ELEARNING COURSE DIRECTORY

Off the shelf - Unit4, Health & Safety, GDPR

Bespoke - tailored to your company

Embridge Consulting

Driving value from your business systems

ELEARNING

We're Embridge Consulting and we're experts in the full life cycle of training, from development to delivery. We provide eLearning solutions, customised and branded to perfectly fit your organisations needs.
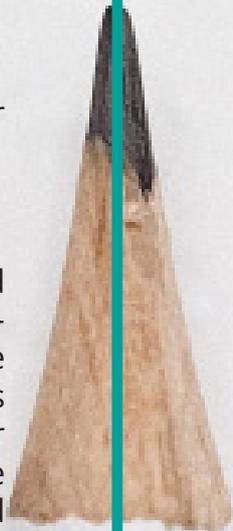
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ABOUT

Small enough to care, big enough to deliver.

Clients tell us that they love our client care, our consultive process, and our pragmatic approach.

Embridge Consulting moves business forward using innovative training, eLearning, micro-learning, tablet training and more. We're at the leading edge of technological developments in training, to help you improve results faster and more effectively. We also understand the underlying principles of good learning and development, to help you get the most from every employee.
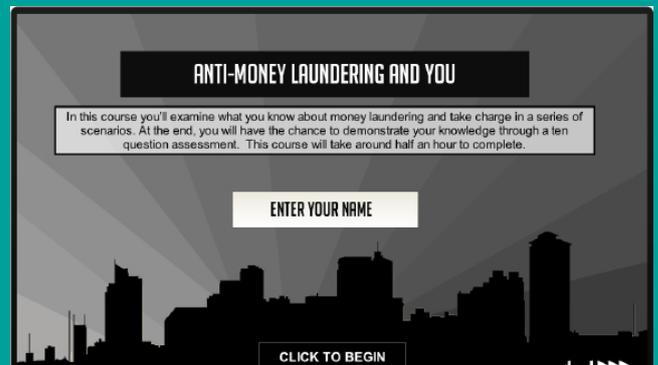
OFF THE SHELF COURSES

AS PART OF OUR ELEARNING SERVICES WE OFFER A VARIETY OF OFF THE SHELF COURSES. THESE COURSES ARE READY-TO-GO AND CAN BE TAILORED TO SUIT YOUR ORGANISATIONS NEEDS.

HEALTH & SAFETY

The aim of this course is to enable you to be proactive in changing your work environment for the better. It will also help you to understand key UK legislation regarding health and safety.

AML

In this course you'll examine what you know about money laundering, and be asked to apply that knowledge in a short quiz.

GDPR

You will be taken through what you need to know to handle data securely and to keep up to date with the latest data protection legislation, the General Data Protection Regulation (GDPR), You'll also be able to take charge in an interactive scenario.

Our fast and effective eLearning solutions use innovative learning technology and active learning to improve results. Our blended learning approach ensures maximum understanding and rapid learning results.

We provide true SCORM-compliant eLearning. This means that you can use our eLearning on any Learning Management System (LMS) that you have in-house. If you do not have an LMS, we can even provide one for you.

UNIT4 BUSINESS WORLD OFF-THE-SHELF COURSES

If you are implementing Unit4 Business World (Agresso) within your organisation, we can help with the training. Our selection of off-the-shelf eLearning will show your users how to use the system correctly. And if you have already been using Unit4 Business World for some time but want to ensure your staff fully understand how to get the most out of your ERP system, we can help with that too.

01

Introduction to UNIT4 Business World

This course introduces the basics of navigating Business World, an Enterprise Resource Planning (ERP) management software.

02

Entering a Timesheet

Timesheets allow your company to be aware of how much time is spent on activities across your team. They also ensure that you are paid correctly for the number of hours you work.

03

Changing your Personal Details

In this course we explore the steps required to update your personal details within Unit4 Business World.

04

Entering a Timesheet (Experience Pack)

This course shows how to enter a timesheet using the simplified and user-friendly experience pack screen.

05

Approving a Timesheet

Learn how to approve a time sheet in Unit4 Business World.

