARNING OBJECTIVES

- List some of the most widely-used sustainable organisational practices
- Identify ways to incorporate sustainable practices into your workplace culture

SUITE	Health & Safety
TOPIC	Environment & Sustainability
COURSE NAME	Cimate Change: Understanding the Challenge for Humanity
DURATION:	10 Minutes
ACTIVITY TYPE	Short Course

DESCRIPTION

Climate change represents one of the greatest threats humanity has ever faced, and we need everyone on board to fight it. This course on climate change will provide a working knowledge and understanding of the mechanics of climate change. It gives users an understanding of how human actions are causing climate change and what you and your organisation can do about it.

Users will learn how carbon emissions and other factors affect the environment, what will happen if we don't take collective action, and what we can do to slow the process on an individual, community and organisational basis.

LEARNING OBJECTIVES

- What is climate change?
- The science behind climate change
- What will life be like if we don't take action?
- Causes of climate change
- Things you can do to help

SUITE	Health & Safety
TOPIC	Environment & Sustainability
COURSE NAME	ESG: The Basics
DURATION:	7 Minutes
ACTIVITY TYPE	Take 5

DESCRIPTION

This course is designed to give you an overview of what ESG means and why it's important. ESG stands for Environmental, Social and Governance, and it's one of the trendiest buzzwords in the business world right now.

The ESG model takes a holistic view that considers many different aspects of the business, from carbon footprint to the number of women on the board. Companies that report specific data about how the company is performing on the different ESG metrics are generating more attention from across the business spectrum, and many investors are actively looking for high ESG scoring companies.

LEARNING OBJECTIVES

- Outlines the company's ESG goals and how to be a meaningful part of you
- How to measure a company's level of social responsibility

SUITE	Health & Safety
TOPIC	Environment & Sustainability
COURSE NAME	Pollution
DURATION:	15 Minutes
ACTIVITY TYPE	Short Course

DESCRIPTION

Pollution is a pressing issue that affects every corner of the globe, from bustling cities to pristine natural landscapes. It poses a significant threat to our ecosystems, wildlife, and ultimately, our own well-being.

This course will explore different forms of pollution, such as air pollution, water pollution, and land pollution, in order to better understand how each one impacts our environment. By recognising the signs and effects of pollution, we can become more conscious of our own actions and take steps towards a cleaner, healthier world.

LEARNING OBJECTIVES

- Learn about major causes of pollution
- Understand the effects of pollution on ecosystems, human health, and climate change

SUITE	Health & Safety
TOPIC	Environment & Sustainability
COURSE NAME	Saving Energy and Water
DURATION:	5 Minutes
ACTIVITY TYPE	Short Course

DESCRIPTION

Making minor adjustments to the way businesses use electricity and water is easy and affordable and can yield significant benefits. By improving energy- and water efficiency, we can reduce operating costs, enhance our environmental performance, and improve our reputation.

Adopting the measures described in this course at work and at home will help protect our planet and deliver long-term benefits for you, our company, and all of humanity.

LEARNING OBJECTIVES

- How improving efficiency benefits our organisation
- How to use energy and water more efficiently
- The easiest wins for quick improvements

SUITE	Health & Safety
TOPIC	Environment & Sustainability
COURSE NAME	What is Sustainability?
DURATION:	10 Minutes
ACTIVITY TYPE	Short Course

DESCRIPTION

Business sustainability is commonly defined as the ability of an organisation to meet its own needs without compromising the ability of future generations to meet your own needs. Sustainability starts with an understanding that the world has limited resources that must be properly managed if they are to be used for everyone's long-term benefit. It acknowledges that non-sustainable choices we make now in order to achieve short-term results may lead to greater damage in the future.

LEARNING OBJECTIVES

- Why sustainability is important for businesses
- How unsustainable practices are causing climate change leading to global disasters
- What you can do to promote sustainable practices at work and at home

SUITE	Information Security & Data Protection
TOPIC	Artificial Intelligence
COURSE NAME	AI and Conducting an Effective Risk Assessment
DURATION:	10 Minutes
ACTIVITY TYPE	Short Course

DESCRIPTION

AI and other new technologies are disrupting industries and redefining business models and processes at an astounding pace. Companies that fail to act and adapt quickly run the risk of falling behind or becoming obsolete before they realise the extent of the change around you. However, there are risks everywhere.

This course discusses the new risks that AI poses for businesses. In the process, users will learn how to prepare a comprehensive risk assessment that includes AI-related risks, and how AI tools can help plan risk-control strategies more effectively.

