



Learning Bytes is a range of learning experiences available online. Esteem's Online+ product can help you to access this type of learning. There are literally hundreds of topics to choose from and they let you learn in your own time at a pace that suits you. You decide where you learn - at work or at home - in fact anywhere you can get your hands on a computer!

Business Skills

Business Improvement

- Finance
- Sales and Marketing
- Legislation
- Customer Service



Leadership and Management

- Project Management
- Communication
- Health and Safety
- People Management

Do you want to improve your existing business skills?

Whether you want to get ahead in business or greatly improve your career prospects you should find a topic here that will help you to develop the skills you need.

They are divided into 2 topic areas to help you quickly find the right one - Business Improvement and Leadership and Management.

Core Skills

- Numeracy and Literacy
- Problem Solving
- Working with others



Do you want to get better at working with others or improve your reading, writing or number skills?

This section includes topics that will help you to improve or develop skills in day-to-day things like reading, writing and working with numbers. You'll find topics that will help you work and communicate with other people as well as plan personal goals and think creatively.

IT Skills

- Introduction to IT
- Microsoft Applications
- Specialist Software



Do you want to learn to use spreadsheets or word processing software, or edit photos and emails and print the results?

IT Skills cover a huge range of things you can do on your own computer. You could develop the basic skills or master business software that will help you at work.

What can Esteem offer?

- Access to one or more online topics
- 1:1 coaching and support with all online learning

Prices start from £15

For further information call Jen Barr on 0141 427 7888 or email her on jen@esteem.uk.com



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