5Mins.ai

Education Training

Content Library





Achieve 100% Compliance in ⅓ of the Time

Stay ahead of regulatory demands with our CPD and RoSPA-accredited compliance training.

At 5Mins.ai, we make compliance effortless, fast, and engaging.

Achieve 100% Compliance in ⅓ of the Time
Thanks to microlearning, your team learns faster and retains more.

Aligned with the Latest Regulations
Always up-to-date with current government and industry standards.

Real-Time Monitoring
Assign courses, track progress, and send automated reminders with ease.

Engaging and Effective
Boost engagement by 6-10x with gamification and interactive content.

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1. Education Essentials

Sector training for schools, colleges, universities, nurseries, and training providers.

Staff in education are responsible for the safety and wellbeing of the learners in their care. These courses cover safeguarding adults and children at every level, child sexual and criminal exploitation, female genital mutilation (FGM) awareness, and serious youth violence, plus safeguarding young people in care. Courses on supporting learners add autism, diabetes, and epilepsy awareness, health and nutrition for children, human growth and development, and psychological first aid, so staff can support every learner with confidence.

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Education Essentials

1. Safeguarding

Recognize abuse and neglect, and know how to report concerns.

- Child Sexual and Criminal Exploitation (UK)
- Female Genital Mutilation (FGM) Awareness (UK)
- Gangs and Serious Youth Violence (England)
- Radicalisation Awareness (UK)
- Safeguarding Adults Level 1 (UK)
- Safeguarding Adults Level 2 (UK)
- Safeguarding Adults Level 3 (UK)
- Safeguarding Children (Global)
- Safeguarding Children and Young People in Care (England)
- Safeguarding Children L1: Basic Awareness (UK)
- Safeguarding Children L2: Regular Contact (UK)
- Safeguarding Children L3: Higher Responsibility (UK)

2. Supporting Learners and Additional Needs

Support every learner's health, development, and needs.

- Autism Awareness (UK)
- Diabetes Awareness (UK)
- Epilepsy Awareness (UK)
- Health & Nutrition for Children (UK)
- Human Growth and Development (UK)
- Psychological First Aid for Children (UK)



2. Health, Safety & Wellbeing

Keep every classroom, campus, kitchen, and office safe, healthy, and ready for emergencies.

Schools and colleges bring hundreds of people together every day, so safety training matters for every member of staff. These courses cover risk assessment, accident reporting, manual handling, working at height, COSHH, asbestos, and Legionella awareness, alongside fire safety, first aid, pediatric first aid, anaphylaxis, and basic life support. Counter-terrorism and Martyn's Law courses support venue security, while wellbeing courses help employees and managers look after their mental health.



Health, Safety & Wellbeing

1. Health & Safety Essentials

Build safe working habits on site, in the office, and at home.

- Accident Reporting (UK)
- Behavioural Safety (UK)
- Display Screen Equipment (Global)
- Display Screen Equipment (UK)
- Health & Safety Essentials (Global)
- Health & Safety: The Workplace (UK)
- Health and Safety Essentials (UK)
- Health and Safety Level 1 (UK)
- Health and Safety Level 2 (UK)
- Health and Safety Level 3 (UK)
- Infection Control (UK)
- Lone Working (UK)
- Risk Assessment (UK)
- Slips, Trips & Falls (UK)

2. Fire, First Aid & Emergencies

Respond calmly and correctly when an emergency happens.

- Anaphylaxis (UK)
- Basic Life Support (UK)
- Counter-Terrorism (UK)
- Critical Incident Management (UK)
- Emergency First Aid at Work (UK)
- Fire Safety (Global)
- Fire Safety (UK)
- Fire Wardens (Global)
- Fire Wardens (UK)
- First Aid (UK)
- First Aid In Child Care/Paediatric (UK)
- Martyn's Law and Venue Security (UK)

3. Wellbeing & Mental Health

Support mental health for employees and managers.

- Drug Awareness (UK)
- Mental Health Awareness for Employees (UK)
- Mental Health Awareness for Managers (UK)
- Mental Health First Aid (UK)
- Workplace Violence & Wellbeing (UK)



Health, Safety & Wellbeing

4. Workplace Hazards & Equipment

Handle loads and equipment safely to prevent injuries.

- Asbestos Awareness (UK)
- COSHH (UK)
- Legionella Awareness (UK)
- Manual Handling (UK)
- Working at Height (UK)

5. Food Safety & Hygiene

Prepare and serve food safely, with allergens under control.

- Food Allergies (UK)
- Food Safety Level 2 (UK)



3. Core Compliance

The foundational compliance every member of staff needs, wherever they work.

