dcm THE LEARNING EXPERTS

On-Demand Learning

▶ 30+ Topics   👥 Expert Content   🔓 Instant Access

Choosing Your On-Demand Learning Topics

Getting Access to your On-Demand Learning

Follow these simple steps below to gain access to your chosen courses;

1. Choose from any of the online courses listed in this brochure

2. You can choose multiple courses if you wish

3. Email your choice of topics to ruth@dcmlearning.ie

4. Receive your course access details in a separate email

5. Work through your chosen courses at your own pace

6. On completion, you will receive a certificate!

1 Choose
Identify what topic you would like to learning more about.

2 Receive
Recieve your chosen course directly to your inbox.

3 Learn
Revise and dedicate time to the the topic that you chose.

4 Repeat
Repeat the process by moving onto your next preferred topic.

On-Demand Learning Topics

On-demand course categories:

- Project Management & Lean
- Personal Development
- Management & Leadership
- Communication & Presentations
- Scrum & Agile Project Management
- Bonus Topics

Individual online self-paced courses for all members

Learn Your Way

Flexible Learning Option

Working through your chosen courses at your own pace enables you to incorporate training into your busy schedule with maximum flexibility.

On-Demand Learning Topics

Recommended

Train the Trainer Workshop

This one-day workshop guides the effective planning and delivery of training. By the end of this course, you will be able to adopt an appropriate training approach to bring the best out of individuals within your team.

▶ 8 Topics   📄 Expert Content   🕐 3hrs 36 mins

NEW!

Mental Health Champion

Attendees will understand why it's vital to raise awareness about mental health and build a work atmosphere filled with transparency and kindness. Our Mental Health Training is a crucial course for Supervisors, Managers, and internal advocates.

▶ 6 Topics   📄 Expert Content   🕐 2hrs

Managing Hybrid Teams

This course, delivered online and interactively, focuses on developing key management skills and communication techniques to create cohesive and effective working relations within dispersed teams.

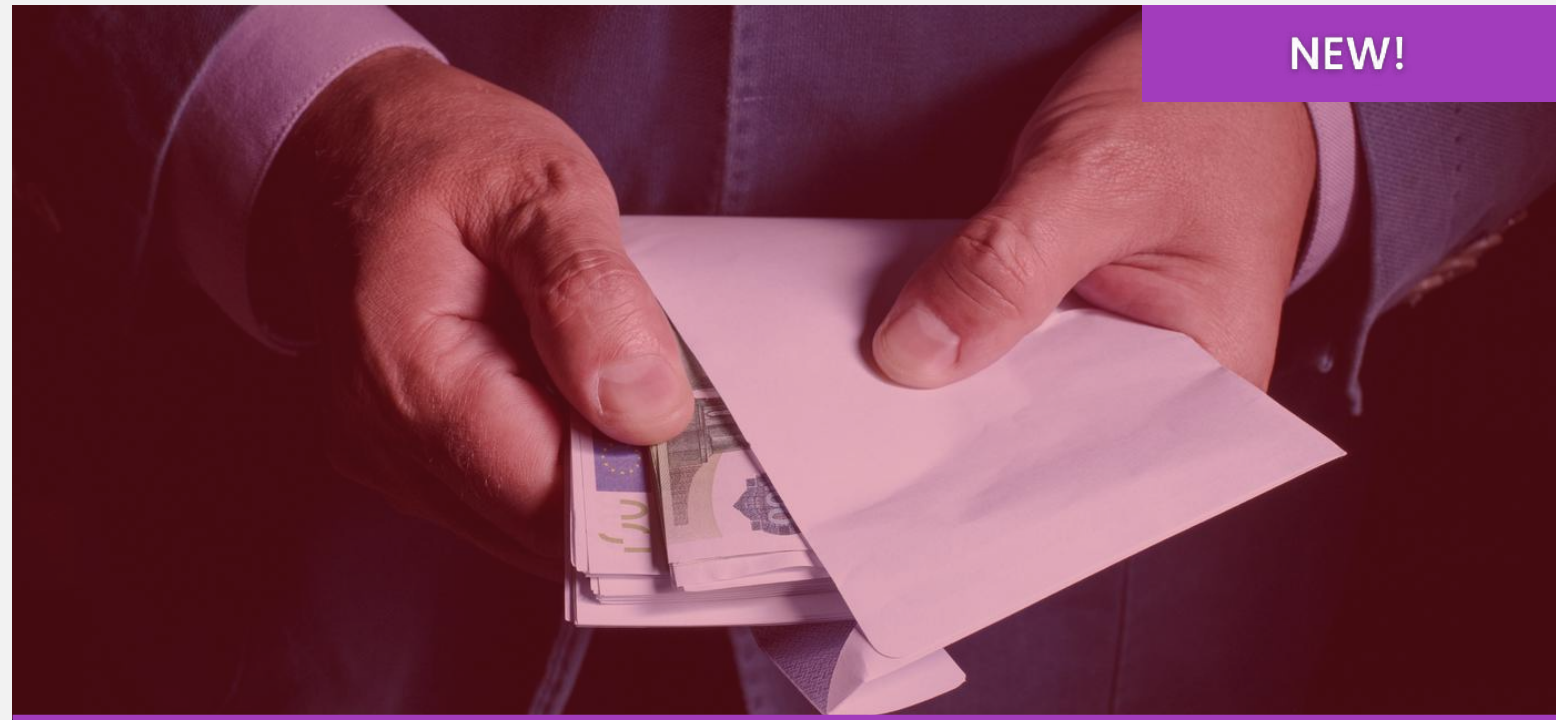▶ 9 Topics   📄 Expert Content   🕐 48 mins

