

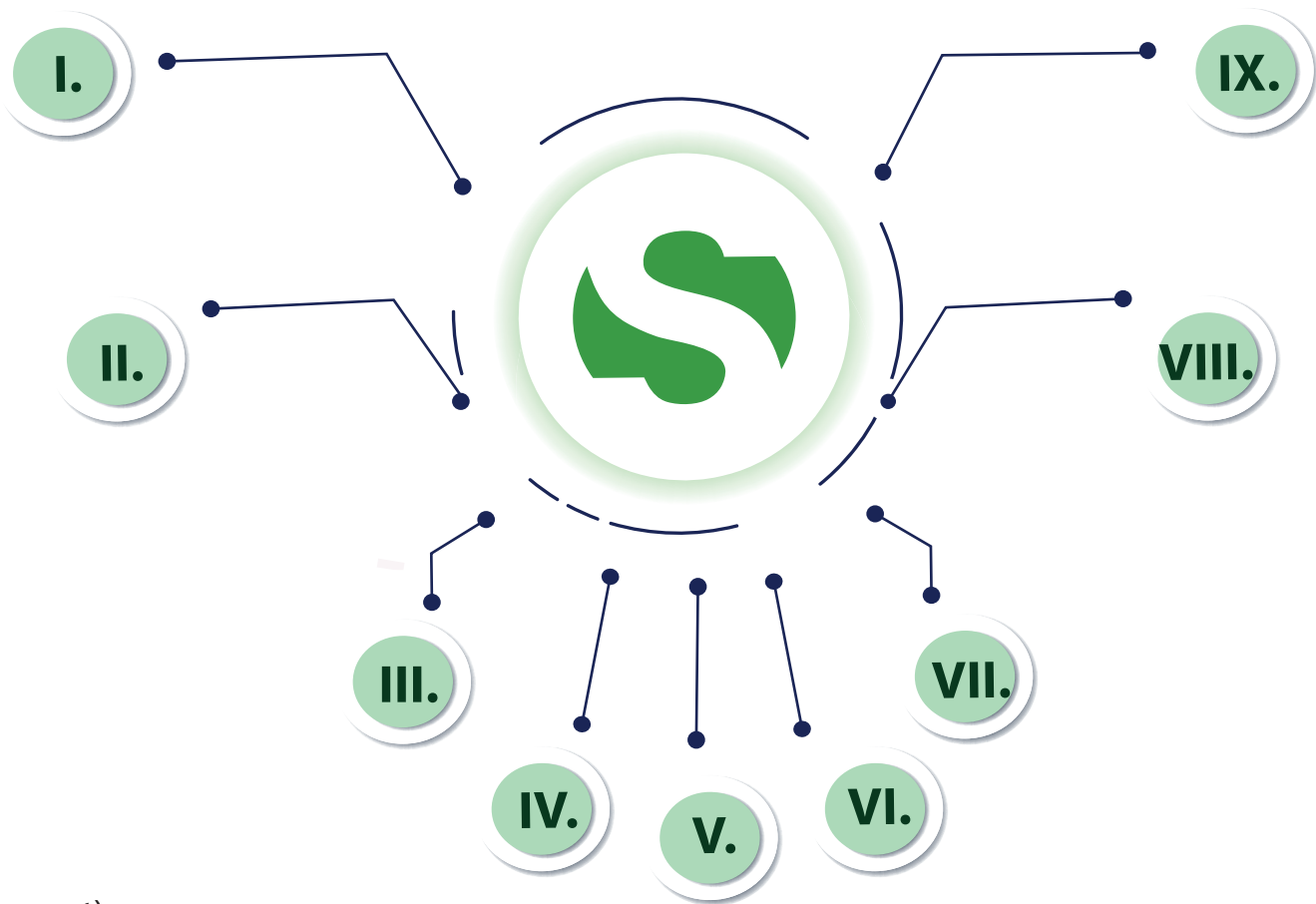
INDIVIDUAL SKILL DEVELOPMENT TRAININGS

I. LEADERSHIP DEVELOPMENT

- 1.1. Management development basics
- 1.2. Underpin your leadership style!
- 1.3. The leader as coach
- 1.4. Individual and group coaching
- 1.5. Internal leadership academy
- 1.6. Senior and middle management training
- 1.7. Management stress management
- 1.8. Situational leadership
- 1.9. Managing different generations
- 1.10. AC/DC service
- 1.11. Motivation
- 1.12. Performance appraisal:  
Assess effectively, lead effectively

