EDUdigital
the learning experience

eLearning Courses
CATALOGUE
2024

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COMMUNICATION & MANAGEMENT

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Change Management

2 Modules | 14 Hours

Course that enables you to manage organizations in the process of change management, its problems and solutions.

Kaizen & Continuous Improvement

2 Modules | 14 Hours

Course that describes what is the Kaizen philosophy (continuous, long-term improvement) and how this method helps you achieve your goals, company goals and improve your time management.

Presentations

2 Modules | 14 Hours

Course that empowers you with tools and techniques for presentations, meetings and all types of conferences.

Listening Skills

2 Modules | 14 Hours

Course that gives you knowledge and techniques to reinforce your interpersonal communication. The purpose is to be effective in how you listen and respond.
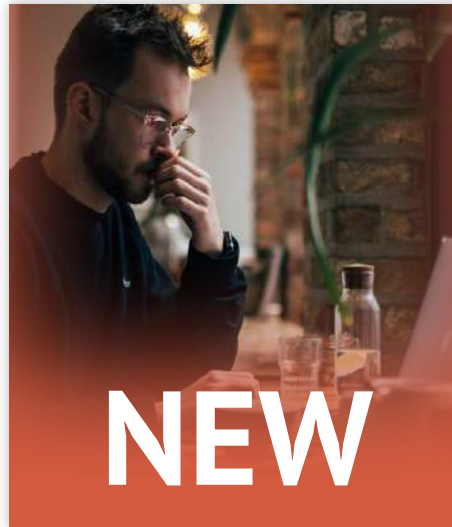
COMMUNICATION & MANAGEMENT

Writing Skills

2 Modules | 14 Hours

Course that allows you to write professional texts and emails with quality criteria, helping you to write with ease and clarity.

Problem solving and Creative thinking

NEW

2 Modules | 14 Hours

Course that allows you to develop skills to face professional problems, and stimulate creativity to find solutions by developing an agile decision-making mindset.

Communication Techniques

2 Modules | 14 Hours

Course that allows you to improve communication skills among employees (managers, subordinates, colleagues).

Assertiveness

2 Modules | 14 Hours

Course that allows you to develop personal skills to deal with situations originated from attitudes of non-effective communications.

COMMUNICATION & MANAGEMENT

Productivity

2 Modules | 14 Hours

Course that allows you to create goals and targets, avoiding wasted time. To help you to stay productive, efficient and effective.

Time Management

2 Modules | 14 Hours

Course regarding effective management of your time. How to manage yourself, workspace, communications, working with others and managing your day.

Project Management – Fundamentals

NEW

2 Modules | 14 Hours

Course on fundamental concepts and advanced techniques of project planning, data analysis, leadership and management. This course will enable you to monitor, execute and control projects efficiently.

Collaboration and Teamwork

2 Modules | 14 Hours

Course that provides you the essential tools and skills for teamworking and influencing people.

COMMUNICATION & MANAGEMENT

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Leadership

2 Modules | 14 Hours

Course that provides you useful skills for leadership positions, managers and team leaders. Seeks to form effective, competent and inspiring leaders.

Leadership: Practical Skills

NEW

2 Modules | 14 Hours

Course that gives you the necessary tools to lead in a challenging environment, build high-performance teams, develop assertive communication and make decisions when faced with problems.

Effective Use of Email

2 Modules | 14 Hours

Course oriented to the proper use of email. To promote the effective use of the electronic email in a professional way.

Business Planning

2 Modules | 14 Hours

Course that allows you to acquire the tools to create a business plan through all the variables and phases that make up the business plan.

CUSTOMER MANAGEMENT

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Tackling Difficult Conversations

2 Modules | 14 Hours

Course that provides you training for contexts of difficult conversations and working the different levels of a conversation or relationship.

Excellence in Customer Service

2 Modules | 14 Hours

Course that allows you to improve customer service and interacting with people, either in person or through any other means of communication.

Telephone Skills

2 Modules | 14 Hours

Course that helps you learn concepts and techniques of how to make phone calls and become a "super user" on the phone.