06

Requesting Absence

This course will take you through the process of requesting absence in Unit4 Business World.

07

Entering Employee Absence

This course will take you through the process of adding an employee absence in Unit4 Business World.

08

Requesting Absence (Experience Pack)

This course shows how to request absence using the simplified and user-friendly experience pack screen.

09

Approving and Rejecting Absence

This course will show you how to approve and reject absence.

10

Claiming Expenses

You can enter expenses which need to be reclaimed using UNIT 4 Business World. You can enter expense claims daily, weekly, monthly or as required.

11

Approving Expenses

This course will show you how to approve expenses in Unit4 Business World. When an employee submits an expense claim, they become available as a task for their Line Manager.

12

Raising a Requisition

This course will show you the process of raising a requisition in Unit4 Business World.

13

Claiming Expenses (Experience Pack)

This course shows how to claim expenses using the simplified and user-friendly experience pack screen.

14

Goods Receipting

Goods receipting allows a purchaser to record the quantity of goods received against a specific order number. This course will show you how to identify received goods receipts and teach you how to record them in Unit4 Business World.

15

Viewing a Payslip

Learn how to view a payslip in Unit4 Business World by completing this course.

16

Cancelling an Approved Absence

This course will take you through the process of cancelling an approved absence in Unit4 Business World.

17

Create a Sales Order

Complete this course to learn how to create a sales order in Unit4 Business World.

18

Approving and Rejecting a Sales Order

Learn how to approve and reject a sales order in Unit4 Business World.

19

Register a GL Journal

A General Ledger (GL) Journal is necessary when funds and charges made to cost centres need to be reallocated. Learn more about GL journals and how to register a GL journal in Unit4 Business World here.

20

Request a Periodic Invoice

This course will take you through the process of requesting a periodic invoice in Unit4 Business World. The invoice can be assigned in a number of ways, including a weekly, monthly, or yearly billing.

21

Analyzer

Analyzer lets you filter and sub-filter data transforming text based information into easily readable visual information, such as graphs or pivot tables.

22

Create a Product Request

This course will take you through the steps to create a product request. A product request needs to be raised when a product needs to be ordered.

23

Tracking Expense Claims

Once your expenses have entered the workflow this course will show you how you can track your expense claim in Unit4 Business World.

24

Creating a Form

Learn how you can get rid of paper forms and use Unit4 BW to create dynamic, time saving digital forms. You can create forms based on flexi fields which can then be routed through workflow.

25

Information Browser

Complete this eLearning to learn how to navigate through the information browser in Unit4 Business World.

26

Setting a Substitute

When you are an approver away from the organisation your workflow tasks can be rerouted and a substitute can be nominated to approve or reject tasks in your absence.

27

Creating Supplier Details

Learn how to create supplier details in Unit4 Business World by completing this eLearning training.

BESPOKE COURSES

OUR INNOVATIVE ELEARNING, WRITTEN PRECISELY FOR YOUR LEARNERS PUTS YOU IN CHARGE AND MAXIMISES YOUR RETURN ON TRAINING INVESTMENT.

Our bespoke eLearning can let your staff recognise their compliance obligations, learn how to use your specific software, or understand your company's culture.

Content Writing - Around 90% of our bespoke eLearning is written entirely by us. We are experts in assimilating new information quickly and easily, converting our understanding of your organisation into training that is ultra-relevant for your learners. We have worked on a diverse range of subjects, producing customised eLearning which has helped companies ensure that their users understand their subjects. We have written eLearning on complex subjects such as railway track rules and train maintenance to conduct risk and financial compliance. By choosing Embridge as your bespoke eLearning provider, you can hand over the task of writing eLearning to a company who are experts in writing for this medium. We won't take up lots of time from your subject matter experts either. Our clients often send us a range of materials, from quick reference guides and PowerPoint presentations to policies and Intranet pages, which we use to form an in-depth understanding of your subjects. We can then write your content without taking up too much of your SME's valuable time. Let us take the strain of writing new and engaging content by asking us to deliver your company's next eLearning course.

