# ELUCYDATE ONLINE TRAINING

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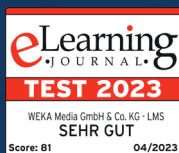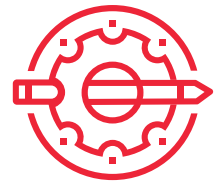
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# MANAGEMENT

## Agile Leadership
### Roman Schilling

- New requirements for the world of work
- Living out agility
- New leadership skills
- Getting started with agile

105 minutes

Our world of work is changing at an ever-faster pace and constantly posing new, increasingly complex challenges. New forms of collaboration are required to manage these challenges. Strict hierarchies and „lone fighters" at the top are a thing of the past. Agility requires courage, openness and real teamwork across hierarchies and disciplines to react efficiently to changes and exploit potential to the full. Therefore, agile managers who can think and live out the new principles for work as well as convey them in an authentic manner are indispensible for ensuring future viability.

## Organising Agile Teams
### Daniel Barth

- Agility – what and why?
- Transparency as the basis
- Key word "collaboration"
- Who decides when and how?

105 minutes

The world is suddenly talking about „agile teams". For some, it's like a red rag to a bull, while others consider it the Holy Grail. But what actually sets an agile team apart? Agile working methods offer teams enormous potential, especially in cases in which team members have to work in separate locations and on their own schedules. Adopting agile methods doesn't need to be as hard as it might seem. A few individual tools can put a team on the right path.

## Managing Change Successfully
### Sven Grote

- Success factors
- Change management
- Change phases
- Change communication

120 minutes

As a manager, how do you recognise if and when a change to the processes and structures of your company is necessary? Which principles and strategies can you draw on to conduct professional change management? It is estimated that two thirds of changes fail or don't achieve their intended goals. This can be efficiently avoided if you recognise the success factors that correspond to respective change phases and implement them consistently.

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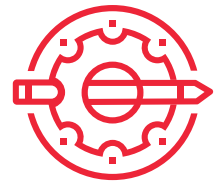
## Strengthening Changeability
Roman Schilling

- Reasons for change
- Foundations for change
- Change competencies
- Navigate the change

105 minutes

The world is becoming more dynamic all the time, requiring us to perform on a higher level and ideally adapt to everything new as quickly as possible. How can you, as a manager, strengthen your own change competency? And how do you create a lasting willingness to change within the team? Changeability – the ability and willingness to manage pending changes and, at the same time, use these for oneself—is an important competitive advantage for companies, managers and employees.

## The Manager as a Coach
Susanne Nickel

- Leadership in transformation
- Coaching as a management tool
- Systematic coaching
- Solution-focused coaching

105 minutes

In times of agile teams and flat hierarchies, the role of managers is changing immensely. Top-down decisions are needed less and less—and are often no longer effective. When managers approach their employees as a coach, their entire attitude changes. In this course, you will learn what this attitude looks like and get helpful coaching methods.

## Permitting a Culture of Mistakes
Markus Jotzo

- Management model
- Problem analysis
- Dos & don'ts in error communication
- Culture of mistakes throughout the company
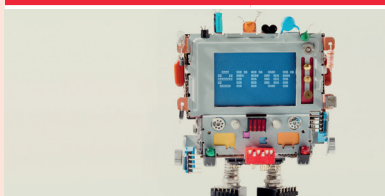
105 minutes

Mistakes are part of the game. If you never make any mistakes, you keep doing what you have always done and cannot make any progress. In today's age of transformation, however, it is crucial that you adapt and continuously break new ground. What is the best way to handle mistakes? What should you be aware of in communication? And how can a productive "mistakes culture" be established in the company?

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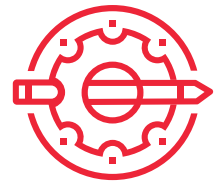
## Management by Objectives

Astrid G. Weinwurm-Wilhelm

- Why set objectives?
- Formulating good objective agreements
- View from above
- In times of change

120 minutes

The shift away from problem-oriented supervisory authority to supportive and strategic guidance! Management by objectives changes the role of the manager. One of the greatest advantages of this kind of leadership, aside from the adaptation of individual employee objectives to the corporate structure, lies in its future- and results-oriented dynamic. This pertains not only to providing performance-based remuneration which gets employees motivated, but also granting employees the corresponding freedom to develop their own paths to solutions independently.

## Leading Simple – How Do I Manage Myself?

Boris Grundl

- Less knowledge, more ability
- Focussing on what's there
- Interpreting events yourself
- Social norm vs. market norm

90 minutes

Boris Grundl, a successful coach and leadership expert, shares the most important principles of self-management. He certainly knows what he's talking about! Following a severe accident, Grundl has been a paraplegic and confined to a wheelchair. Today, he coaches the elite of the German business world. He has understood the importance of leading oneself, before one can lead others successfully.

## Managing Stakeholders

Peter Hohberger

- What are stakeholders?
- Stakeholder analysis
- Stakeholder management
- Operational stakeholder management

105 minutes

Stakeholders are institutions or (groups of) people who have expectations of a company, department or project. The inevitable questions here are: Who are these stakeholders exactly? Are their demands justified? How do you meet these demands?

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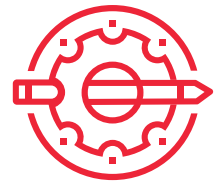
## Thinking Strategically
Peter Hohberger

- Strategy – a definition
- Strategy process
- SWOT analysis
- Strategic competencies

Our environment is defined by constant change. This applies to people as well as to companies. Today, there are few situations in which we can make decisions based purely on experience. „What was influential in the past will also be significant in the future." This rule no longer applies. That is why it is so important to have the ability to think strategically.