Management Overview

This course covers comprehensive sub-topics in team competency, delegation, HR management, foundational management, valuable tools and techniques for goal setting and performance management, and the basics of challenging disputes.

▶ 3 Topics   📄 Expert Content   🕐 3hrs 22 mins

NEW!

Anti Money Laundering Awareness

By participating, learners will gain a fundamental understanding of money laundering, AML regulations in Ireland, identifying suspicious activities, and their role in ensuring compliance.

▶ 5 Topics   📄 Quiz Included   🕘 1 hr

NEW!

Anti Money Laundering for Leaders

Essential strategies, best practices, and the latest developments in money laundering. Leaders will understand the importance of a culture of compliance within their team and will also be equipped to lead effectively in the ongoing battle against financial crime.

▶ 6 Topics   📄 Quiz Included   🕘 2 hrs

Recommended

Change Management

In this course, learn how to overcome standard change management obstacles and build your skills and knowledge on managing change effectively with onboarding and implementation techniques.

▶ 4 Topics   📄 Expert Content   🕐 3hrs 17 mins

Speaking And Presenting with Confidence

In this course, you will have increased confidence to enhance your delivery and engage any audience. You will be provided with practical skills and increased confidence to deliver your message during virtual meetings and also in a professional environment.

▶ 4 Topics   📄 Expert Content   🕐 2hrs 13 mins

Coaching for Managers

Coaching is an essential management tool that helps management direct and trains their teams. These skills are an essential part of mentoring, delegation and motivation. You will gain the skills to introduce a new "learning culture" to your teams and organisation.
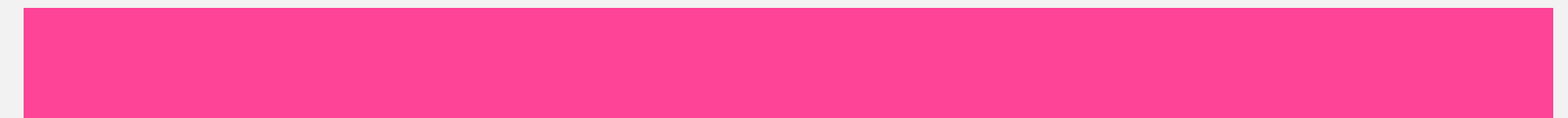
▶ 3 Topics   📄 Expert Content   🕐 3hrs 37 mins

Communicating With Confidence

Confidence allows you to speak concisely and with clarity. Confidently communicating professionals can convey what they want to their clients and co-workers clearly and efficiently. Effective communication is critically important for career advancement.

▶ 3 Topics   📄 Expert Content   🕐 3hrs 13 mins

Consultative Sales Techniques

Consultative selling skills help sales professionals position differentiated, compelling solutions. The outcome of employing a consultative sales approach is greater satisfaction and stronger relationships between the buyer and seller.

▶ 2 Topics   📄 Expert Content   🕐 5hrs

Recommended

Customer Service Excellence

Learn and develop your skills to improve company offerings, how to appropriately handle customer dissatisfaction, listening and questioning skills and how to effectively communicate through various mediums such as social media, phone, email and face to face.

