

# E-TRAININGS FOR BUSINESSES

PRODUCT OVERVIEW  
MICROLEARNING

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May 2024



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# I Doubt My Interviewee Is Being Honest



Available in these languages:



German



English



Spanish

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- Effectively managing the negative emotions of applicants, and evaluating them with empathy and appreciation

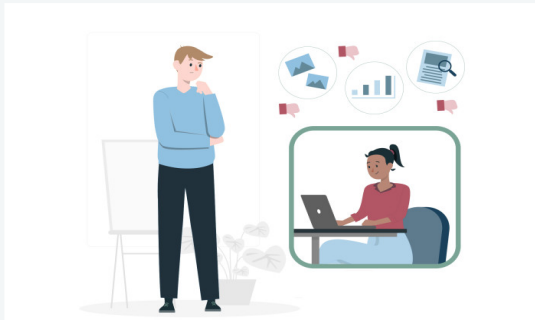
## Target group

Management

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# When Delegating Tasks to My Employee Falls Short of Expected Results



Available in these languages:



German



English



Spanish

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- Successfully delegating tasks to employees

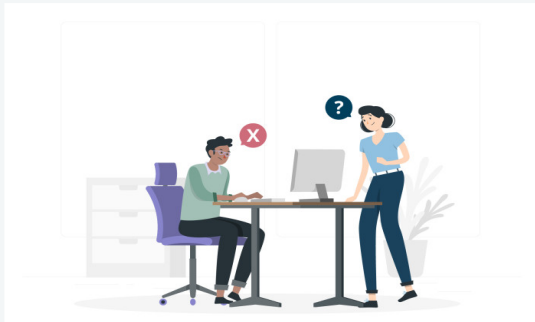
## Target group

Management

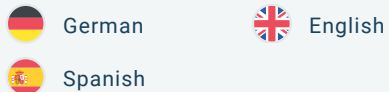
## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# I Don't Want to Delegate Because I Prefer to Complete the Task Myself



Available in these languages:



German

English

Spanish

MICROLEARNING

2 minutes

COURSE

## Learning objectives

- Delegating tasks—even when they are enjoyable

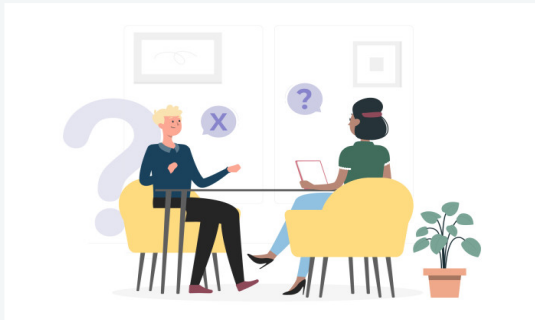
## Target group

Management

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# My Candidate Doesn't Ask Questions About the Job or Company in the Interview



Available in these languages:



German



English



Spanish

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- Viewing applicants as potential candidates

## Target group

Management

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).



# I Find It Difficult to Implement Equal Treatment for My Employee's Individual Problems



Available in these languages:



German



English



Spanish

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- Treating employees fairly and respectfully while considering their individual needs

## Target group

Management

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# I Have a Feeling My Team Member Is Unhappy in the Company



Available in these languages:



German

MICROLEARNING



4 minutes

COURSE

## Learning objectives

- Discussing problems constructively and empathically with team members

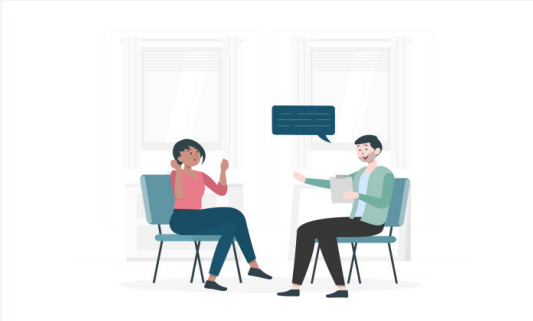
## Target group

Management

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# My Employees React Strangely to Praise



Available in these languages:



German

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- Giving concrete, sincere and individual praise appropriately

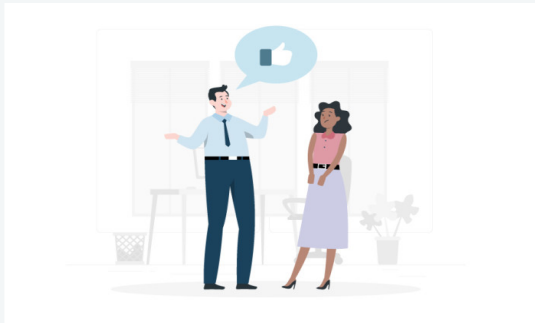
## Target group

Management

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# I Find It Hard to Accept Praise from Others



Available in these languages:



German

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- Learning to accept praise

## Target group

Management

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# Promote Motivation with Praise



Available in these languages:



MICROLEARNING



COURSE

## Learning objectives

- Praise correctly

## Target group

Management

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# Targeted Team Building with the Team Development Clock



Available in these languages:



German

MICROLEARNING



2 minutes

COURSE

## Learning objectives

- Knowing and selecting suitable team building approaches

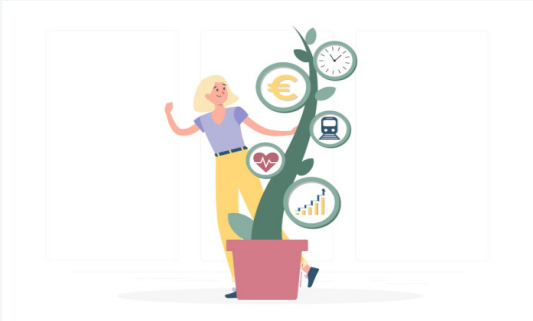
## Target group

Management

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# Benefits That Retain Employees



Available in these languages:

 German

MICROLEARNING

 3 minutes

COURSE

## Learning objectives

- Knowing and offering helpful benefits

## Target group

Employees with or without management roles

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).



# An Onboarding Process That Creates Loyalty



Available in these languages:



German

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- Integrating employees in the company

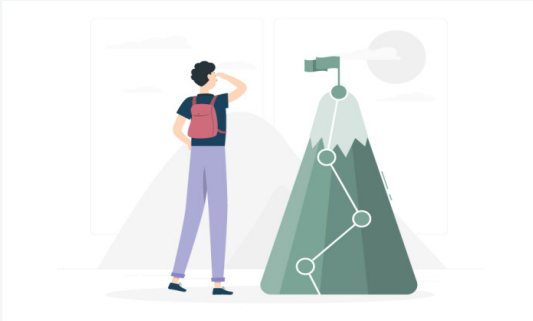
## Target group

Management

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# Giving Meaning to Tasks



Available in these languages:



German

MICROLEARNING



2 minutes

COURSE

## Learning objectives

- Inspire employees with a real purpose

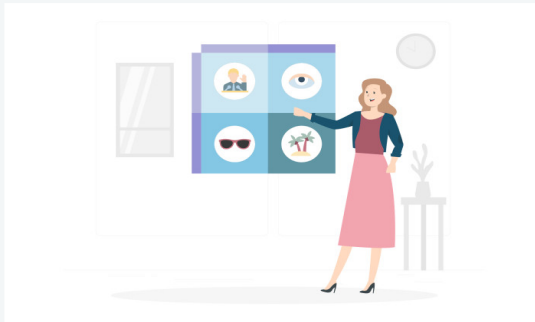
## Target group

Management

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# Expanding the Self-Image with the Joahri Window



Available in these languages:



German

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- Learn how to improve your self-esteem by using the Johari window.

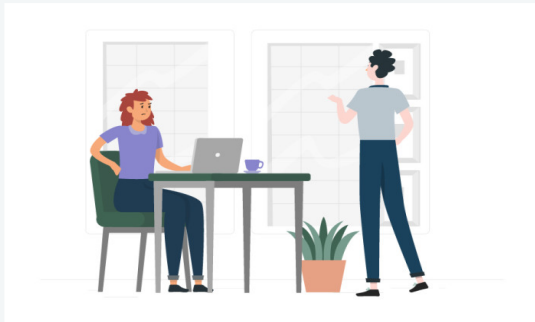
## Target group

Employees with or without management roles

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# A Team Member Undermines Team Performance with Frequent Mistakes



Available in these languages:



German



Spanish

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- Addressing mistakes and avoiding them together in the future

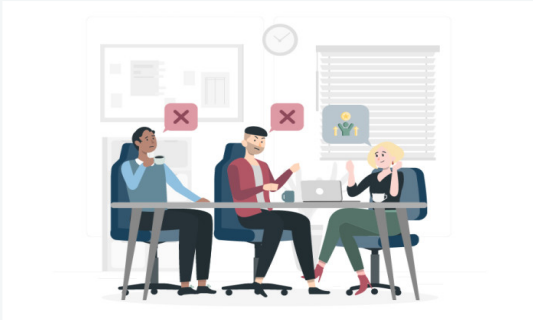
## Target group

Management

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# My employees find further training unnecessary



Available in these languages:



German

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- Being able to convey the importance of lifelong learning to the team through commitment and by acting as a role model.

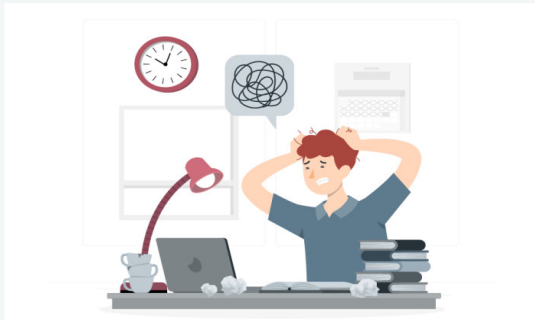
## Target group

Executives

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# My employees don't manage to incorporate learning into their daily routine



Available in these languages:



German

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- Finding and adhering to learning times together with employees

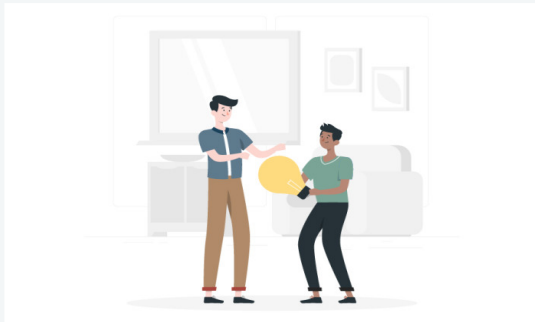
## Target group

Managers

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# Working out Loud: Sharing knowledge between employees



Available in these languages:



German

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- Developing through exchange

## Target group

Managers

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).



