



January 2025

PRODUCT CATALOGUE

Microlearning

pinktum.com

PINKTUM

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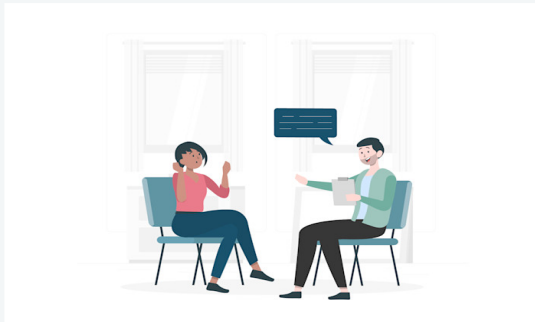
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Why My Employee Praise Sometimes Backfires—and How to Get It Right



Available in these languages:



German



English

MICROLEARNING



3 minutes

COURSE

Learning objectives

- Delivering specific, genuine, and personalized praise in a thoughtful and effective manner

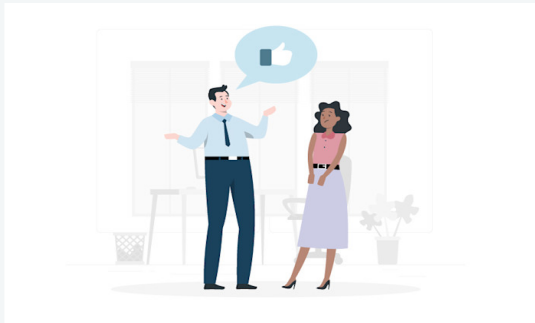
Target group

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



English

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](#).

Targeted Team Building with the Team Development Model



Available in these languages:



German

English

MICROLEARNING



2 minutes

COURSE

Learning objectives

- Identifying and choosing suitable team-building approaches

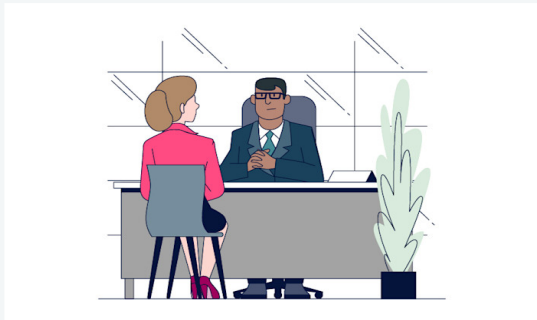
Target group

Management

Matching Macrolearnings

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

I Fear I'll Lose My Composure in the Termination Meeting



Available in these languages:



German

MICROLEARNING



3 minutes

COURSE

Learning objectives

- Dealing with your own emotions in a termination meeting

Target group

Management

Matching Macrolearnings

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

I'm Not Sure How to Lead as a New Boss



Available in these languages:

 German

MICROLEARNING

 2 minutes

COURSE

Learning objectives

- Positioning yourself as a manager without changing your personality

Target group

Management

Matching Macrolearnings

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

My Team Member Has Lost Motivation



Available in these languages:



German



English

MICROLEARNING



3 minutes

COURSE

Learning objectives

- Motivating employees on the basis of McClelland's Needs Theory

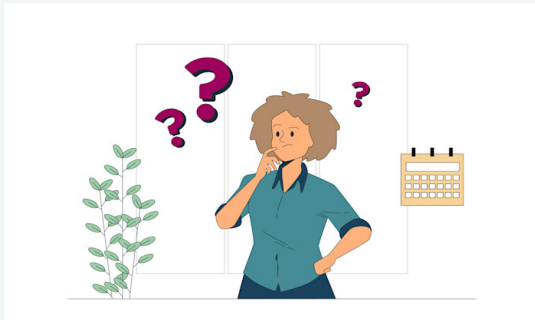
Target group

Management

Matching Macrolearnings

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

My new team member is still helpless months later



Available in these languages:



German

MICROLEARNING



3 minutes

COURSE

Learning objectives

- Support new team members with their induction

Target group

Executives

Matching Macrolearnings

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

Onboarding does not end with the probationary period



Available in these languages:



German

MICROLEARNING



2 minutes

COURSE

Learning objectives

- Integrate employees into the company even after the probationary period

Target group

Managers

Matching Macrolearnings

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

Motivate Employees Individually With The Basic Motives



Available in these languages:



German



English

MICROLEARNING



3 minutes

COURSE

Learning objectives

- You can exert a positive influence on employee motivation based on the basic motives

Target group

Managers

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  English

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](#).

