

# Training Topics and Customising to Your needs

1 Click **Topic Overviews** in the left-hand menu.

The screenshot shows the skillsforwork TeachToProtect (UK) dashboard. On the left is a dark navigation menu with the following items: Dashboard (highlighted in yellow), Training, Employees, Groups, Topic Overviews (circled in orange), and Certifications. The main content area is titled 'Dashboard' and includes a 'Welcome to TeachToProtect (UK)' message. Below the message is a section titled 'OVERVIEW Total Trainings – Yearly Overview' which contains a line graph with a single data point at the value of 1.

**skillsforwork** PRODUCT TeachToProtect (UK) ▾

## Dashboard

### Welcome to TeachToProtect (UK)

Our software provides you with a simple and user-friendly interface that allows you to create training groups and schedules, determining which employee should be trained on which topics. You can see the planned and upcoming training and instructional activities.

OVERVIEW  
Total Trainings – Yearly Overview

Year	Total Trainings
1	1

2

You will then see an overview of all training topics which are available in different formats.

**skillsforwork** MEMBER OF TeachToProtect (UK) Member front

## Overview of Topics + Add Topic

The following 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 formats: Simply use the videos, E-Learnings, and presentations of our experts to train your employees and colleagues legally without much effort!

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

Quick Search

### Addictive Substances

Drug or alcohol use in the workplace often goes unnoticed. Use our training to help your colleagues and protect them in the long term.

### Bullying

Sadly, bullying at work is not uncommon. But it is often underestimated. With our training materials you will learn what the consequences of bullying are and how you should deal with it.

### Cleaning Work

Cleaning work involves many dangers. Care must be taken as to how to handle cleaning agents and hazardous substances. You can find out exactly what you need to pay attention to with...

3

Simply click on a topic to see what is included in the training, and to also schedule training.

### Electrical Work

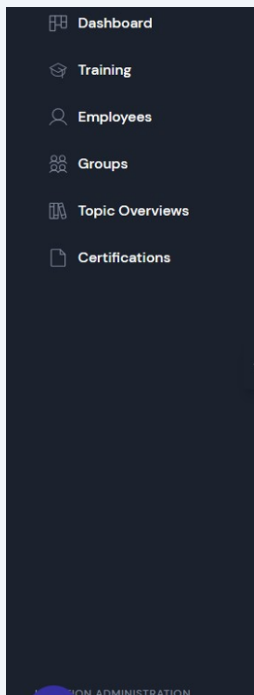
of electrical equipment.

### Fire Safety

How to prevent a fire and what to do if a fire breaks out.

4

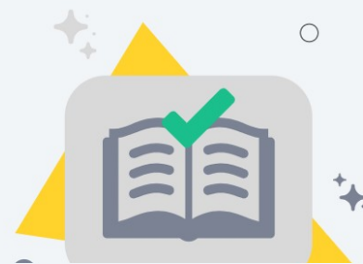
For example, the **Fire Safety** topic has 7 chapters, 14 lessons and 1 test for participants to complete and it is expected to take approximately 30 minutes.