105 minutes

## Building Teams
Jörg Tausendfreund

- Team buiding
- Understanding and selling the team idea
- Tools for team building & design
- Practical implementation

Visualise a typical job ad: the ability to work in a team seems to be the most important soft skill that is required for a job, outside of technical knowledge and experience. It is very likely that people will work with their colleagues in a „team," whether this title has been earned or not. Do you want to peek behind the curtain? Are you interested in what it means exactly to be able to work in a team? Find out what the necessary components are to turn a group of people into a real team.

120 minutes

## Fostering Teamwork
Astrid Hellwig

- Group or team
- Functioning teams – How do they work?
- Watch out!
- Tools and how to use them

Visualise a typical job ad: the ability to work in a team seems to be the most important soft skill that is required for a job, outside of technical knowledge and experience. It is very likely that people will work with their colleagues in a „team," whether this title has been earned or not. Do you want to peek behind the curtain? Are you interested in what it means exactly to be able to work in a team? Find out what the necessary components are to turn a group of people into a real team.

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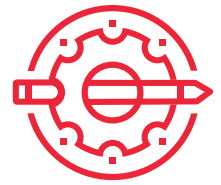
# MANAGEMENT

## Benefitting from Diversity
Astrid G. Weinwurm-Wilhelm

- Diversity – Relevance to the job?
- Diversity as a resource
- Tangible diversity in the workplace
- Implementation in the company

120 minutes

Diversity management in the 21st century is much more than purely striving for equal rights or an anti-discrimination method. Instead, it is much more about the constructive benefit of (social) diversity for the entire company, both from the perspective of the employer and the employee. If openness and diversity are defined as fixed values, not only does this improve a company's image to the outside, it makes the workplace more attractive at the same time. In addition, in a globalised world, you also benefit from the international expertise of your employees—and your company reaches a vast number of different customer groups!

## Delegating Effectively
Markus Jotzo

- Letting go and focusing
- Delegated step by step
- Eliminating pushback through dialogue
- Beware of reverse delegation!

105 minutes

For you as a manager, effective delegation is THE means of attaining your goals. If you are good at it, your employees will be looking forward to the challenges you hand over to them. This is because people generally want to perform — without exception. Be curious about how you will be able to motivate even stubborn employees to be proactive and collaborate.

## Leading Effectively
Astrid Hellwig

- What is leadership?
- Legitimisation
- Transactional and transformative
- Leadership in the VUCA world

90 minutes

There is hardly any other management topic that has been so widely discussed, written about, researched, tested, condemned and then lauded again as the question of leadership – and not just in the last fifty years, either, but since ancient times. What's this topic all about? What makes it so exciting and fascinating that we have not long since consigned it to the dustbin of history? Consolidate your knowledge in this field. Explore the effects of values and convictions on your leadership behaviour. Face your attitude as a manager with confidence.

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# PERSONAL DEVELOPMENT

## Staying Authentic
Benjamin Siegel

- Authentic in everyday life
- Self-confident and self-assured
- What is truly important to me
- Expressing feelings authentically

90 minutes

„Be yourself! Do your thing!" That's a nice sentiment. But what does it really mean? And is it really that simple? Being authentic is more than a skill, it's a mindset. Those who are looking to be authentic think „How do I act"? What do I think of myself? Who am I? What's going on in my head? Why am I not „myself" sometimes? And how can I find this „self" permanently? Why should I avoid trying to be someone else? Coming across as authentic and staying that way in tough situations requires attentiveness and practice. Work on your own authenticity. It's worth it!

## Business Etiquette
Clemens Graf von Hoyos

- On human relations
- Greeting and address
- Table manners
- Masterful networking using etiquette

105 minutes

Whose hand do you shake first? May I look at my mobile during a business dinner? How do I make a good impression? Knowing professional rules for behaviour and the perfect way to act is indespensable. If you aren't getting any further with your technical expertise and, despite your best efforts, your career has been on ice for some time now, it is high time for a refresher on business etiquette knowledge.

## Controlling the Inner-Game
Marc-Stephan Daniel

- What is Inner-Game management?
- Expectation mangement
- Our self-concept
- Managing emotions

105 minutes

Particularly in our professional lives, there are many situations in which different human quirks, interests and opinions collide. In such situations, we tend to become frustrated with others and get worked up about their behaviour – and are no longer composed. In these moments, we have lost our Inner-Game management – the game with ourselves. However, even in emotionally stressful situations, the goal is to keep a clear head, avoid getting worked up and above all, refrain from taking the frustration home with us. If we succeed in doing so, we are emotionally stable and have won our Inner-Game—the ideal prerequisites for sound mental health, life satisfaction and burnout prevention.

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## Learning Discipline
Marc Gassert

- What drives us
- Creating a strong basis
- A question of willpower
- Self-discipline through biological drives

105 minutes

You don't need more energy, knowledge, talent or that ONE opportunity. What you need is the self-discipline to use what you have. Because the key to long-lasting success does not depend on a specific sales goal or project plan. It depends on your mental toughness! Self-discipline helps us to achieve our goals, in both the private and professional spheres.

## Strengthening Self-responsibility
Corina Milek

- Self-responsibility – a basic attitude
- Attitude makes the difference
- From problem to solution
- From plan to implementation

105 minutes

Do you want to take your fate into your own hands and shape your entire environment with self-responsibility? With this willingness, you have taken an important first step. Scrutinising your own attitude is a fundamental prerequisite for active self-responsibility in your professional life.
What are the components of self-responsibility? Where is it particularly sought after, and how do I achieve the new goals which I have set? Based on the situation, you decide for yourself which other options for action make sense, and how you want to implement them.

