



dcm THE
LEARNING
EXPERTS

Bite-Sized Learning Topics

🕒 80+ Topics

👤 Expert Content

🔓 Instant Access

Learn as needed, anywhere, anytime

Bite-sized learning is as simple as it sounds: breaking down learning content into digestible chunks, which is easier for learners to work through at a pace that suits them

The concept of bite-sized learning is simple. Instead of delivering training over a continuous course, bitesize courses allow learners to **easily fit training** into their busy schedules.

One of the top benefits of bite-sized learning is that it **increases employee engagement**. Studies show employees are more likely to interact with bitesize courses rather than continuous sessions.

By learning in a bitesize manner, learners are given small bits of information-rich content so are **more likely to remember** what they watched or read.



Bite-size sessions make learning easier.

Have you recently taken a step back to analyse how your employees learn?

Our bite-sized learning focuses on meeting the needs of modern learners. It perfectly suits their information-rich lifestyle. It enables them to access small chunks of information at their fingertips, anytime and anywhere.

- 1 Heightens employee engagement**
Provide training that is relevant to their needs and interests, is readily available and fits into their schedule, and is easily accessible from the office or remotely.
- 2 Increases learner retention**
When learners are given small bits of information-rich content, they're more likely to remember what they watched or read.
- 3 Gives employees relevant, actionable insights**
Bite-sized learning content provides employees with job-specific knowledge that they can directly apply to their roles.



58%

of employees said they'd be more likely to use their company's training tool if it included bite-size content.

Insight

Small learning nuggets are an excellent way to give employees "just-in-time" and refresher training. Giving them the ability to learn and practice!

Topics on Management & Leadership

54 mins



Creating a Company Culture

The purpose of this virtual session is to help you understand the steps of implementing a lean culture.

1hr 18 mins



Understanding Team Dynamics

Discover the idea of harnessing individuality and using it to spark ideas in each other that can lead to far greater success.

1hr 26 mins



Boosting Productivity

Learn the tools & techniques needed to manage your time, work smarter and increase individual and team productivity.

45 mins



Developing a Training Needs Analysis

Learn the outline critical aspects of conducting a Training Needs Analysis resulting in faster growth.

57 mins



Building High Performing Teams

During the course you will look at the importance of emotional intelligence, listening to and supporting others.

1hr 25 mins



Coaching Models

Explore individual coaching/mentoring styles and identify key areas to work on to develop and improve abilities.

1hr 11 mins



Critical Thinking

Become aware of the basic groundwork for critical thinking. Gain insight into what it means to think critically.

1hr 11 mins



Delegating Effectively

Learn to identify suitable tasks to delegate, overcome the barriers to delegation and be more comfortable with the process.

Topics on Management & Leadership

1hr



Evaluating Training Effectiveness

This session will take you through key points to consider when evaluating a session.

1hr 10 mins



Giving Effective Feedback

Develop the essential skills required to give feedback using the SAID model and why feedback is important.

1hr 5 mins



Employee & Staff Reviews

Discover the confidence and practical skills needed to deliver effective staff appraisals or reviews.

31 mins



Effective Collaboration

Learn the collaboration processes, and the dynamics within the group to include skills needed and motivational factors.

1hr 26 mins



Goal Setting

Learn the importance of goal setting for personal and professional success and common challenges faced.

1hr 2 mins



HR for Managers

This session takes managers through the employee life-cycle from pre-recruitment to post-termination.

50 mins



Stakeholder Management

Focus on establishing executive summaries and adapting the message to different stakeholder groups.

1hr 35 mins



Leadership Skills

This course is perfect for developing leaders who want to gain an understanding of their leadership style.

Topics on Management & Leadership

1hr 12 mins



Leading & Managing Millennials

Identify the key differences and needs when working with or managing a mixed generation workforce.

55 mins



Managing Change

Address the challenges of managing change in your organisation and whose responsible for bringing change.

1hr 4 mins



Managing Diversity

You will identify areas where unconscious bias may be present and identify initiatives and techniques to be more aware.

37 mins



Motivating your Team

Learn how to identify different motivators for different members and how to use these to create a productive work environment.

58 mins



Managing Remote Teams

Learn to manage the collaboration of remote teams via the most effective communications and human resources.

1hr 2 mins



Building Better Relationships

This session assists forward-thinking teams to develop more of the unfulfilled potential of both the individual members.

1hr 4 mins



Managing Stress in the Workplace

Identify the reasons behind the release of stressful hormones and ways in which we can manage it.

Topics on Project Management & Lean

53 mins



Design Thinking

Understand what it means to be a design thinker and will have some skills, tools and confidence to drive change across the business.

1hr



Managing Kaizen Events

In this session, you will gain an insight into the fundamentals behind Kaizen, including its purpose and relationship to Lean.

