

E-LEARNING

A POWERFUL TOOL FOR
DISTANCE LEARNING



PREPARED BY

PRIORITY
TRANSFORMATION ENABLER

The **continuous increase of demands** in
everyday working life
The **reduction of free time** due to increased
obligations

They lead to an increase in the popularity of
Micro learnings as a staff training method.

The traditional form of training is no longer
popular among business executives. Specifically,
they are characterized as ineffective, pointless
and boring.

Many companies tend to use Micro learnings as
a means of training in order to save time and
money.

**Result: Improvement of Organizations
and Staff.**



Change of mindset regarding executive training.

People's mindset about the importance of learning in the workplace can be changed if an effective learning strategy is put in place.

The development of Micro learnings can shape employee behavior by focusing on individuals and their employee behavior by focusing on individuals and their needs.eir needs.

Embedding the continuous learning experience in the workplace.

By developing a continuous education program through Micro learnings, companies can familiarize their employees in experiencing continuing education through short-term focused staff trainings.





**offers customized training
solutions tailored to your
organization's needs**



CYBER SECURITY

E-LEARNING TITLES

Intro to Information Security Basics

- Definitions
 - What should be protected?
 - What is information security
 - Life cycle of information
- Categories of security measures
 - Regulatory framework
- Security management roles and responsibilities



Safe Use of E-mails

- Email
 - Acceptable use of e-mail
 - Risks of using e-mail
 - What can we do?
- Information security risks
- Web Email security use rules



Phishing

- Identity of email attacks
- Who would appear to be the email sender
- Characteristics of malicious email content
 - Extracting user data
- How can you spot suspicious email?
 - Links contained in emails
 - Control sites



Safe Web Browsing

- Web browsers
- Helpful tips
- Detailed Browsing guidelines
 - Dangerous sites
 - Sandbox programs
 - Forum and risks
- Rules of Proper Use & Protection Measures



Security in Social Net Working - Social Engineering

- Social networking
 - Data
 - Risks
- Social networks – Rules of Correct Use
 - Social Engineering
 - Localization
 - Coping
 - Examples



Safe use of Mobile Devices

- Mobile phone security
- Using mobile devices in public places
- Basic Protection Measures for mobile devices
 - Obtaining Backups
- Secure Mobile Storage/Loss



Secure use of Passwords

- Strong Access Passwords
- How strong is your password?
- Ways to create strong passwords
- Frequent change of access passwords
- Access password policy
- Password leak



Physical Security

- Importance of physical security
- Access control/physical security measures
 - Safe Areas
- Use of personal access cards
- Visitor rules
- Actions taken in emergency occasions
- Report a physical security incident



Malware

- Types of malware
- Ways of spreading malware
- Antivirus Protection Program
- Signs of Malware Infection
- Protective Measures



Information Security Incident Management

- Information security incident
- Incident report



Information Management

- Information features
- Classification of information
- Grading of information (Example)
- Data Management and Data Protection
 - Data Deletion
- Print management
- Use of portable storage media
- Clean desk and clean screen policy



Attacks Over Telephone

- Purpose of telephone attacks
- Risks from telephone attacks
- Identification of telephone attacks
- Dealing with telephone attacks



Secure Remote Access

- Unsecured communication channel
- Secure communication channel
 - Secure connections
 - Https connections
 - VPN connections
- Remote connection modes
- Remote connection instructions



Strengthen Home Network Security

- Home network
 - Home network details
 - IoT devices
 - IoT device security measures
- Common home network vulnerabilities
- Home network protection measures
 - Wireless network



BIG DATA IS
WATCHING YOU

COMPLIANCE

E-LEARNING TITLES

GDPR for all

- Personal data (definitions, examples and questions)
- Processing (concept, examples and questions)
- Roles in processing (concept, examples and questions)
- Data security (storage/processing infrastructures, risk examples, questions)
- Data breaches (concepts, examples and questions)
- Role of the DPO
- Processors (contractual obligations and questions)
- Data Protection Principles (privacy by design & by default, DPIA and examples)



Antibribery & Anticorruption

- Basic definitions
- Corruption and bribery today
- Illegal behaviors
- Measures to deal with corruption - bribery
- Why is important to create a corporate culture?
- Management of complaints and reports



Violence & Harassment in Workplace

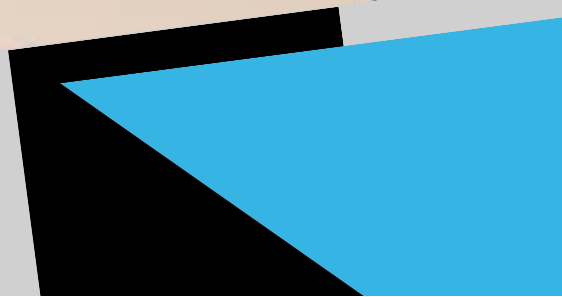
- What is Harassment?
- Who is concerned?
- How is it expressed?
- What consequences does it have?
- What courses of actions are taken by the company?
- What should I do?
- How can I report such incidents?