## Improvisational Skills
Isabel García

- Accepting offers
- Spontaneity in conversations
- Winning discussions
- Having a positive effect on conversations

105 minutes

„Don't make predictions, especially about the future." Sudden changes and unpredictable events often throw our plans and intentions into chaos. Then, we have to shift gears quickly and make something up as an alternative. In this context, improvisation has a bad reputation in northern latitudes—a state of affairs that is not justified. The fact of the matter is that we can't prepare for everything. What if a colleague is unexpectedly absent and you have to stand in for a presentation? What do you do if you are sitting in an important negotiation and the deal is suddenly in jeopardy of falling through? People who break down internal blocks and know how to react spontaneously have a clear advantage and come across as confident and in control.

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## Living Innovation
Isabela Plambeck

- Understanding the basics of innovation
- Infrastructure for innovation culture
- My own role in the culture of innovation
- Fostering a willingness to take risks

105 minutes

It's not particularly easy to welcome new things, let alone actively push them forward. The term „innovation" always entails the opposite as well: the risk of failure and a fear of uncertainty. This is why it's most important to avoid simply passively accepting innovation and instead to shape and practise this innovation actively. With the knowledge of the right strategies and sustainable planning, innovation processes don't just indicate new paths, they also unleash immense potential for dynamic creativity.

## Dealing with Emotions
Ricarda Holtmann

- Having the courage to be emotional
- Regulating emotions
- Using strategies
- Using positive emotions

105 minutes

Feelings may be perceived as disruptive and inappropriate in everyday work, but it is precisely here that it is important to be familiar with your emotions because this is the prerequisite for any healthy management of emotions. Learn helpful hands-on strategies to regulate your emotional world because unpleasant feelings can easily impede our further development.

## Dealing positively with criticism
Jan van der Koelen

- Criticism and skills
- Criticism and self-esteem
- Constructive and destructive criticism
- Self-criticism and self-acceptance

105 minutes

Whether at work, in your private life, from colleagues, strangers or friends – you are confronted with criticism and the evaluation of your own behaviour every day. In order to be able to deal with this evaluation appropriately, it is essential to develop and strengthen your own critical faculties. With the right attitude, you can see criticism as an opportunity and a chance for personal development.

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# PERSONAL DEVELOPMENT

## Developing your Potential and Fulfilment
### Norbert Heining

- Using positive psychology
- Being aware of your strengths
- More day-to-day energy
- Taking a positive outlook on life

**105 minutes**

For over 20 years now, a branch of science has been examining how we can become happier and more successful and develop our potential: positive psychology. By taking a new perspective on the world and employing some simple techniques, we can achieve a lot. And the good news is, we ourselves can exert the biggest influence on this process.

## Building Day-to-Day Resilience
### Heidrun Vössing

- Resilience – the path to inner strength
- Three resilient attitudes
- Four resilient skills
- Handling stress productively

**105 minutes**

The new world of work is changing at breakneck speed: it is ambiguous, complex and uncertain. How can we manage to take up the challenges and changes and make the best out of crises? How can we look at difficult situations as opportunities to develop our inner strength? The answer is a high resilience factor which acts like a protective shield and boosts our coping ability and flexibility.

## Projecting Self-confidence
### Sven Blumenrath

- Only minor details
- Training self-perception
- The body, breathing and thoughts
- Specific situations

**105 minutes**

Do you feel unable to project the desired degree of self-confidence in important situations? Every day we encounter people who have exactly what others seem to lack: they come across as self-confident and competent. You quickly feel inferior to these people and wonder, „What do they have that I don't?" Often you need only to take a few steps – to pay attention to just a few minor details – then nothing will keep you from projecting self-confidence!

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## What Effect Do I Have on Others?
Benjamin Siegel

- The first impression matters
- Unconscious signals
- Communicating without words
- What the sound of your voice reveals

105 minutes

You cannot not have an effect. But you can influence what kind of effect you have! In this process, you must note that you are just the cause – the effect itself is formed in the other person. This means that the most important question is not „How do I want to communicate what content?", but „What will the other person receive?". A positive impression, a constructive self-image, effective nonverbal signals and impactful use of your voice will lead to success. We will consider these parameters in four separate situations: at a networking event, at the workplace, in conversation with your partner and during a presentation.

## Cultivating Talent
Alexandra Apenberg

- What is a talent?
- Exploiting advantages
- On the journey of discovery
- Managing talents

105 minutes

Everyone has talents but not everyone could tell you what theirs are. Why not? Because we don't spend enough time focussing on ourselves. We either get distracted by daily routines or the goals we're trying to reach or we are afraid of what we might discover.
Certain situations, such as salary negotiations or a discussion about why you aren't the right candidate for a particular job, force us to take a look inside ourselves and to do a little self-examination based on important key questions such as the following: „What am I really good at?" „Where do my strengths lie?" „What do I have passion for?" „How can I make progress?" Bring your talents to life today!

## From Employee to Manager
Corina Milek

- Developing management ability
- I'm a manager now
- The new role for others
- The management navigator

120 minutes

Many companies view their employees as potential future managers. The fact that they've already been integrated into the company's processes and structures means they'll have major advantages compared to potential outside hires. When you first take on responsibility for personnel and a team, you end up going through a fundamental change in perspective. Confidence and self-responsibility are required and, above all, you need to master the state of tension within the new hierarchical structure. Broadening your competency in the most important fields lets you to handle working life as a manager with self-assurance.