# Training employees in a targeted manner with learning plans



Available in these languages:



German

MICROLEARNING



2 minutes

COURSE

## Learning objectives

- Creating learning plans together with employees and being able to check progress

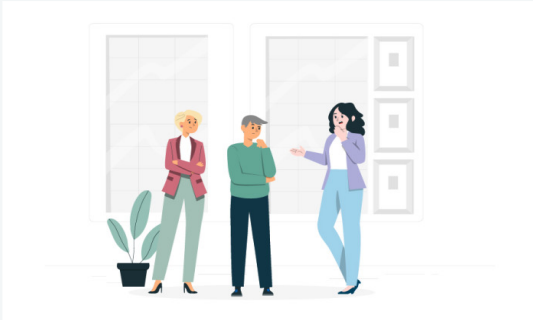
## Target group

Executives

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# My Older Employees Don't Take Me Seriously as a Young Manager



Available in these languages:



German

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- Skillfully navigating relationships with older employees as a young manager

## Target group

Management

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# Younger Colleagues Don't Respect My Wealth of Experience



Available in these languages:



German

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- Communicating appreciatively across age groups and receiving respect for your own performance/experience

## Target group

Employees with or without management roles

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# One of My Team Members is Spreading Negativity



Available in these languages:



German

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- Responding constructively when a team member spreads negative emotions

## Target group

Management

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# My Team Member Does Not Find the Company Goals Realistic



Available in these languages:



German

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- Communicate challenging business goals

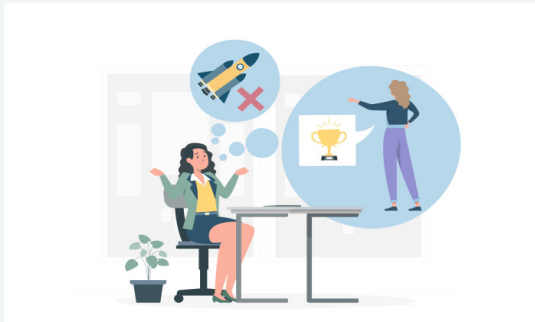
## Target group

Management

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# A Team Member Wants a Promotion, but I Don't See Any Potential in Them



Available in these languages:



German

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- React clearly and appreciatively to the team member's aspirations to move up in the company.

## Target group

Management

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# Goal Setting



Available in these languages:



German

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- Designing target agreements holistically

## Target group

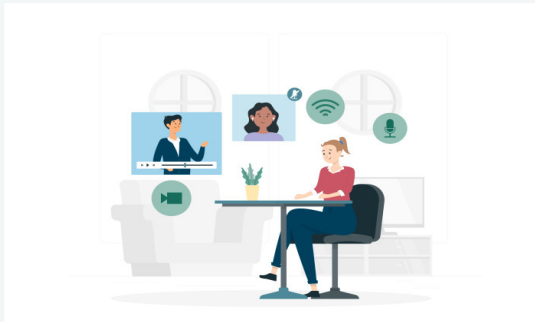
Management

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).



# Building a Personal Connection with My Remote Team is Challenging



Available in these languages:



German



Spanish

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- Building a bond with employees

## Target group

Management

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# My Team Member's Resistance to Embracing Digital Advancements



Available in these languages:



German



English



Spanish

MICROLEARNING



2 minutes

COURSE

## Learning objectives

- Supporting employees during the introduction of digital innovations

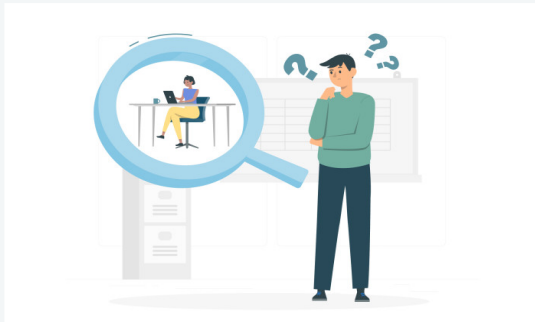
## Target group

Management

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# I Have No Idea What My Team Member Actually Does in Home Office!



Available in these languages:



German



English



Spanish

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- Finding the right mix of autonomy and supervision when working with employees in the home office

## Target group

Management

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# Strengthening Cohesion in Your Hybrid Team



Available in these languages:



German

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- Strengthen connectedness and exchange in the hybrid team

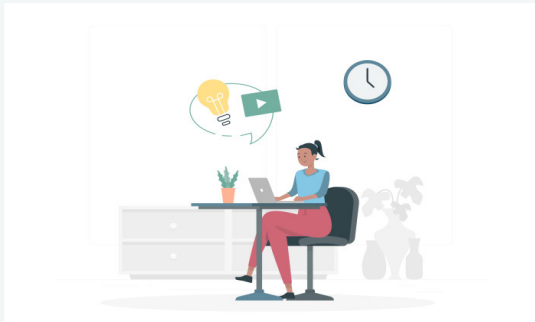
## Target group

Management

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# Promoting Development for Home Office Employees



Available in these languages:



German

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- Promoting development for home office employees

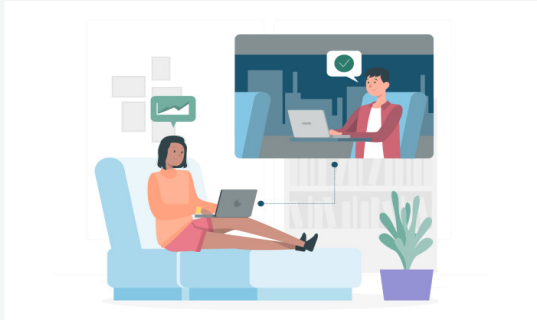
## Target group

Management

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# Securing Results When Working Remotely Despite the Distance



Available in these languages:



German

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- Getting results when working over distance

## Target group

Management

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# Hold Hybrid Meetings Inclusively and Without Disruption



Available in these languages:



German

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- Hold disruptive and inclusive meetings with hybrid teams

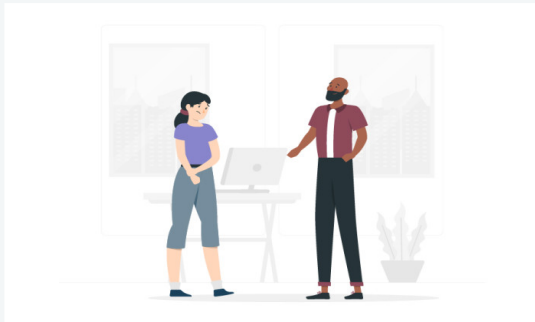
## Target group

Management

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# Navigating Employees' Irrational Fears in Times of Crisis



Available in these languages:



German



English

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- Being able to react sensibly to employees' fears in times of crisis

## Target group

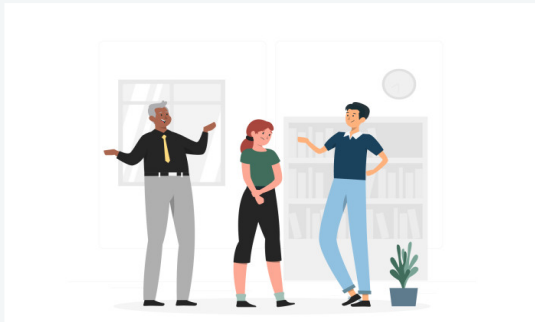
Management

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).



# Being a Female Manager: I Struggle with Being Taken Seriously by Male Colleagues



Available in these languages:



German



English



Spanish

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- Strengthening your own self-confidence and ending disrespect in the team

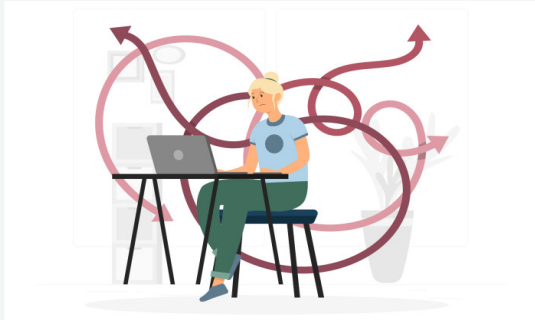
## Target group

Management (especially female management)

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# I Realize That as a Manager I Can't Solve Everything



Available in these languages:



English



Spanish

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- Reducing expectations of perfection and developing an authentic leadership style

## Target group

Management

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# Coaching–Conversations with Employees



Available in these languages:



German



English



Spanish

MICROLEARNING



2 minutes

COURSE

## Learning objectives

- Conduct coaching conversations with employees at eye level

## Target group

Management

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# The GROW-Model



Available in these languages:



German



English



Spanish

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- Be able to apply the four phases of the GROW-Model

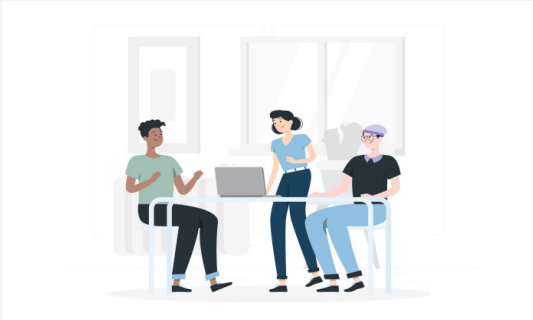
## Target group

Management

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# Situational Leadership: My Team Members Evaluate Their Skill Level Higher Than I Do



Available in these languages:



Spanish

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- Showing gratitude and figuring out personalized solutions for your team

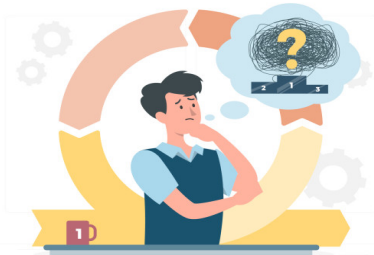
## Target group

Management

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# My Team Member Is Feeling Lost and Worried about Recent Changes Affecting Their Status



Available in these languages:



German



English



Spanish

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- Identifying and addressing formal and informal needs and fears to open employees up to change

## Target group

Management

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# Challenges Faced When Asserting Myself in a Leadership Position



Available in these languages:



German



English



Spanish

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- Appearing competent and assertive in a leadership position

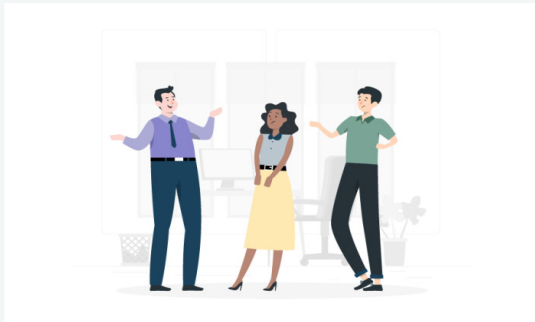
## Target group

Employees with or without management roles

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# Striking a Balance Between Professional and Personal Levels as a Manager



Available in these languages:



German



English



Spanish

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- Finding the right balance between professional and personal levels

## Target group

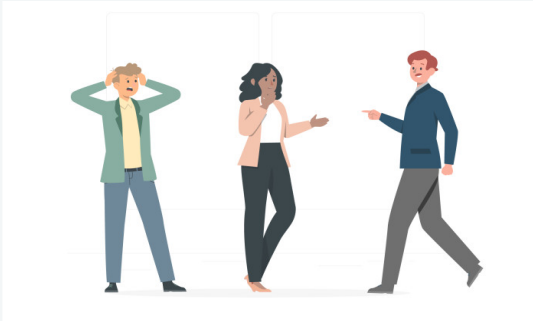
Management

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).



