skillsforwork | TeachToProtect

Add Your Own Training Topic

1 To add your own training topic, begin by clicking **Topic Overviews.**

2 Then click **Add Topic.**

iew of Topics

+ Add Topic

content will help you with the easy and successful implementation of your trainings and instructions. Here you will find an overview of all training topics in different ly use the videos, E-Learnings, and presentations of our experts to train your employees and colleagues legally without much effort!

session, please select a topic. Then click on the "Add Training" button.

Search

Substances

hol use in the workplace often goes unnoticed.

Bullying

Sadly, bullying at work is not uncommon. But it is often

Cleaning Work

Cleaning work involves many dangers. Care must be taken

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3 Type the **Name** for your new topic, and add a **Description** of your course content.

Overview of Topics

Add Topic

General

Give your theme a name, description, and upload a suitable image.

NAME

[|]

DESCRIPTION

[   ]

Current Image   **Upload**

4 Add a topic image using the **Upload** function.

Current Image

Upload

No image has been uploaded so far.

Drag & Drop File(s) here
max. 10 MB

→ Upload File manually

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5 Then choose the type of training available for this topic.

→ Upload File manually

Trainings

Choose how your theme is presented. Specify the presentation type and offer various learning opportunities.

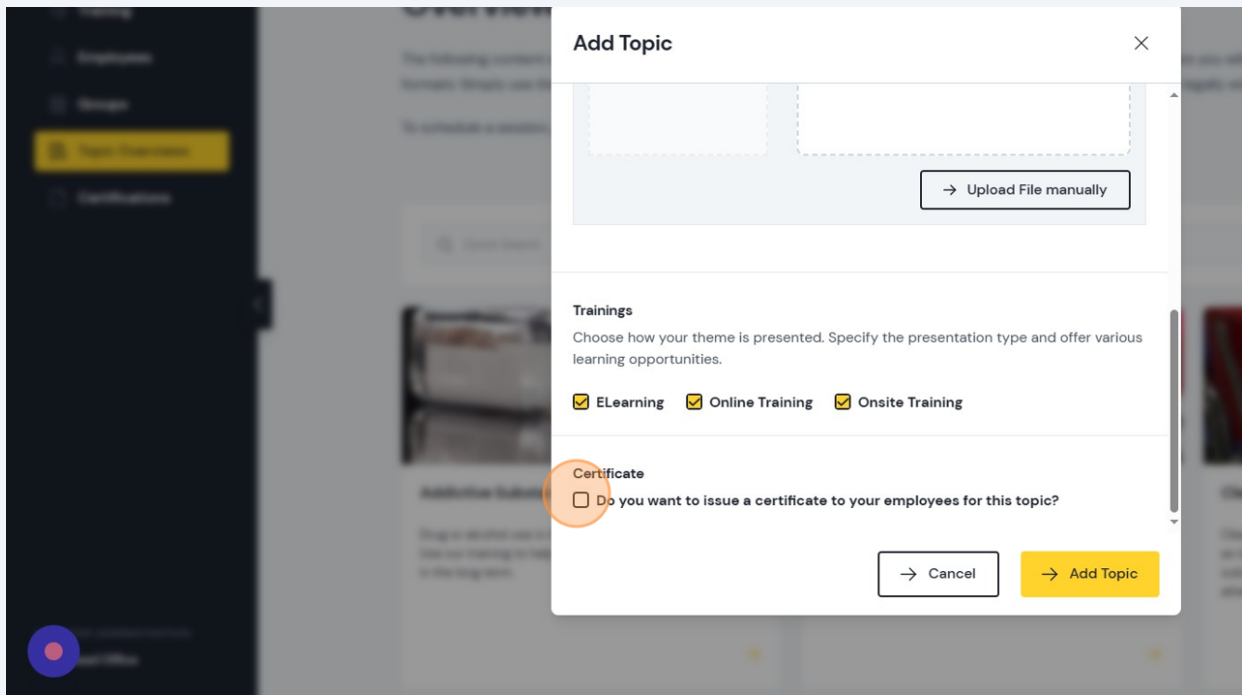☑ ELearning   ☑ Online Training   ☐ Onsite Training

