



Learn HQ

LEARNING SOLUTIONS



simplifying eLearning



Introduction

Learn HQ deliver world class eLearning solutions by incorporating pioneering technologies, innovative design and the latest learning concepts.

Whether you are looking for a fast turnaround, a high impact bespoke eLearning solution or a highly interactive software simulation we can provide the best solution to meet your organisational requirements.

Our solutions are delivered to agreed specifications, within budget and on time.

Our Services:

- **Rapid eLearning:** Where timing is essential.
- **Bespoke eLearning:** Custom built, media rich, highly interactive solutions.
- **Systems Training:** 'See It, Try It, Do It' systems simulation providing a safe environment to develop competency in new or upgraded software systems.
- **Off-the-Shelf Content:** Learn HQ has a vast library of off-the-shelf content that can be purchase 'as-is' or customised to meet your needs.
- **Learning Management:** Enabling the deployment, management and reporting of eLearning projects.
- **Translation Services:** Multi-lingual eLearning for global projects.
- **Learning Consulting:** Advising on Learning Strategies and technologies.



Rapid eLearning

Learn HQ has the expertise and experience to develop your eLearning project from your existing materials whether PowerPoint, Word, PDF, published manual etc. We have the skills to rapidly develop your content into engaging eLearning content.

Rapid eLearning is ideally suited to:

- Time critical knowledge transfer.
- Event awareness.
- Product launches.
- Pricing updates.
- Corporate procedures and guidelines.
- Regulatory and statutory compliance.
- Product knowledge.
- Organisational change.
- Business process training.

HOW INFECTIONS SPREAD
Four different way to reach you

INFECTION CONTROL

Contact
Direct transfer of micro-organisms through touch

Vehicle
Material that serves as a means of transfer of the micro-organisms. This can be food, blood, water or medical instruments

Airborne
Micro-organisms can be carried by air currents

Vector
Invertebrate animals, such as mosquitos and fleas, can transmit the micro-organisms

Together we can beat the bugs.

Navigation icons: back, forward, search, home, refresh.

POOR WORK ENVIRONMENTS
Places where you shouldn't really use a laptop

It may be called a laptop, but using it on your lap is not ideal!
Avoid coffee tables and other low surfaces
Using a laptop whilst lying down puts extra strain on the neck.
If you have to use a laptop in the car, don't use it in the driver's seat

Laptop users and homeworkers

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Manual Handling for Childcare Professionals
Injuries Caused from Bad Manual Handling
Musculoskeletal Disorders

MSDs can cause damage to the body's bones, joints, muscles, tendons, ligaments and nerves.

Click on the parts of the body that you think MSDs can affect, as a result of bad manual handling:

- The head is unlikely to be injured.
- The ear is just a body part that is usually injured during lifting or moving processes.
- That's right, soft tissue injuries to the neck, as well as other parts of the body like the shoulder, can be caused from bad manual handling.
- Manual handling relies heavily upon the arms and bad practice can damage the muscles.
- Yes, the wrists can be injured.
- The stomach is not commonly injured during manual handling activities.
- Back injuries are the most common MSD caused through bad manual handling.
- Yes, the legs can be damaged.
- You are more likely to injure your feet by dropping the child onto them.

Click Start to continue.

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Find the Dangers

WASH HANDS!
Click here when you could spread harmful bacteria. How can you be better?

FOOD HYGIENE: THE BASICS

CHAPTER 1: KNOW YOUR DANGER

Navigation icons: MENU, EXIT, BACK, NEXT.

Bespoke eLearning

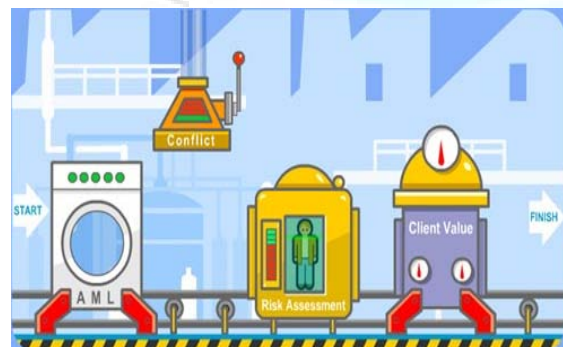
Whether you are looking to develop key skills or inspire or influence behavioural change Learn HQ's bespoke eLearning solutions will aid your organisations key strategic requirements.