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# COMMUNICATION

## Winning the Outer-Game
Marc-Stephan Daniel

- Using strategy and tactics
- The defensive dialogue tactic
- The cooperative dialogue tactic
- The assertive dialogue tactic

120 minutes

How should you handle contrary statements and opinions? When should you leave your argumentative position and move toward the other person's side, and when should you defend your position against attack? What options do you even have for negotiating differences of opinion? These questions are on the minds of many people who have to face a variety of conversations, negotiations or meeting situations every day. Good Outer-Game management helps you conquer these challenges.

## Writing E-mails
Marion Etti

- Use of e-mails and letters to convey an image
- Writing in an understandable manner
- Getting to the point
- Content requires form

105 minutes

E-mails (and letters) do more than just convey information. It's not just the form and language that substantially affect the content. An e-mail also always lets the reader draw conclusions about the person who wrote it. Therefore, old writing styles should be set aside and content should be conveyed in a way that is structured and understandable.

## Successful Presentations
Alexandra Greinwald

- Presenting as a basic skill
- Structure and composition
- Implementing visualisation
- Confident manner

105 minutes

Presenting has become a daily challenge for many of us—at work, in private, in a dialogue or in front of an audience. What is essential to ensure that you can make a great presentation?

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# COMMUNICATION

## Giving Feedback
Corina Milek

- Feedback essentials
- Communicating according to type
- Argumentation according to type
- Establishing feedback culture within a team

120 minutes

Although we constantly give and receive feedback, minor misunderstandings and even tense situations can result from this process. Feedback is a valuable resource. How you constructively handle it is the focus of this course. You will receive some basic tips on how you can give and receive feedback. You will also learn which different communication types there are, so that you can adapt your feedback accordingly. Individual perception is also reflected on, as this strongly influences our feedback system. Basic instructions help you to establish a healthy and functioning feedback culture in your environment.

## Communicating Successfully
Ricarda Holtmann

- Understanding conversations
- Communicating successfully
- The correct technique
- Mastering challenging conversations

90 minutes

We are in a constant dialogue with ourselves and the people around us.
You will learn conversation techniques, communication models and tools to gain clarity about your role so that in future you will be able to hold conversations in a goal-oriented manner. We must not forget our relationship with the person we are talking to because this is the basis for any good communication.

## Intercultural Competence
Jean-Frédéric Kaertner

- Intercultural collaboration
- Promoting fairness and respect
- Increasing intercultural competence
- Building bridges

105 minutes

In recent years and decades, global collaboration has increased enormously. Strengthened by networked communication and shifts in demographics, countries and cultures are moving closer and closer together. Therefore, intercultural competence in professional life has grown into a core competence. For economic success, these special skills in collaboration are often just as important as industry experience or technical expertise.

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# COMMUNICATION

## Avoiding Communication Pitfalls
Isabel García

- A believable, trustworthy impression
- In a nutshell
- Body language
- Breathing

105 minutes

You can find them everywhere: big and small communication pitfalls in the every-day working world. A colleague begs for your help. Do you start your answer with the setup, „I would simply …"? Now, it will depend entirely on the personality of your conversation partner: will he be relieved that you can classify his problem with the descriptor „simply", or will he be hurt because you have indirectly indicated with your response that his problem is only a small matter? You not only have to handle your word choice with care – the timing can also be critical. If a supervisor reprimands an employee for his behaviour in front of the whole team, this will definitely not contribute to a more positive atmosphere in the group. Using the right amount of judgement and empathy, you can expertly avoid a wide range of communication pitfalls.

## Competent Moderation
Astrid G. Weinwurm-Wilhelm

- Taking the reins without attracting attention
- Making proper use of a variety of methods
- Surprising the audience with new methods
- Mastering challenges skillfully

120 minutes

Stand at the front—and then what? Good moderators recognise dynamics, pick up on ideas and steer the audience toward a specific goal. When you moderate, you meet people where they currently are. You guide them up mountains of enthusiasm and through valleys of challenges. Together, you navigate labyrinths and walk the tightrope over pits of potential conflict.

## Managing Conflicts
Corina Milek

- Listening and questioning
- Resolving conflicts: a question of style!
- Looking behind the curtain
- Overcoming difficult conflicts

120 minutes

What we say lets us handle conflicts constructively – both in relation to the questions we ask and the remarks we make and also to the giving of respectful feedback. There are various options for conflict resolution that can act as a helpful guide in specific situations. If you want to manage disputes and discussions, you have to enable a fair exchange of interests between the conflict parties – that way, you can even turn a compromise into a win-win situation. Take action and put potential conflicts on the right path!

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# COMMUNICATION

## Understanding Body Language
Andrea Tenschert with Guest speaker Samy Molcho

- What is body language, and what is its origin?
- Body parts in action
- Office situations
- Conversational situations

105 minutes

"The body is the biggest blabbermouth ever." It never stops sending signals, which we perceive intuitively. But what are these individual signals telling us, and how do we interpret them properly? Guest consultant, Andrea Tenschert (Mag. iur.), has teamed up with body language expert Professor Samy Molcho and gathered some interesting insights into the secrets of body language which can help us understand our environment better.

## The Power of the Voice
Isabel García

- How does our voice work?
- Voice training with body language
- A balm for the voice
- The right intonation

105 minutes

Our words convey much more than just neutral content to the person we're talking to. How that person responds to what was said depends largely on the tone quality of our voice. It is the medium of our feelings, so it also becomes a trigger for different moods. Researchers have discovered that it takes our sense of hearing only 60 milliseconds to decode the emotional state resonating within the vocal tone quality. Our pitch not only decides how what was said is perceived by others in a specific situation. It also allows others to draw conclusions about us as people. That is why you should use your voice deliberately as a tool for success!

