INDIVIDUAL SKILL DEVELOPMENT TRAININGS

I. LEADERSHIP DEVELOPMENT

1. 1. FUNDAMENTALS OF LEADERSHIP DEVELOPMENT AND SELF-AWARENESS FOR LEADERS
1.1.1. Fundamentals of Leadership Development
1.1.2. Develop Your Leadership Style!
1.1.3. Situational Leadership
1.1.4. Leading Different Generations

1.2. COACHING-BASED LEADERSHIP
1.2.1. The leader as coach
1.2.2. Individual and group coaching

1.3. CORPORATE LEADERSHIP DEVELOPMENT
1.3.1. Internal leadership academy
1.3.2. Senior and middle management training
1.3.3. AC/DC service

1.4. LEADERSHIP SKILLS AND EFFECTIVENESS
1.4.1. Stress management for leaders
1.4.2. Motivation
1.4.3. Performance evaluation - Evaluate effectively, lead successfully
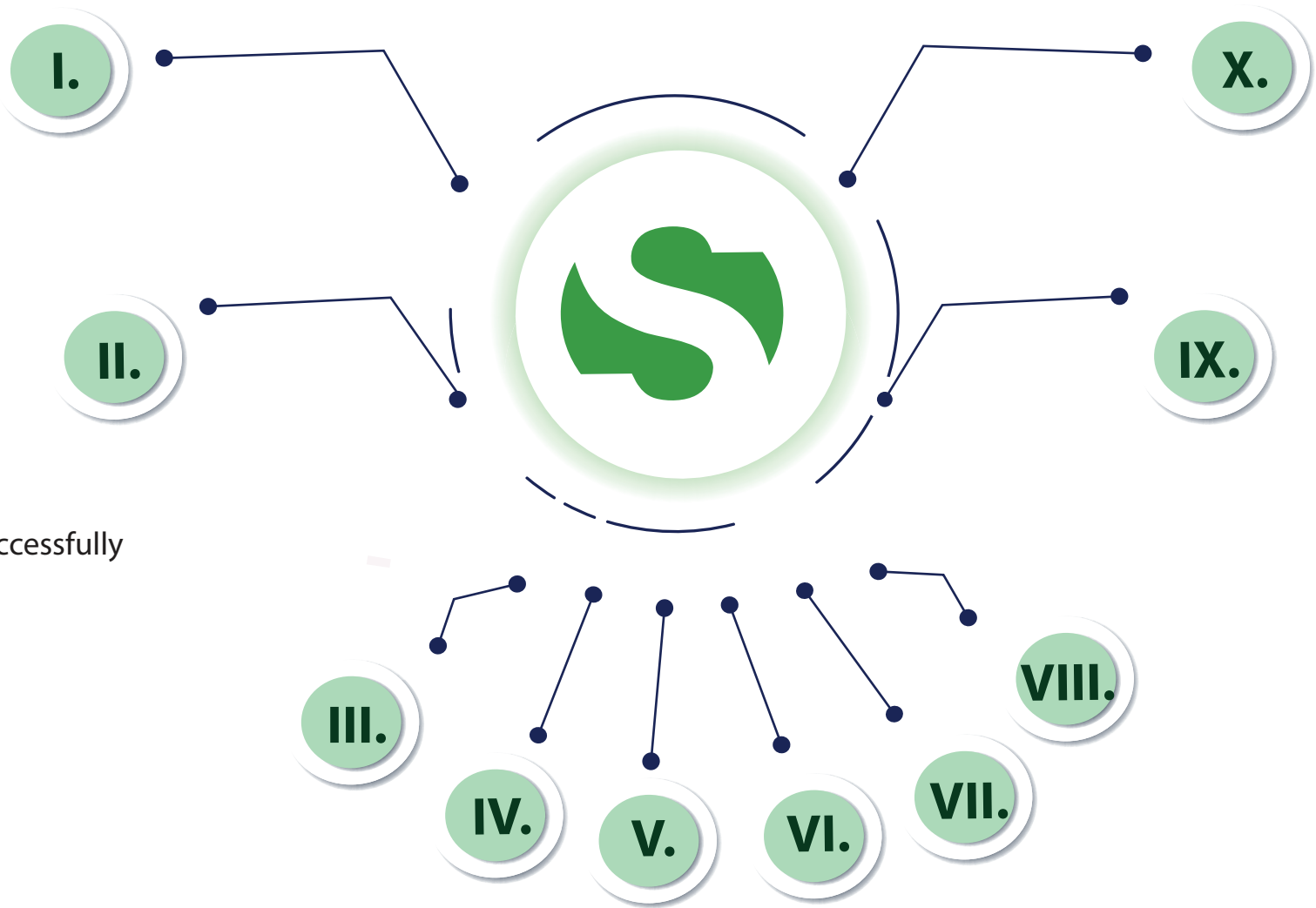
II. SKILLS DEVELOPMENT TRAININGS