II. SKILLS TRAININGS

- 2.1. Applied Change Management Methodology
- 2.2. Customer Relationship Communication
- 2.3. Burnout prevention
- 2.4. Communication skills development
- 2.5. Stress management and resilience
- 2.6. Time management (Conscious task and time management)
- 2.7. Assertive communication
- 2.8. Self-awareness
- 2.9. Procrastination STOP: How to be always energetic and productive?
- 2.10. Conflict resolution through mediation techniques
- 2.11. Creative thinking and innovative solution design
- 2.12. Creative problem solving and alternative decision-making techniques
- 2.13. Developing presentation skills
- 2.14. Training of internal trainers/production trainers
- 2.15. Knowledge management
- 2.16. Competency-based interviewing techniques
- 2.17. Selection, interview techniques
- 2.18. Assessment centre - development centre
- 2.19. Problem solving and structured thinking
- 2.20. Proactivity
- 2.21. Negotiation techniques
- 2.22. Adaptivity training
- 2.23. Intercultural competence/international collaboration
- 2.24. Team cooperation - Team cohesion
- 2.25. Sustainability (self-motivation and burnout prevention)
- 2.26. Life in virtual teams
- 2.27. Virtual cooperation
- 2.28. Managerial decisions, problem solving
- 2.29. Business Game - company simulation
- 2.30. Home office management
- 2.31. Virtual team management
- 2.32. How to teach online?
- 2.33. E-trainer training
- 2.34. Virtual interview techniques
- 2.35. Effective assistant
- 2.36. EQ - Emotional Intelligence
- 2.37. Learning methods, focus on self learning
- 2.38. Developing the skills of production trainers
- 2.39. Communication training for HR
- 2.40. Intergenerational cooperation in the workplace
- 2.41. Conducting meetings. effective meetings



III. PERSONAL COACHING

IV. TRAININGS WITH A PROJECT MANAGEMENT FOCUS

- 4.1. Practical Task & Project Management
- 4.2. Stakeholder management (The people side of project management)
- 4.3. Project coaching
- 4.4. Organisational practices for sustainable agile operations
- 4.5. Time-, Project-, Energy Management
- 4.6. Effective presentation of project plans and results
- 4.7. Agile and new generation leaders
- 4.8. Agile leaders and agile teams
- 4.9. Agile primer: Scrum and Kanban frameworks
- 4.10. Agile and digital competence development
- 4.11. From idea to project - Design thinking training
- 4.12. Growth mindset
- 4.13. Practical approach to project management trends
- 4.14. Leaders and Project Managers modular semi-skilled programme
- 4.15. Growth Mindset: essential skills for project-based thinking
- 4.16. Scrum Master and Product Owner training -  
Comprehensive Scrum knowledge
- 4.17. Action Learning in the project - Team coaching exercises

V. IT TRAININGS

- 5.1. MS project
- 5.2. MS Excel
- 5.3. MS Word
- 5.4. MS Power Point
- 5.5. Power BI
- 5.6. Use of AI in presentations

SKILL DEVELOPMENT TRAININGS FOR GROUPS

VI. ORGANISATIONAL DEVELOPMENT

- 6.1. Organisational development advice
- 6.2. Outdoor training
- 6.3. Cooperation development based on vision, vision, vision and values
- 6.4. Feedback culture
- 6.5. Team coaching
- 6.6. Organisational culture development
- 6.7. Organisational mediation
- 6.8. Corporate communication
- 6.9. Intergenerational cooperation
- 6.10. Knowledge management
- 6.11. HR strategic advice and HR development
- 6.12. Effective meeting culture development

VII. OPEN TRAININGS

- 7.1. Organisation Development (OD) training
- 7.2. Seedling Trainer Training
- 7.3. Sämling Coach training
- 7.4. International Lean Manager training
- 7.5. Practical Task & Project Management
- 7.6. Sustainability Fundamentals training
- 7.7. Workshop Facilitator Training

VIII. TECHNICAL EFFECTIVENESS TRAININGS

- 8.1. Six Sigma White, Yellow, Green and Black Belt training (1-10 days)
- 8.2. Lean management training (1-9 days)
- 8.3. Lean Leadership
- 8.4. Lean Approach to Services
- 8.5. Lean Service Development and Process Management
- 8.6. Lean Problem Solving Methods in Practice
- 8.7. Lean&Green
- 8.8. Data-driven problem solving
- 8.9. Industry 4.0 / Digitalisation
- 8.10. Successful consultancy schemes

IX. SUSTAINABILITY TRAININGS AND ADVICE

- 9.1. Basic knowledge of Sustainability training
- 9.2. Sustainability awareness training
- 9.3. Sustainability Strategy Workshops
- 9.4. Sustainability Advice
- 9.5. Sustainability measurements (Co2, LCA, Water footprint calculation)
- 9.6. Preparation and writing of sustainability reports
- 9.7. Energy consulting, project support, management, implementation
- 9.8. Support, management and implementation of sustainability projects

THE TRAININGS ARE IMPLEMENTED



**IN THE CLASSROOM, ONLINE, or BLENDED LEARNING**  
**with the support of MATRIX LMS**

in **HUNGARIAN** or **ENGLISH** **WITH A CUSTOMISED THEME,**

**AT DIFFERENT PROFESSIONAL LEVELS** ((beginner, intermediate, advanced)).

ASK FOR MORE INFORMATION ABOUT OUR DIGITAL APPROACH, LEARNING MANAGEMENT SYSTEM!