



TOPRA e-learning

- There are currently six courses available:
 - Negotiation Skills
 - Principles of Consultative Selling
 - Project Management
 - Conducting Performance Appraisals
 - Leadership Skills
 - Managing High Performing Teams
- TOPRA e-learning is simple to use and designed to be flexible. It doesn't assume you'll always want to sit for a length of time and complete a whole course, so you can dip in and out as you wish.
- Each course has an access code that you'll need to enter the first time you use it. This access code will be emailed to you once payment has been received.
- The first time you visit, you will need to register yourself as a learner by clicking the "register" link to the right. You will be able to select a username and password.
- Use your username and password to log in to the right.
- You will then reach your learner gateway for access to the courses.
- Each course contains three or four modules with a variety of learning activities
- You'll be asked to answer questions, think about situations and complete exercises keying in all of your answers on screen
- You can work through each module at your own speed but as a guide each module relates to about one hour of learning.
- The skills you'll acquire will help you in your RA role and allow you to progress and be ready to take on more responsibility.
- These courses are also useful for staff who have more experience but feel they could do with a refresher.
- By doing your learning online you are not tied down to attending training on a specific day, or having to travel to do it.