LEARNING OBJECTIVES

- Be familiar with the new risks that AI-related technologies pose for businesses
- Learn how to prepare a risk assessment that will help pinpoint AI-related threats
- Explore AI tools that can help organisations plan risk-control strategies

SUITE	Information Security & Data Protection
TOPIC	Artificial Intelligence
COURSE NAME	AI and Cyber Security
DURATION:	15 Minutes
ACTIVITY TYPE	Short Course

DESCRIPTION

The rise of Artificial Intelligence (AI) presents new opportunities for cybersecurity professionals, as well as formidable challenges. On one side, AI creates new potential for organisations to enhance defensive capabilities and adapt and respond to threats with unprecedented agility. At the same time, however, AI offers malicious actors new tools that magnify existing cyber dangers and make you much more dangerous.

This course aims to guide users through the changing landscape, providing a vision for what to expect as attacks get more complex and how to stay a step ahead.

LEARNING OBJECTIVES

- Understand what new challenges and opportunities AI presents in the world of cybersecurity
- Get a bird's eye view of the changing cybersecurity landscape
- Understand how traditional cybersecurity tools dovetail with new technologies

SUITE	Information Security & Data Protection
TOPIC	Artificial Intelligence
COURSE NAME	AI and Data Privacy
DURATION:	10 Minutes
ACTIVITY TYPE	Short Course

DESCRIPTION

Data privacy laws are in place in countries around the world, safeguarding individuals' personal information and ensuring your privacy rights are protected. However, as the use of Artificial Intelligence (AI) becomes more widespread, the lines are blurring as to how personal information may be used.

Businesses are struggling to create new frameworks that enable technological innovation without sacrificing the right to personal privacy. In this course, you will learn the fundamental concepts of both data privacy laws and AI technologies, and explore models for straddling the challenges of each.

LEARNING OBJECTIVES

- Understand the fundamental concepts of data privacy laws like the Data Protection Laws
- Identify where the process of training AI systems may violate individual rights
- Formulate strategies to ensure that AI can be used in compliance with the legal requirements

SUITE	Information Security & Data Protection
TOPIC	Artificial Intelligence
COURSE NAME	AI and Discrimination
DURATION:	10 Minutes
ACTIVITY TYPE	Short Course

DESCRIPTION

As AI technology continues to improve, there is a growing tendency to outsource choices — including those that affect people's livelihoods, health, and financial well-being — to AI models. But how can we be sure that the decisions it makes are accurate, fair and unbiased?

In this course, we explore how poorly conceived AI models can create inherent biases that lead to unfair treatment for certain types of people. We'll discuss how these biases can be recognised, and what can be done to fix them.

LEARNING OBJECTIVES

- Understand how bias can unintentionally creep into AI datasets and affect people's lives
- Learn what organisations can do to recognise bias in datasets and take steps to prevent it

SUITE	Information Security & Data Protection

TOPIC	Cyber Security

COURSE NAME	Consequences of Cybercrime

DURATION:	5 Minutes

ACTIVITY TYPE	Take 5

DESCRIPTION

Cybercrime can have serious consequences for individuals and employers, including identity theft, financial fraud and security breaches. Cybercrime, including social engineering attacks, can lead to individuals and your friends and family being targeted for scams. While organisations who fall victim to cybercrime can loss time, money and reputation trying to rectify security breaches and ransomware attacks, which could have a serious long-term effect on the organisation casing restructuring and redundancies.

In this animated course you will follow the impact of cybercrime attacks on a employee, your friends and family, and the firm.

LEARNING OBJECTIVES

- What are the tactics used by cybercriminals
- What are the consequences of cybercrime on individuals
- How do cybercriminals target businesses
- How does cybercrime affect reputation and customer trust
- What is the impact of cybercrime on employees

SUITE	Information Security & Data Protection
TOPIC	Cyber Security
COURSE NAME	Cyber Etiquette: Journey to Safety
DURATION:	10 Minutes
ACTIVITY TYPE	Short course

DESCRIPTION

Human error remains the most likely cause of cyber breaches, with phishing emails the no. 1 tactic used by attackers. In more sophisticated attacks, such as spear phishing attacks, emails will target individuals or organisations, being more personalised to include the victim or company's name. Such attacks can have a devastating impact, often resulting in sensitive information being compromised and financial repercussions.

Through an interactive experience, learners will uncover a range of subjects including how scammers exploit oversharing on LinkedIn and how to set up secure accounts on popular services.

