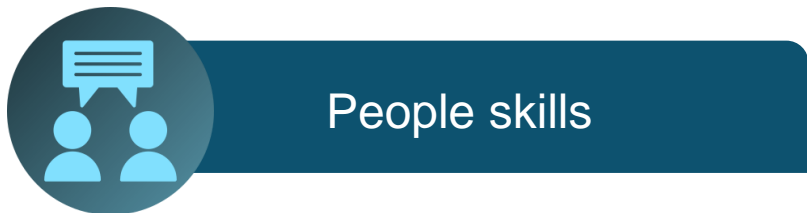
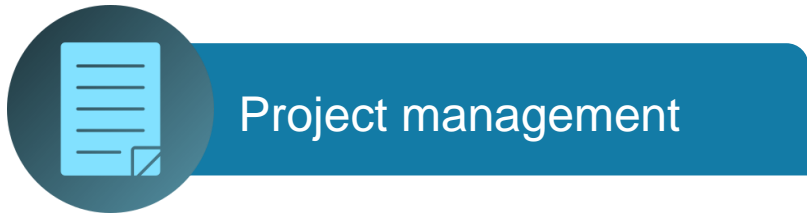


# Foundation Skills

Click on a topic below to see a selection of training found on the [ATSTN Online Training Platform](#) which can help to develop the core skills you need to advance your career...



# Business skills

## Find ideas to improve the way you work...

Building your brand - setting up a LinkedIn profile

Communication and collaboration

Communication techniques - the basics

Completing an application form successfully

Data protection

Delivering professional presentations

Effective minute writing

Effective writing

Getting started with social media

Giving and receiving feedback

How to build a story

Improve your productivity

Influencing, assertiveness and negotiation

Interview skills

Make remote working work for you

Managing your own continuing professional development

Managing your priorities

Managing yourself and your time

Micro stories and presentations

Optimise your meeting productivity

Performance appraisal

Plain English

Power up your to-do list

Presentation skills

Problem solving: the basics

Remote working

Running your first project

Spelling, grammar and punctuation

Stakeholder management

Supervising: achieving excellence

Systems for working faster

The procurement cycle

The value of timeboxing

Writing a CV



# Project management

Learn the basics of project management...

Agile project management

An introduction to agile

An introduction to project management

Effective stakeholder management

Project management fundamentals

Project management methodologies

Running your first project

Scrum: the basics

Stakeholder management

Stakeholder management for innovation projects

Troubleshooting issues on your project



# People skills

Find ways to improve relationships with your colleagues and customers...

Conference call etiquette

Conflict resolution

Customer service suite

Effective stakeholder management

Emotional intelligence

Facilitation skills

Giving and receiving feedback

How to be liked

How to build rapport

How to connect with your audience

How to really listen

Improve your communication

Influence and impact: how to affect those around you

Influencing, assertiveness and negotiation

Introduction to stakeholder management

Meeting skills

Stakeholder management

Stakeholder management for innovation projects

Taking control of the customer conversation



# Self-development

Explore different ways to see the world and be a better you...

Ambitious mindset

Done is better than perfect: embracing imperfection for success

Finding your direction

Giving and receiving feedback

How to build confidence and become more assertive

How to deal with change to your job

Impostor syndrome

Initiative: the biggest win

Innovate and be an intrapreneur

Maintaining your belief

Make body language your greatest ally

Manage procrastination and boss your day

Self-development

Self-reflection

Setting yourself up for success

Speaking with authority

Starting the day the right way

Stop stagnating and make the change

The art of resilience

The impact of habits

The power of no

The power of positive thinking



# Wellbeing

Discover ways to look after your physical and mental wellbeing...

Anxiety awareness

Avoiding burnout

Banter and bullying

Display screen equipment

Driving safety

Drug and alcohol awareness

Email stress

Healthy lifestyles

Impostor syndrome

Keep your energy high

Life transitions

Make time for you

Managing anxiety & burnout

Managing work anxiety

Personal resilience

Stress awareness

The art of resilience

Understanding anxiety

Whistleblowing with confidence



# Equality, diversity & inclusion

Expand your awareness and contribute towards a more inclusive workplace culture...

A guide to reasonable adjustments

Anxiety awareness

Banter and bullying

Cultural awareness

Dignity at work

Diversity & inclusion podcasts

Emotional intelligence

Equality in the workplace

Introduction to ageism: older people

Introduction to anti-racism in the workplace

Introduction to cultural nuances

Introduction to disability in the workplace

Introduction to employee resource groups

Introduction to LGBTQ+ awareness

Introduction to microaggressions

Introduction to neurodiversity in the workplace

Introduction to pronoun awareness

Introduction to sexism in the workplace

Introduction to sexual harassment

Learning disability awareness

Mental health awareness

Plain English

Suicide prevention awareness

Unconscious bias

Why diverse businesses are winning