Benefits Which Retain Employees



Available in these languages:

-  German
-  English
-  Spanish

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 Which Fosters Loyalty



Available in these languages:

-  German  English
 Spanish

MICROLEARNING

 3 minutes

COURSE

Learning objectives

- Integrating employees in the company

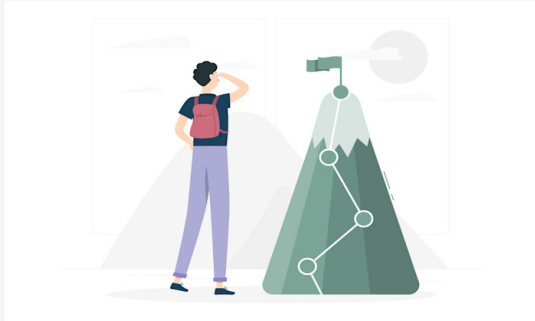
Target group

Management


Matching Macrolearnings

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

Giving Meaning to Tasks



Available in these languages:

-  German
-  English
-  Spanish

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](#).

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

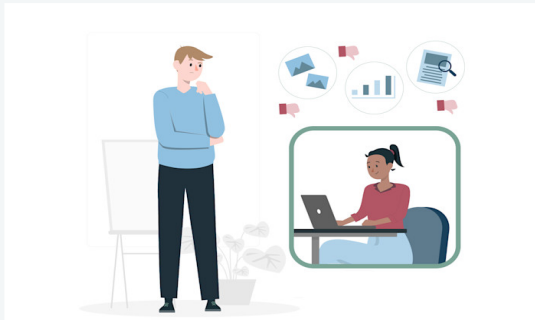
Target group

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

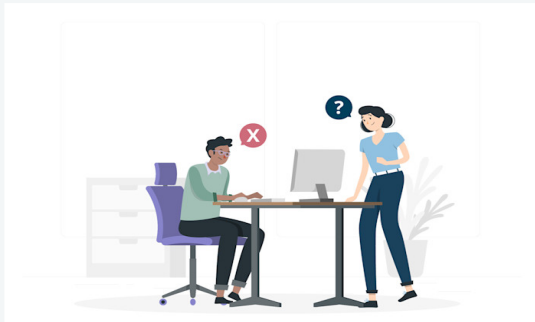
Target group

Management

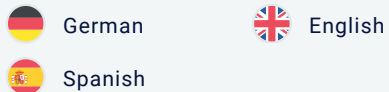
Matching Macrolearnings

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:



MICROLEARNING

🕒 2 minutes

COURSE

Learning objectives

- Delegating tasks—even when they are enjoyable

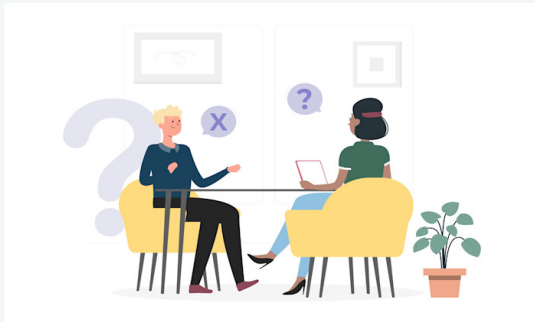
Target group

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:



MICROLEARNING



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:



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](#).

Promote Motivation with Praise



Available in these languages:

 German

MICROLEARNING

 3 minutes

COURSE

Learning objectives

- Praise correctly

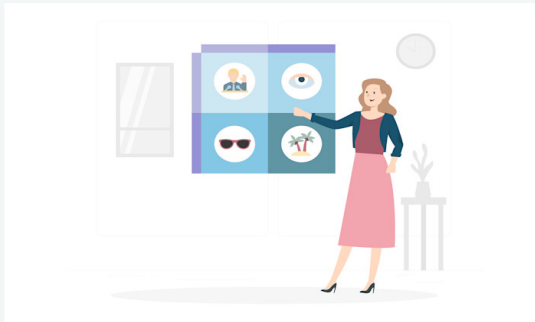
Target group

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.

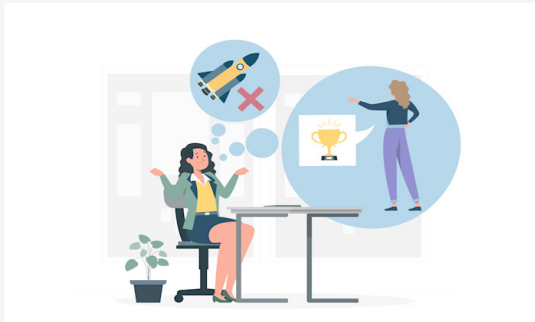
Target group

Employees with or without management roles

Matching Macrolearnings

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

A Team Member Wants a Promotion, But I Don't See the Potential



Available in these languages:



German



English

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](#).

One of My Team Members is Spreading Negativity



Available in these languages:



German



English

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](#).