LEARNING OBJECTIVES

- How to keep you and your organisation safe online
- What data scammers use to creating phishing and other attacks
- Real-world impacts of cyber security breaches

SUITE	Information Security & Data Protection
TOPIC	Cyber Security
COURSE NAME	Cyber Risk: Journey to Safety
DURATION:	20 Minutes
ACTIVITY TYPE	Full Course

DESCRIPTION

Technology offers unprecedented access to information, entertainment and community, revolutionising the way we learn, communicate, and conduct our personal lives. However, as the threat of online attacks continually increases, we need to make sure we know how to protect ourselves online with good cyber security habits.

In this course, we'll check if you have the cyber security strategies to deal with Ransomware, Phishing, Passwords, Social Engineering and Information Classification.

LEARNING OBJECTIVES

- Know the basics of how to keep yourself and your organisation safe online
- Learn how to deal with ransomware attacks
- Be aware of what data scammers can use to create targeted phishing attacks
- Learn to create a strong password and how to use password managers
- Understand psychological tactics criminals can use to exploit you and your organisation
- Be aware of the four levels of information classification and the security procedures required

SUITE	Information Security & Data Protection
TOPIC	Cyber Security
COURSE NAME	Cyber Security Adaptive
DURATION:	30 Minutes
ACTIVITY TYPE	Full Course

DESCRIPTION

Technology offers unprecedented access to information, entertainment and community, revolutionising the way we learn, communicate, and conduct our personal lives. However, as the threat of online attacks continually increases, we need to make sure we know how to protect ourselves online with good cyber security habits.

In this course, we'll check if you have the cyber security strategies and skills you need to navigate the online world safely.

LEARNING OBJECTIVES

- Understand the real-world impact of cyber security breaches
- Know how to keep yourself and your organisation safe online
- Be aware of data scammers can use to create targeted phishing attacks
- Understand the risks of using different websites and online tools
- Learn to create a strong password and how to use password managers
- Learn how to protect personal and business data from cyber attackers

| **SUITE** | Information Security & Data Protection |

| **TOPIC** | Cyber Security |

| **COURSE NAME** | Cyber Security: Practical Applications |

| **DURATION:** | 20 Minutes |

| **ACTIVITY TYPE** | Full Course |

DESCRIPTION

A company's cyber security is only as strong as its weakest link. A survey by the Association of Corporate Counsel found that 30% of all cyber breaches are a result of employee error. Many of these errors are due to carelessness or ignorance.

This cyber security course challenges you to reassess your attitude towards cyber security. It educates users on the scope and sophistication of hackers and drives behavioural change and safer cyber behaviours.

LEARNING OBJECTIVES

- Understand how easy it is for you to cause irreparable damage to your organisation
- Know how to identify phishing emails and unsafe websites or links
- Understand your personal cyber security weak points and how to improve you
- Know how to identify and avoid social engineering
- Understand the dangers of using the same password on multiple sites and using insecure passwords

SUITE	Information Security & Data Protection
TOPIC	Cyber Security
COURSE NAME	Phishing Awareness
DURATION:	5 Minutes
ACTIVITY TYPE	Take 5

DESCRIPTION

An engaging online training course enabling learners to identify and understand phishing attacks, how they occur and the tactics employed by cybercriminals. Learn how to successfully prevent phishing attacks in both personal and professional contexts.

This course enables businesses to mitigate the risks associated with online phishing attacks, including those that carry ransomware. By raising awareness, learners can confidently take action against the increasing threat of phishing by remaining alert and responding to threats appropriately. Help you and your team understand how phishing attacks work, the tactics employed by cybercriminals, and how to spot and successfully avoid phishing scams.

LEARNING OBJECTIVES

- How does phishing occur
- What are the different types of phishing scams
- How to identify and spot red flags of a phishing campaign
- How do cybercriminals plan and execute a phishing attack
- How to protect against ransomware and other cyber attacks

SUITE	Information Security & Data Protection
TOPIC	Cyber Security
COURSE NAME	Phishing Challenge 4.0
DURATION:	5 Minutes
ACTIVITY TYPE	Take 5

DESCRIPTION

This 5-minute course is the next installment of the Phishing Challenge with all new emails. It is a hands-on, practical challenge in which users learn how to identify a phishing threat.

Through a series of real phishing emails, users are quizzed on the common red flags that appear in scam emails. It uses real-world examples to educate on the importance of cyber security.