These global courses build the everyday compliance habits that governors, parents, and learners expect from every member of staff. Coverage spans cybersecurity, data privacy, and GDPR, anti-bribery and corruption, fraud awareness, conflicts of interest, gifts and hospitality, and modern slavery, alongside harassment prevention, equality, diversity, and inclusion. Real-world scenarios turn policy into practical decisions, helping staff protect student and staff data, spot red flags early, and treat colleagues and learners with respect.

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Core Compliance

1. Data Protection & Cybersecurity

Protect data, systems, and people from digital threats.

- Cyber Resilience
- Cybersecurity Essentials for Employees
- Data Privacy Essentials
- GDPR Essentials

2. Ethics, Fraud & Whistleblowing

Build a culture of integrity, transparency, and accountability.

- Anti-Corruption and Anti-Bribery
- Business Ethics
- Conflict of Interest
- Fraud Awareness & Prevention
- Gifts & Hospitality
- Modern Slavery

3. Workplace Conduct & Inclusion

Foster inclusive, respectful, and harassment-free workplaces.

- A Guide to Workplace Professionalism
- Conflict Management
- Creating Anti-Discrimination Workplaces
- Equality, Diversity & Inclusion in the Workplace
- Preventing Harassment in the Workplace for Employees
- Preventing Harassment in the Workplace for Managers
- Preventing Sexual Harassment
- Unconscious Bias in the Workplace

4. Governance, Risk & Business Practice

Run the business responsibly, from continuity to ESG.

- Business Continuity Planning
- Environmental, Social and Governance (ESG)



4. Regional Compliance

UK rules for the data, conduct, and employment duties every education provider must meet.

Education providers hold sensitive data on students, families, and staff, and employ large, diverse teams. These courses cover UK GDPR and the Data (Use and Access) Act 2025, phishing and cyber threats, whistleblowing, fraud and the failure to prevent fraud offense, and modern slavery. Workplace courses cover the Equality Act 2010, the Employment Rights Act, sexual harassment prevention under the Worker Protection Act 2024, disability awareness, and neurodiversity, with versions for employees, managers, and HR.

4.1 UK Compliance

1. Data Protection & Cybersecurity

Protect data, systems, and people from digital threats.

- Browsing Securely
- Cybersecurity Essentials for Employees
- Electronic Communications
- Malware and Breach Recovery
- Phishing Awareness
- Preventing Identity Theft
- UK GDPR & Data Law: The Data (Use and Access) Act 2025 Update

2. Ethics, Fraud & Whistleblowing

Build a culture of integrity, transparency, and accountability.

- Anti-corruption & Anti-bribery
- Failure to Prevent Fraud Offence
- Fraud Awareness & Prevention
- Gifts & Hospitality
- Modern Slavery
- Whistleblowing

3. Workplace Conduct & Inclusion

Foster inclusive, respectful, and harassment-free workplaces.

- Creating Anti-Discrimination Workplaces
- Disability Awareness
- Employment Rights Act for HR
- Employment Rights Act for Managers
- Equality, Diversity & Inclusion in the Workplace
- Harassment Prevention for Managers and HR: Aligning with the Worker Protection Act 2024
- Neurodiversity Awareness
- Preventing Sexual Harassment in the Workplace for Employees
- Preventing Sexual Harassment: Managers and HR
- Preventing Workplace Harassment & Bullying for Employees
- Sexual Harassment in the Workplace: The October 2026 Legal Changes
- The Equality Act 2010
- Unconscious Bias in the Workplace
- Understanding Gender Identity & Expression

4. Governance, Risk & Business Practice

Run the business responsibly, from continuity to ESG.

- Records Management



5. Leadership & Management

Turn great educators into leaders people want to work for.

Great schools and colleges need great leaders at every level. These courses help new and experienced leaders, from heads of department to senior teams, build teams that thrive, set direction, coach people, and make performance a habit. Practical microlessons also cover the hard moments, from difficult conversations and resolving conflict to leading people through change and looking after their team's wellbeing, so leaders can apply what they learn the same day.

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Leadership & Management

1. Grow as a leader

Build the mindset, presence, and core skills of a confident leader.

- Advanced leadership skills for experienced managers
- Building executive presence
- Confident Communication
- Confident, decisive leadership
- Core leadership competencies
- Developing EQ
- Emerging leaders pathway
- Exhibiting a Growth Mindset: Leading by Example
- From team member to team leader
- Getting the best from different personalities
- Know your leadership style
- Leading a customer-focused team
- Leading for innovation
- Leading with integrity and ethics
- Mastering Performance Conversations
- Navigating Conflict
- Setting and Achieving Goals
- Shared leadership: leading together
- Stepping Into Leadership
- The Art of People Management
- The fundamentals of great leadership
- The manager's playbook
- The Power of 1:1s
- Think Smarter: A Practical Guide to Critical Thinking
- Thinking like a leader
- Transformational leadership

2. Build teams that thrive

Create inclusive teams where people feel safe to speak up.