2.1. COMMUNICATION AND COOPERATION SKILLS
2.1.1. Customer relationship communication
2.1.2 . Development of communication skills
2.1.3. Assertive communication
2.1.4. Conflict management using mediation techniques
2.1.5. Developing presentation skills
2.1.6. Negotiation techniques
2.1.7. Intercultural skills / international collaboration
2.1.8. Teamwork – Team cohesion
2.1.9. Life in virtual teams
2.1.10. Virtual collaboration
2.1.11. Communication training for HR
2.1.12. Intergenerational collaboration in the workplace
2.1.13. Meeting management – Effective meetings
2.1.14. Developing argumentation skills

2.2. PERSONAL EFFECTIVENESS, SELF-MANAGEMENT
2.2.1. Burnout prevention
2.2.2. Stress management and resilience
2.2.3. Time management (Conscious task and time management)
2.2.4. Self-awareness
2.2.5. Stop procrastinating: How to always be energetic and productive?
2.2.6. Creative thinking and innovative solution planning
2.2.7. Creative problem solving and alternative decision-making techniques
2.2.8. Creative problem solving and innovative solution planning
2.2.9. EQ – Emotional intelligence
2.2.10. Learning methods, with a focus on self-learning
2.2.11. Proactivity, responsible initiative
2.2.12. Adaptability training
2.2.13. Retention forces (self-motivation and burnout prevention)
2.2.14. Ethical influencing and assertiveness

2.3. PROBLEM SOLVING, DECISION MAKING, BUSINESS THINKING
2.3.1. Problem solving and structured thinking
2.3.2. Management decisions, problem solving
2.3.3. Business Game – corporate simulation
2.3.4. Design Thinking (creativity and innovation in teams)

2.4. HR PROFESSIONAL TRAINING
2.4.1. Competency-based interview techniques
2.4.2. Selection, interview techniques
2.4.3. Assessment center – development center
2.4.4. Virtual interview techniques
2.4.5. Communication training for HR

2.5. CHANGE MANAGEMENT, ORGANIZATIONAL FUNCTIONING
2.5.1. Applied change implementation methodology
2.5.2. Knowledge management

2.6. INSTRUCTOR AND TRAINER TRAINING
2.6.1. Training of internal professional instructors/production trainers
2.6.2. How to teach online?
2.6.3. E-trainer training
2.6.4. Developing the skills of production trainers

2.7. VIRTUAL AND HYBRID WORKING
2.7.1. Home office management
2.7.2. Managing virtual teams
2.7.3. Life in virtual teams
2.7.4. Virtual collaboration

2.8. ADMINISTRATIVE AND SUPPORT ROLES
2.8.1. Effective assistant

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III. ARTIFICIAL INTELLIGENCE-FOCUSED TRAININGS

3.1. Use of AI visualization tools in presentation techniques
3.2. AI-based efficiency improvement in office work
3.3. Digital roller coaster – AI sensitivity training