LEARNING OBJECTIVES

- How to identify a phishing threat

SUITE	Information Security & Data Protection
TOPIC	Cyber Security
COURSE NAME	Protecting Your Identity
DURATION:	5 Minutes
ACTIVITY TYPE	Take 5

DESCRIPTION

Identity theft is an increasing online threat, whereby criminals can steal your personal information to steal from you and others, as well as commit crimes in your name. The thief only needs to know your name, date of birth and current/previous address to steal your identity and use it to commit fraud. The more information they obtain, the easier it is, and harder to come back from.

This online training course is designed to raise awareness on the pitfalls of identity theft and its impact on learners in a professional and personal context. It outlines the risks of identity theft and the consequences that result, along with a number of ways in which businesses can protect themselves.

LEARNING OBJECTIVES

- What identity theft is and how it occurs
- How to confidently spot identity theft
- How to protect yourself from the threat of identity theft – offline and online
- Methods to combat identity theft
- How to ensure compliance and manage the risks of identity theft in business

SUITE	Information Security & Data Protection
TOPIC	Cyber Security
COURSE NAME	Ransomware
DURATION:	5 Minutes
ACTIVITY TYPE	Take 5

DESCRIPTION

Ransomware attacks have become a common occurrence, spreading across hundreds of countries, tens of thousands of companies and putting billions of dollars of business at risk. Ransomware attacks are becoming ever more sophisticated and ferocious. Clicking the wrong link can let attackers hold your entire business hostage. Ransomware is almost always initially introduced to a computer network due to human error; usually someone clicking a link or downloading a file they shouldn't have. Once inside a network, malware can spread to other computers and devices that are connected to the same network.

This micro course trains users on how to protect yourself from attack and what steps to take if the worst happens.

LEARNING OBJECTIVES

- The basics of ransomware
- How to avoid being a target of ransomware

SUITE	Information Security & Data Protection
TOPIC	Cyber Security
COURSE NAME	Setting a Secure Password
DURATION:	5 Minutes
ACTIVITY TYPE	Take 5

DESCRIPTION

This course is one short module about setting and maintaining secure passwords.

LEARNING OBJECTIVES

- How to choose strong and secure passwords
- What are some of the risks posed by weak passwords
- How to assess your current password protection level
- What are passphrases and how can they help secure passwords
- How does password security help prevent cyber attacks

SUITE	Information Security & Data Protection
TOPIC	Cyber Security
COURSE NAME	Understanding Social Engineering
DURATION:	5 Minutes
ACTIVITY TYPE	Take 5

DESCRIPTION

Do you know what social engineering is?

Take 5 minutes to find out.

LEARNING OBJECTIVES

- What is social engineering
- How to look out for potential attacks
- How to defend yourself and others against social engineering deceptions
- What are some of the ways to promote vigilance and defeat scams
- How to mitigate personal and professional vulnerabilities with security awareness
- What are some of the gaps and weakness and how to evaluate security assessments

SUITE	Information Security & Data Protection
TOPIC	Data Protection
COURSE NAME	Securing Personal Data
DURATION:	5 Minutes
ACTIVITY TYPE	Take 5

DESCRIPTION

In this immersive course, you will assist your colleagues at ChevronLock who have posted requests for help securing personal data.

You will make decisions in each scenario to help colleagues in a way that avoids accidental or wrongful disclosure of personal data. For each question answered correctly, you will earn tokens. Will you make enough decisions in line with good practice to keep ChevronLock's personal data secure?

LEARNING OBJECTIVES

- Best practice on keeping personal data secure in the workplace
- How to minimise the risk of data being stolen by cybercriminals
- How to securely dispose of paper-based personal data
- Steps to take when transferring personal data between different regions globally
- Importance of following company policy when handling personal data

SUITE	Information Security & Data Protection
TOPIC	Data Protection
COURSE NAME	Understanding Personal Data
DURATION:	5 Minutes
ACTIVITY TYPE	Take 5

DESCRIPTION

In this immersive course, you will take on the role of an office worker at The Company and assist a new colleague by identifying documents that contain personal, sensitive personal, and non-personal information.

LEARNING OBJECTIVES

- What constitutes personal data?
- What is classed as sensitive personal data?
- How to correctly identify personal data?
- How to process sensitive data correctly?
- Why is it important to handle personal data securely?

SUITE	Information Security & Data Protection
TOPIC	Data Protection
COURSE NAME	Using Big Data Ethically
DURATION:	5 Minutes
ACTIVITY TYPE	Take 5

DESCRIPTION

Do you know what big data is and the principle behind using it ethically?

Take 5 minutes to find out.