Certificate

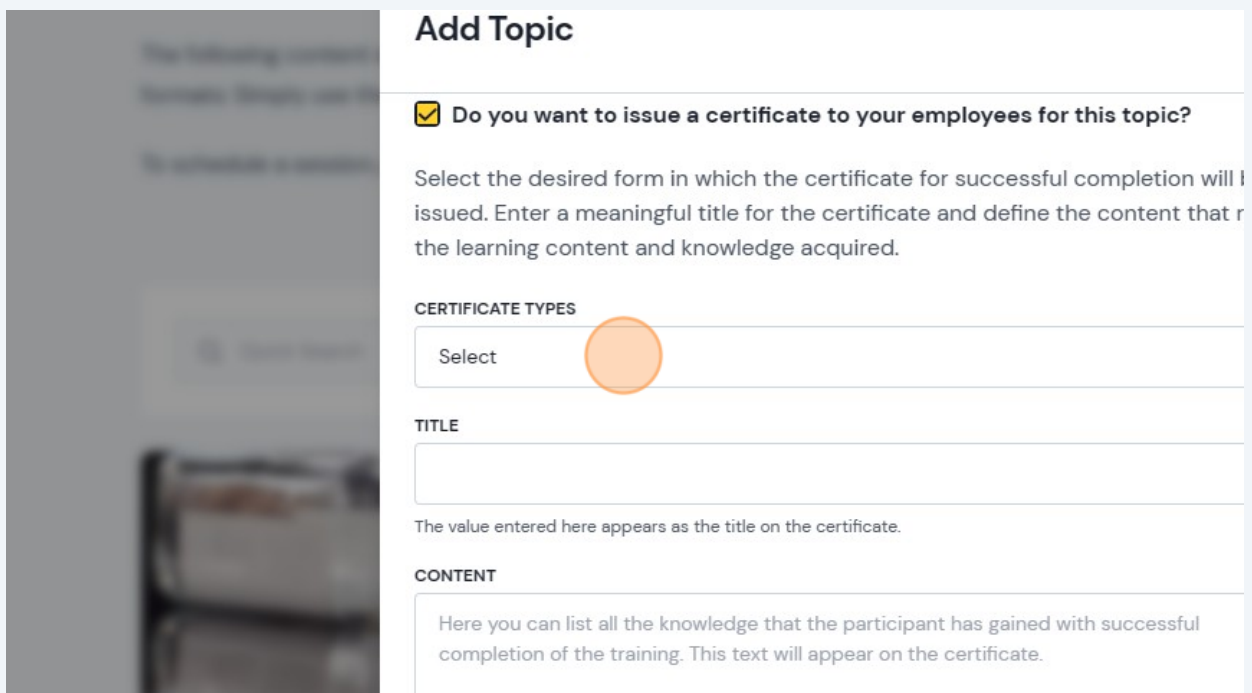☐ Do you want to issue a certificate to your employees for this topic?

→ Cancel   → Add Topic

6 Check the box if you want to issue a certificate to your employees for this topic.

7 If you chose to include a certificate, you need to fill out the type of certificate, add the title that you want to appear on it, and also outline your course content.

8 Once completed, click **Add Topic**. Your new topic will then appear in the **Topic** overview page.

Then, to add your content click **Edit E-Learning** and follow the instructions within the **Course Editor** that opens.

CERTIFICATE TYPES

Training ⌄

TITLE

New Topic 1

The value entered here appears as the title on the certificate.

CONTENT

Here you can list all the knowledge that the participant has gained with successful completion of the training. This text will appear on the certificate.

This content is displayed on the certificate and should describe the learned content.

→ Cancel   → Add Topic