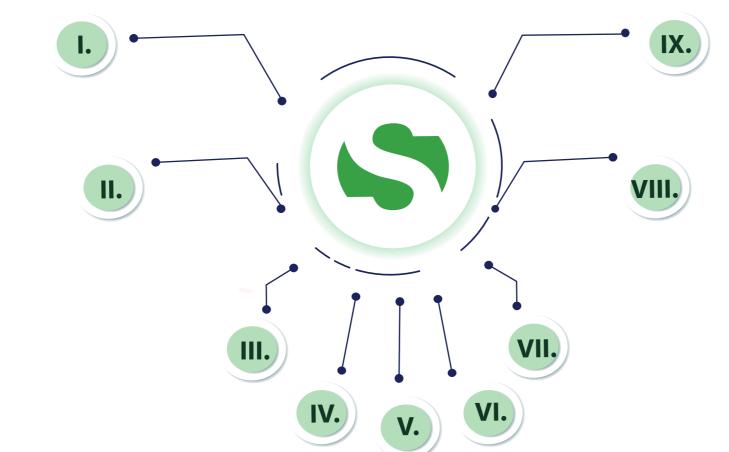## INDIVIDUAL SKILL DEVELOPMENT TRAININGS

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 PowerPoint
5.5. Power BI
5.6. Using AI in presentations
5.7. AI in the service of office efficiency

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. Organizational Development (OD) Training
7.2. Sämling 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
7.8. Coaching for advanced learners – individual participants
7.9. Expanding your coaching toolkit based on TA (Transactional Analysis)
7.10. Agile coaching – the art of flexibility, cooperation, and development
7.11. Action Learning – Real development from real situations
7.12. Organizational development for advanced learners – individual participants
7.13. Group mentoring for business leaders with an organizational development mindset and HR professionals
7.14. Group mentoring for freelancers with an organizational development mindset

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

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