LEARNING OBJECTIVES

- Ways we can define and think of big data
- Why we should be aware of our use of big data
- Putting measures in place to protect any data used
- Respecting data privacy and data security laws
- Questions to ask before using big data

SUITE	Information Security & Data Protection
TOPIC	Information Security
COURSE NAME	Social Media Awareness
DURATION:	5 Minutes
ACTIVITY TYPE	Take 5

DESCRIPTION

Find out how you might use social media at work, the risks you may encounter and how you can protect yourself and your organisation.

LEARNING OBJECTIVES

- The benefits and dangers of social media
- The importance of following your organisation's code of conduct
- How to protect confidential information
- When sharing company information is allowed
- The dangers of accidentally revealing company information

SUITE	Information Security & Data Protection

TOPIC	Information Security

COURSE NAME	Using Social Media (Challenge)

DURATION:	15 Minutes

ACTIVITY TYPE	Short Course

DESCRIPTION

Using social media has many benefits, but do you know the risks of using social media and how to protect yourself and your organisation?

Do you know how to use social media safely at home and for work?

Are you ready to take this challenge?

LEARNING OBJECTIVES

- Applying knowledge learnt in the full course 'Internet, Email and Social Media'

SUITE	Performance & Leadership
TOPIC	Healthy Living
COURSE NAME	Healthy Lifestyle - Drink
DURATION:	5 Minutes
ACTIVITY TYPE	Take 5

DESCRIPTION

Staying hydrated is important to our health and wellbeing. Water provides everything our bodies need to replenish the fluids it loses. However, there are many different beverages that we can drink.

The question is, are we making the healthiest choices?

By the end of this course, you will be able to identify how drinking the right things can contribute to a healthier lifestyle.

LEARNING OBJECTIVES

- Understand why hydration is important to your wellbeing
- Understand the impact of unhealthy drink choices on your overall wellbeing
- Understand how to make healthy drink choices

SUITE	Performance & Leadership
TOPIC	Healthy Living
COURSE NAME	Healthy Lifestyle - Exercise
DURATION:	5 Minutes
ACTIVITY TYPE	Take 5

DESCRIPTION

Exercise: some people love it, some people don't, but it's an essential part of a healthy lifestyle. Regular movement comes with a host of physical and mental health benefits, boosting our energy, moods and strength.

By the end of this course, you will be able to understand how exercise can contribute to a healthier lifestyle.

LEARNING OBJECTIVES

- Understand how exercise contributes to better health
- Understand how it contributes to better overall wellbeing
- Understand how to incorporate more movement into your daily life

SUITE	Performance & Leadership

TOPIC	Healthy Living

COURSE NAME	Healthy Lifestyle - Food

DURATION:	5 Minutes

ACTIVITY TYPE	Take 5

DESCRIPTION

A balanced and varied diet is an important part of a healthy lifestyle. Consuming good quality food promotes good physical and mental health, boosting your mood and increasing your energy levels.

This course explores what you can do to make sure you're getting the most from your diet.

By the end of this course, you will be able to recognise the health benefits of a healthy diet and the different nutrients that make up healthy food.

LEARNING OBJECTIVES

- Understand the health benefits of a healthy diet
- Understand how this can have a positive impact on your wellbeing
- Recognise the different nutrients that make up healthy food

SUITE	Performance & Leadership
TOPIC	Healthy Living
COURSE NAME	Healthy Lifestyle - Sleep
DURATION:	5 Minutes
ACTIVITY TYPE	Take 5

DESCRIPTION

We need the right amount of good quality sleep to live a healthy lifestyle. Missing out on good-quality sleep can make it difficult to focus and think clearly and can cause long-term health issues.

By the end of this course, you should be able to identify the benefits of sleep and different habits you can adopt to help you sleep better.

LEARNING OBJECTIVES

- Understand the benefits of a good-quality sleep
- Understand the impact of sleep deprivation
- Understand how your body clock works
- Know how much sleep your body needs
- Know what you can do to ensure the best quality sleep

SUITE	Performance & Leadership
TOPIC	Mental Health
COURSE NAME	What is Mental Health?
DURATION:	Minutes
ACTIVITY TYPE	Take 5

DESCRIPTION

Everyone experiences mental health problems. In this course, you will explore what mental health is, some of the more common mental health conditions, and mental health at work.

By the end of this course, you will be able to understand mental health in a workplace context.

LEARNING OBJECTIVES

- Understand what the term mental health means
- Understand what some of the common mental health conditions are
- Understand mental health in a workplace context