▶ 3 Topics   📄 Expert Content   🕐 3hrs 25 mins

Recommended

Dealing with Aggressive Behaviours

In this course, learn and understand more about aggression, what organisational supports should be in place, learn about the differences between physical and communicative aggression and how to manage aggression with assertive feedback.

▶ 4 Topics   📄 Expert Content   🕐 2hrs 39 mins

Dealing with Disputes and Conflict

Learn the dynamics of conflict, types of conflict and conflict escalation. Understand the theories and processes involved in this complex matter and what conflict and management skills would be required.

▶ 3 Topics   📄 Expert Content   🕐 3hrs 33 mins

Emotional Intelligence

With this course, become more self-aware of your emotions and learn how to interpret others. Managing the reactions of others in the workplace effectively is essential to a team's success. The skills to identify emotional triggers are key to emotional intelligence.
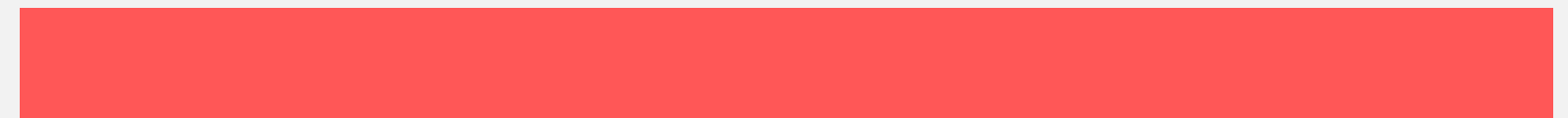
▶ 5 Topics   📄 Expert Content   🕐 2hrs 13 mins

Recommended

Stress Management

This course helps you break the cycle stress has on your life, so you can be happier, healthier, and more productive. The ultimate goal is a balanced life, with time for work, relationships, relaxation, and fun, with the resilience to hold up under pressure and meet challenges head-on.

▶ 4 Topics   📄 Expert Content   🕐 2hrs 05 mins

Facilitation Skills

This session will look at the essential characteristics of a practical facilitation session and how to structure it - what to do and what not to do, how to use flip charts and other tools effectively, manage your nerves and best use your communication skills to give clear instruction.

▶ 6 Topics   📄 Expert Content   🕐 3hrs 13 mins

Data Protection: GDPR Fundamentals

This course explores the key concepts of GDPR and how they apply to daily work. The course explores everyday situations and gives practical examples to empower learners with the knowledge and tools necessary to integrate GDPR compliance seamlessly into their roles.

▶ 9 Topics   📄 Expert Content   🕐 1hr 20 mins

Intermediate Excel Skills

Our Microsoft Excel courses cover various topics which will enhance your knowledge of Microsoft Excel features and the steps required to use these features correctly. This training is designed to help learners understand Excel's intermediate features correctly.

▶ 3 Topics   📄 Expert Content   🕐 3hrs 52 mins

Time Management

This course will show you how and where your time is being lost and what impact that can have on your and others relying on you. This course also explores how you can manage tasks and control your stress levels during busy periods.

▶ 4 Topics   📄 Expert Content   🕐 3hrs 18 mins

Recommended

Interviewing Skills

This course has been designed to equip learners with the knowledge and skills necessary to increase their self-awareness and enhance their existing interviewing skills in a dynamic and thought-provoking way.