## Fire Safety

E-LEARNING DETAILS  
**Fire Safety**

CHAPTERS	7	LESSONS	14	TESTS	1	DURATION	30 MINUTEN
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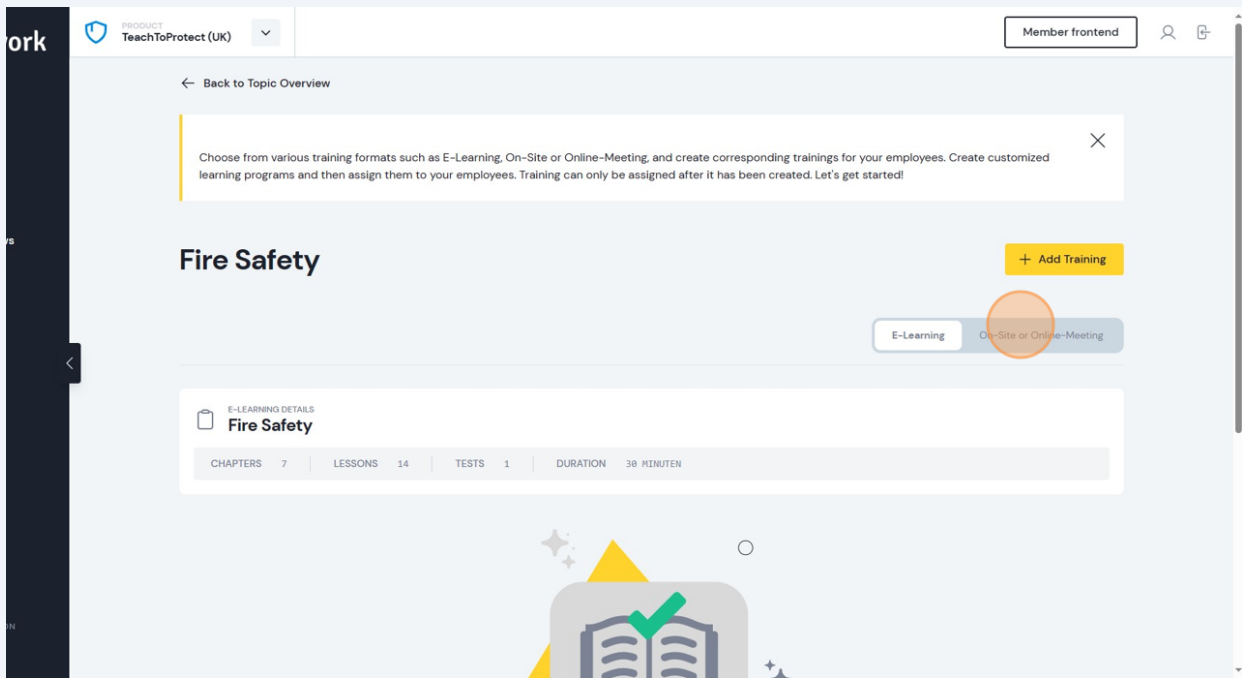
5

Our training is ready-to-use but if you want to make changes, simply create a copy of the topic. Just click the **Add Topic** button in the topic overview to create a duplicate and customise the topic to your organisation's needs. You can easily customise the course content to adapt it to your requirements.

A screenshot of the LMS interface showing the 'Fire Safety' topic overview. At the top, there is a navigation bar with 'Member frontend' and user icons. Below it, a summary bar shows: CHAPTERS 7 | LESSONS 14 | TESTS 1 | DURATION 30 MINUTEN. The main content area features a large illustration of an open book with a green checkmark. Below the illustration, the text reads: **E-Learning is Ready!** Everything is ready, you can use the E-Learning immediately. If you want to make changes, simply create a copy. Use the "Add Topic" button in the topic overview to create a duplicate and customize the topic to your liking. Customize the course content to adapt it to your requirements. An orange circle highlights the text. At the bottom right, there is a 'Privacy' link.