Utilising the latest technologies, design principles and learning concepts Learn HQ develop engaging, media rich, highly interactive learning interventions to meet organisational needs.

Learn HQ offer a fully project managed approach learning your organisations culture, business objectives and audience learning styles to ensure project success.

Learn HQ work with organisations across a wide range of sectors:

- Financial Services
- Legal Services
- Professional Services
- Pharmaceutical
- Public Sector
- Charities
- Training Providers
- Education
- Aviation
- Hospitality
- Software Services
- IT Outsourcing



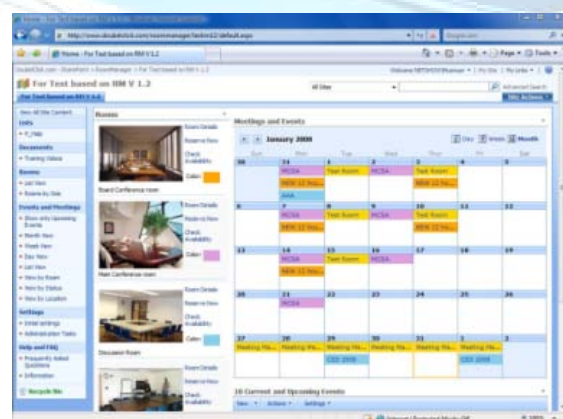
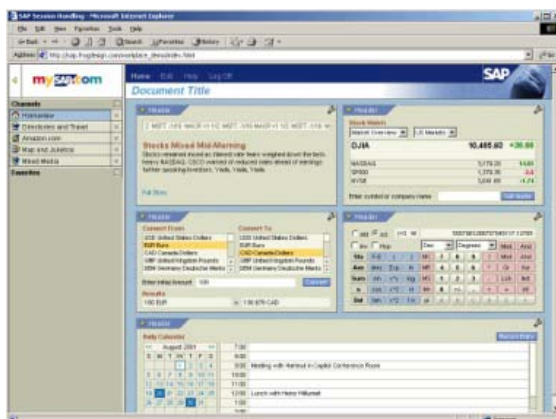
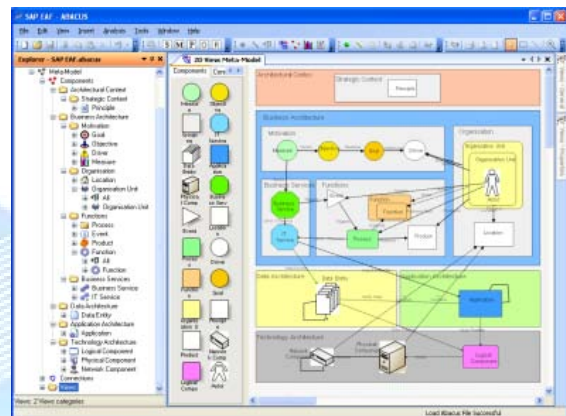
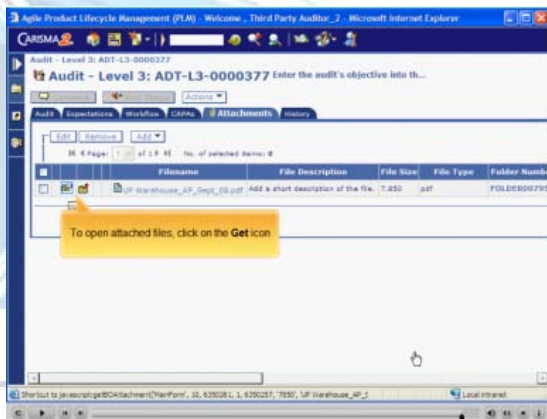
Systems Training

Software Simulation has a number of advantages including:

- A new system can be rolled out rapidly prior to the actual system going live.
- The simulation can be utilised as a second level UAT project.
- Time saving over ILT delivery especially in multi-site and global roll-outs.
- Simulations can be accessed as a refresher or for new staff after the roll-out.
- It is totally independent of the live system avoiding access, security or data input issues.

