

## 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

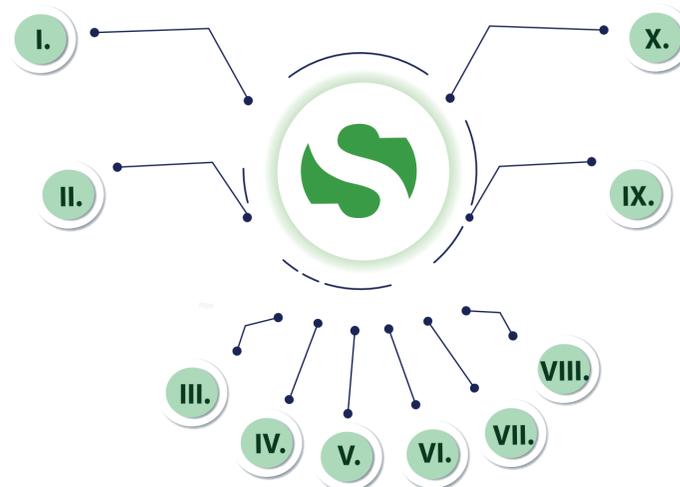
- 2.6.1. Training of internal professional instructors/production trainers
- 2.6.2. How to teach online?
- 2.6.3. E-trainer training
- 2.6.4. Developing the skills of production trainers

## 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
- 3.4. Using AI visualization tools in presentation technology
- 3.5. Artificial Intelligence Guide - Managing Stress Caused by AI

## 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)

## 5.2. 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. Sámiling Trainer Training
- 8.3. Sámiling 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

## TRAINING DELIVERY



**CLASSROOM, ONLINE, or BLENDED LEARNING**  
**SUPPORTED BY MATRIX LMS, IN HUNGARIAN or ENGLISH**  
**WITH TOPICS TAILORED TO CUSTOMER NEEDS,**  
**AT DIFFERENT PROFESSIONAL LEVELS**  
**(beginner, intermediate, advanced).**