# Managing Conflicts as a Lateral Leader



Available in these languages:



German

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- Knowing and managing the different types of conflicts

## Target group

Employees with or without management roles

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# How Lateral Leadership Differs from Conventional Leadership



Available in these languages:



German

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- Understanding lateral leadership and starting the project with a clear vision

## Target group

Management

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# Practical Instruments for Lateral Leadership



Available in these languages:



German

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- Identifying different lateral leadership instruments

## Target group

Employees with or without management roles

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# Leading Through Change Processes with the Four Rooms of Change



Available in these languages:



German

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- Learning leadership tips for each phase in the four rooms of change

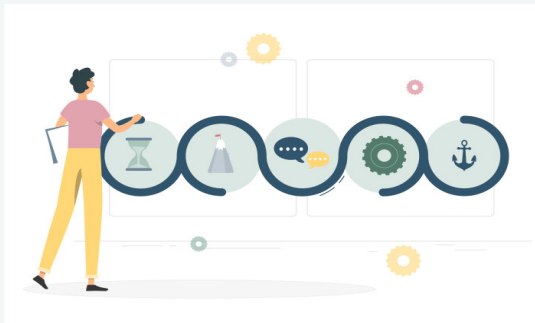
## Target group

Management

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# Leading Employees through the Five Stages of Changing



Available in these languages:



German

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- Know the five phases of change processes and employee management tips for each phase

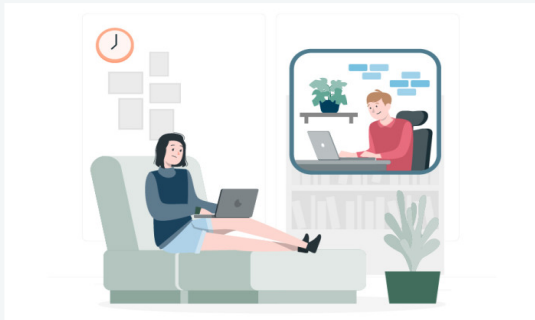
## Target group

Management

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# Struggling to Separate My Work in My Home Office from My Personal Life



Available in these languages:



German



English



Spanish

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- Structuring work time in your home office

## Target group

Employees with or without management roles

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# Dealing with Interruptions from My Children in Home Office



Available in these languages:



German



English



Spanish

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- Coordinating concentrated work phases in the home office with your family

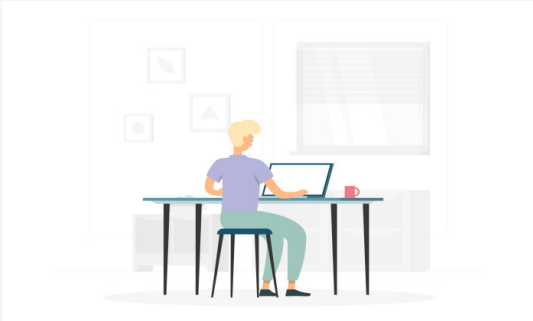
## Target group

Employees with or without management roles

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# Monotasking: Full Concentration



Available in these languages:



German

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- Learning to work on a task in a concentrated manner

## Target group

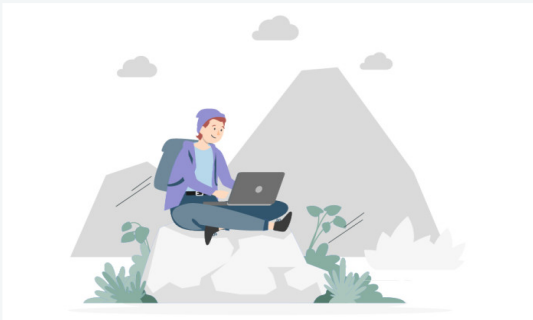
Employees with or without management roles

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).



# Work More Productively with the ALPEN Method



Available in these languages:



German

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- Know and apply the ALPEN method

## Target group

Employees with or without management roles

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# The SMART Method



Available in these languages:



German

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- Formulate goals according to the SMART logic

## Target group

Employees with or without management responsibility

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# Clever Prioritization with the Eisenhower Matrix



Available in these languages:



German

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- Apply the Eisenhower safely

## Target group

Employees with or without management roles

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# How to Structure Working Time in Your Home Office



Available in these languages:



German

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- Efficiently structure working time and clearly distinguish it from breaks and free time

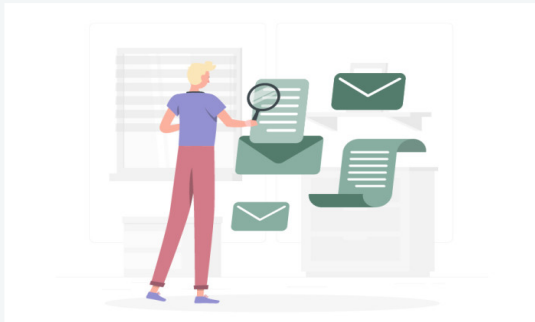
## Target group

Employees with or without management roles

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# Bringing Order to Your Mailbox Thanks to Inbox Zero



Available in these languages:



German

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- Create order in the inbox

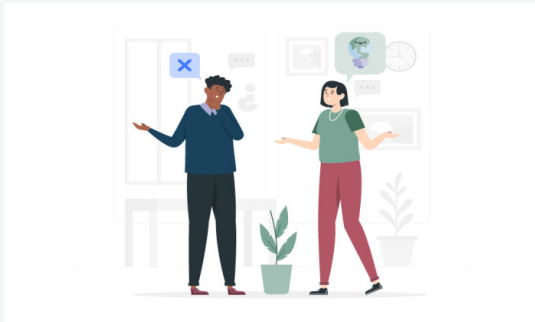
## Target group

Employees with or without management roles

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# I have difficulties creating a sustainable mindset in the company



Available in these languages:



German



English

MICROLEARNING



4 minutes

COURSE

## Learning objectives

- Keep at it and convince employees and managers to live and do business sustainably

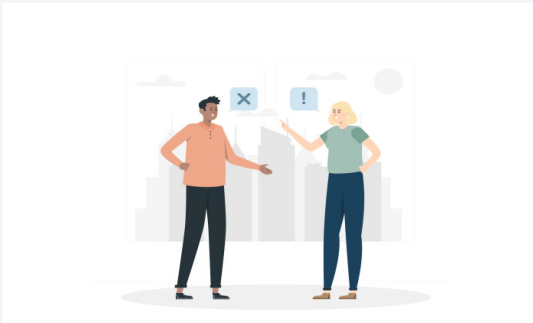
## Target group

Employees with and without a management function

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# Others Are Always Telling Me What I Should Do



Available in these languages:



German



English



Spanish

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- Make decisions for yourself and not for others

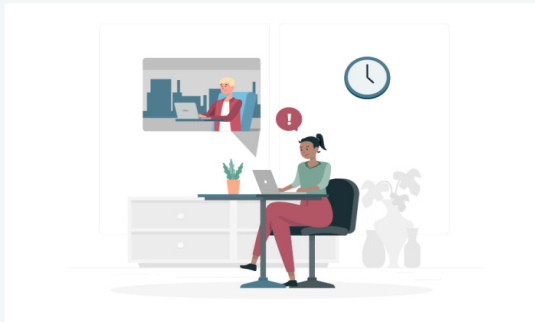
## Target group

Employees with or without management roles

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# My Coworker Doesn't Respect My Boundaries and Is Constantly Pressuring Me



Available in these languages:



German



English

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- Defending personal boundaries with others

## Target group

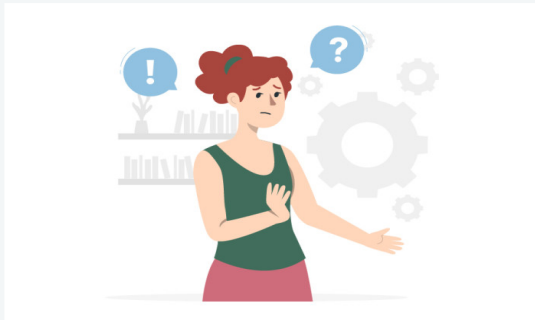
Employees with or without management roles

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).



# Before Making a Decision, I Am Often Afraid of a Negative Outcome



Available in these languages:



German



Spanish

MICROLEARNING



2 minutes

COURSE

## Learning objectives

- Making informed and balanced decisions

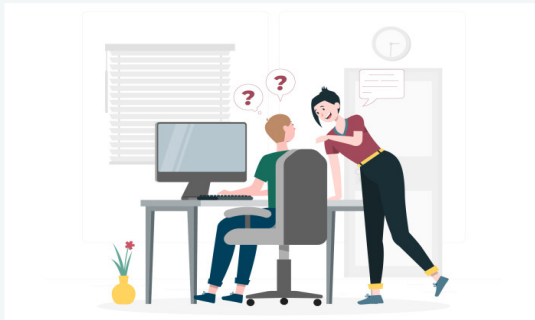
## Target group

Employees with or without management roles

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# Tackling the Fear of Acknowledging What I Don't Know



Available in these languages:



German

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- Confidently and constructively identifying gaps in knowledge and making suggestions for eliminating them.

## Target group

Employees with or without Management Roles

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# Persuading My Manager to Authorize Further Development



Available in these languages:



German

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- Convincing your manager of your development goals

## Target group

Employees with or without Management Roles

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# Navigating VUCA with Flexibility



Available in these languages:



German

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- Managing the challenges of the VUCA world through self-efficacy

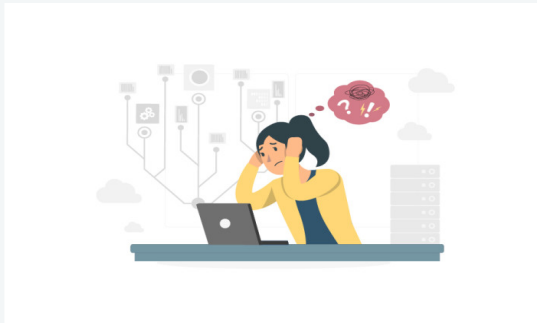
## Target group

Employees with or without Management Roles

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# I Am Afraid That AI Will Replace My Job



Available in these languages:



German



English

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- Overcoming your fear of AI and being able to use it for your own benefit

## Target group

Employees with or without management roles

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# I Just Don't Understand AI



Available in these languages:



German



English

MICROLEARNING



2 minutes

COURSE

## Learning objectives

- Tackling the topic of AI with confidence and no reservations

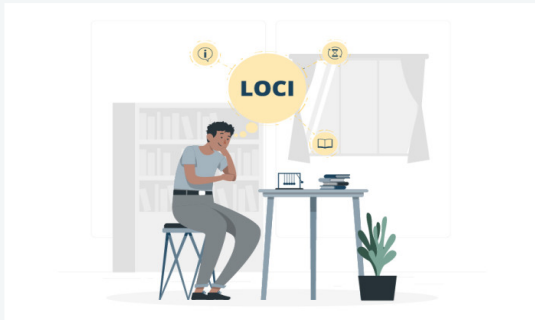
## Target group

Employees with or without Management Roles

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# Memorise things more easily with the loci method



Available in these languages:



German

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- Know and be able to apply the loci method

## Target group

Employees with and without a management function

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# Comprehensive reading with the SQ3R method



Available in these languages:



German

MICROLEARNING



2 minutes

COURSE

## Learning objectives

- Know and be able to apply the SQ3R method

## Target group

Employees with and without a management function

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).