Learn HQ has extensive experience in creating software simulations for a wide variety of platforms including:

- Oracle
- Agile
- SAP
- Sage
- ACT
- SumTotal LMS
- Plateau LMS
- Saba
- Siebel
- PeopleSoft
- JD Edwards
- Cezanne



Off-the-Shelf Content

Learn HQ has a large library of off-the-shelf content. These courses can be purchased through our website or by calling us.

As Learn HQ owns the IPR for these courses we are also able to customise or tailor these courses to meet your organisations specific requirement or simply rebrand the existing content for use through your own Learning Management System.



Fire

Learn HQ offer a range of Fire courses, for a variety business sectors, including childcare, commerce and industry, hospitals, and hotels.



Office and Corporate

Learn HQ's Office and Corporate courses include: Corporate Manslaughter Act Revealed, Data Protection, and Equality and Diversity



Education

Learn HQ has a wide range of courses for the Education Sector including Food Hygiene, Manual Handling, and Safeguarding Children.



Healthcare

Learn HQ offer a number of different Healthcare courses in areas like First Aid and Patient Moving and Handling



People Management

Courses cover a range of topics including: Appraisal Skills, Discipline, Recruitment and Selection, and Training Skills



Communication Skills

Courses cover a range of topics including: Communication, Customer Care, Influencing and Negotiating Skills, and Presentation Skills.



Personal Development

Courses cover a range of topics including: Assertiveness, Maximising your Potential, Stress Management, and Time Management.



Leadership and Management

Courses cover a range of topics including: Change Management, Delegation and Empowerment, Leadership Skills, and Teambuilding.



21st Century Management Skills


Courses cover a range of topics including: Counselling Skills, Personality Types, Facilitation Skills, and Thinking Skills.

REGULATIONS
What do they say?

Working with any kind of display equipment is governed by the Health and Safety (Display Screen Equipment) Regulations 1992.

Amongst its provisions, this Act requires your employer to:

assess the risk to health and safety of their employees so that necessary preventative measures can be identified.



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WELCOME
Course Objectives

What this course will teach you:

- The nature of fire and how it spreads
- Good housekeeping practices to reduce the risk of fire
- Fire procedures to follow in case of a fire emergency
- General fire safety

This course is not intended to train you to be a fire fighter! In a fire emergency the best advice is always:

IF IN DOUBT, GET OUT!

Press any key now for help with navigating through the course.



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Manual Handling for Childcare Professionals
Reducing the Risks
Pushing and Pulling

Tip - when using equipment with wheels
Click on the image

It's safer to push rather than pull
(both for you, and the child)

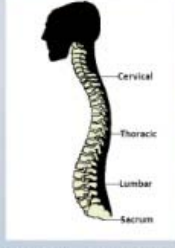


Click Next to continue.

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Manual Handling for Childcare Professionals
Injuries Caused from Bad Manual Handling
The Back

Some types of handling place your back at risk of injury, because the combination of poor posture and heavy load place too much strain on it. In order to take care of your back it helps to be aware of its overall structure.



Click below to show each bullet point

FACTS:

- The vertebrae column is formed of 33 bones called vertebrae.
- Each pair is separated by a spongy disc that absorbs shock, reduces friction during movement and limits excessive movement.
- The spine has four main sections (see the diagram).
- Finally, the correct posture for any physical activity is one which maintains the natural curvature of your back, keeps the balance of the body and minimises the level of spinal stress.

Once you have read each bullet then, click Next to continue.