Relevant Scenarios - Scenario-based eLearning is an important part of your blended learning strategy. Old fashioned eLearning might force the user to read through several slides containing reams of text before completing a standard ten question test at the end. Our scenario-based eLearning ensures that learners fully understand and appreciate the subject. And we make our scenarios deliberately thought-provoking. When presented with different options, learners will find that the correct option is not always obvious. This aids the learning by asking learners to think and consider their choices, before learning how their choice can impact the scenario. The scenarios are tailored to your organisation, your business, and the challenges your learners may face on a daily basis. This maximises engagement, learning and understanding by ensuring that learners are considering how their choices may impact them in their job, and not just how they can pass a piece of eLearning.

Tailored Training - In the current climate, your L&D and HR departments need to get the most from your organisation's human capital. Bespoke training helps improve your staff's personal and professional development. We cater to different learning styles, so each member of your staff can receive effective and complete training. Let's maximise your human capital.

COGNITO³⁶⁵ LMS

A Tin Can compatible LMS, Cognito365 gives you detailed information about how your users have engaged with your eLearning. Advanced reports and a clean, modern interface.
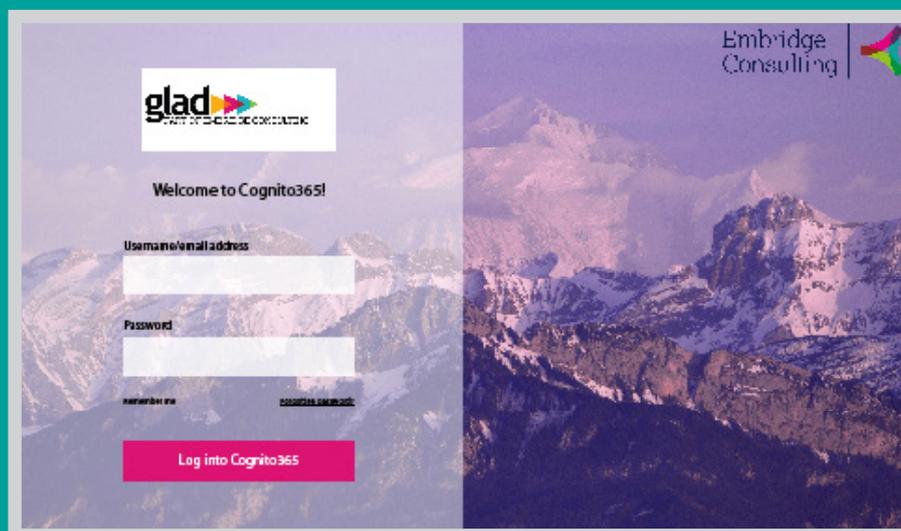
Cloud-based, no installation
With no installation required, or servers to maintain, you can be up and running with your LMS in no time at all.

Advanced Reporting
Using Tin Can (xAPI), Cognito365 brings you detailed report and allows users to save progress to their own Learning Record Store (LRS).

Your Branding
By adding your organisation's logo, branding guidelines, colours, images and domain URL, your LMS will fit your branding.

Embridge Consulting, founded in 2009 by Emma O'Brien has built its reputation on quality and excellence, experiencing exponential growth year on year. Today we have a dedicated team of over 50+ professionals where we are proud to be supporting ERP clients globally with their business systems and digital transformation projects.

As the first Unit4 Systems Integrator partner in UK and Ireland and official ACT developers we specialise in Unit4 Business World, offering a full end to end service that provides a complete suite of consultancy options for our customers to consider, from Digital Transformation & business analysis services, industry leading eLearning solutions, right through to our established and cost-effective post live support services delivered via our Managed ERP team – with everything in between!

GET IN TOUCH

EMBRIDGE CONSULTING

The Old Rectory Business Centre,
Springhead Road,
Northfleet, Kent, DA11 8HN

enquiries@embridgeconsulting.com

CYBER ESSENTIALS

ISO 9001 CERTIFIED
UKAS MANAGEMENT SYSTEMS
8289
British Assessment Bureau
Certificate No. 204097

An official partner of

UNIT4