# What Is Generative AI and How Is It Used?



Available in these languages:



German



English

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- Acquiring a basic knowledge of the function and use of generative AI

## Target group

Employees with or without management roles

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# Finding a Start in the Learning Process is Challenging



Available in these languages:



German



English

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- Motivating yourself for learning and personal development

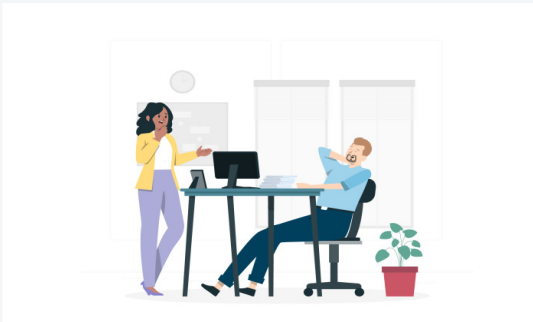
## Target group

Employees with and without a management function

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# I Am Worried About a Colleague, But They Say Everything Is Fine



Available in these languages:



German



English



Spanish

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- Addressing colleagues' concerns and excessive demands in an appreciative, empathetic and confidential manner

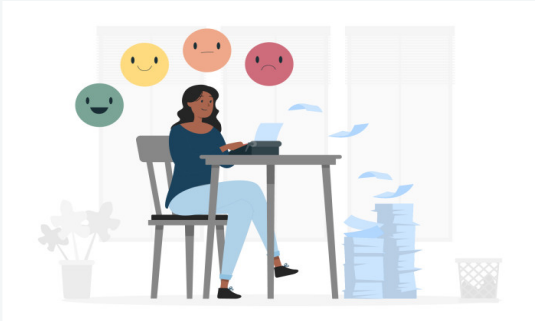
## Target group

Employees with or without Management Roles

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# I'm Overly Emotionally Invested in My Work



Available in these languages:



German



English

MICROLEARNING



2 minutes

COURSE

## Learning objectives

- Regulating emotional involvement in the workplace

## Target group

Employees with or without management roles

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# Others Seem So Confident and Strong—I Struggle to Measure Up



Available in these languages:



German



English

MICROLEARNING



2 minutes

COURSE

## Learning objectives

- Handling weaknesses and uncertainties constructively

## Target group

Employees with or without management roles

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# I Struggle to See the Point in Mundane Routine Tasks



Available in these languages:



German

MICROLEARNING



4 minutes

COURSE

## Learning objectives

- Finding personal meaning in everyday tasks

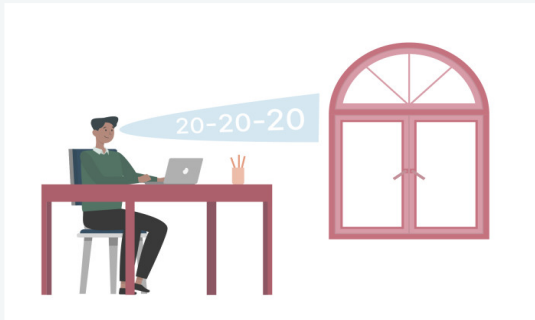
## Target group

Employees with or without Management Roles

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# Keep Your Eyes Healthy with the 20-20-20 Rule



Available in these languages:



German

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- Learning about the 20-20-20 rule and applying it to your daily work

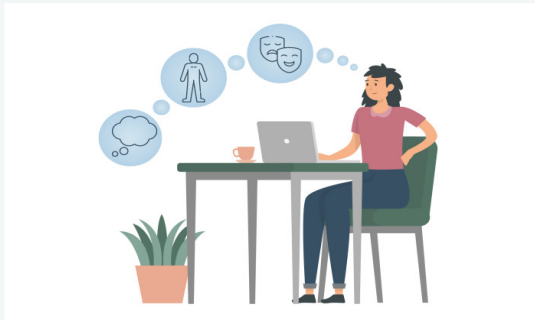
## Target group

Employees with or without management roles

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# Calmly Navigate Everyday Life through Mindfulness



Available in these languages:



German

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- Being mindful in everyday work

## Target group

Employees with or without management roles

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).



# Acting More Consciously with the Three-Pillar Model of Sustainability



Available in these languages:



German

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- Acting more sustainably in your everyday work

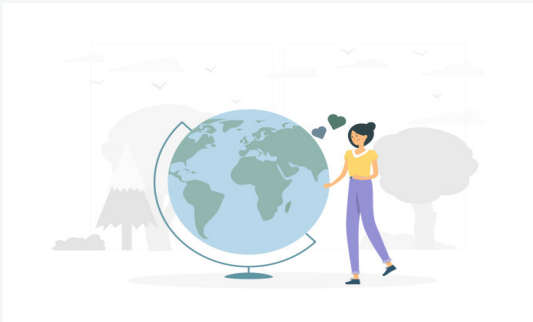
## Target group

Employees with or without management roles

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# Practicing Sustainability in the Company—with CSR



Available in these languages:



German

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- Commit to a sustainable and mindful everyday working life

## Target group

Employees with or without management roles

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# Staying Self-Motivated



Available in these languages:



German

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- Completing tasks that are difficult with motivation, goals and a plan

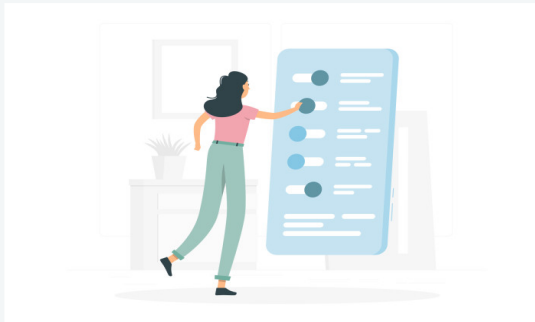
## Target group

Employees with or without management roles

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# Connecting Tasks and Interests with Job Crafting



Available in these languages:



German

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- Designing your own work with job crafting

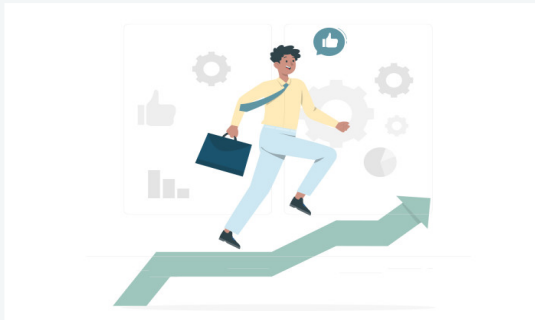
## Target group

Employees with or without management roles

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# Using Signature Strengths for Professional Development



Available in these languages:



German

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- Getting to know one's own signature strengths and consciously using them in everyday working life

## Target group

Employees with or without management roles

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# Passion at Work



Available in these languages:



German

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- Making the best use of one's own talents and abilities

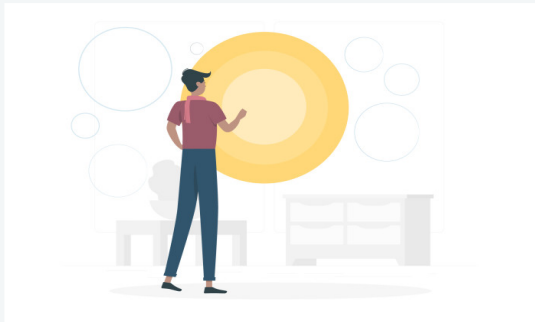
## Target group

Employees with or without management roles

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# Finding Meaning in Your Job with the Help of the Golden Circle



Available in these languages:



German

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- Finding a sense of purpose in the job and giving meaning to one's work in this way

## Target group

Employees with or without management roles

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# My Customers Are Sidetracking Me with Unreasonable Discount Requests



Available in these languages:



German



English



Spanish



French

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- Using the four steps to respond to unreasonable discount requests

## Target group

Employees with or without management roles

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).



# Buyer's Remorse: My Customers Are Backing Out of the Deal



Available in these languages:



German



English



Spanish



French

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- Preventing buyer's remorse after a successful sales call

## Target group

Employees with or without management roles

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# I Have to Explain a Price Adjustment to My Customers



Available in these languages:



German



English



Spanish



French

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- Know how to argue and act towards your customers when adjusting prices in order not to lose them to the competition.

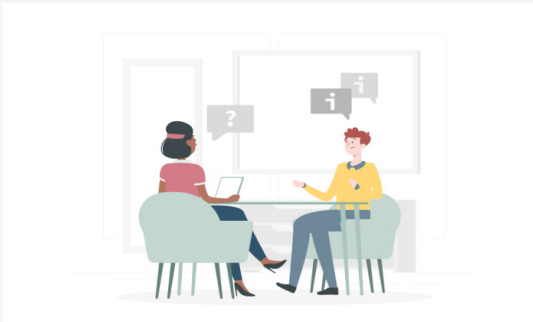
## Target group

Employees with and without management function

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# Needs Assessment: My Customers Do Not Disclose All Their Information



## Available in these languages:



## MICROLEARNING



COURSE

## Learning objectives

- Gathering all relevant information from your customers when assessing their needs

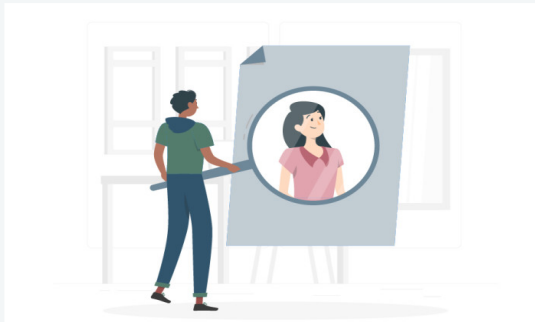
## Target group

Employees with or without management roles

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# I'm Not Advising My Customers Solution-Oriented Enough Yet



Available in these languages:



MICROLEARNING



COURSE

## Learning objectives

- Offering customers comprehensive solutions

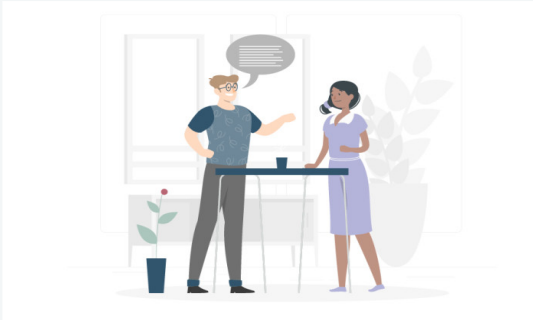
## Target group

Employees with or without management roles

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# Sales Pitch: I Don't Want To Take My Customers by Surprise



Available in these languages:



German



English



Spanish

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- Transitioning into the sales conversation successfully

## Target group

Employees with or without management roles

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# I'm Uncomfortable Networking at Events



Available in these languages:



German



English



Spanish

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- Knowing the mindset, body language and content that will win you points at networking events

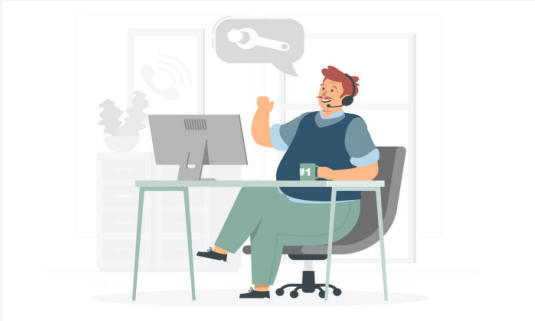
## Target group

Employees with or without management roles

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# Cold Calling Makes Me Uncomfortable



Available in these languages:



German



English



Spanish

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- Overcoming your inner cold-calling hurdles

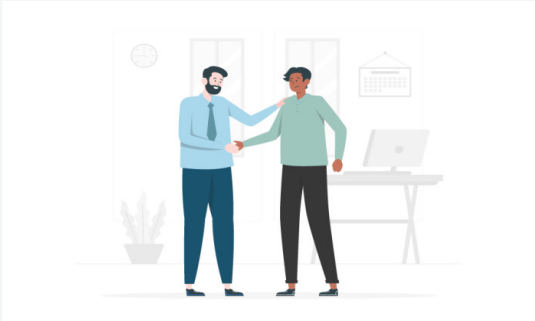
## Target group

Employees with or without management roles

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# I Don't Want To Pressure My Customers



Available in these languages:



German



English

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- Learning to make purchasing decisions successfully and in a customer-oriented manner

## Target group

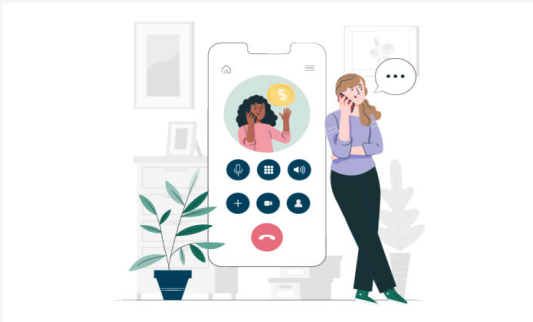
Employees with or without management roles

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).