1hr 10 mins



A3 Problem Solving

This session will provide you with an understanding of the skills required to apply the A3 process effectively in the workplace.

54 mins



Work Breakdown Structures

Break down projects into more manageable tasks, allowing you & your team to focus on deliverables & measurable milestones.

45 mins



Kanban Principles

This session will provide you with an understanding of Kanban practices and the principles that underpin the Kanban method.

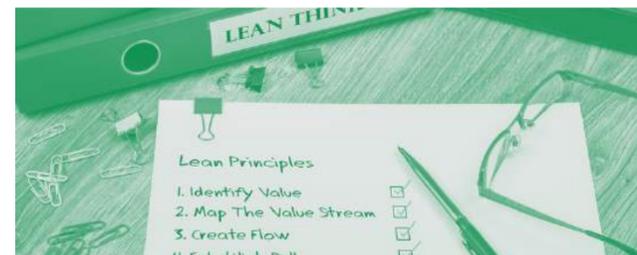
10 mins



Continuous Improvement

Continuous improvement can be done by empowering teams to ensure that output is maximised and waste is minimised.

1hr 7 mins



Lean Mindset

In this session, get thinking in a Lean way, examining areas where you can cut out waste and save time, money and resources.

46 mins



Lean Principles

Lean ensures that services & products delivered match customer values, reducing activities that do not add value.

Topics on Project Management & Lean

50 mins



Root Cause Analysis

Learn the skills needed to identify problems at their roots and provides the key tools and techniques needed to solve them.

53 mins



Value Stream Mapping

Value Stream Mapping is a tool used to visualise the flow of information & materials required to bring a product to market.

54 mins



Project Administration

The session is aimed at project managers, contract managers, field engineers & construction managers.

1hr 10 mins



Project Management Techniques

This session is focused on exploring the fundamental principles of successful project management.

60 mins



Project Risk Management

Poor risk management cannot be overstated. Learn a solid understanding of project risks & how to manage them.

60 mins



Project Time Management

Learn the essential skills, tools and techniques that learners need to successfully manage or oversee projects in a timely manner.

60 mins



Solving Project Problems

Solve the most common project problems by breaking these issues into 4 categories—people, quality, cost, and time problems.

Topics on Communication & Presentations

36 mins



Belbin Team Roles

With Belbin Team Roles enable people to project and talk about their behavioural strengths in a safe, non-confrontational way.

1hr 14 mins



Communication Skills

Focus on communicating effectively within a business while working alongside others and how to get your message across clearly.

1hr 23 mins



Senior Level Communication

Identify the areas where you can build on your existing communication skills, taking them to the next level.

1hr 15 mins



Communicating Across Culture

Develop your cultural intelligence, raising your cross-cultural awareness and sensitivity towards the cultural differences and issues.

1hr 14 mins



Communicating in a Crisis

Focus on the critical elements needed to communicate effectively, such as working with others and emotional intelligence.

1hr 15 mins



Crucial Conversations

Focus on the critical elements needed to communicate effectively, such as working with others and emotional intelligence.

1hr 16 mins



Presenting with Impact

The tips to make the most of every presentation you deliver, whether it's a sales pitch, a team talk or a training seminar.

57 mins



Public Speaking

Discover the instruction, experience, and practice to develop and deliver compelling presentations.

Topics on Communication & Presentations

43 mins



Questioning & Listening Techniques

Learn to ask better questions, listen actively and help build stronger relationships.

1hr 28 mins



Negotiating Conflict

Learn to manage any conflict situation and enable you to deal with conflicts in a clear, rational, assertive, and manner.

1hr 16mins



Effective Decision Making

Learn how to set the context around which decisions must be taken, and how to evaluate factors involved to develop possibilities.

1hr 7 mins



The Importance of Body Language

Learn to adjust our own body language to appear more positive and approachable.

54 mins



Facilitation Skills bitesized

Learn to be able to assess your current skills against a range of facilitation styles and have a personal action plan to implement.

57 mins



Effective Virtual Meetings

Learn the skills and ability to effectively collaborate in a virtual environment is essential to organisational success.

1hr 15 mins



Emotional Intelligence

Explore the fundamental principles of Emotional Intelligence and develop your personal leadership skills.

1hr 15 mins



Influencing & Persuading Skills

Learn to be more aware of your communication style when delivering your message to gain buy-in from key people.

Topics on Personal Effectiveness

1hr 20 mins



Confidence Building

Learn to better understand your responses and your reactions. Discover the most effective way of developing confidence.

1hr 8 mins



Dignity and Respect

Learn how to increase your own self-awareness, competency and behavioural changes in the workplace.

1hr 12 mins



Creativity in the Workplace

Learn the processes of creative thinking using a toolkit of practical creativity techniques and discover your creative thinking style.

