

# Add Your Own Training Topic

1 To add your own training topic, begin by clicking **Topic Overviews**.

The screenshot displays the 'skillsforwork' interface for 'TeachToProtect (UK)'. On the left is a dark sidebar with navigation options: Dashboard, Training, Employees, Groups, **Topic Overviews** (highlighted in yellow), and Certifications. The main content area is titled 'Overview of Topics' and includes a 'Quick Search' bar. Below the search bar, there are three topic cards: 'Addictive Substances' (with an image of a bottle), 'Bullying' (with an image of a red highlighter on the word 'Bullying'), and a partially visible 'Clear' card. The 'Addictive Substances' card has a sub-heading 'Drug or alcohol use in the workplace often goes unnoticed.' The 'Bullying' card has a sub-heading 'Sadly, bullying at work is not uncommon. But it is often'.

2 Then click **Add Topic**.

Member frontend


## Overview of Topics

+ Add Topic

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  
ly use the videos, E-Learnings, and presentations of our experts to train your employees and colleagues legally without much effort!


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

< Search




**Substances**

ol use in the workplace often goes unnoticed.



**Bullying**

Sadly, bullying at work is not uncommon. But it is often



**Cleaning Work**

Cleaning work involves many dangers. Care must be taken

3 Type the **Name** for your new topic, and add a **Description** of your course content.

### Add Topic

**General**

Give your theme a name, description, and upload a suitable image.

NAME

DESCRIPTION

Current Image      Upload

4 Add a topic image using the **Upload** function.

Current Image

No image has been uploaded so far.

Upload

Drag & Drop File(s) here  
max. 10 MB

→ Upload File manually

5 Then choose the type of training available for this topic.

→ Upload File manually

**Trainings**

Choose how your theme is presented. Specify the presentation type and offer various learning opportunities.

ELearning  Online Training  Onsite Training

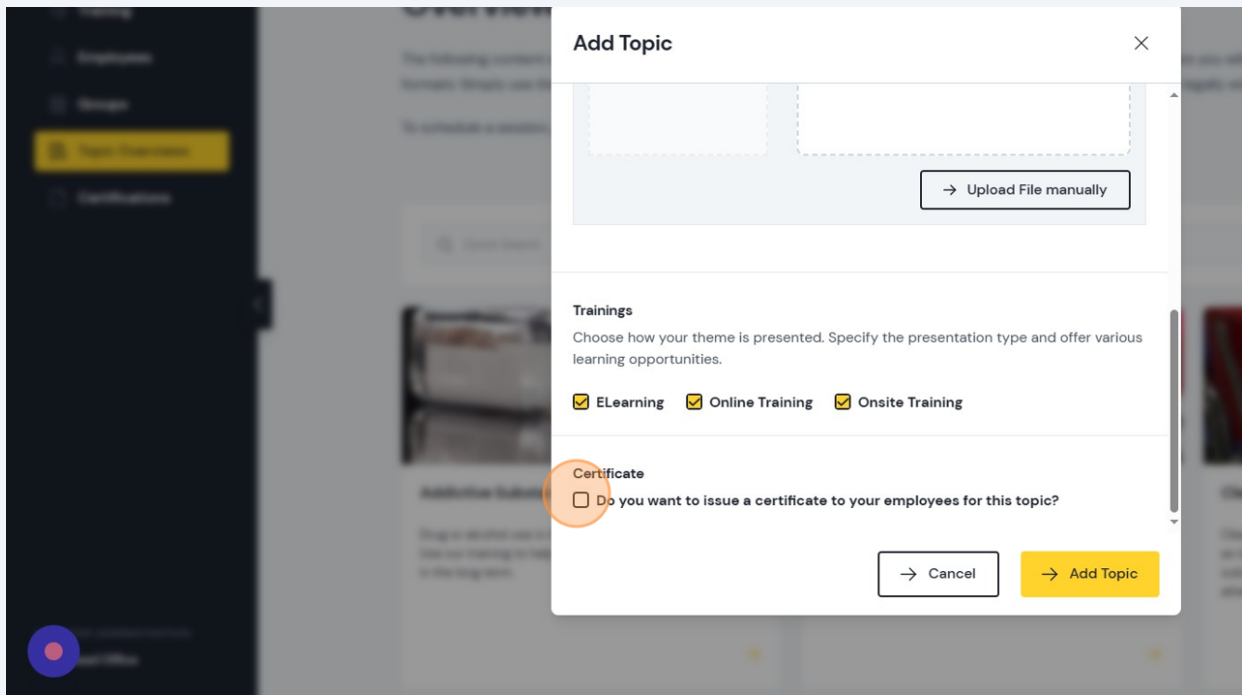
**Certificate**

Do you want to issue a certificate to your employees for this topic?