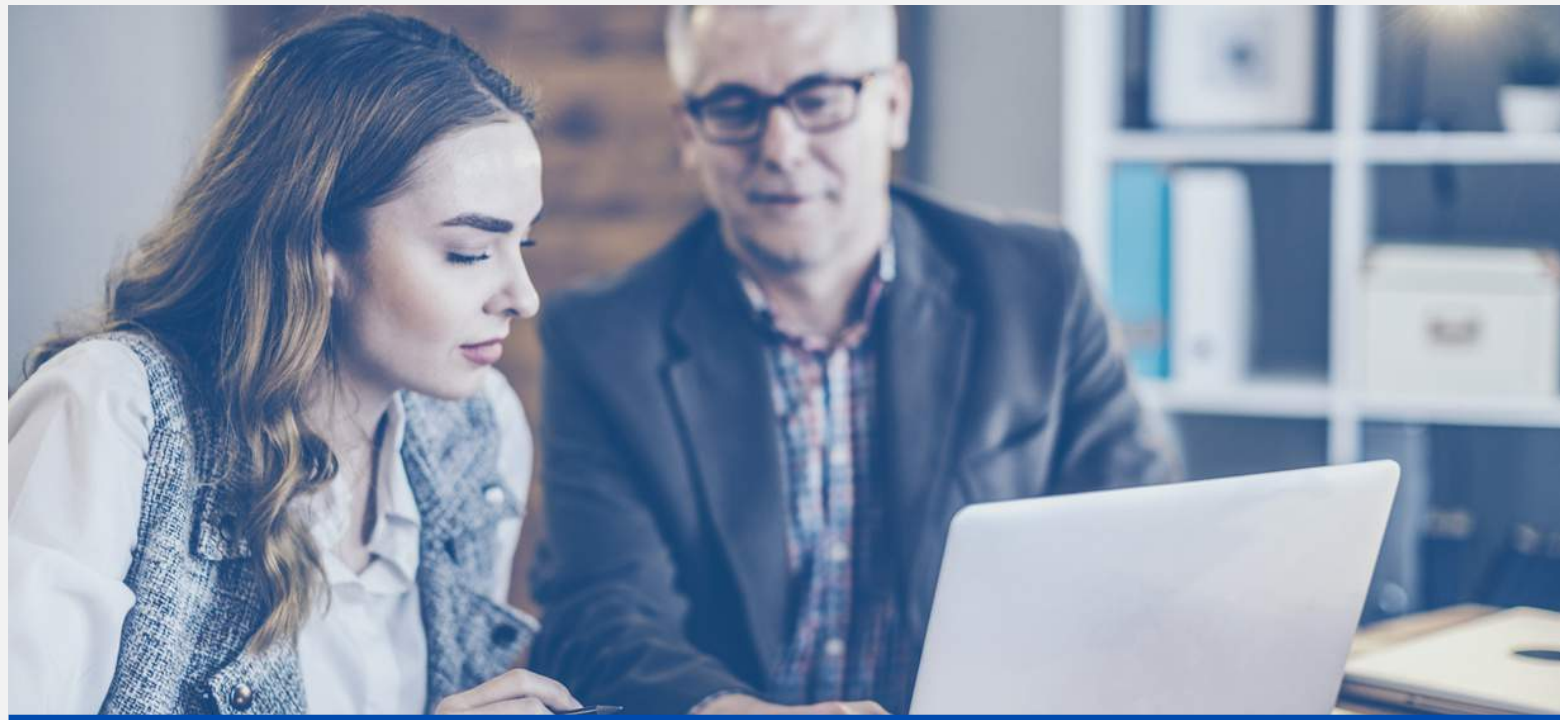▶ 4 Topics   📄 Expert Content   🕐 3hrs 20 mins

Technical Report Writing

A technical report is a formal report designed to convey technical information in a clear and easily accessible format. It is divided into sections that allow different readers to access different levels of information.

▶ 5 Topics   📄 Expert Content   🕐 2hrs 27 mins

Mentoring Skills

A mentor may share with mentees information about their own career path, as well as provide guidance, motivation, emotional support, and role modelling. A mentor may help with exploring careers, setting goals, developing contacts, and identifying resources.

▶ 4 Topics   📄 Expert Content   🕐 3hrs 9 mins

Minute Taking Skills

In this course you will learn to effectively prepare for minute taking, taking notes during the meeting and what steps you should take after the meeting to produce professional minutes and how the minutes should be structured and presented.

▶ 3 Topics   📄 Expert Content   🕐 1hr 44 mins

Negotiation Skills

Negotiation skills are qualities that allow two or more parties to reach a compromise. These soft skills include abilities such as communication, persuasion, planning etc. Understanding these skills is the first step to becoming a stronger negotiator.

▶ 3 Topics   📄 Expert Content   🕐 3hrs 30 mins

Recommended

Project Management Essentials

The Project Management Essentials course covers the practical tools and techniques to help you in your project management role. For successful project management, it is essential to understand the fundamental terminology and processes of effective project management.