# My Customers Find Our Product Too Expensive



Available in these languages:



German



English



Spanish

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- Addressing the "product too expensive" objection constructively

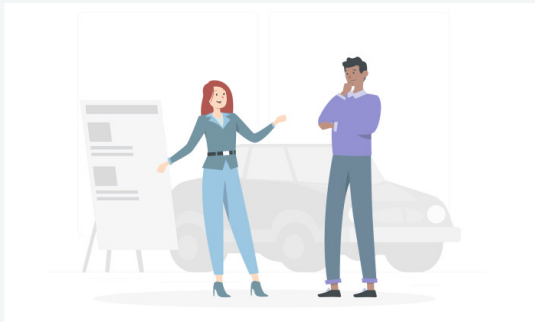
## Target group

Employees with or without management roles

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# Even Good Arguments Don't Convince My Customers



Available in these languages:



German



English



Spanish

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- Convince customers of the valuable personal benefits of a product or service

## Target group

Employees with or without management roles

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# Help! I Don't Come-Off as Personable



Available in these languages:



German



English



Spanish

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- Learning how to be more personable with customers

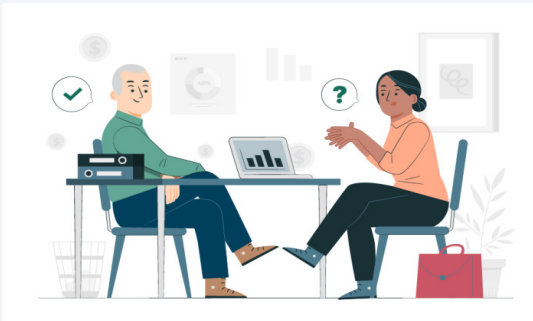
## Target group

Employees with or without management roles

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# I Don't Know What My Customers Really Want



Available in these languages:



German



English

MICROLEARNING



2 minutes

COURSE

## Learning objectives

- Finding out what really motivates your customer

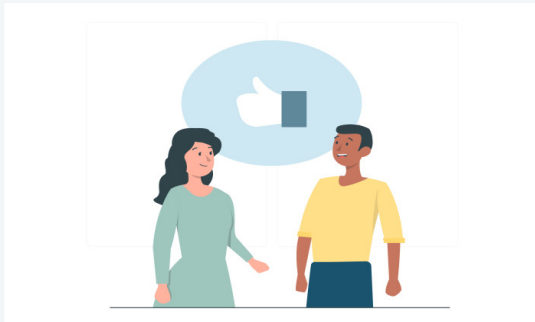
## Target group

Employees with or without management roles

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# I Want To Deepen My Customer Relationships Without Being Annoying



Available in these languages:



German



English

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- Showing appreciation to your customers with personal gestures

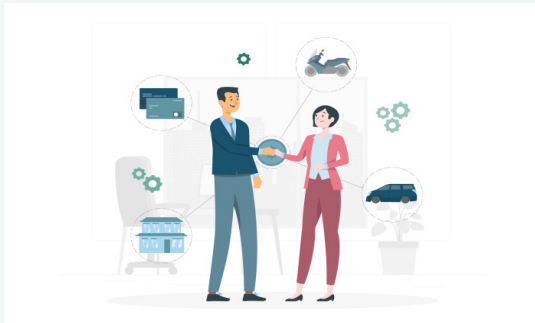
## Target group

Employees with or without management roles

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# My employees do not cross-sell



Available in these languages:



German



English

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- Understand why employees are not actively cross-selling and support them in doing so.

## Target group

Management

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# Determining Customer Hierarchy for Decision-Making Can Be Tough



Available in these languages:



German



English

MICROLEARNING



2 minutes

COURSE

## Learning objectives

- Find out the decision-making structure of customers through targeted questions

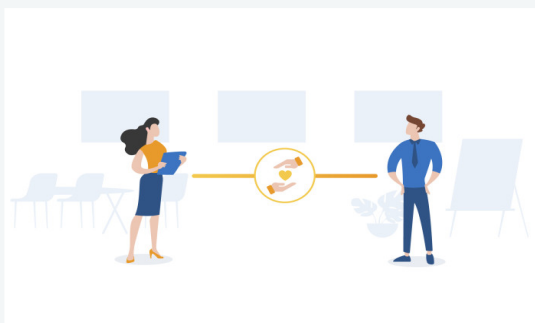
## Target group

Employees with or without management roles

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# Tips for Building Relationships in the Workplace



Available in these languages:



German

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- Establishing a good relationship with customers

## Target group

Employees with or without management roles

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).



# Recognize and Capitalize on Networking Opportunities



Available in these languages:



German

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- Identifying sales entry points

## Target group

Employees with or without management roles

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# Improve and Deepen Customer Relationships



Available in these languages:



German

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- Developing sustainable relationships with customers

## Target group

Employees with or without management roles

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# Arguing Benefits with the Five Step Technique



Available in these languages:



German

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- Knowing the 5-step technique and being able to use it in everyday counseling

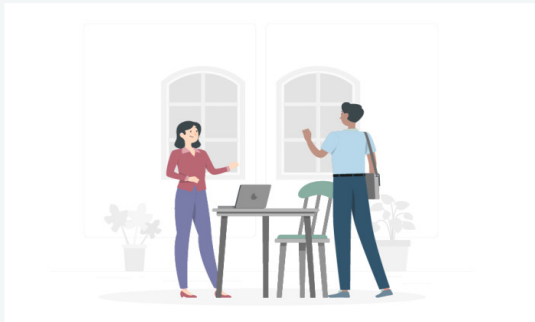
## Target group

Employees with or without management roles

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# Responding Adequately to a "No" From Customers: "No" is Not Just "No"



Available in these languages:



German

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- Responding constructively to customer objections

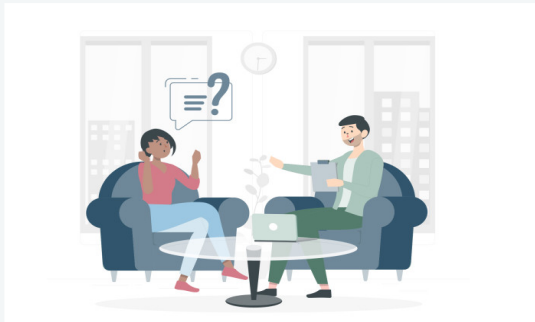
## Target group

Employees with or without management roles

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# Countering Objections with the Acknowledgment Method



Available in these languages:



German

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- Understand, accept and be able to refute objections using the Acknowledgement Method

## Target group

Employees with or without management roles

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# Practice Netiquette and Have a Good Online Presence



Available in these languages:



German

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- Understanding netiquette rules and taking them into account in everyday life

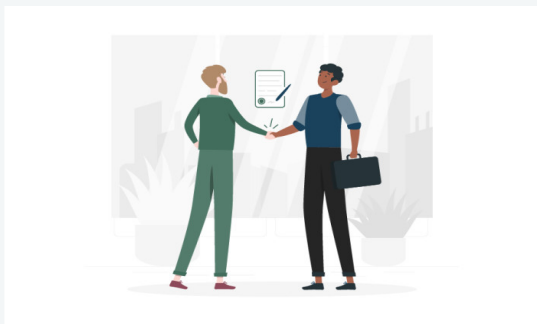
## Target group

Employees with or without management roles

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# The Harvard Concept



Available in these languages:



German

MICROLEARNING



2 minutes

COURSE

## Learning objectives

- Be able to apply the four principles of the Harvard concept

## Target group

Employees with and without management function

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# Effectively Conveying Knowledge Online



Available in these languages:



German

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- Being able to successfully impart knowledge online

## Target group

Employees with or without Management Roles

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).



# Dealing with Challenging Training Participants



Available in these languages:



German

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- Knowing the five types of challenging trainees and how to deal with them.

## Target group

Employees with or without management roles

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# Guiding Participants Through the Five Phases of a Training



Available in these languages:



German

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- Understanding the appropriate actions to take for each of the five typical phases of a training session

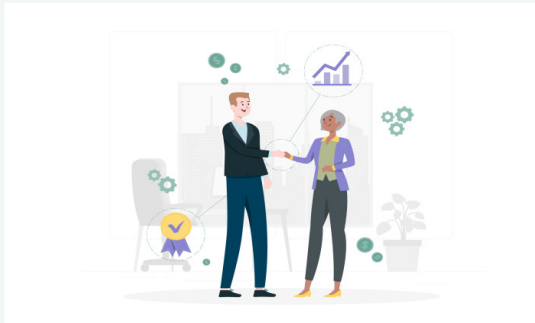
## Target group

Employees with or without management roles

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# Analyzing and Managing Stakeholders



Available in these languages:



German

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- Analyzing and managing stakeholders within classic project management

## Target group

Employees with or without Management Roles

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# Identifying and Managing Risks in Project Management



Available in these languages:



German

MICROLEARNING



4 minutes

COURSE

## Learning objectives

- Recognizing risks in classic project management and taking countermeasures

## Target group

Employees with or without Management Roles

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# Distinguishing a Project from a Task



Available in these languages:

 German

MICROLEARNING

 2 minutes

COURSE

## Learning objectives

- Identifying a project as such

## Target group

Employees with or without Management Roles

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# Four Success Factors for Classic Project Management



Available in these languages:



German

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- Getting to know and internalizing the four success factors for successful project planning and implementation

## Target group

Employees with or without Management Roles

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# I Need to Be Persuading, but I'm a Reserved Person



Available in these languages:



German

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- Conveying authenticity, confidence, and storytelling in presentations

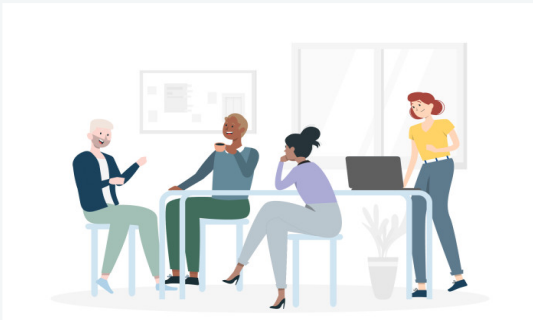
## Target group

Employees with or without Management Roles

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# I Don't Do a Good Job of Involving Everyone in Meetings



Available in these languages:



German



English

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- Engaging participants effectively in online meetings

## Target group

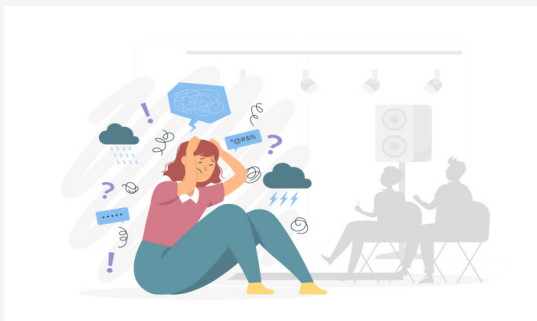
Employees with or without Management Roles

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).