Customer Management

2 Modules | 14 Hours

Course that addresses techniques on how to be able to initiate contact and maintain customers, how to manage the portfolio of projects, maximize profits and reduce sales costs.

CUSTOMER MANAGEMENT

Handling Complaints

2 Modules | 14 Hours

Course that gives you basic notions and techniques to develop a strategy for managing complaints and transforming your unhappy customers into loyal customers.

Customer Service

2 Modules | 14 Hours

Course that qualifies you on the importance of the relationship and connection with customers through a variety of channels, including social media.

Effective Meetings

2 Modules | 14 Hours

Course that gives tips and techniques to help organize or participate actively in your meetings to make them successful.

Promoting Innovation

2 Modules | 14 Hours

Course that addresses clear tips on how to manage and how to unleash people's creativity and promote processes that foster innovation.

SALES & MARKETING

Marketing

2 Modules | 14 Hours

Course that allows you to improve the marketing strategies and methodologies to achieve short-term, medium and long term goals, through tactical and strategic objectives.

Negotiation Techniques

2 Modules | 14 Hours

Course that provides you tools to play a negotiator role, in the context of sales, project management, human resources, or agreements between parties.
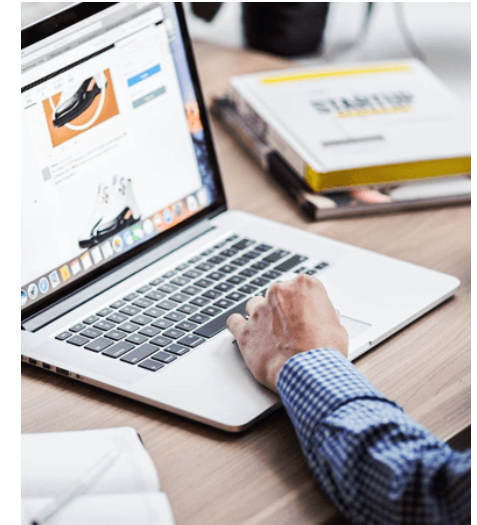
Business Development and Sales

NEW

2 Modules | 14 Hours

Course that enables you to develop good commercial consultancy by perfecting your communication techniques, the use of phone, negotiation and the entire sales process.

Digital Marketing

2 Modules | 14 Hours

Course oriented to reinforce the know-how and techniques for the proper use of marketing strategies supported by digital media.

HUMAN RESOURCES

Training of Trainers

2 Modules | 14 Hours

Course that allows your organization to train experts from each area with a set of learning skills to perform their activities of teaching and facilitation.

Working Relationships

2 Modules | 14 Hours

Course that allows you to identify the different approaches in working relationships, as well as communication and interpersonal skills.

Training Diagnosis and Management

NEW

2 Modules | 14 Hours

Course that fosters training planning and its process management: training diagnosis analysis, learning plan elaboration, organization, development and evaluation.
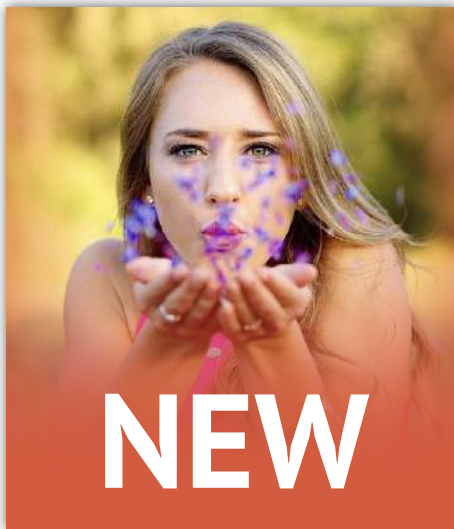
Training Evaluation

2 Modules | 14 Hours

Course that provides you with tips, tools, and techniques on how to measure the impact of training and how to organize sessions that generate effective learning.

HUMAN RESOURCES

Mental Health and Wellness

NEW

2 Modules | 14 Hours

Course on mental health and well-being to help you handle yourself and your colleagues. Raises awareness towards the main symptoms of mental illness and the use of prevention measures of well-being in the workplace.