▶ 6 Topics   📄 Expert Content   🕐 2hrs 13 mins

On-Demand Learning Topics

Agile & Scrum

The course looks at using the Scrum methodologies to break up big tasks into smaller, manageable to-do items so learners can more easily prioritise and assign tasks in order to meet deadlines for upcoming projects.
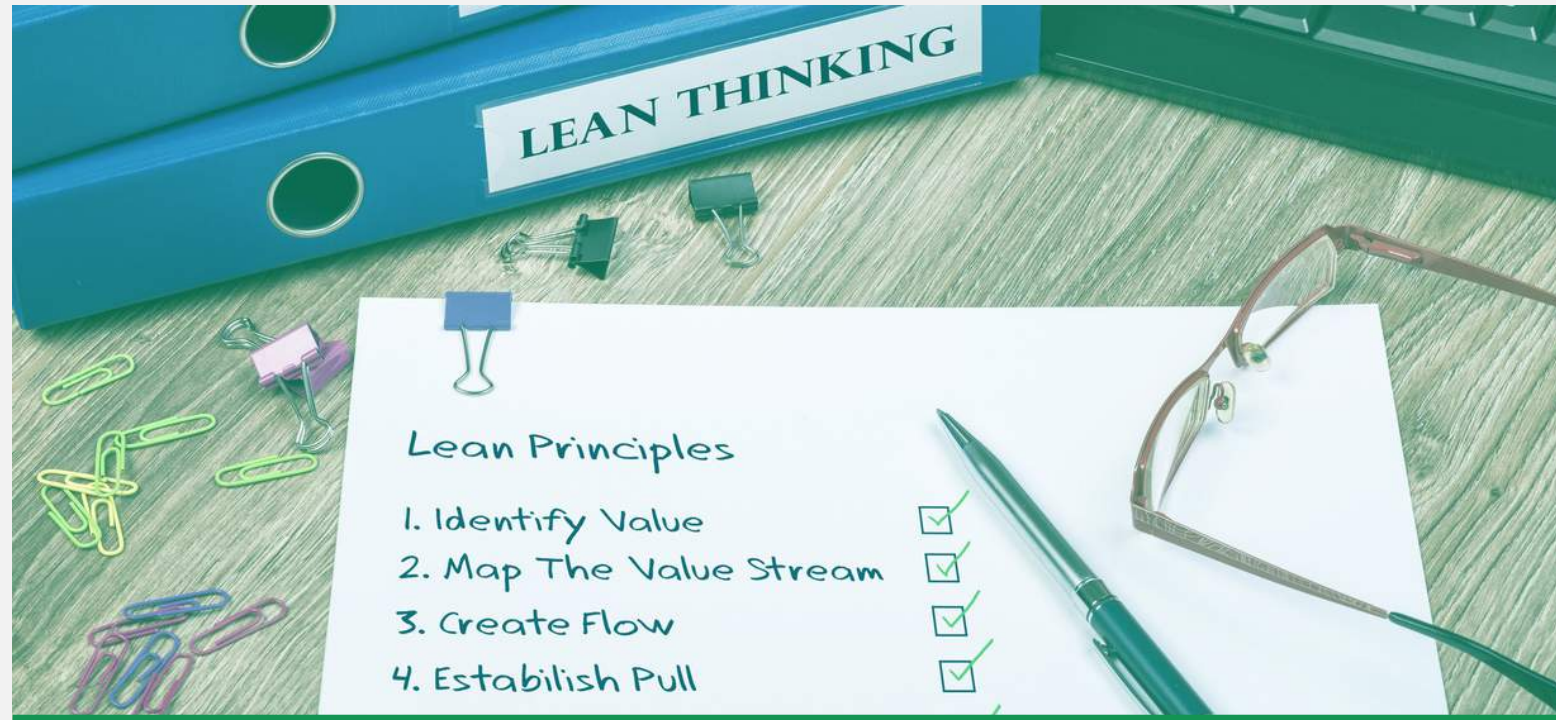
▶ 7 Topics　　📄 Expert Content　　🕐 2hrs 16 mins

Managing Remote Teams

In this course, you will learn to manage the collaboration of remote teams via the most effective communications and enhance productivity by balancing technological and human resources.

▶ 15 Topics　　📄 Expert Content　　🕐 1hr 02 mins

Lean White Belt

The Six Sigma White Belt Certification is an interactive course introducing the fundamental principles of a Lean Enterprise with an Introduction to Six Sigma. This course is designed to enable participants to engage in Lean improvement initiatives as informed team members.