# I Have To Give a Presentation and I'm Very Nervous



Available in these languages:



German



Spanish

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- Transform your anxiety into positive energy before presentations

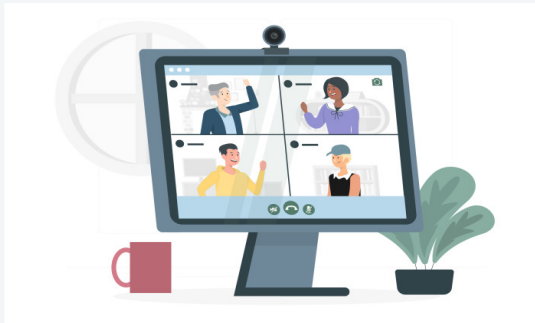
## Target group

Employees with or without management roles

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# Be Confident Online



Available in these languages:



German

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- Being confident online and wowing the audience

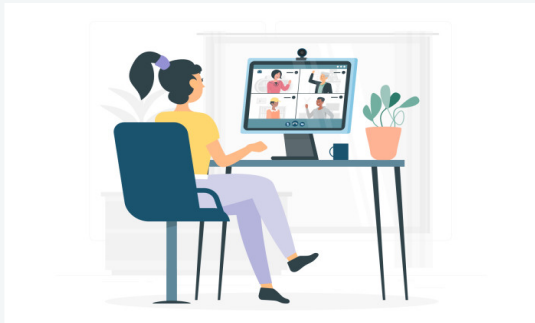
## Target group

Employees with or without management roles

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# Engage Participants in Online Meetings



Available in these languages:



German

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- Effectively engage participants in online meetings

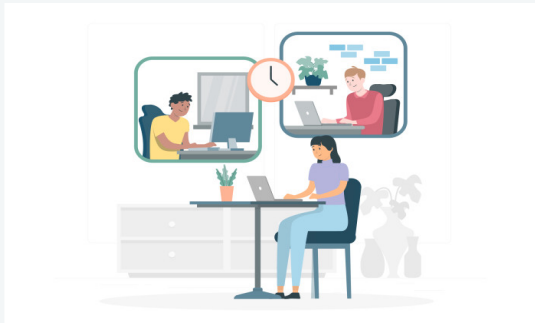
## Target group

Employees with or without management roles

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# Conducting Online Meetings Successfully



Available in these languages:



German

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- Successfully prepare, conduct and follow up online meetings

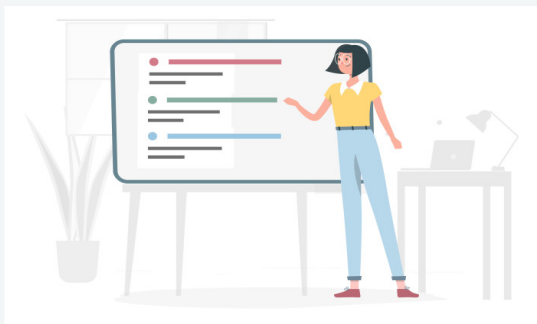
## Target group

Employees with or without management roles

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# Basics Elements of a Presentation



Available in these languages:



German



Spanish

MICROLEARNING



2 minutes

COURSE

## Learning objectives

- Learn how to structure the introduction, main body and conclusion of a presentation.

## Target group

Employees with or without management roles

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# Plan Ahead and Present in a More Relaxed Way



Available in these languages:



German



Spanish

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- Know how to take the stress out of presentations by planning time, place, seating arrangements, and technology

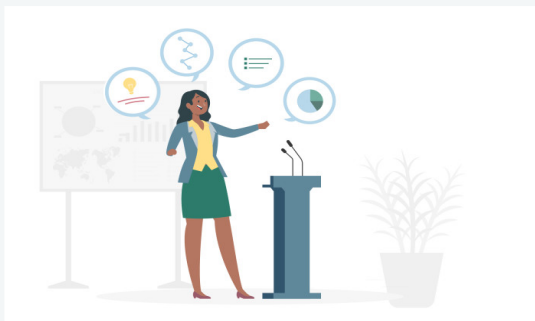
## Target group

Employees with or without management roles

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# Present Better with the "Four Comprehension Tools"



Available in these languages:



German



Spanish

MICROLEARNING



2 minutes

COURSE

## Learning objectives

- Know and be able to apply the four comprehension tools: simplicity, outline, brevity, and added stimulus

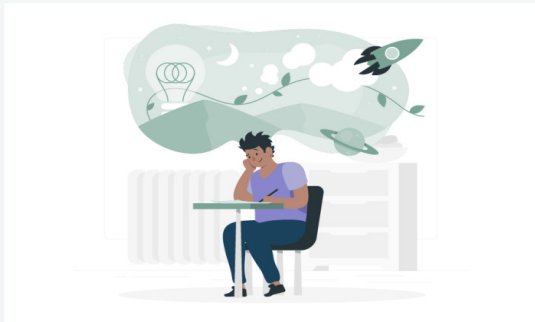
## Target group

Employees with or without management roles

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# How your team prepares for the design thinking process



Available in these languages:



German

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- Creating ideal conditions for the design thinking process

## Target group

Employees with and without a management function

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).



# Planning Poker: Estimating Tasks Realistically



Available in these languages:



German



English



Spanish

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- Realistically estimate time and effort of tasks or projects together

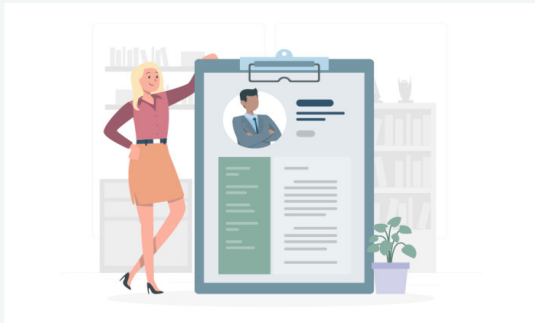
## Target group

Employees with and without management role

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# Creating Personas



Available in these languages:



German



English



Spanish

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- Adopting the perspective of customers

## Target group

Employees with and without management function

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# Retrospective Meetings



Available in these languages:



German



English



Spanish

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- Improving processes and collaboration through regular retrospective meetings

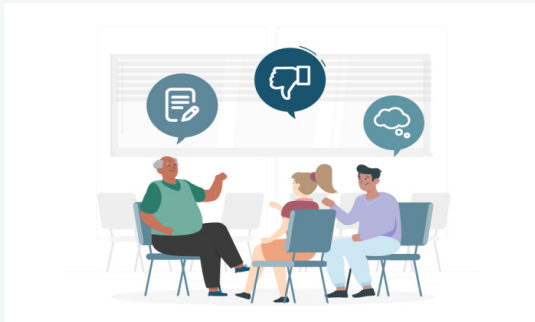
## Target group

Employees with and without management roles

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# Encouraging Creativity Using the Walt Disney Method



Available in these languages:



German



English

MICROLEARNING



2 minutes

COURSE

## Learning objectives

- Develop creative ideas and look at them from different angles

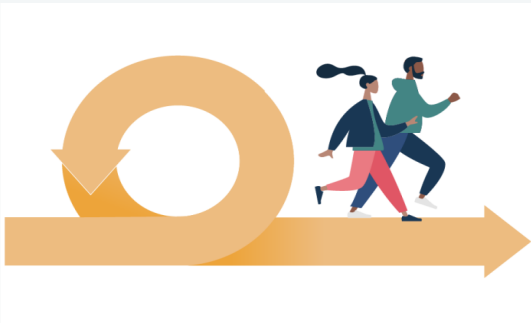
## Target group

Employees with or without management roles

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# What Is Agile Management?



Available in these languages:



German



English

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- Understanding the connection between globalization, digitalization, and agility

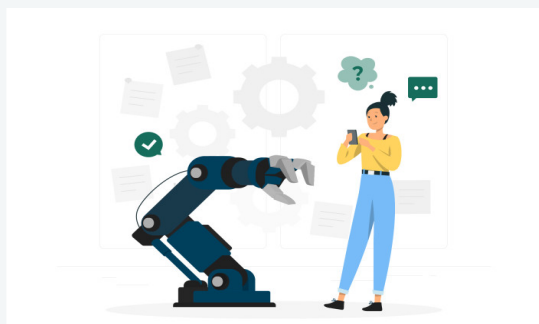
## Target group

Employees with or without Management Roles

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# Golden Rules for Prototyping



Available in these languages:



German

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- Understanding and embracing the golden rules for handling both prototypes and participants

## Target group

Employees with or without management roles

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# How Do You Start Prototyping?



Available in these languages:



German

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- Create conditions for prototyping and testing

## Target group

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# Making Success Measurable with Key Results



Available in these languages:



German

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- Adequately formulate key results

## Target group

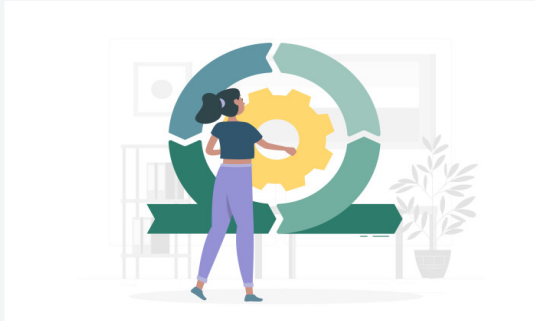
Management

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).