Resolving Conflict

2 Modules | 14 Hours

Course that allows you to know the different types of conflicts in the workplace, the ways to avoid confrontation and how to implement problem solving strategies in a team.

Performance Management

2 Modules | 14 Hours

Course that helps you to implement performance management and appraisals through the definition and management of human resources evaluation.

Talent Management

2 Modules | 14 Hours

A course that teaches you tools and techniques to help your organization bring out the best in people and maintain continuous evolution.

HUMAN RESOURCES

Onboarding

2 Modules | 14 Hours

Course that helps you carry out the induction program and integration of new employees and that enhances productivity and everyone's motivation.

Stress Management

2 Modules | 14 Hours

Course that gives you tips, techniques and how to manage work pressure and use stress in a positive way.
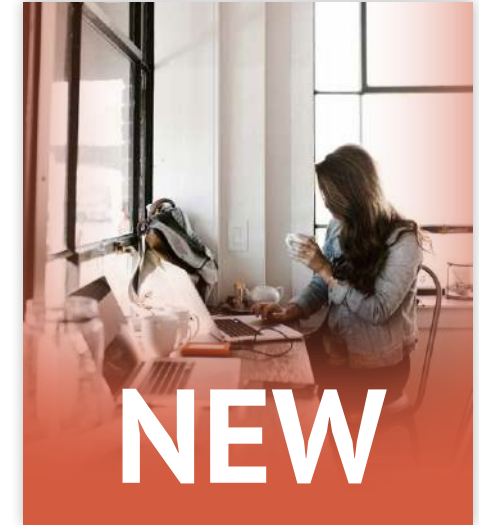
Motivation

2 Modules | 14 Hours

Course that empowers your team with concepts, tips and techniques so that we all can better understand the potential of others and what motivates them to do their best.

Work-Life Balance

NEW

2 Modules | 14 Hours

Course that allows you to manage the professional life and enhance your well-being. It covers time management techniques, productivity, setting limits and creating personal priorities.

HUMAN RESOURCES

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Remote Work

2 Modules | 14 Hours

Course that aims to develop skills while working remotely, as an alternative to the classic ways of working in the office, using the new information and communication technologies.

Coaching

2 Modules | 14 Hours

Course aimed for team leaders whose objectives are people and process management. With optimized instructions for those who manage strategic objectives with implications on performance evaluation.

Emotional Intelligence

2 Modules | 14 Hours

Course that enables you to match your goals (individuals and professionals), for effective communication and subsequent stress relief.

SAFETY & ENVIRONMENT

Corporate Environment and Sustainability

NEW

2 Modules | 14 Hours

Course regarding the preservation of the environment and the development of sustainable organizations. Advises towards the carbon footprint and raises awareness for the use of environmental practices in companies.

Health and Safety at Work | Industry

2 Modules | 14 Hours

Course for the industrial sector that covers the regulations of occupational safety and health, the main threats and risks, consequences, preventive and protective measures and safety signs.

Health and Safety at Work | Offices

2 Modules | 14 Hours

Course that helps you acquire the basic security and health concepts at work, as well as the main professional risks, its consequences, correct posture and prevention measures in the workplace.

COMPLIANCE & LANGUAGES

Information Security and Data Protection

NEW

2 Modules | 14 Hours

Course for your entire team. This course covers the concepts of data protection, the risks of sharing data on the web and the General Data Protection Regulation (GDPR).

Insurance Management and Fundamentals

NEW

2 Modules | 14 Hours

Course that allows you to acquire know-how and skills on the insurance activity. Addresses the risks and techniques of insurance operations, on both the side of the insurer and the insured.

Anti-Money Laundering and Counter-Terrorism Financing

2 Modules | 14 Hours

Regulatory course that conveys the general concepts of finance standards: concept, prevention, compliance rules and how to manage the risk.

Risk Management and Internal Control

NEW

2 Modules | 14 Hours

Course on regulatory procedures and standards: compliance management, internal control systems, definition and management of compliance risk.