- Building inclusive teams
- Creating a Culture of Psychological Safety
- Creating a Positive Working Environment: A Leader's Guide
- Diversity, equity, and inclusion for leaders
- Emotionally intelligent leadership
- Growing your team from forming to performing
- Hiring and interviewing fairly
- How to Look After your Team's Wellbeing
- How to Motivate your Team
- Leading remote and hybrid teams
- Leading with empathy
- Master Your Time, Multiply Your Impact: A Leader's Guide
- Mastering Delegation: Leading with Clarity and Trust
- Personality-Driven Leadership: Leveraging Individual Strengths for Team Success
- Psychological safety: making it safe to speak up
- Setting Team Direction: From Vision to Victory
- Shaping a positive team culture
- Sharing the Vision: Leading Through Clear Direction
- Team leadership from beginner to expert
- Team meetings worth turning up to
- Team-building tools and activities
- The Culture Code: Creating a Collaborative Environment for Team Success
- The Empathetic Leader: Fostering Compassionate Leadership
- Trusted leadership: building credibility with your team
- Understanding and Managing Different Generations
- What high-performing teams do differently



Leadership & Management

3. Make performance a habit

Set goals, give feedback, and develop people all year.

A Leader's Guide to Holding Your People Accountable
Accountability without micromanaging
Delegation that frees up your time
Delivering tough feedback with care
Developing and keeping great people
Driving Team Performance: The Leader's Compass
Feedback that helps people grow
Foundations of Performance Management
Getting results through others
How to Give Uncomfortable Feedback
How to Have Effective 1-1s
Leading high-volume service teams
Managing performance all year round
Managing up, down, and across
Master Coaching Strategies for Optimal Performance
Mastering Feedback - Practical Models and Techniques
Mastering Performance Management
One-to-ones that move people forward
Performance conversations that land
Running fair and useful appraisals
Strategic Performance Management and Team Development
Succession planning that works
Tackling underperformance early and fairly
Talking careers with your team
Team goals and OKRs
The essentials of managing people
The performance review toolkit

4. Set direction and influence

Set a clear vision, make decisions, and bring people with you.

Big-picture thinking for leaders
Building a Leadership Mindset
Building a team of problem solvers
Commercial acumen for managers
Data-informed people decisions
From strategy to plan
Getting your message across as a leader
How to Influence Without Authority
How to Manage Meetings Efficiently
Influence without authority
Leaders who listen
Leadership Styles & Communication & Self-Awareness
Listen to Lead: The Power of Listening in Effective Leadership
Listen Up: Mastering the Art of Active Listening
Making the call: decision-making for leaders
Setting a clear vision and direction
Strategic leadership: scaling your impact
The Connected Leader: Managing Remote & Hybrid Teams
Top Communication Tips for Leaders



Leadership & Management

5. Lead through the hard moments

Lead with steadiness through change, conflict, and pressure.

- Difficult conversations for managers
- Leading AI-enabled teams
- Leading people through change
- Leading through uncertainty
- Managing a leader's workload
- Managing Mental Health for Leaders
- Managing Stress and Building Resilience as a Leader
- Resolving conflict in your team
- Staying well while leading others
- The adaptable leader

6. Coach and energize people

Coach, mentor, and motivate people to raise performance.

- Coaching mastery, step by step
- Coaching to raise performance
- Making mentoring work
- Motivating and engaging your team
- The coaching manager



6. Soft Skills

Build the everyday skills that help staff communicate clearly with learners, families, and colleagues.

Teaching and support roles run on communication. These courses build the skills education teams use every day, from clear writing and active listening to difficult conversations, negotiation, and working with families and colleagues. Learners also build personal effectiveness, resilience, and problem solving, so they manage stress, adapt to change, and stay productive through the busiest weeks of the academic year, whether they teach, support learners, or run operations.

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Soft Skills

1. Communicate so it lands

Write, speak, and present so your message is understood.

- Active listening skills
- Adapting to different communication styles
- Asking better questions
- Body language and tone
- Clear business and report writing
- Data storytelling for non-specialists
- People skills for specialist roles
- Presenting and public speaking with impact
- Soft skills starter kit
- Speak with clarity and conviction
- Storytelling that connects
- Working across cultures
- Workplace communication essentials
- Writing emails that get read
- Your elevator pitch in 60 seconds

2. Influence and serve

Persuade, negotiate, and serve clients and stakeholders well.

- Communicating with clients
- Delivering excellent customer service
- Handling difficult customers and complaints
- Negotiation skills for win-win outcomes
- Stakeholder management in practice
- Winning people over: persuasion skills

3. Work better with people

Build trust, handle tough conversations, and collaborate well.