Holistic Goal Setting



Available in these languages:

 German  English

 Spanish

MICROLEARNING

 3 minutes

COURSE

Learning objectives

- Designing goal setting

Target group

Management


Matching Macrolearnings

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

My Team Member Thinks Our Company Goals Aren't Realistic



Available in these languages:

 German  English

MICROLEARNING

 3 minutes

COURSE

Learning objectives

- Communicate challenging business goals

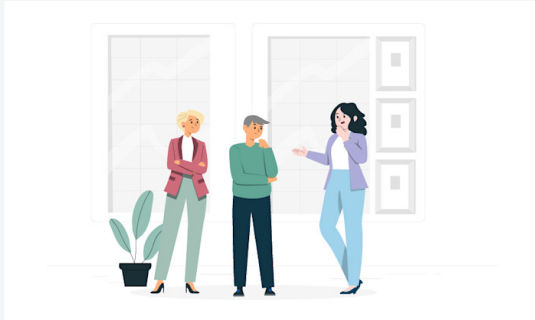
Target group

Management


Matching Macrolearnings

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

My More Experienced Employees Don't Take Me Seriously as a Young Manager



Available in these languages:

-  German  English
-  Spanish

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](#).

Less Experienced Colleagues Don't Respect My Wealth of Experience



Available in these languages:



MICROLEARNING



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](#).

Intergenerational Collaboration and How It Works



Available in these languages:

-  German  English
 Spanish

MICROLEARNING

 3 minutes

COURSE

Learning objectives

- Promoting cross-generational teamwork

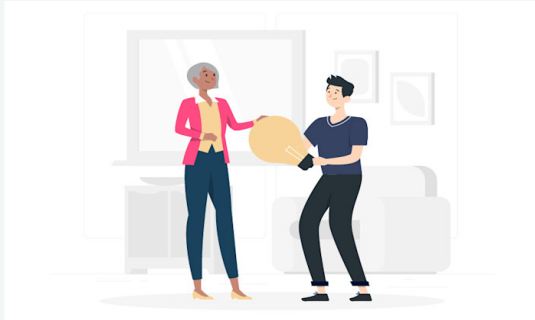
Target group

Employees with and without a management function

Matching Macrolearnings

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

Bridging Generational Gaps through Intergenerational Knowledge Exchange



Available in these languages:

-  German  English
-  Spanish

MICROLEARNING

 2 minutes

COURSE

Learning objectives

- Enable knowledge transfer within the team across generations

Target group

Managers

Matching Macrolearnings

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

I Want to Increase AI Literacy in My Team



Available in these languages:



German



English

MICROLEARNING



3 minutes

COURSE

Learning objectives

- Know ways to improve AI literacy in the team

Target group

Executives

Matching Macrolearnings

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

My employees always get stressed as soon as I enter the room



Available in these languages:



German

MICROLEARNING



2 minutes

COURSE

Learning objectives

- Understanding how managers can have a positive influence on their employees' stress levels.

Target group

Managers

Matching Macrolearnings

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

I give my employees a lot of room for manoeuvre, but they are still dissatisfied



Available in these languages:



German

MICROLEARNING



2 minutes

COURSE

Learning objectives

- Recognising how much room for manoeuvre your own employees need for their well-being and best performance

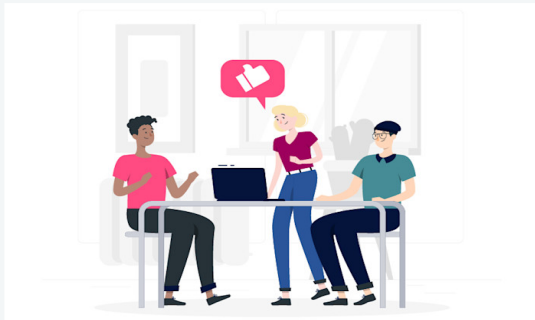
Target group

Managers

Matching Macrolearnings

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

Greater employee well-being by avoiding gratification crises



Available in these languages:



German

MICROLEARNING



2 minutes

COURSE

Learning objectives

- Preventing or ending employee gratification crises

Target group

Managers

Matching Macrolearnings

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

Fostering Appreciation for Role Variations Within the Team



Available in these languages:



German

MICROLEARNING



2 minutes

COURSE

Learning objectives

- Promoting open communication about role differences within the team

Target group

Management

Matching Macrolearnings

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

Embracing and Leveraging Team Roles



Available in these languages:

 German

MICROLEARNING

 3 minutes

COURSE

Learning objectives

- Leveraging and harnessing the roles of your employees effectively

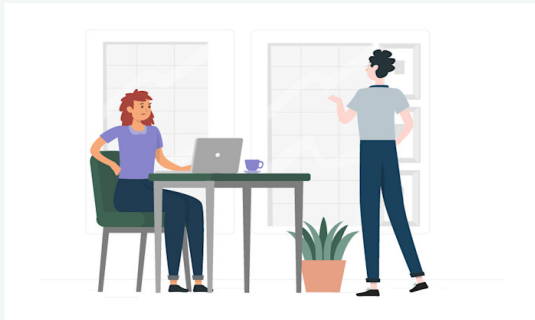
Target group

Management

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

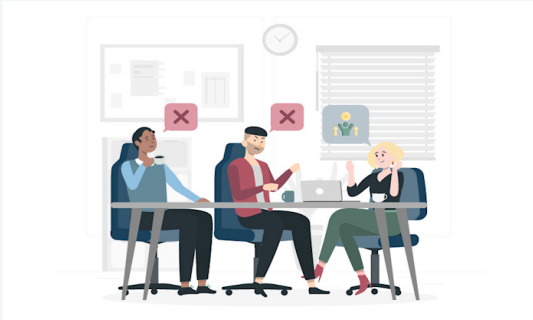
Target group

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.

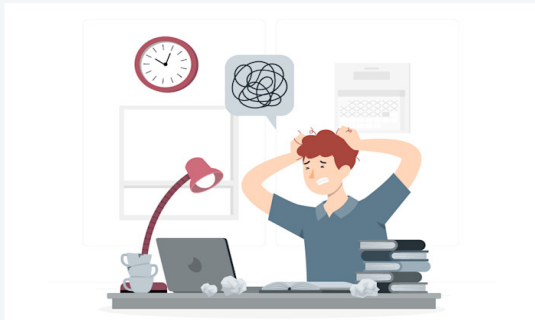
Target group

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

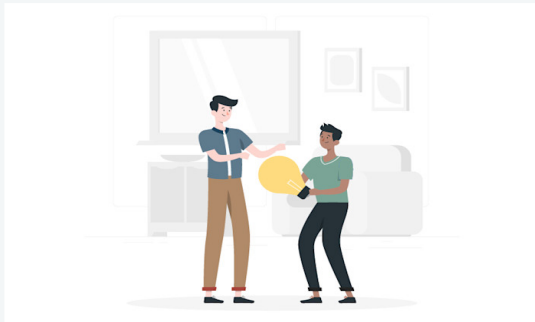
Target group

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](#).

Strengthening Cohesion in Your Hybrid Team



Available in these languages:



German



Spanish

MICROLEARNING



3 minutes

COURSE

Learning objectives

- Strengthen connectedness and exchange in the hybrid team

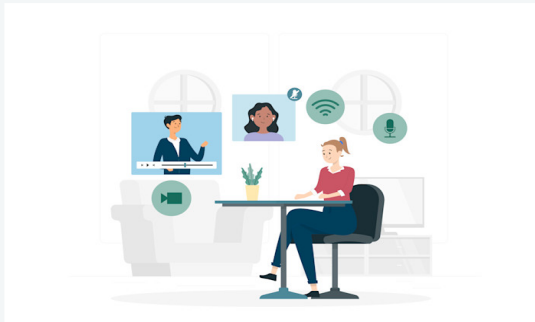
Target group

Management

Matching Macrolearnings

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

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

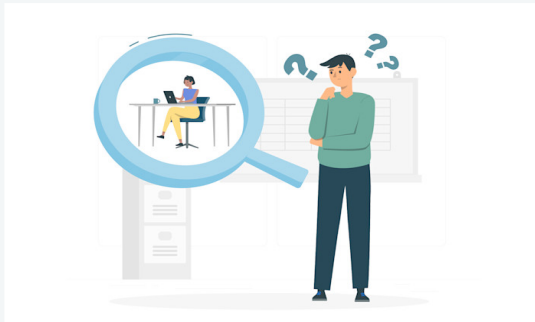
Target group

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:



MICROLEARNING



COURSE

Learning objectives

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

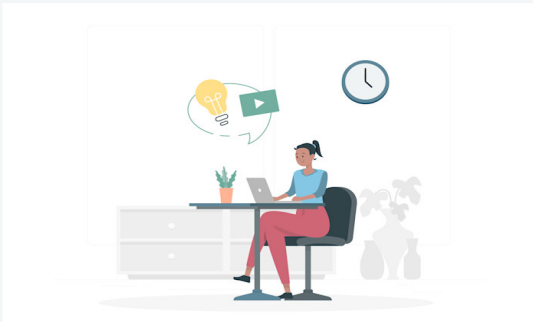
Target group

Management

Matching Macrolearnings

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

Promoting Development for Home Office Employees



Available in these languages:



German

MICROLEARNING



3 minutes

COURSE

Learning objectives

- Promoting development for home office employees

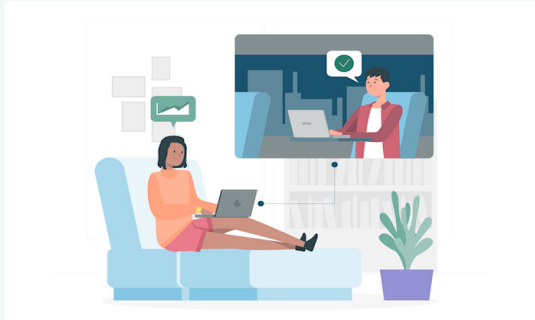
Target group

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

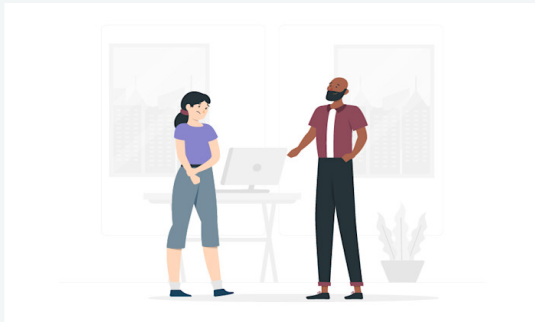
Target group

Management

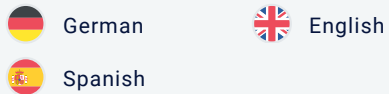
Matching Macrolearnings

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

Navigating Employees' Irrational Fears in Times of Crisis



Available in these languages:



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](#).

As a Leader, People Expect Me to Be Perfect



Available in these languages:



MICROLEARNING



COURSE

Learning objectives

- Management

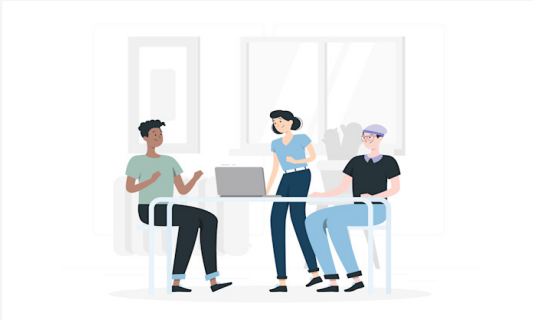
Target group

Fulfilling your leadership role well with transparency and self-confidence despite your own weaknesses

Matching Macrolearnings

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

My Team Members Evaluate Their Skill Level Higher Than I Do



Available in these languages:



German

English

Spanish

MICROLEARNING

 3 minutes

COURSE

Learning objectives

- Showing gratitude and figuring out personalized solutions for your team

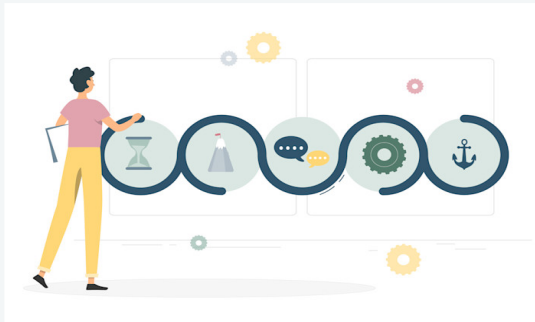
Target group

Management

Matching Macrolearnings

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

Leading Employees through the Five Stages of Changing



Available in these languages:



German



Spanish

MICROLEARNING



3 minutes

COURSE

Learning objectives

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

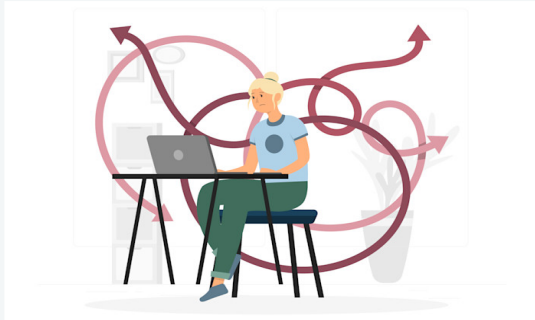
Target group

Management

Matching Macrolearnings

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

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



Available in these languages:

-  German  English
 Spanish

MICROLEARNING

 2 minutes

COURSE

Learning objectives

- Reducing expectations of perfection and developing an authentic leadership style

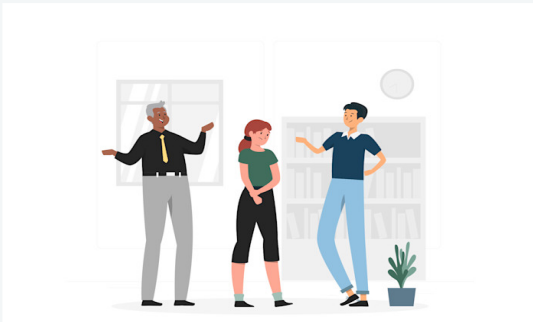
Target group

Management

Matching Macrolearnings

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

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](#).