## Quick-witted Reactions
Wladislaw Jachtchenko

- Mastering the game of wit
- Arguing effectively
- Defence using non-violent communication
- Influence of voice & body language

90 minutes

Whether they are actually meant to hurt you or are "just for fun", you are never safe from verbal attacks. This is why you should be prepared and, if it becomes necessary, have the ability to defend yourself using appropriate, disarming responses.

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# COMMUNICATION

## Negotiating with Confidence
### Wladislaw Jachtchenko

- Principles of successful negotiation
- Perfect preparation
- Negotiating
- Reading and using nonverbal signals
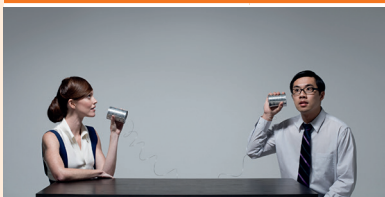
**105 minutes**

A child wants to place a chocolate bar on the belt just before the checkout; a couple is considering possible holiday destinations; a tenant would like the homeowner to be more active … Negotiation is at the centre of all these situations. We enter into a negotiation when we want to communicate and assert our interests. In this process, almost everything depends on the room for negotiation and the time chosen.
In the professional world, in particular, you must think through the consequences of possible results, show willingness to compromise and be able to respond flexibly if your conversation partner pulls the emergency brake at the last second.

## Mastering Telephone Calls
### Alexandra Greinwald

- Conveying an image and customer orientation
- Organisation on the phone
- It´s not what you say, but how you say it
- Mastering challenging phone calls

**105 minutes**

In the digital age, you might think that telephone calls have already been replaced by instant messaging chats, e-mails or other tools. But the benefits of the phone call should not be underestimated! Then as now, it is probably the fastest and most convenient way to get information – both internally and externally. But making calls must be learned, since they are a way of representing the company to the outside world. In this course, you will learn how you can organise yourself and how to score points with the right voice and language during phone conversations. Illustrative examples give you tips on how to master even difficult conversations.

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# COMMUNICATION

## Storytelling
### Wladislaw Jachtchenko

- What is storytelling?
- Building narratives
- Language and rhetoric
- Using your voice and body language

**90 minutes**

Our forebears sat around the fire telling stories back in the stone age. In antiquity, social values were communicated in heroic epics. Since the dawn of time, all world religions have used narrative structures to make their beliefs more tangible. You do not only have to look at the bestseller lists to see that, to this day, stories have not lost any relevance or impact. Nowadays, companies also use the principle of storytelling to ensure more effective customer retention or to market new products. A story is the only way to give data and facts emotional depth and create the potential for identification. You too can use stories to elevate your everyday communication to a new level of effectiveness!

## Making Strong Arguments
### Andreas Faß

- Knowing the elements
- Forms of arguments
- Adressing values and needs
- Arguing empathetically and perspectively

**105 minutes**

There are various success factors that impact the ability of your argumentation to persuade. Of course, first of all, you must take a structured approach to your topic and select powerful, interesting and appealing arguments. But on the other hand, the values of the other person are also a crucial factor, in addition to your own attitude toward the topic. This marketing principle also applies to successful argumentation: If the heart wants it, the brain will find a way!

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# CREATIVITY & EFFICIENCY

## Implementing 5S
### Sandra Reitbauer

- Identifying waste
- Sort and set in order
- Shine and standardise
- Self-discipline

As we all know, tidying up once usually doesn't cover it. An untidy workspace can waste an unnecessarily large amount of time every day – time that we don't have. This is where the 5S method can be an effective remedy. What are some targeted ways you use 5S in your everyday work?

**90 minutes**

## Agile Methods – Kanban & Co.
### Valentin Nowotny

- What is Kanban?
- How do you get started?
- Integrate daily stand ups in a way that makes sense
- Use retrospectives

„Stop starting – start finishing!": that's the principle of a method, the origin of which lies in production control. Today, this method isn't only used in management in general, but is gaining ever more importance, even in the area of self-management. Everyone is talking about KANBAN. Translated from Japanese, it means „chart" or „board" and designates an agile method which concretely visualises processes on a board and maintains workflow through allocation to different columns. And yet, KANBAN is just one of many ways to actively implement highly sought-after agile work within a company.

**105 minutes**

## Agile Working
### Jörg Tausendfreund

- Who or what is "agile"?
- Doing or being?
- Agile implementation
- Agile within the team

„Agile" is in! Nowadays, you'll hardly ever hear a corporate executive give a speech without the word „agile." You might think „agile" is a completely new invention, but this is far from the truth. Agile thinking is old! „Agile" is as interesting and significant as it is to us at the moment because it seems like a possible answer to the transformation we are seeing in the world and in our economic systems. This transformation is getting faster and more dramatic all the time.

**120 minutes**

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# CREATIVITY & EFFICIENCY

## Design Thinking
Jens Springmann

- From problem to prototype
- Focussing on the costumer
- Using systematic creativity
- Developmennt with an agile mindset

105 minutes

Creative chaos? Far from it! Design thinking is a creativity technique which is successful in generating innovations creatively, while still being systematic. The three most important elements in this are the team, the space and the process. This means that an interdisciplinary team, in a space or environment that promotes creativity, looks for innovative solutions to real-life needs and problems. This method is not just reserved for hip start-ups – anyone can use it. Collaboration between people with totally different perspectives, opinions and experiences is especially important in design thinking. This is a prerequisite that many companies already meet.