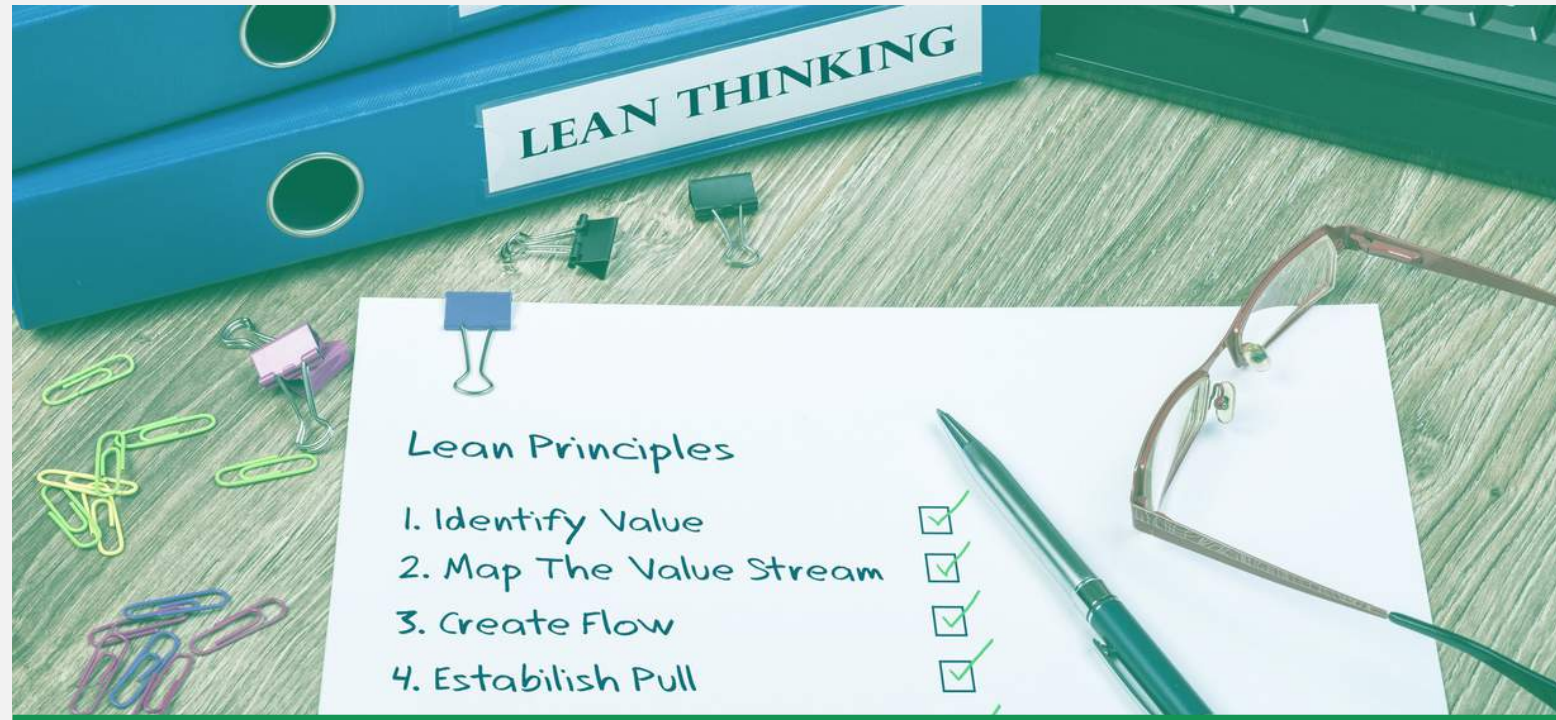▶ 8 Topics   📄 Expert Content   🕐 3hrs 36 mins

Lean Champion

During the course, you will learn about Six Sigma, Lean principles and the practical application of these tools and techniques, as well as how you can actively direct, manage and participate in Lean projects.

▶ 5 Topics   📄 Expert Content   🕐 2hrs 36 mins

Lean Six Sigma Yellow Belt

This Lean Six Sigma Yellow Belt training course is designed to help you to optimise processes, reduce costs, and improve quality. During the course, you will learn about Six Sigma, Lean principles and the practical application of these tools and techniques.

