

Online Courses

Small/Home Office



Online Courses



Home and Small Business Library

Do you want to run your own business? Are you trying to manage your finances or prepare for retirement? Are you looking for a new job and need to update your resume and gain valuable interviewing skills? Small Office Home Office (SOHO) workers and individuals alike benefit from the powerful courses in this package.

Each individual unit is priced at £40 per person (+VAT)

- 401K Plans
- Budgeting and Saving
- Estate Planning
- Home Business
- Interview Skills
- Investing Fundamentals

CQM Learning also have a variety of online IT, Management and Health and Safety courses.

Discounts are available dependent on the volume of candidates.

Please contact us on 01142815718 for more information



CQM Learning Ltd 3 Westbrook Court Sharrow Vale Rd Sheffield S11 8YZ
Telephone 01142815781 Fax 01142815785 www.cqmlearning.co.uk

Financial Skills



Budgeting and Saving (21 hours)

This series is designed to teach money management and investing skills to help the average consumer get the greatest return for his or her money. The series is for users who wish to learn how to control debt, choose credit and banking accounts wisely, and create a solid plan for retirement.

Estate Planning (25 hours)

This series helps users understand the various considerations in planning an estate. It provides an overview of the terms and resources needed to prepare an estate plan, and explains how to determine assets, will preparation strategies and considerations, trusts, and retirement issues. Also covered are tax strategies to implement in your estate planning. This series also offers guidance on revising an estate plan throughout life changes.

Investing Fundamentals (22 hours)

This series covers basic investing information and strategies. Fundamental topics covered include planning your financial goals, budgeting, managing diversification and risk, and options for retirement savings. Organisation of finances is covered in detail, including analysing net worth, putting aside emergency funds, and proper record keeping. An in-depth examination of investment options, including stocks, bonds, and mutual funds, is provided. The series concludes with a thorough discussion of planning for the future with solid investment strategies, retirement planning, and insurance coverage.

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Start-up Skills



401(k) Plans (3 hours)

This series is for those who are thinking about participating in a 401(k) plan, or who already are participating, and want basic information presented in a clear manner on how such a plan functions. In concise fashion, the series explains essential 401(k) rules and covers the important features and benefits of a 401(k) plan, how to enrol in a 401(k) plan, and even some points to keep in mind about protecting investments.

Home Business (20 hours)

This series offers guidance on starting and managing a home-based business. It provides an overview of the options available in creating a home-based business and how to evaluate these options. Topics related to financing are examined, including writing a business plan and preparing financial statements, evaluating financing options, planning for personal expenses, and preparing for the loan application process. Office management considerations are covered, including equipment and insurance, hiring others, keeping the books and other tax considerations, and maintaining a professional image.

Interview Skills (27 hours)

This series examines the interview process, from obtaining an invitation to an interview to follow-up after the interview. The employer's perspective is discussed, and interview preparation is covered in detail. Proper interview demeanour, including listening and answering, asking questions, effective communication, and negotiating is discussed. Strategies for getting past screening interviews, navigating tough interviews, resolving objections, and managing the follow-up process are also provided.

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