## Increasing Effectiveness
Peter Hohberger

- What is effectiveness?
- Effectiveness within companies
- Effective teamwork
- Personal effectiveness

105 minutes

„Effectiveness" is normally used in a positive context because it describes the relationship between what is planned and the result that is actually achieved. You'll find the term „effectiveness" being used in many areas, for example, in business administration, in science or in people's private lives. But what does this term really mean, and how can you become even more effective?

## Working from Home Effectively
Daniel Barth

- The basics of working successfully from home
- Making space and time for work
- Planning work and following through
- Planning communication and exchange

105 minutes

Working from home – sometimes abbreviated to WFH – and remote working in general are becoming increasingly important. Apart from making it easier to reconcile work and family life, working from home also places demands on self-organisation, discipline and motivation which also need to be met. There are a number of tools to choose from to help you do this.

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# CREATIVITY & EFFICIENCY

## Creativity Techniques
Florian Rustler

- System-based creativity
- Find idea questions
- Develop ideas
- Find solutions

105 minutes

Every person has the ability to be creative. We are born with it. At same time, there are creativity skills which every person can consciously train in order to help their creativity along. The application of creativity techniques is one such skill. Learn how you can consciously and skilfully apply various techniques.

## Organising Meetings
Markus Busch

- Meeting time-wasters
- The important thing is to be prepared
- Moderating meetings
- Strengthening skills

105 minutes

Meetings can be slow-moving, tiring and useless. But it doesn't have to be that way! This course gives you a few basic rules and helpful tips on how to organise your meetings to be rich in variety, efficient and value-adding. As a result, you will be able to implement the content and tools shared here right away with ease. Exciting ideas from the world of self-organisation await you!

## Lateral Thinking
Nadine Krauss

- What is a lateral thinker?
- Two phases of thinking
- What can a lateral thinker do?
- The escape method
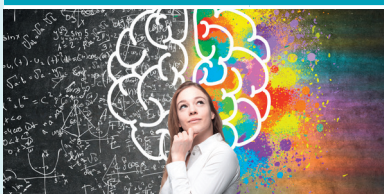
90 minutes

All companies are calling for them, yet they are a rare breed: lateral thinkers. They're like the free spirit we like to invite to parties on Friday nights. However, many of us would rather the chap weren't sitting with us at the breakfast table on Sunday morning. What exactly is a lateral thinker? Why are lateral thinkers important? And how can you engage in lateral thinking?

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# CREATIVITY & EFFICIENCY

## Creative Problem-solving
Daniel Barth

- Problems are different
- Five basic rules
- Models of problem-solving
- Implementing solutions

105 minutes

Many organisations do not like talking about problems. These problems still exist, of course. And they need to be resolved. Some of them are even so complicated that they require new ideas and solution approaches. That is, these problems have to be solved creatively. Find out here what really matters.

## Managing Projects
Jörg Tausendfreund

- Make the project your own!
- Understanding the project
- Planning success
- Getting to work and finishing up!

120 minutes

Project, project, project – we hear it constantly, and we encounter projects everywhere in our professional and private lives. A popular German DIY retailer even used the tagline, „Mach es zu deinem Projekt!" (Make the project your own!). But how do you do that anyway? Which are the elementary components, and what must be done in order to manage a project successfully? Learn what the basic necessities of successful project work are and how you bring your project to a successful conclusion.

## Developing Process Understanding
Ulla Reiter

- Why process management?
- Visualising processes
- The path to a documented process
- Value creation through efficient processes

105 minutes

Processes in companies can be identified in three different dimensions: Firstly, it's a question of the totality of all ongoing processes and their individual development steps. These entail the organisational structures of the participants who introduce, guide and thus bear responsibility for processes in a company. This area includes, for example, meetings, internal communication forms and cross-departmental measures. The third dimension results from technical support of the existing processes and potential automation tendencies. A comprehensive understanding of processes and effective process documentation are not just critical to the success of individual projects. They also guarantee that processes are handled uniformly and transparently within a company.

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# CREATIVITY & EFFICIENCY

## Faster with Scrum
Valentin Nowotny

- What is Scrum, anyway?
- The most important meeting formats
- Central roles in Scrum
- The tools in Scrum

105 minutes

SCRUM is a term that comes from rugby and refers to the jostling competition over the ball that occurs when restarting play after a minor infringement or stoppage. In the world of work, SCRUM describes an agile method for project management. As is the case in rugby, it's about the allocation of different roles within a team. Then, the team works together on the project in short, recurring „sprint phases". Here, it is crucial to check if the team benefits from fast and iterative implementation as a self-organised unit. Then, progress is checked and, if necessary, the work of the team is modified in the sprint review.

## Visual Thinking
Simone Jogwich

- What is visual thinking?
- The first steps
- Show & tell – Conveying information
- Teamwork with visual thinking

105 minutes

The amount of information and complexity of topics we have to deal with every day is increasing. Separating the important from the unimportant, capturing core messages and storing and displaying them are all becoming a key competency. Visual thinking offers a variety of visual work methods that can be used to structure, communicate and present thoughts, ideas or issues.

## Organising Knowledge Transfer
Kristin Block

- Understanding the knowledge transfer
- Identifying, structuring and prioritising
- Preparing and planning the knowledge transfer
- Transferring and passing on knowledge

120 minutes

A company's knowledge is not hidden away in documents or databases — it lives in the minds of the employees! How can you identify your own knowledge? What methods are there for structuring and conveying it? This course offers a look into the complexity of the knowledge transfer (passing on knowledge) and shows what any individual can do to get knowledge out of one person's head and effectively share and use it!