1hr 6 mins



Resilience & Optimism During a Crisis

Learn about the tools needed to protect yourself from the negative effects of stress.

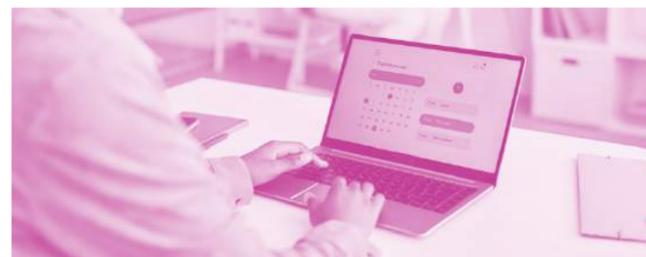
1hr 4 mins



Motivating Yourself

Explore the tools you need to inspire others to support those goals and discover the steps you need to take to motivate yourself.

1hr 20 mins



Effective Time Management

The session will show you how to prioritise your workload and avoid distractions to reduce the feeling of being overwhelmed.

1hr 8 mins



Work Life Effectiveness

Understand how to best manage the competing demands of the various aspects of your life and how to create harmony.

57 mins



Wellness & Wellbeing

This session focuses on managing stress, boosting personal effectiveness and productivity and using tools and techniques.

Topics on Scrum & Agile Project Management

44 mins



Agile Facilitation Skills

Learn to analyse the essential characteristics of effective facilitation in the agile / scrum environment.

1hr 27 mins



Agile Toolkit

Discover the key principles & terminologies in Scrum & Agile & the tools needed to effectively implement Agile in the workplace.

59 mins



Agile Values

Learn how agile values & principles can reduce waste, increase customer satisfaction & improve turnaround time.

54 mins



The Product Owner Role

The Product Owner role is the most crucial role within agile teams but have you ever wondered what a Product Owner does?

43 mins



Release and Sprint

Learn the terminology of release & sprint planning, Minimum Viable Features, Releases, Costing and Planning Scrum Projects.

1hr 11 mins



Scrum Fundamentals

Scrum methodologies break up tasks into smaller, manageable to-do items so learners can more easily prioritise and assign tasks.

44 mins



Product Backlog

The Product Backlog is a prioritised features list, containing short descriptions of all functionality desired in the product.

50 mins



User Stories

Learn to better define product requirements through a deeper understanding of users, roles and conditional requirements.

Topics on Sales

1hr 9 mins



Selling over the Phone

This session will help and support you by giving you confidence and security in your telephone selling talents.

52 mins



Storytelling

Discover the importance of understanding the audience you are connecting with and how to keep them engaged.

1hr



Customer Journey

Discover how to use customer journey mapping to understand customer behaviours, mindsets and emotional motivations.

39 mins



Voice of the Customer

Gain an understanding of how to implement a customer-centred approach to remove waste and non-value.

Bonus Topics

45 mins



Creating a Successful LinkedIn Profile

This session will show you how crucial is it to create a memorable LinkedIn profile.

60 mins



Writing for the Web

Learn the essentials of writing for your target readers, how to influence them, and bring a return on investment on.

1hr 5 mins



Social Media Strategy Creation

Learn existing best practice Social Media accounts and how they can be used to give the company a better online presence.

1hr 18 mins



Effective Business Writing Skills

This session focuses on good practice in style and tone to help participants improve the clarity and effectiveness of their writing.

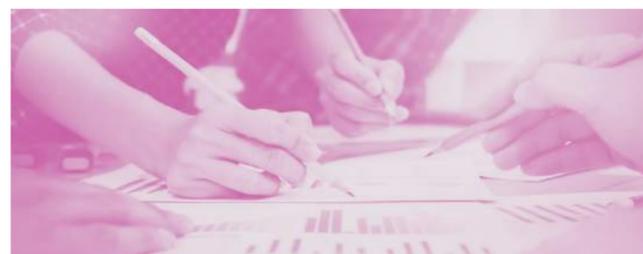
1hr



Minute Taking Tips

This session will offer tips on appreciating the importance of preparing for meetings and taking minutes from meetings.

46 mins



Technical Report Writing - Bitesized

To simplify a task, this session will present the key principles of technical writing.

DCM, Your Learning Partner

Experts in People, Experts in Learning

For over a decade, DCM Learning has been improving individual and business performance in Ireland and the UK. At our core, we believe people learn best by doing. We design fun, powerful experiences that have a profound and lasting impact on people and their careers, inspiring new ways of thinking, building critical capabilities and unleashing business success.

Passionate About Learning & Development

We work with the biggest brands in Ireland, including UCD, Pfizer & Google, so you can have confidence in our ability to deliver excellent training programmes for your team or your business.





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