COMPLIANCE & LANGUAGES

Cybersecurity

NEW

2 Modules | 14 Hours

Course for your entire team. This course covers the concepts of cybersecurity, social engineering and the risks associated with the security of your personal information on the web.

Procurement & Purchase Management

NEW

2 Modules | 14 Hours

Course that provides you techniques to optimize the purchase management, whether you are a buyer or seller. How to define specific needs and towards obtaining a greater competitiveness in the quality/cost-effectiveness.

Finance for Non-Financial

NEW

2 Modules | 14 Hours

Course regarding the use and learning of methods and financial techniques. Helps you analyze data and financial demonstrations and intends to provide notions that help you in the business.

Code of Conduct and Ethics

2 Modules | 14 Hours

Course regarding the code of conduct that should be an integral part of the regulatory system. Focuses on the rules of professional ethics that should be known, understood and complied.

COMPLIANCE & LANGUAGES

Cambridge University English

6 Levels | 60 Hours each level

Course that develops your English, level A1, A2, B1, B1+ B2 and C1. With tutoring, manuals and access to the Cambridge platform. Personalized teaching option or groups of 3 trainees.
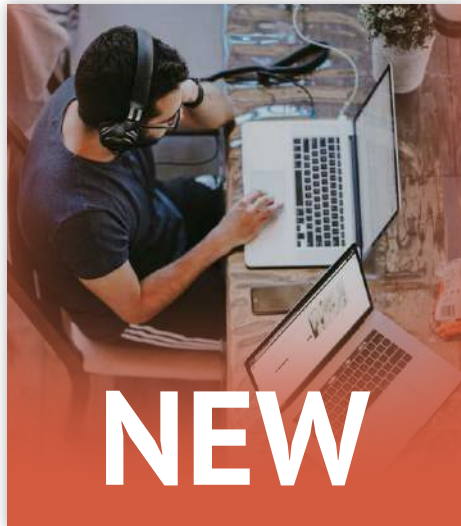
Portuguese for Foreigners

2 Levels | 60 Hours each level

Course that helps you with Portuguese, level A1 and A2. With 12 online modules, according to the Portuguese Foreign Language referential, with tutoring and access to the platform.

ICTs & PLATFORMS TRAINING

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Online Learning: Fundamentals and Pedagogical Inovation

NEW

5 Modules | 60 Hours

Course that gives you the tools to create eLearning and Distance Learning experiences, based on change management and virtual learning environments, instructional design, planning and modules evaluation.

Introduction to eLearning

2 Modules | 14 Hours

Induction course that addresses the fundamentals of eLearning training and eLearning's best practices, as well as the advantages and tips for a successful use of a platform and its online courses.
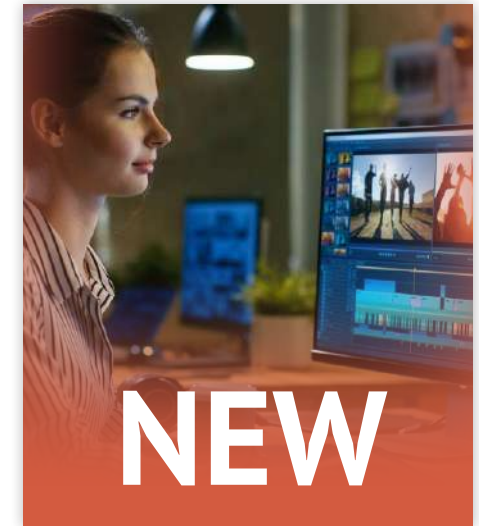
Authoring Tools and Instructional Design

2 Modules | 14 Hours

Course that helps you use authoring tools (Articulate, H5P, etc), develop instructional design, as well as providing technical training in creating eLearning courses.

Adobe Visual Communication

NEW

2 Modules | 14 Hours

Course that gives you concepts and techniques about Adobe visual communication tools, such as Photoshop, Illustrator or Premiere. Allows you to develop graphic and multimedia skills through the use of design tools.