# Work Goal-Oriented with the OKR Method



Available in these languages:



German

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- Knowing and being able to use the OKR method

## Target group

Employees with or without management roles

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# Use Daily Stand-Up Meetings for Task Visibility



Available in these languages:



German

MICROLEARNING



2 minutes

COURSE

## Learning objectives

- Using stand-up meetings in agile collaboration

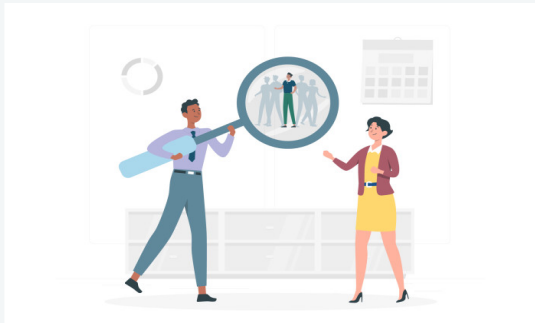
## Target group

Employees with or without management roles

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# Customer Focus Works—First Steps



Available in these languages:



German

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- Always align your own actions with the needs and wishes of your customers in order to be successful

## Target group

Employees with or without management roles

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# Collaborate Effectively in the Scrum Team



Available in these languages:



German

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- Learning and being able to assign the three scrum roles

## Target group

Employees with or without management roles

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# Effectively Manage Everyday Work with Agile Tools



Available in these languages:



German

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- Knowing individual marketing measures and being able to use them effectively

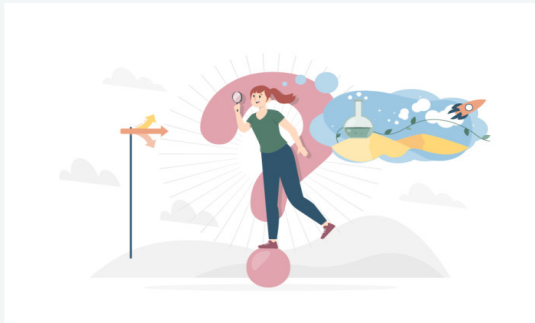
## Target group

Employees with or without management roles

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# Dare and Master the VUCA World



Available in these languages:



German

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- Actively and successfully dealing with changes in the VUCA world

## Target group

Employees with or without management roles

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# Work Innovatively and Effectively with Scrum



Available in these languages:



German

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- Learning and being able to classify the most important scrum terms

## Target group

Employees with or without management roles

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# Team Culture Workshop



Available in these languages:



German

MICROLEARNING



2 minutes

COURSE

## Learning objectives

- Hold a team culture workshop and create a basis for good and effective teamwork

## Target group

Employees with or without management roles

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).



# The Agile Values



Available in these languages:



German

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- Understand and internalize the nine agile values

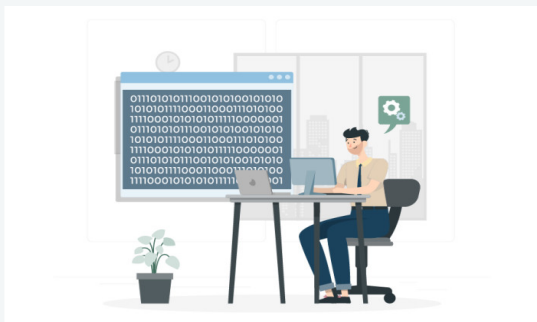
## Target group

Employees with and without management function

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# Big Data—A Short Review



Available in these languages:



German

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- Understand the fundamentals of Big Data, Cloud Computing and Artificial Intelligence.

## Target group

Employees with or without management roles

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# Protect Personal Data



Available in these languages:



German

MICROLEARNING



2 minutes

COURSE

## Learning objectives

- Be able to manage privacy settings independently

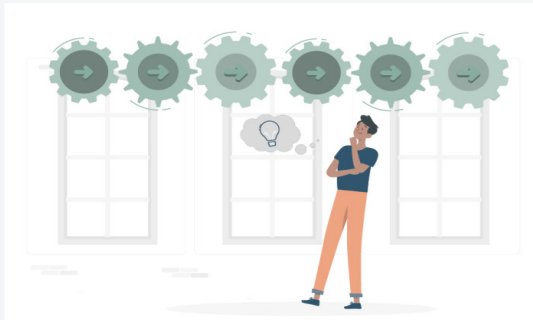
## Target group

Employees with or without management roles

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# Acting innovatively and customer-oriented with Design Thinking



Available in these languages:



German

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- Develop products that meet the needs of our customers

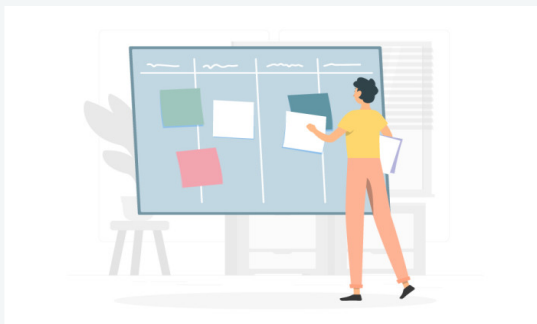
## Target group

Employees with or without management roles

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# Visualize Processes with Kanban



Available in these languages:



German

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- Visualize team work steps with Kanban

## Target group

Employees with or without management roles

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# Use Line Balancing to Streamline the Value Stream



Available in these languages:



German

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- Learn to use line balancing to streamline the value stream of your production line

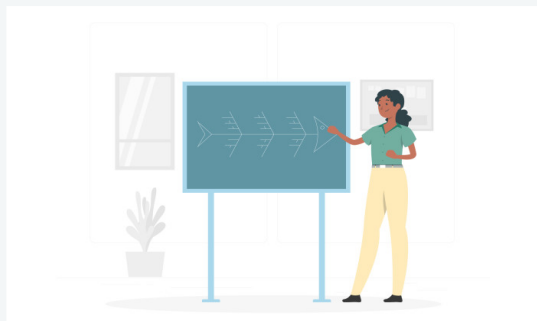
## Target group

Employees with or without management roles

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# Finding Root Causes with the Ishikawa Diagram



Available in these languages:



German

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- Understand how to use the Ishikawa diagram to visualize the factors that influence failure and assess their importance.

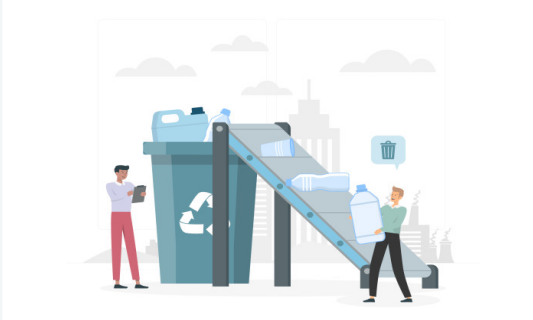
## Target group

Employees with or without management roles

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# Seven Types of Waste



Available in these languages:



German

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- Know the seven types of waste and countermeasures to them

## Target group

Management

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).



# Continuous Improvement with the PDCA Cycle



Available in these languages:



German

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- Know and be able to apply the four phases of the PDCA cycle

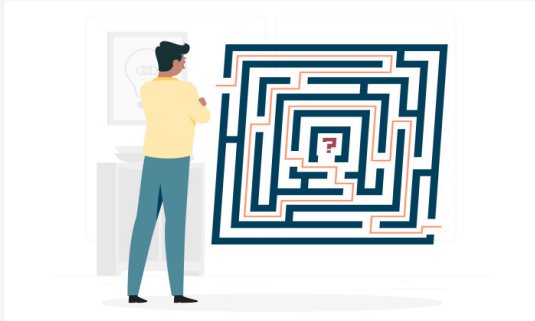
## Target group

Management

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# The Decision-Making Process



Available in these languages:



German

MICROLEARNING



2 minutes

COURSE

## Learning objectives

- Making decisions with confidence

## Target group

Employees with or without Management Roles

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# I Want to Deliver Unpleasant News with Sensitivity



Available in these languages:



German

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- Being able to deliver unpleasant messages to employees with sensitivity

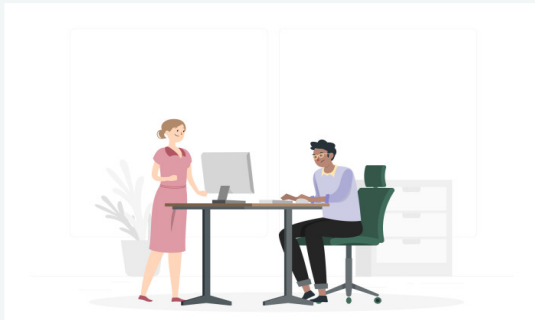
## Target group

Employees with or without Management Roles

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# I'm Afraid to Ask Because I Think My Counterpart Doesn't Have Time



Available in these languages:



German



English



Spanish

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- Asking questions promptly and in a solution-oriented manner

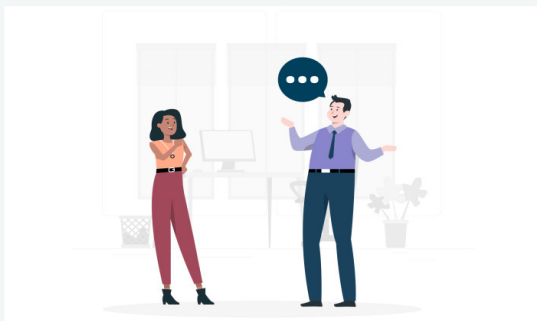
## Target group

Employees with or without Management Roles

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# My Counterpart Is Rambling, and I Don't Know How to Interrupt



Available in these languages:



German



English



Spanish

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- Using verbal and non-verbal techniques to constructively steer or end conversations

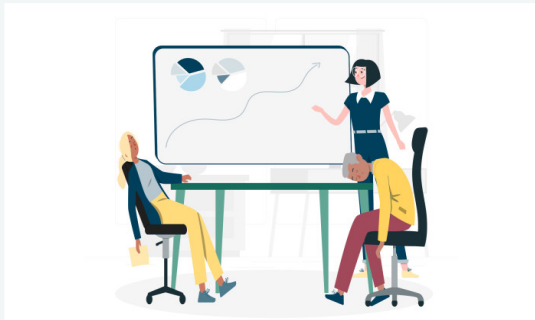
## Target group

Employees with or without Management Roles

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# I, as a Trainer, Receive Little Response from My Participants



Available in these languages:



German



English



Spanish

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- Resolving passive behavior of participants through openness and communication

## Target group

Employees with or without management roles

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# I Can't Concentrate on the Conversation, but Don't Want to Seem Rude



Available in these languages:



German



English



Spanish

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- Ending conversations politely and appreciatively

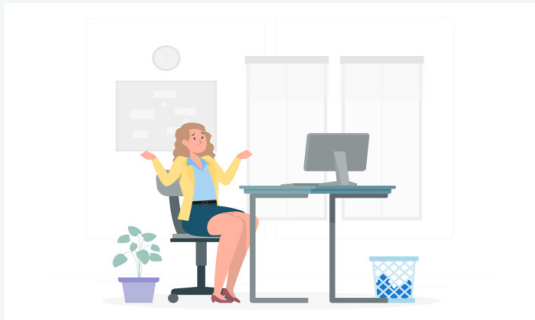
## Target group

Employees with or without management roles

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# The Dilemma of Not Understanding Important Information and Feeling Uncomfortable Ask-



Available in these languages:



German

English

Spanish

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- Preventing misunderstandings by asking specific, intelligent questions

## Target group

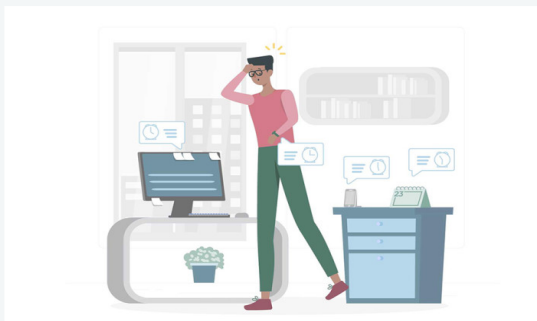
Employees with or without management roles

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).