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

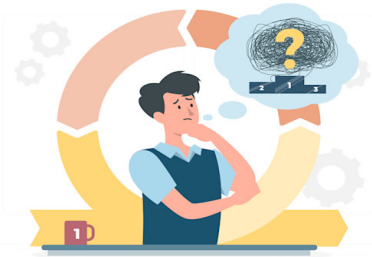
Target group

Management



Matching Macrolearnings

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

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

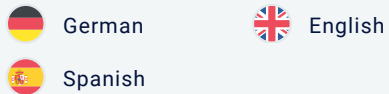
Matching Macrolearnings

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:



MICROLEARNING



COURSE

Learning objectives

- Appearing competent and assertive in a leadership position

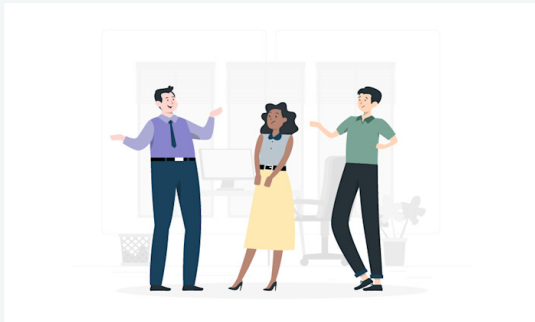
Target group

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

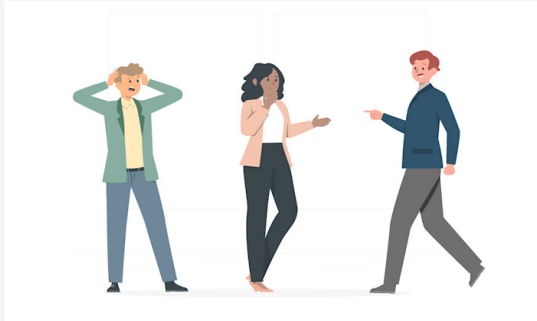
Target group

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

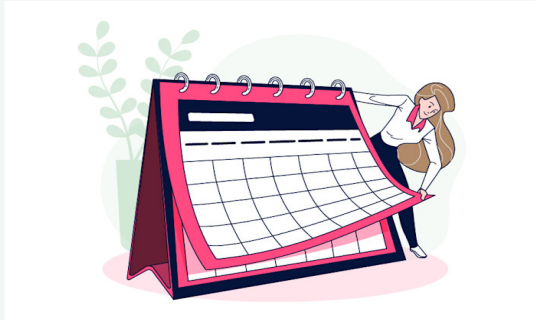
Target group

Management

Matching Macrolearnings

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

Weekly Planning Made Simple for Achieving Goals



Available in these languages:



German

MICROLEARNING



2 minutes

COURSE

Learning objectives

- Managing your time with smart weekly planning

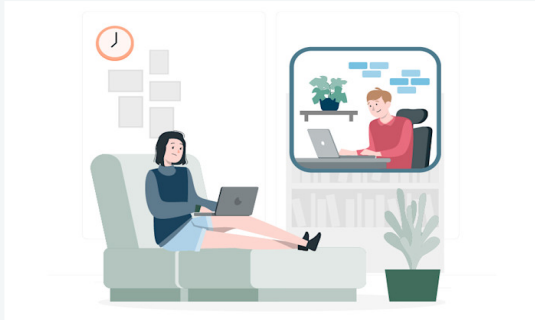
Target group

Employees with or without Management Roles



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:



MICROLEARNING



COURSE

Learning objectives

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

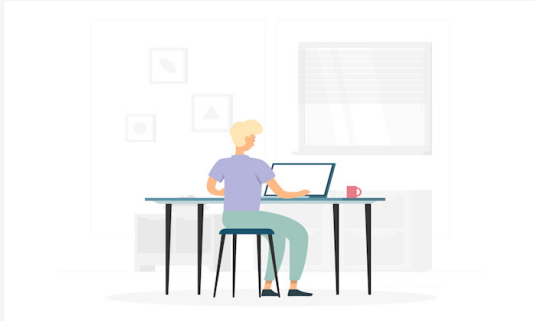
Target group

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

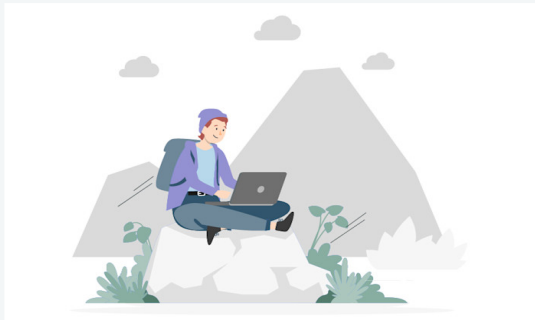
Target group

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

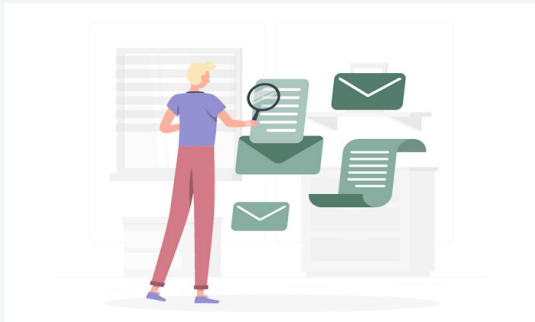
Target group

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

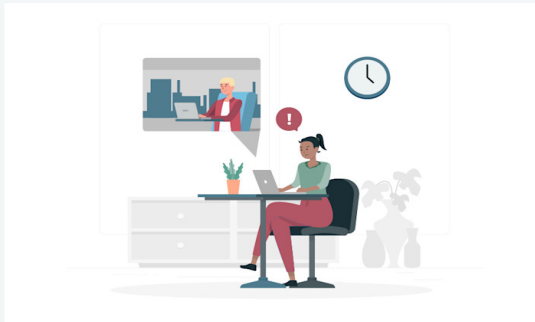
Target group

Employees with or without management roles



Matching Macrolearnings

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

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



Available in these languages:

-  German  English
-  Spanish

MICROLEARNING

 3 minutes

COURSE

Learning objectives

- Defending personal boundaries with others

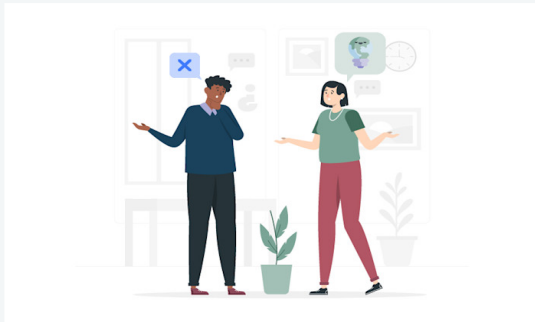
Target group

Employees with or without management roles

Matching Macrolearnings

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

I'm Struggling to Foster a Sustainable Mindset Within My Company



Available in these languages:



German



English

MICROLEARNING



4 minutes

COURSE

Learning objectives

- Consistently working on motivating employees and managers to embrace and conduct sustainable business practices

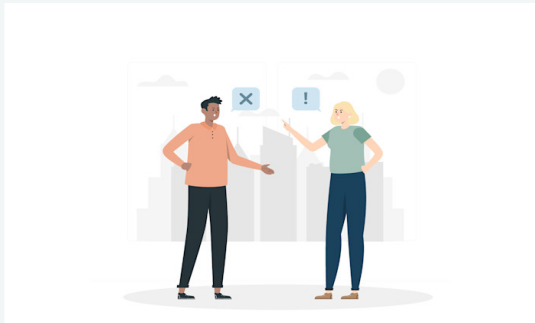
Target group

Employees with or without management roles




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

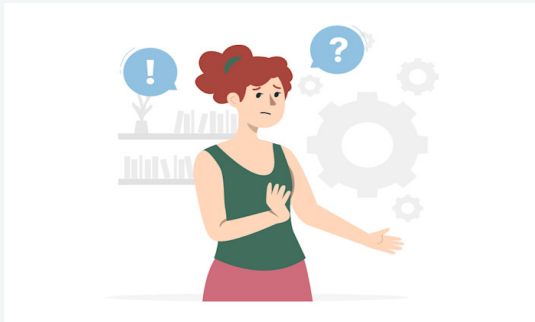
Target group

Employees with or without management roles

Matching Macrolearnings

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

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](#).

I Struggle to See the Point in Mundane, Routine Tasks



Available in these languages:

-  German  English
-  Spanish

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](#).

My Work Responsibilities Are Exhausting Me



Available in these languages:

-  German
-  English
-  Spanish

MICROLEARNING

 3 minutes

COURSE

Learning objectives

- Assessing and taking on responsibilities with the 'Love it, change it, or leave it' approach

Target group

Employees with or without Management Roles

Matching Macrolearnings

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

My Coworkers Annoy Me and Make Me Angry



Available in these languages:

 German  English

 Spanish

MICROLEARNING

 2 minutes

COURSE

Learning objectives

- Allowing yourself to internally acknowledge strong emotions like anger and pausing before reacting.