ICTs & PLATFORMS TRAINING

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eTrainers Course

2 Modules | 14 Hours

Course that provides you an overview of the eLearning platforms' features, configuration and follow-up on the training. Addresses content and users management, assessment and learning strategies.

Moodle Administrators

2 Modules | 14 Hours

Course that covers the key configurations that any LMS administrator needs in order to set up an eLearning/Moodle platform: user and activity management, among others.

Totara Administrators

2 Modules | 14 Hours

Course about the advanced settings that any LMS administrator needs in order to set up an eLearning/Totara platform: user and activity management, training plans and team management.
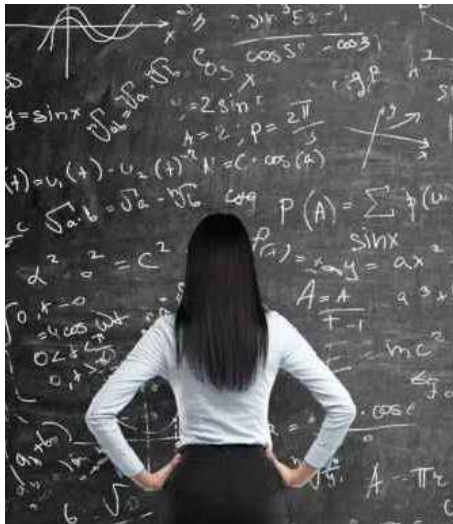
eCommerce Platforms

2 Modules | 14 Hours

Course that provides practical knowledge of eBusiness, eCommerce metrics, to give you better knowledge and know-how to invest on digital economy.

MICROSOFT OFFICE

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Excel
Functions and Formulas

1 Module | 7 Hours

Course for users who work in the financial and scientific areas, who need to use Excel's ability to calculate, in terms of creating formulas and functions

Excel
Beginner

2 Modules | 14 Hours

Course that aims to provide you with basic know-how in order to use Microsoft Excel for different types of needs, formula creation, calculations, etc.

Excel
Intermediate

2 Modules | 14 Hours

Course that helps you with intermediate know-how of Excel. Allows you to understand its full range of resources.

Excel
Advanced

2 Modules | 14 Hours

Course for frequent users with good Excel know-how. For advanced usage in their professional activity.

MICROSOFT OFFICE

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Word
Advanced

2 Modules | 14 Hours

Course for frequent users who
need to learn the full range
Microsoft Word's advanced use
and its resources.

Excel - Dynamic Reports
& PowerPivot

2 Modules | 14 Hours

Course for frequent Excel users
who need to prepare reports and
data summaries and group them
into different categories using
dashboards, graphs, etc.

Powerpoint
Advanced

2 Modules | 14 Hours

Course that gives you solid
Powerpoint know-how, when you
need to create well-structured
public presentations or displaying
results.

MICROSOFT OFFICE

Power BI
Beginner

2 Modules | 14 Hours

Course which helps you become aware of Power Bi's potential, in the Business Intelligence field and learn how to make the most of the data tools provided.

Power BI
Intermediate

2 Modules | 14 Hours

Course that provides you with intermediate know-how, which helps improve performance in databases, as well as analyze and apply the result of data modeling and connect data tables.

Power BI
Advanced

2 Modules | 14 Hours

Course that helps you develop advanced data analysis skills using the Power BI Desktop, allowing you to visualise data and share information in your organization.

MICROSOFT OFFICE

Microsoft Teams

2 Modules | 14 Hours

Course that introduces you to the features of MS Teams, which helps teams to stay organized by working with classes, meetings, tasks, files and collaboration.

Outlook Advanced


2 Modules | 14 Hours

Course that helps you to get the most out of email usage, as well as scheduling and integration with other Microsoft Office tools.

Microsoft Project

2 Modules | 14 Hours

Course that allows you to plan and manage a project, providing essential tools for efficient management in terms of productivity, deadlines and quality.

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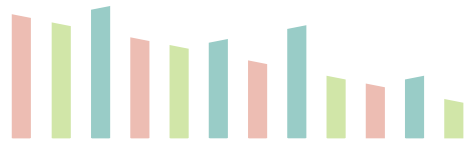
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