→ Cancel

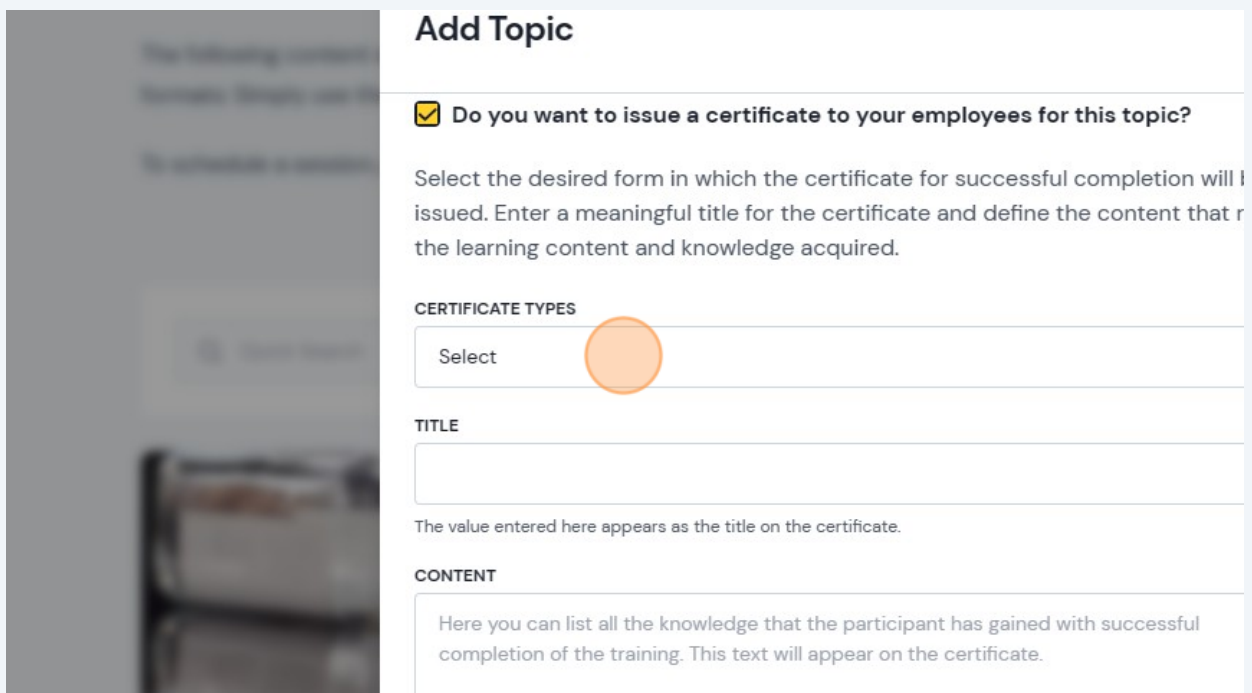
→ Add Topic

- 6 Check the box if you want to issue a certificate to your employees for this topic.



The screenshot shows a modal dialog titled "Add Topic" with a close button (X) in the top right corner. At the top, there is a dashed box representing a file upload area with a button labeled "→ Upload File manually". Below this is a section titled "Trainings" with the instruction "Choose how your theme is presented. Specify the presentation type and offer various learning opportunities." and three checked checkboxes: "ELearning", "Online Training", and "Onsite Training". The "Certificate" section is below, featuring an unchecked checkbox and the text "Do you want to issue a certificate to your employees for this topic?". At the bottom, there are two buttons: "→ Cancel" and "→ Add Topic". An orange circle highlights the checkbox in the "Certificate" section.

- 7 If you chose to include a certificate, you need to fill out the type of certificate, add the title that you want to appear on it, and also outline your course content.



The screenshot shows the "Add Topic" dialog box with the "Certificate" section expanded. The checkbox "Do you want to issue a certificate to your employees for this topic?" is checked. Below it is the instruction: "Select the desired form in which the certificate for successful completion will be issued. Enter a meaningful title for the certificate and define the content that represents the learning content and knowledge acquired." The "CERTIFICATE TYPES" section has a dropdown menu with "Select" as the current value, which is highlighted with an orange circle. Below this is the "TITLE" section with an empty text input field and the instruction: "The value entered here appears as the title on the certificate." The "CONTENT" section has an empty text area with the instruction: "Here you can list all the knowledge that the participant has gained with successful completion of the training. This text will appear on the certificate."

8

Once completed, click **Add Topic**. Your new topic will then appear in the **Topic** overview page.

Then, to add your content click **Edit E-Learning** and follow the instructions within the **Course Editor** that opens.

**CERTIFICATE TYPES**

Training

**TITLE**

New Topic 1

The value entered here appears as the title on the certificate.

**CONTENT**

Here you can list all the knowledge that the participant has gained with successful completion of the training. This text will appear on the certificate.

This content is displayed on the certificate and should describe the learned content.

→ Cancel   → Add Topic