# My Employees Lack the Time to Make Good Use of E-learning training Courses



Available in these languages:



German

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- Motivating employees to participate in e-training courses

## Target group

Management

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# Successfully Communicating with the Iceberg Model



Available in these languages:



German

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- Understanding the iceberg model and using it for successful communication

## Target group

Employees with or without management roles

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# Deflect Verbal Attacks with the 4-I Method



Available in these languages:



German

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- Use the four possible counter techniques of the 4-I method appropriately and unerringly

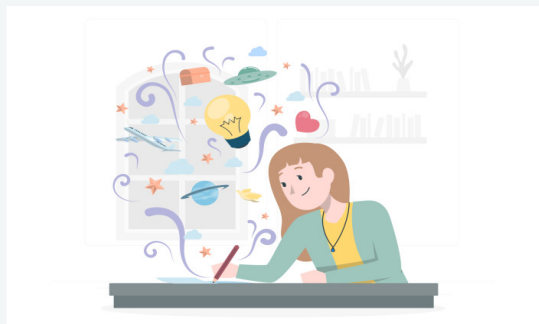
## Target group

Employees with or without management roles

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# Tracking Down Good Stories



Available in these languages:



German

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- Finding good stories in your own company and using them in conversations and presentations

## Target group

Employees with or without management roles

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# Captivate Listeners with the Hero's Journey



Available in these languages:



German

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- Knowing and being able to use the concept of the Hero's Journey

## Target group

Employees with or without management roles

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# Telling Compelling Stories with Storytelling



Available in these languages:



German

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- Using storytelling to tell compelling stories

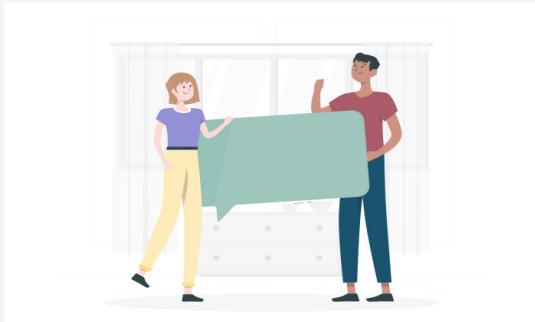
## Target group

Employees with or without management roles

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# Expressing and Addressing Emotions with the Verbalization Technique



Available in these languages:



German

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- Knowing and using the verbalization technique

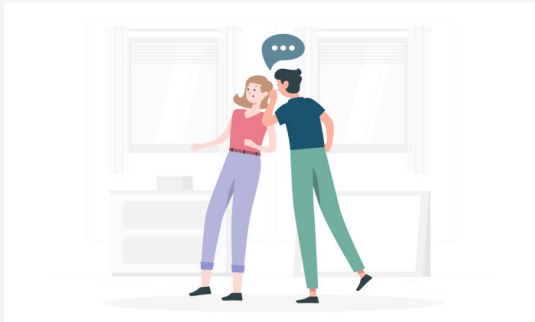
## Target group

Employees with or without management roles

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# Using Active Listening to Understand Your Counterpart



Available in these languages:



German

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- Know the six techniques of active listening and be able to use them profitably

## Target group

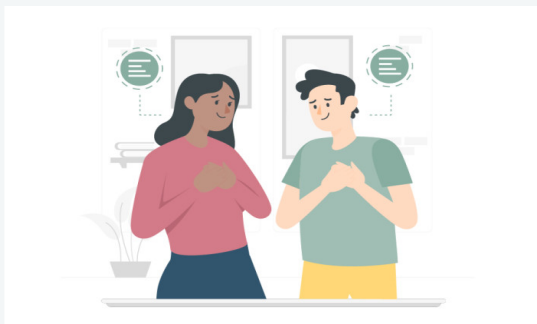
Employees with or without management roles

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).



# Nonviolent Communcation



Available in these languages:



German

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- Be able to apply the four steps of Nonviolent Communication

## Target group

Employees with or without management roles

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# I Always Back Down When There Is a Conflict



Available in these languages:



German



English



Spanish

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- Be able to actively address conflicts

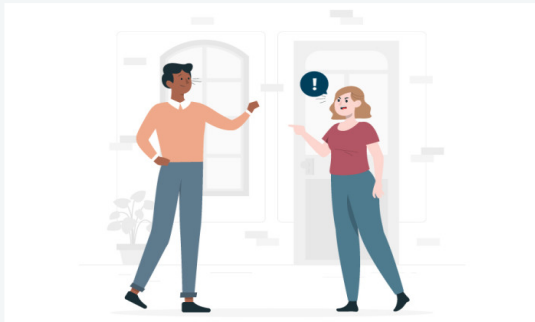
## Target group

Employees with or without management roles

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# My Coworker Turns Aggressive in Conflict Situations



Available in these languages:



German



English



Spanish

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- Steering heated conflicts towards a constructive solution

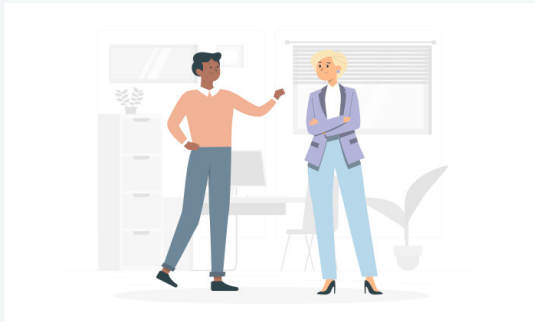
## Target group

Employees with or without management roles

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# I Want To Be Firm on Important Matters, yet Show Empathy and Kindness to People



Available in these languages:



German



Spanish

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- Communicating clearly and appreciatively

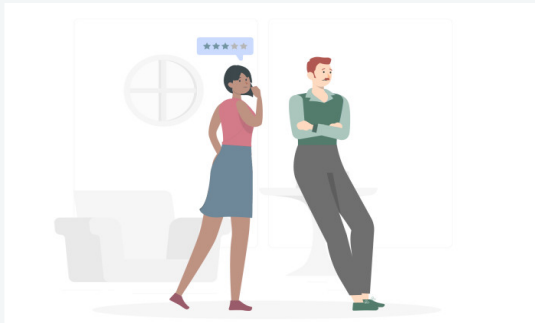
## Target group

Employees with or without management roles

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# My Colleague Takes Feedback Personally



Available in these languages:



German



English



Spanish

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- Confront negativity after feedback and strengthen a positive feedback culture

## Target group

Employees with or without management roles

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# My Coworker Doesn't Take Feedback Seriously



Available in these languages:



German



English



Spanish

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- Address the impression that feedback is not taken seriously and find countermeasures

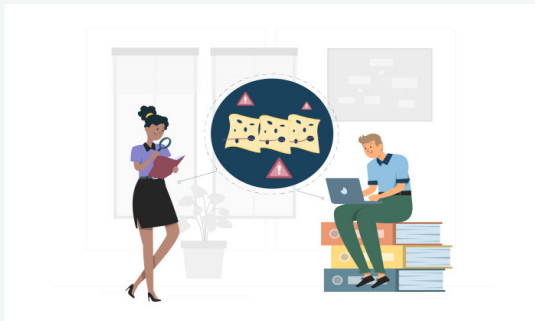
## Target group

Employees with or without management roles

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# Eliminating Errors at the Root Sustainably with the Swiss Cheese Model



Available in these languages:



German

MICROLEARNING



2 minutes

COURSE

## Learning objectives

- Understanding the Swiss Cheese Model and being able to analyze the causes of errors

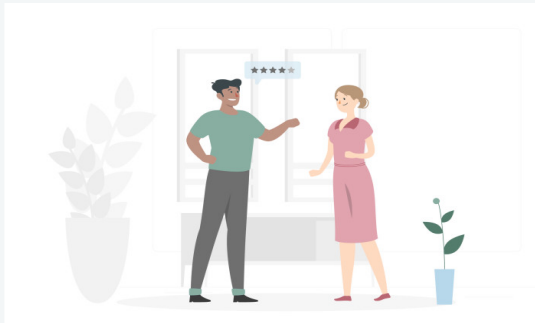
## Target group

Employees with or without management roles

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# Giving Appropriate Feedback



Available in these languages:



German

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- Expressing feedback appreciatively and respectfully

## Target group

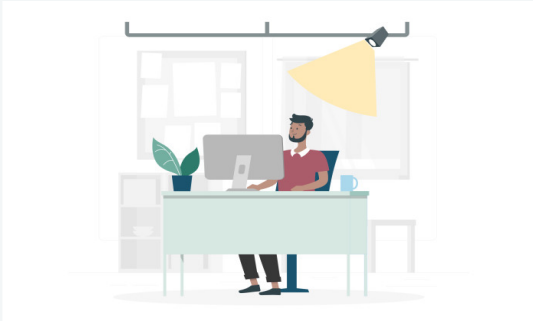
Employees with or without management roles

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).



# Staying Visible in Your Home Office



Available in these languages:



German

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- Becoming visible in your hybrid team and finding a healthy balance in hybrid work

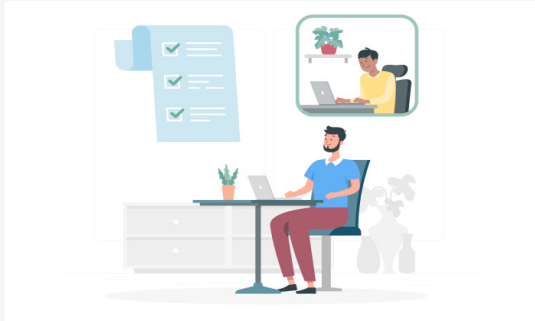
## Target group

Employees with or without management roles

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# Rules of the Game for Hybrid Collaboration



Available in these languages:



German

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- Improving hybrid collaboration with consistent rules

## Target group

Employees with or without management roles

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# Overcoming Prejudice



Available in these languages:



German

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- Being able to question one's own prejudices

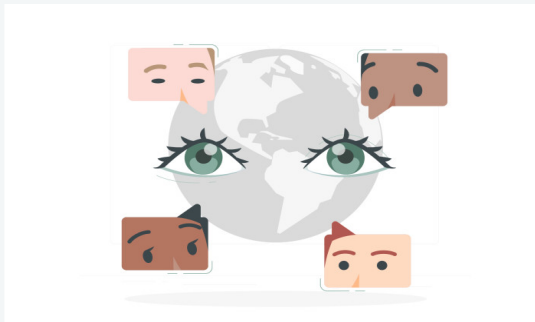
## Target group

Employees with or without management roles

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# Recognizing and Avoiding Biases



Available in these languages:



German

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- Knowing and being able to recognize different biases

## Target group

Employees with or without management roles

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

# Developing Good Ideas with the Brainstorming Method



Available in these languages:



German

MICROLEARNING



3 minutes

COURSE

## Learning objectives

- Be able to use the brainstorming method correctly

## Target group

Employees with or without management roles

## Matching Macrolearnings

There are matching macrolearnings for this microlearning. You can find them [here](#).

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