IV. IT TRAININGS

4.1. MS Project
4.2. MS Excel
4.3. MS Word
4.4. MS PowerPoint
4.5. Power BI

V. PROJECT MANAGEMENT FOCUSED TRAININGS

5.1. BASIC AND ADVANCED PROJECT MANAGEMENT TRAINING
5.1.1. Practical Task & Project Management
5.1.2. Time, Project, and Energy Management
5.1.3. From idea to project – Design thinking training
5.1.4. Practical approach to project management trends
5.1.5. Effective presentation of project plans and results
5.1.6. Stakeholder management (The human side of project management)

5. AGILE METHODOLOGIES AND OPERATIONS
5.2.1. Agile fundamentals: Scrum and Kanban frameworks
5.2.2. Scrum Master and Product Owner training – Comprehensive Scrum knowledge
5.2.3. Organizational practices for sustainable agile operation
5.2.4. Agile and digital competence development

5.3. AGILE MANAGEMENT AND NEW GENERATION LEADERSHIP
5.3.1. Agile and new generation leaders
5.3.2. Agile leaders and resilient teams
5.3.3. Modular program for managers and project managers

5.4. COACHING-BASED PROJECT MANAGEMENT / PEOPLE-SIDE SUPPORT
5.4.1. Project coaching
5.4.2. Growth Mindset – development-oriented thinking

VI. INDIVIDUAL COACHING

SKILL DEVELOPMENT TRAININGS FOR GROUPS

VII. ORGANIZATIONAL DEVELOPMENT

7.1. ORGANIZATIONAL DEVELOPMENT AND HR STRATEGY SOLUTIONS
7.1.1. Organizational Development Consulting
7.1.2. HR Strategy Consulting and HR Development
7.1.3. Knowledge Management
7.1.4. Organizational culture development

7.2. COOPERATION AND TEAM DEVELOPMENT
7.2.1. Cooperation development based on vision, community, and values
7.2.2. Intergenerational cooperation
7.2.3. Team coaching
7.2.4. Outdoor training

7.3. COMMUNICATION AND CORPORATE CULTURE
7.3.1. Corporate communication
7.3.2. Feedback culture
7.3.3. Effective meeting culture development
7.3.4. Conflict and mediation solutions
7.3 Organizational mediation

VIII. OPEN TRAININGS

8.1. Organizational Development (OD) Training
8.2. Sämling Trainer Training
8.3. Sämling Coach Training
8.4. International Lean Manager Training
8.5. Practical Task & Project Management
8.6. Sustainability Fundamentals Training
8.7. Workshop Facilitator Training
8.8. Coaching for Advanced Learners – Individual Participants
8.9. Expanding Your Coaching Toolkit Based on TA (Transactional Analysis)
8.10. Agile coaching – the art of flexibility, cooperation and development
8.11. Action Learning – Real development from real situations
8.12. Organizational development for advanced learners – individual participants
8.13. Group mentoring for business leaders with an organizational development mindset, as well as HR professionals
8.14. Group mentoring for freelancers with an organizational development mindset
8.15. Digital roller coaster – AI sensitivity training

IX. OPERATIONAL EFFICIENCY DEVELOPMENT TRAININGS

9.1. Six Sigma White, Yellow, Green, and Black Belt training (1-10 days)
9.2. Lean management training (1-9 days)
9.3. Lean Leadership
9.4. Lean Approach to Services
9.5. Lean Service Development and Process Management
9.6. Lean Problem-Solving Methods in Practice
9.7. Lean&Green
9.8. Data-Based Problem Solving
9.9. Industry 4.0 / Digitalization
9.10. Success-based consulting models
9.11. 8D problem-solving technique
9.12. Development of standardization systems (REFA, MTM)

X. SUSTAINABILITY TRAININGS

10.1. Sustainability Fund Training
10.2. Sustainability Awareness Training
10.3. Sustainability Strategy Workshops
10.4. Sustainability measurements (CO2, LCA, water footprint calculation)
10.5. Support, management and implementation of sustainability projects

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