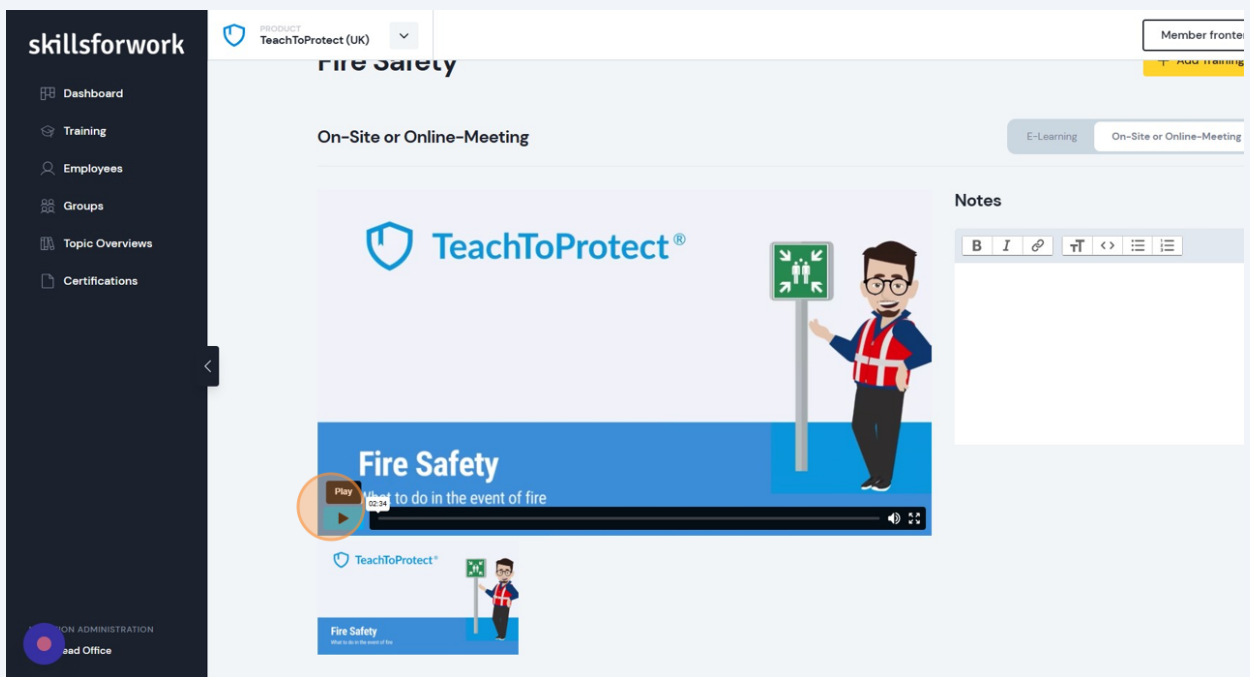
6

Click on **On-Site or Online-Meeting** to see the content for in-person or online training sessions.



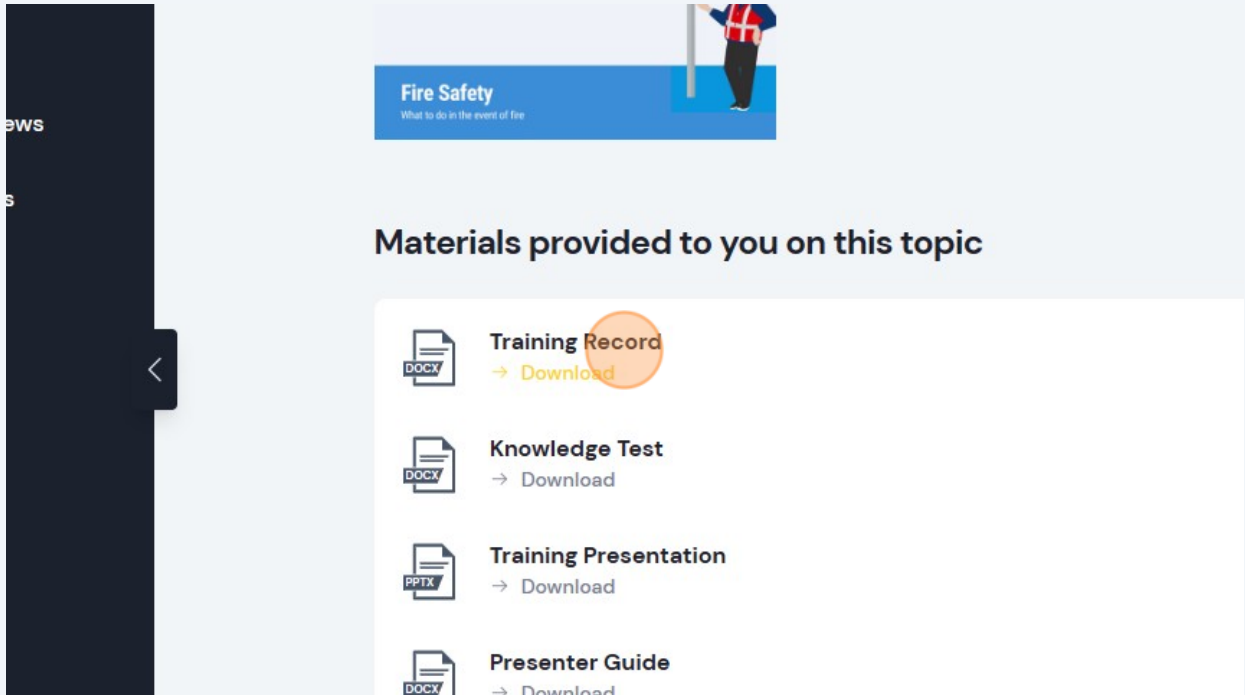
7

For example, you can play the training video...



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... or **download** the training materials provided, such as training records, and knowledge tests.