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Learning Management

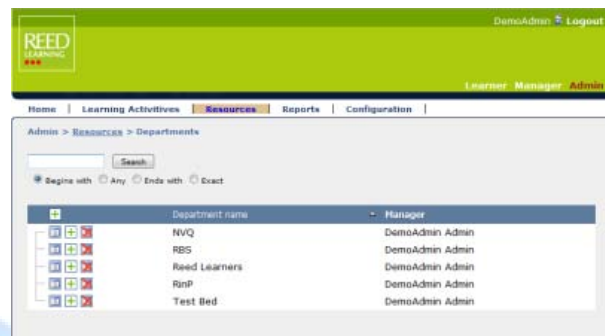
Activate LMS is a fully functional, easy to use Learning Management System (LMS) that helps organisations manage the whole process of creating, organising and tracking all learning, eLearning, training, and development activities that occur throughout your organisations learning lifecycle.

Whether you have mandatory training requirements to meet on a regular basis, or a company culture that puts development high up on the corporate agenda, Activate LMS will help you deliver an effective learning and development programme. Enabling the management of classroom-led training, eLearning activities, documents, libraries, blogs and fully integrated blended learning programmes, Activate LMS is a cost effective solution for any organisation.

Learn HQ have also priced Activate LMS to enable us to meet any client requirement whether large or small staff numbers, short or long term solution, in-house or hosted, internal training or as a training company, Learn HQ has a solution and pricing package to meet your needs.



SumTotal LMS Role Mask Settings page. The page title is "Role Mask Settings". Below the title, there is a "General" section with a "LearnMaskProfile" field. There are also sections for "LearnExpData" and "LearnReporting". At the bottom, there are checkboxes for "Learner", "Manager", "Administrator", and "Instructor".

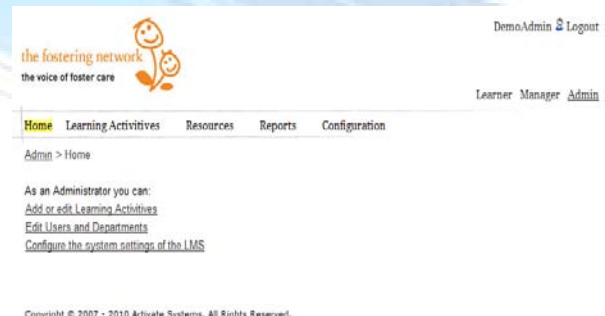


REED Learning LMS Admin page. The page title is "Admin > Resources > Departments". There is a search bar and a table of departments. The table has columns for "Department name" and "Manager".

Department name	Manager
NVQ	DemoAdmin Admin
RBS	DemoAdmin Admin
Reed Learners	DemoAdmin Admin
RinP	DemoAdmin Admin
Test Bed	DemoAdmin Admin



Bright Horizons LMS Login page. The page has a "Login" section with "User Name" and "Password" input fields and a "Login" button. There are also links for "New user? Create account" and "Forgot Password?".



the fostering network LMS Admin page. The page title is "Admin > Home". There is a "Home" link and a "Configuration" link. Below the links, there is a section "As an Administrator you can:" with links for "Add or edit Learning Activities", "Edit Users and Departments", and "Configure the system settings of the LMS".

Translation

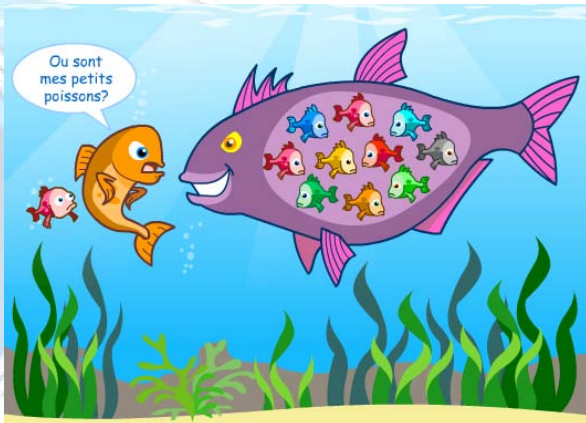
Learn HQ provides a comprehensive and high quality translation service. This assists our clients with localisation of training courseware and delivering eLearning programmes to an international audience.

Our Translators

Our aim at Learn HQ is to gain your trust and provide consistently high quality translation services. We do this by using tried and tested qualified translators, who translate solely into their native language and live in their country of origin. This guarantees current cultural context.