ENVIRONMENTAL AWARENESS & ENERGY SAVING

E-LEARNING TITLES



General Info on Energy Saving

Worldwide and in Greece
By Sector of Activity
In homes and businesses
Energy and environmental objectives in the EU
Climate change: does it concern us?



Energy Saving In the Office

Air - Conditioning, Unit Operation
Lamps, Frames, Office Equipment
Building Up Awareness and Responsibility
Consumption monitoring
Use of elevators
Elevator operation
Energy Saving Tips



Energy Saving at Home

Building overheating
Insulation system
Radiator systems
Cooling Systems
Device selection
Device Operation
Cooking
Operation of Refrigerators



Waste Management

Waste management in Greece and abroad
Waste management pyramid
Advice on Waste Management in the office
Packaging recycling best practices



Water Saving

Water consumption in Greece and abroad
Bad practices
Useful tips for saving water in the office and at home



Eco - Friendly Transportation

Transportation and its impact on the environment
Tips for choosing the best transportation means
Eco-driving rules



ESG Awareness

What is ESG?
What led to the development of ESG?
International Agreements. - Legislations - ESG factors
The benefits of adopting ESG criteria
Contemporary Sustainability Trends





HEALTH & SAFETY

E-LEARNING TITLES

Health & Safety At Work: Basic topics

- Direct and indirect consequences - cost of accidents
- Obligations of employers and employees
 - Basic H&S concepts
- The connection between Near Misses & Accidents
- Good H&S practices



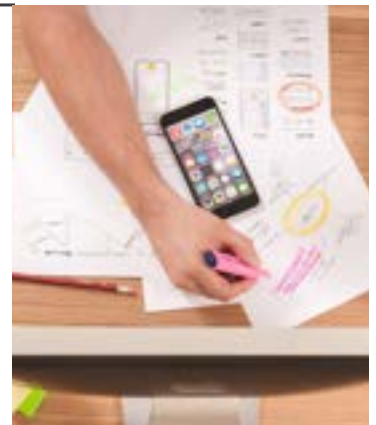
Commuting to and from Work

- Vehicle safety check
- Driving position check and Adjusting car mirrors
- Obligations and prohibitions when driving
 - Traffic code compliance
- Driving tips in tough conditions



Organizing Work

- Work with PC
 - Work screen setup
 - Keyboard ergonomics
 - Landline location
- Organization of other work equipment
 - Mobile phone use
- Work stress management tips
- Risk of slipping, tripping and falling
- Use of electrical equipment



Emergency Conditions

- Earthquake
- Fire
- Personnel accident
- First Aid Basics and instructions



WORK & WELLNESS



E-LEARNING TITLES

Diversity & Inclusion

- Introduction
- Diversity - Human Rights in the Workplace
 - Prejudices and False Beliefs
 - Discrimination in the Workplace
- Inclusion
 - Diversity and Inclusion in the Workplace
 - Effects of Discrimination in the Workplace
 - Empathy in the Workplace
- Conflict Management inside and outside the Workplace



Positive Stress

- Introduction
- Positive stress vs. Negative stress
- Increase in productive stress and decrease in unproductive stress



Staying away from work burnout

- What is burnout?
- Stress vs. Burnout
- Causes and symptoms of burnout
- Create social contacts
- Prioritize self-care
- Improve your professional life
- The role of exercise in stress management
- Relaxation techniques to combat stress
- Exploring the meaning of happiness



Coping with stress, strain and exhaustion

- The relationship between pressure and performance
- How to manage your stress and increase mental focus
- How to perform well under pressure
- What are the signs of burnout?
- Recovering from burnout



LOOK & FEEL

CHOOSE A PHOTO TO SEE THE DEMO



GDPR For All



Environmental Awareness



Health & Safety



Antibribery - Anticorruption



Harassment in Workplace



Diversity & Inclusion



Information Security



Energy Saving