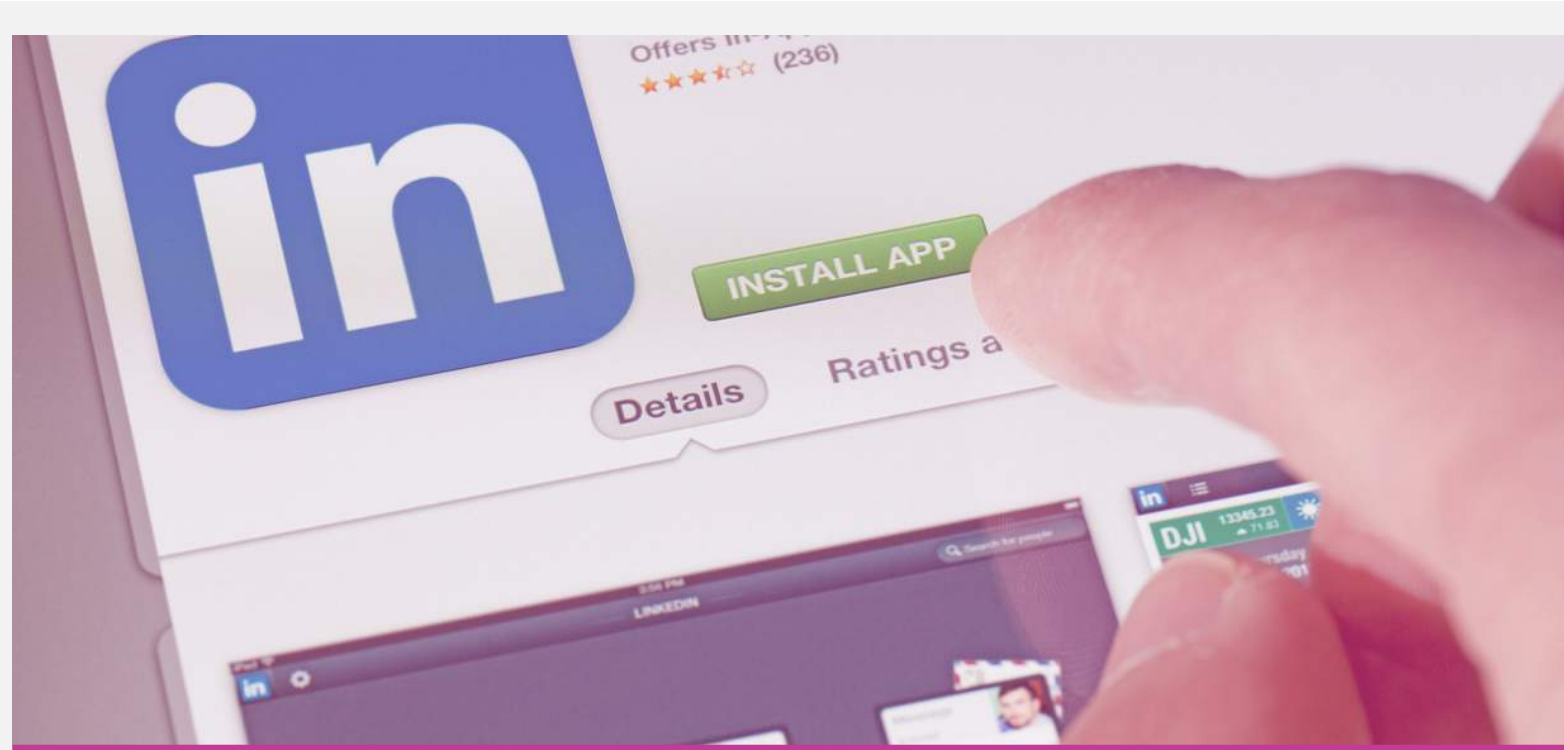▶ 10 Topics   📄 Expert Content   🕐 3hrs 42 mins

Digital Marketing

This course is ideal for anyone involved in the planning, implementation or measurement of digital strategies – or anyone who employs digital marketing staff and would like to understand how they spend their time.

▶ 10 Topics   📄 Expert Content   🕐 8hrs 20 mins

Creating a Successful LinkedIn Profile

Take your LinkedIn profile to the next level and turn it into a powerful career tool that spotlights your skills, and experiences to impresses your network of connections and potential connections.

▶ **15 Topics**   ▤ **Expert Content**   🕐 **1hr 5 mins**

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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