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# CREATIVITY & EFFICIENCY

## Using Time Effectively
Marion Etti

- Time as a resource
- Defining goals
- Getting an overview
- Establishing behaviour

105 minutes

Everyone is familiar with the famous to-do list, as well as with the phenomenon that it tends to grow rather than shrink in times of stress. Instead of throwing in the towel or trying to complete several things at once to save time, you should first focus on your priorities. Implementing small strategies often aids in successful time management. Identify your personal time-wasters, create an interruption-free space for productive periods of time and put your to-do list in a useful order! This will not only make you more satisfied in your daily working life, but an effective use of time will also provide you with new areas for self-organisation.

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# DIGITALISATION

## 5 Steps to your Own Social Media Profile
Editorial Department  ELUCYDATE

- Choosing the network
- Creating a profile name
- Creating a profile image
- Writing a profile description
- Releasing data

15 minutes

It is really quite easy: It just takes a few clicks and putting a tick next to the terms and conditions, and then your profile is all ready! That's true, but if you want to leave a lasting impression on social networks, then it pays to invest some more time.

## Digital Leadership
Sven Grote

- VUCA, NOPA, Disruption etc.
- New approaches
- Digital competencies
- Silicon Valley as an example

105 minutes

Digital transformation is changing our ways of working, which in turn changes the requirements placed on managers. In addition to their traditional roles, digital leaders are also called upon to be innovators, bridge builders, connectors and coaches of change. Successful management in the digital age primarily requires a change within management culture as well as the development of digital competencies that go beyond the traditional management basics. This course illustrates the meaning of digital leadership in the context of modern management research.

## Digital Mindset
Nicola Ohlenbusch

- The digital pattern of thought
- Living in a networked world
- Foundations for digital skills
- Personal starter kit for the digital mindset

120 minutes

Digitalisation is on everyone's lips and with this comes the awareness that digital skills and abilities are becoming more and more important. However, it is all too often forgotten that one's basic attitude towards the digital world plays a crucial role in addition to technical skills. Directly engaging with our individual digital mindset consists of asking about what interest we can muster towards the transformation and what our basic understanding of digital processes is.

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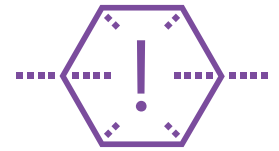
## Digital Networking
### Editorial Department ELUCYDATE

- Networking the right way
- Making contacts
- Maintaining contacts
- Keep contacts

Nowadays, digital networking is a must for your company, your colleagues and for you: You can disseminate and obtain information quickly and easily via a functioning network. Anyone who shares a link, recommends an article or initiates a discussion on a specific topic, for example, can expect to receive feedback shortly thanks to the technical requirements. So go utilise the advantages of digital networking for yourself!

15 minutes

## Making sensible use of artificial intelligence
### Editorial Department ELUCYDATE

- Technology trends around AI
- Where will we encounter AI?
- Challenges in the use of AI
- Security, data protection and ethics

In a world of rapid technological advances, AI has become indispensable–from autonomous driving to customizable recommendation systems: Activities that were performed by humans yesterday are gradually being replaced by intelligent systems and machines. This course will give you an insight into how you can use AI profitably and safely in your everyday (professional) life.

15 minutes

## New Work
### Nicola Ohlenbusch

- Journey to the work world of the future
- More meaning, more responsibility
- New work reality check
- Starter kit for the new worker

„New work" is on everyone's lips. But what does this term really entail? A „new" form of working is gaining an entirely new dynamic thanks to digital transformation. But how new is "new work", really? We will discuss new workingtime models and more flexible work locations, new tools and techniques, new forms of collaboration and the question of the actual purpose of work, which includes self-reflection. Come along on a multi-faceted journey to the working environment of tomorrow and learn how work 4.0 could look in your everyday life!

105 minutes

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ONLINE TRAINING

# DIGITALISATION

## Using Social Media
Hannah Klose

- What are social media?
- Platforms and their application
- Using advantages
- Opportunities and risks

Social media are like the superstars of our online world. Practically everyone is active on a platform and uses the endless communication and networking opportunities. But what are the background factors for using social media in a way that makes sense? Become a smart user!

105 minutes

## Mastering Videoconferences
Wolfgang Schneiderheinze

- Understanding online interaction
- Preparation is the key
- Showing professional empathy online
- Preventing misunderstandings

Whether in negotiations, sales pitches, job interviews or in customer support, since the onset of the Corona pandemic, videoconferences have become the new normal. But the medium has also redefined the success factors for communication. This course will give you some tips and tools for online interaction to help you reach your conversation partner on a professional and emotional level.

105 minutes

ELUCYDATE
ONLINE TRAINING

# SELF-DIRECTED LEARNING

## Self-directed Learning
### Thomas Tillmann

- On-the-job training: then and now
- Learning – How does it actually work?
- Take your learning into your own hands!
- Just get started

Even learning itself has to be learned! Learning is crucial in the workplace and is fundamentally changing in the age of digitalisation. Therefore, recognising one's needs and controlling one's own learning is essential. Learning can only be successful when you find out for yourself what, when, how and why you want to learn.

105 minutes

## Learning Environment
### Editorial Department ELUCYDATE

- Find a place where you feel comfortable
- Shut out distractions
- Keep your health in mind
- Find out your learning environment type
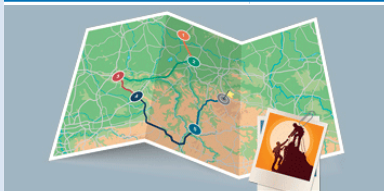- Keep track of all learning environment aspects

How do I find my feel-good place, how do I shut out distractions, how do I create a healthy learning environment, where do I learn best? Embark on a journey to your learning environment and learn how to transform your workplace into a learning oasis.