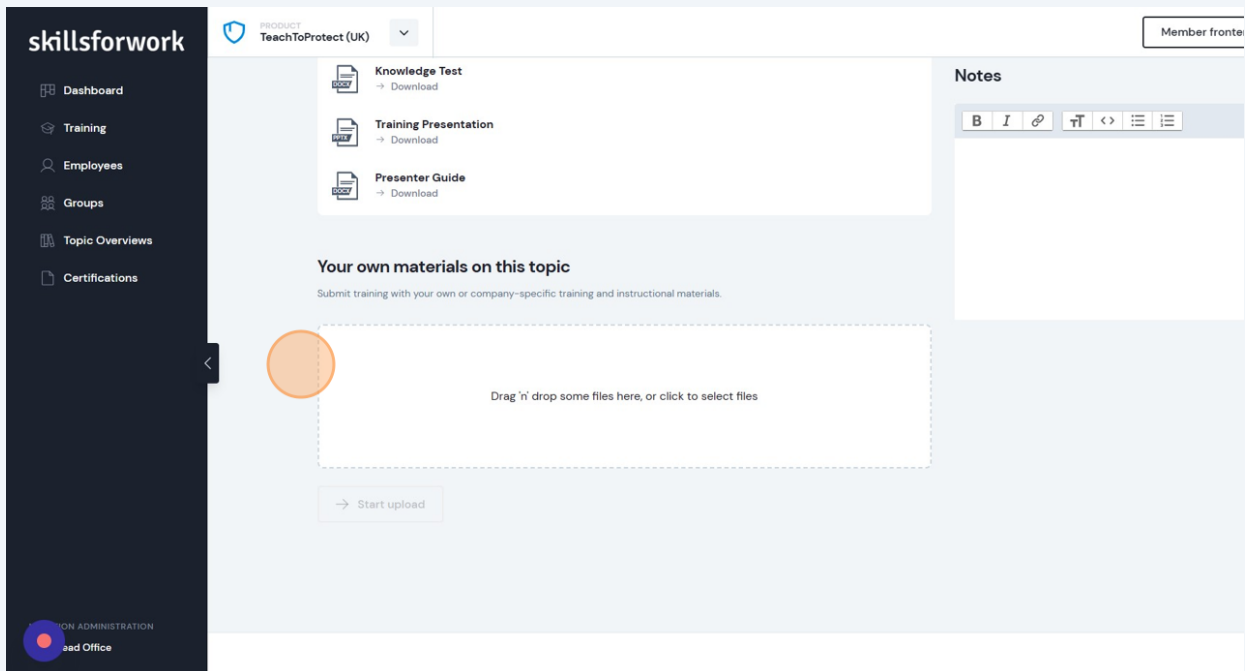


The screenshot shows a user interface for a training module. At the top, there is a header for "Fire Safety" with the subtitle "What to do in the event of fire" and an image of a person in a fire safety vest. Below this, a section titled "Materials provided to you on this topic" lists four items for download:

- Training Record** (DOCX icon) → Download (highlighted with an orange circle)
- Knowledge Test** (DOCX icon) → Download
- Training Presentation** (PPTX icon) → Download
- Presenter Guide** (DOCX icon) → Download

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And if you have your own content to add, simply upload it here.



The screenshot shows the "Your own materials on this topic" section of the skillsforwork interface. It includes a sidebar with navigation options like Dashboard, Training, Employees, Groups, Topic Overviews, and Certifications. The main content area has a header for "TeachToProtect (UK)" and a "Notes" section with a rich text editor. Below the header, there is a list of existing materials for download:

- Knowledge Test** (DOCX icon) → Download
- Training Presentation** (PPTX icon) → Download
- Presenter Guide** (DOCX icon) → Download

The "Your own materials on this topic" section contains the following text:

Submit training with your own or company-specific training and instructional materials.

Below this is a dashed box representing a file upload area with the text: "Drag 'n' drop some files here, or click to select files". An orange circle highlights the top-left corner of this area. At the bottom of the upload area is a "Start upload" button.

**10** You can also assign the training to employees here too. Just click **Add Training**.

ting, and create corresponding trainings for your employees. Create customized assigned after it has been created. Let's get started!

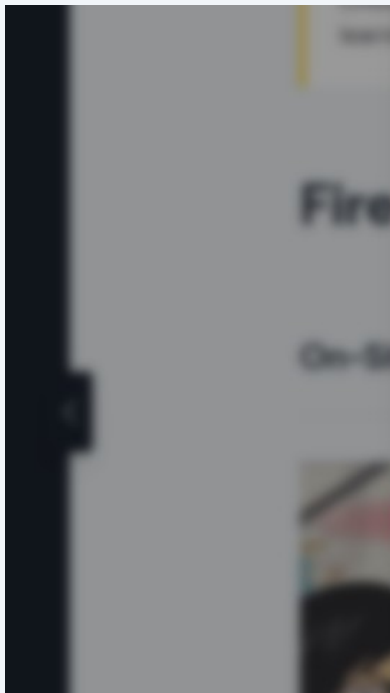
+ Add Training

E-Learning    On-Site or Online-Meeting



Notes

**11** Then follow the steps in the **Adding Training** document to assign employees.



### Presentation type:

TOPIC \*

Fire Safety

TYPE OF PRESENTATION \*

Please select

### Who should be trained?

- Select entire group
- Select individual employee
- Select a group and individual employees