- Building strong working relationships
- Building trust with colleagues
- EQ essentials: understanding emotions at work
- Facilitating productive discussions
- Giving and receiving feedback well
- Making a great first impression
- Meetings that get things done
- Raising awkward issues honestly
- Seeing it their way: practical empathy
- Small talk and conversation skills
- Thriving in hybrid work
- Tough conversations made easier
- Working better together
- Working through disagreements

4. Stay well under pressure

Manage stress, build resilience, and avoid burnout.

- Bouncing back: personal resilience
- Looking after your mental health
- Managing stress at work
- Mindfulness for a calmer workday
- Setting boundaries and avoiding burnout
- Sleep, nutrition, and energy for better work



Soft Skills

5. Think, solve and adapt

Think critically, solve problems, and adapt to change.

Creative thinking for everyday innovation
Critical thinking in practice
Design thinking for teams
Embracing change at work
Human judgement when using AI
Navigating ambiguity at work
Practical problem solving
Smarter everyday decisions

6. Own your momentum

Manage time, focus, and confidence to get the right things done.

Beating procrastination
Building habits that stick
Building self-confidence at work
Deep focus in a distracted world
Developing a growth mindset
Getting more done: personal productivity
Managing yourself: personal effectiveness
Overcoming the fear of failure
Owning your career growth
Professionalism at work
SMART goal setting for everyone
Speaking up assertively
Taking ownership at work
Taming your inbox
Time management and prioritization



7. AI Academy

Help every team use AI safely, confidently, and productively.

AI is changing how schools, colleges, and universities plan, teach, and run operations. These courses build practical AI skills across your organization, from AI fundamentals, prompt engineering, and responsible use to hands-on training in ChatGPT, Claude, Copilot, and Gemini. Learners see how to evaluate AI outputs and protect privacy and data, while leaders learn about AI governance and risk, so your staff can adopt AI with confidence and keep human judgment where it matters.



AI Academy

1. AI Fundamentals

Understand how AI works and use it responsibly and effectively.

A Short Guide to Using AI Responsibly
Advanced Prompt Engineering
AI 101: Prompt Engineering
AI Academy: Privacy & Stewardship
AI Academy: Problem Solving and Decision-Making with AI
AI Agents & Automation
AI Governance and Global Regulation
AI Literacy: Bias, Risk, and Responsibility
AI Literacy: Understanding How AI Works
AI Playbook 101
Claude 101
Develop a Critical Eye for AI
Evaluating AI Outputs
Privacy, Data Protection & IP in the Age of AI
Prompt Engineering & Effective AI Communication
Prompt Engineering Fundamentals
Understanding AI: Core Concepts Explained

2. AI Tools

Get hands-on with ChatGPT, Claude, Copilot, Gemini, and NotebookLM.

A Complete Guide to ChatGPT
A Guide to Claude for Non-coders
ChatGPT Top Tips, Agents & Automation
Claude Code Mastery
Copilot Fundamentals
Copilot in Excel
Copilot in Outlook
Copilot in Powerpoint
Copilot in Teams
Copilot in Word
Copilot Prompting Mastery
Gemini Fundamentals
Getting Started With NotebookLM
Mastering ChatGPT & Generative AI: Concepts to Applications
Work Smarter With Co-Pilot

AI Academy

3. Strategy & Business

Apply AI to strategy, customers, sales, finance, and HR.

- AI Business Applications & Future Trends
- AI Literacy for Leaders: Risk Management, Ethics, and Governance
- AI Literacy: A Foundational Toolkit for Leaders
- AI-Driven Business Development
- ChatGPT & Generative AI for Creating Effortless CX
- ChatGPT & Generative AI for Customer Experience
- ChatGPT & Generative AI for HR
- ChatGPT & Generative AI for L&D
- ChatGPT & Generative AI for Ops & Strategy
- ChatGPT & Generative AI for Sales
- ChatGPT & Generative AI for Sales: Drive More Opportunities
- Generative AI & ChatGPT for Winning Sales Strategies
- Leveraging ChatGPT & Generative AI for Leaders
- The Role of AI in Product Management
- Using AI to Improve Your Learning Design

4. Research & Analysis

Use AI to analyze markets, feedback, and performance data.

- AI-Driven Market Insights and Competitor Analysis
- AI-Powered Survey & Performance Analysis That Saves 20+ Hours Per Month
- Streamlining Feedback and Survey Analysis with AI

5. Creative Generation

Use AI to generate ideas, copy, images, and video.

- AI in Branding & Copywriting
- Enhancing Ideation and Innovation with AI
- Gemini Image & Video Generation
- Generative AI for Marketing: Revolutionize Your Strategies in Minutes
- Mastering AI Copywriting: Transform Your Words into Impact

6. Development & Coding

Build apps and code faster with AI assistants.

- Cursor AI for App Building
- The GitHub Copilot Playbook

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