15 minutes

## Learning Partnership
### Editorial Department ELUCYDATE

- Social learning
- Ideal characteristics of learning partners
- Start searching!
- Methods of collaborative learning
- Define shared learning objectives

This course conveys the basics of a learning partnership and summarises why social learning is so effective, how to find an ideal learning partner, how to define shared learning objectives and which methods are useful to achieve your goals.

15 minutes

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# SELF-DIRECTED LEARNING

## Learning Journal
### Editorial Department ELUCYDATE

- What is a learning journal?
- Why does it make sense to keep a learning journal?
- Types of learning journals
- Tips for keeping a learning journal
- Typical questions for a learning journal

A learning journal helps to consolidate and document your learning progress and helps to analyse your own strengths and weaknesses. It supports you in pursuing your stated learning objectives with focus and motivation.

15 minutes

## Learning Time
### Editorial Department ELUCYDATE

- When am I productive?
- Do I have time to learn?
- Do I have a learning time budget?
- Are there alternate time windows?
- How do I use the learning time effectively?

When I am productive? Do I have enough time to learn? How do I use the learning time efficiently? Get answers to your questions and learn how to structure your learning time effectively.

15 minutes

## Learning Objective
### Editorial Department ELUCYDATE

- Define goals
- Determine a strategy
- Planning objectives
- Specific planning for setting objectives
- Checking objectives

If there were no objectives, then there would be no structure and direction. This true not only for finding your bearings on a map, but also for learning. How to define learning objectives and how to plan, implement and check your goal attainment will be part of this course.

15 minutes

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ONLINE TRAINING

# HEALTH

## Recognising and Preventing Burnout
Silvia Füßl

- What is burnout?
- Phases of burnout
- Potential dangers
- Practising specific prevention

Burnout, as a term, has become rather overused. But what is burnout, really, and what is it not? One thing is certain: it pays to be informed. You can only take pre-emptive action against burnout if you are familiar with its risk factors.

105 minutes

## Business Workouts
Monika Zoppelt

- Warm-up mobility
- Good morning mobility
- Lunch break workout
- Workout for desk jockeys

Short but concise training sessions of various kinds support you through targeted exercises in your daily work life and beyond. Use them to develop your own exercise routine.

15 minutes

## Consciously Using Relaxation in Everyday Life
Monika Zoppelt

- Relaxation and breathing
- Relaxation and exercise
- Relaxation in a flash
- Tips for a relaxed everyday life

Relaxation is an active process which lets you confront the stressors in daily life with resilience. Most of the relaxation exercises, however, require time and practice. This course will provide you with effective tools which you can deploy quickly in acute situations, efficient techniques and tips, tricks and measures that enable you to turn the shortest of breaks to the greatest advantage.

15 minutes

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ONLINE TRAINING

# HEALTH

## Staying Calm under Stress
Silvia Füßl

- What is stress?
- Stressors
- Ways of coping with stress
- Managing relexation

Stress – we're all familiar with it. But what is stress, really? When can and should we call it stress and when shouldn't we? What effects does stress have on our health? And what would our life be like if we had a little less stress every day? Together, let's explore how to deal with stress in a more relaxed way.

105 minutes

## Healthy Workplace
Stefan Müller

- The concept of health
- The workplace
- Exercise in daily life
- Health strategies for everyday life

Good health is the most precious thing we can possess. We've known this for quite a while—and not just as a quote from famous doctors and philosophers. The question is how you can become healthy—and stay healthy—despite a hectic daily working life. In this course, you will receive valuable incentive, ideas, concrete strategies and all sorts of tips and tricks. These will allow you to boost your health and even improve it in the long run!

105 minutes

## Sleep well
Monika Zoppelt

- The most important functions of sleep
- Sleep architecture
- Identifying a sleep disorder
- Tips for a good sleep hygiene

Sleep is an essential contributor to physical and mental regeneration and is a key component of stress management. This course takes you through the basics of sleep in eight short units and helps you to build up your own, healthy sleep routine.

45 minutes

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ONLINE TRAINING

# HEALTH

## A Healthy and Balanced Diet
Monika Zoppelt

- The building blocks of nutrition
- Energy balance
- The plate method
- Tips for a balanced diet

15 minutes

Healthy eating can be so easy—or can it? We are frequently confronted with a wide variety of opinions and advice which couldn't be more contradictory. In this course we'll debunk some persistent nutrition myths and provide you with some strategies and tools to help you optimise and maintain a balanced daily diet.

## Maintaining your Posture
Monika Zoppelt

- What are the consequences of poor posture?
- The optimal relief posture
- Adopting good posture – focus on your hips
- Upper body mobility

15 minutes

A healthy posture not only protects your spine, but also reduces pain caused by tension. In this course, you will bring your body back into balance through targeted alignment and strengthen your core sustainably and over the long term with daily exercises.

## Mastering the Art of Concentration
Monika Zoppelt

- The concentration span
- Concentration killers
- Brain food
- Tips for better concentration

15 minutes

Concentration is a key skill which is fundamental to planning your daily working life. Focused and fully concentrated, we can achieve huge results. This course will show you sensible concentration breaks which allow you to focus your attention more effectively and for longer.

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# HEALTH

## Relieving tension
### Monika Zoppelt

- The Development of tension
- Relieving tension over a large area
- Undercover exercise
- Emergency relief during online meetings

15 minutes

Tension is an everyday problem which is affecting a large number of people increasingly often. This course will guide you through a range of exercises and provide you with the tools you need to not only reduce tension but also prevent painful hardening of the muscles.

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