Learn HQ's standard process ensures that your translation is worked on by two separate translators before it is returned. The first translator performs the initial translation and the second edits and proof reads the work of the first.

If you have a document that requires specific vocabulary or is technical then we will not only source a translator who is a proficient linguist but who will also have experience of translating similar texts within that particular industry.



Learning Consulting

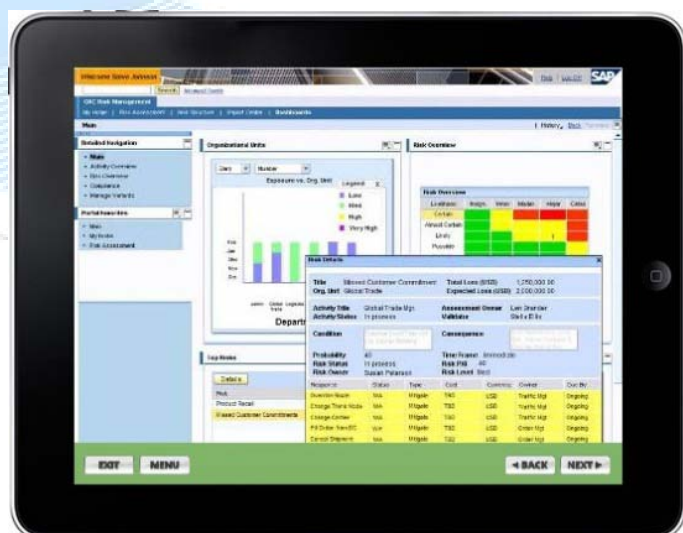
- Where are your time and resources best dedicated?
- What method of training delivery will create the highest impact against budget, yet still achieve the growth you need?
- As your organisation continues to change and evolve, will your current strategy continue to deliver the necessary results?

Established training platforms such as face-to-face training courses and workshops, online learning, paper-based materials, and videos & DVDs are increasingly supplemented by innovative and often more informal ways to learn. These can include social media networks, viral campaigns, online communities of practice, online games and internal communications campaigns.

Our experienced learning consultants can assist with your current learning strategy, then work with you to close the critical loop between business objectives and training provision. We then assist you to develop an effective learning strategy to meet immediate, medium and long-term needs.

With specialised experience in digital media production (eLearning, online communications, internet marketing, website design and social media), our consultants work with you to create a strategy for developing people and organisations.

mLearning Examples



Case Study: Major Projects

The Client:

A global pharmaceuticals company in the process of implementing a new Quality Management system utilising Oracle's Agile technology.

The Issue:

The Quality Management system could only be switched over during the end-of-year shut down. If this deadline were missed, the delay would be a further twelve months. The cost implication of this was estimated at several million pounds.

The end-users of the system would all need to be fully trained before the system went live.

The Solution:

Learn HQ provided a complete set of eLearning tools to educate and assess end-users. These included demonstrations which showed the operator how to perform each of their tasks, and simulations to allow them to perform the tasks themselves within a safe environment. Assessments were created to ensure users were competent in each of the areas necessary to their job role. These modules were all developed to be fully compatible with the company's Learning Management System (LMS). Shorter demonstrations were also created to accompany the online manual, and allow the operator to see simulations of their tasks as they work.

Learn HQ delivered the modules in a format that could be easily edited by the client, and provided the necessary training to allow updates and amendments to be completed without the need for third-party consultants.

The Result:

Learn HQ completed the project on time, and was highly praised by the management team and directors for their instrumental role in the success of the project. The company regularly uses Learn HQ for development and training services, notably for a similar project implementing the Agile-based Auditing system.



A Selection of Our Clients

Audit Commission
Bright Horizons Family Solutions
BSI
Equality & Human Rights Comm.
Eversheds
Foreign & Commonwealth Office
Fostering Network
GlaxoSmithKline
Greater Manchester Police Authority
Hertfordshire Council
HM Land Registry
Holiday Inn
NHS
Panasonic
PricewaterhouseCoopers
Prudential
Reed Learning
Salvation Army
Skipton Building Society
Sodexo
Subway
Zurich Financial Services

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