Target group

Employees with or without Management Roles

Matching Macrolearnings

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

My Team Says the Project Is Done, but My Gut Tells Me Otherwise



Available in these languages:



MICROLEARNING



COURSE

Learning objectives

- Taking a moment to reflect before reacting

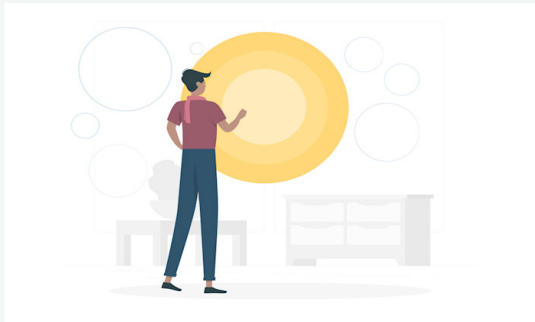
Target group

Employees with or without Management Roles

Matching Macrolearnings

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

Finding Meaning in Your Work with the Golden Circle



Available in these languages:



German



English

MICROLEARNING



3 minutes

COURSE

Learning objectives

- Discovering a sense of purpose in your job and infusing your work with meaning

Target group

Employees with or without management roles

Matching Macrolearnings

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

I Never Find the Right Time to Start Implementing My Ideas



Available in these languages:



German

MICROLEARNING



COURSE

Learning objectives

- Putting your own ideas into practice with concrete intentions

Target group

Employees with or without Management Roles

Matching Macrolearnings

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

Achieve Goals More Reliably with Implementation Intentions



Available in these languages:



German

MICROLEARNING



3 minutes

COURSE

Learning objectives

- Achieve Goals More Reliably with Implementation Intentions

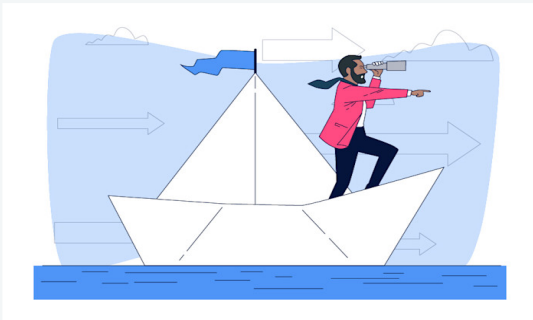
Target group

Employees with or without Management Roles

Matching Macrolearnings

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

Understanding action processes better with the Rubicon Model



Available in these languages:



German

MICROLEARNING



2 minutes

COURSE

Learning objectives

- Understanding action processes better with the Rubicon Model

Target group

Employees with or without Management Roles

Matching Macrolearnings

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

I Made a Wrong Decision



Available in these languages:

 German

MICROLEARNING

 2 minutes

COURSE

Learning objectives

- Growing from mistakes with the right mindset and thorough analysis

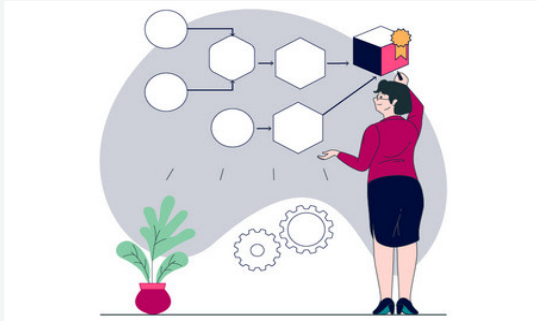
Target group

Employees with or without Management Roles

Matching Macrolearnings

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

Strategic Decision-Making



Available in these languages:

 German

MICROLEARNING

 3 minutes

COURSE

Learning objectives

- Making decisions strategically

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
-  Spanish

MICROLEARNING

 3 minutes

COURSE

Learning objectives

- Motivating yourself for learning and personal development

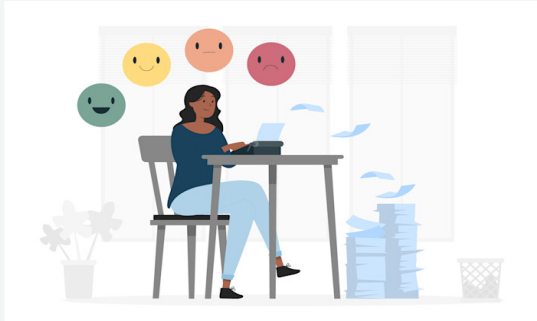
Target group

Employees with and without a management function

Matching Macrolearnings

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

I'm Overly Emotionally Invested in My Work



Available in these languages:

 German  English

 Spanish

MICROLEARNING

 2 minutes

COURSE

Learning objectives

- Regulating emotional involvement in the workplace

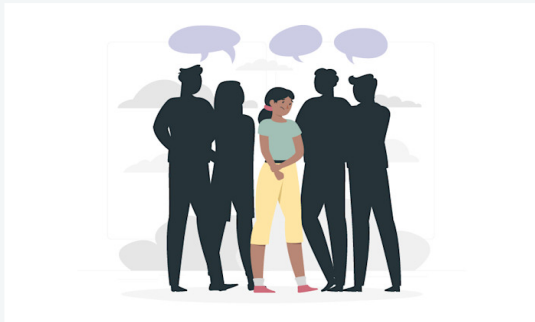
Target group

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
-  Spanish

MICROLEARNING

 2 minutes

COURSE

Learning objectives

- Handling weaknesses and uncertainties constructively

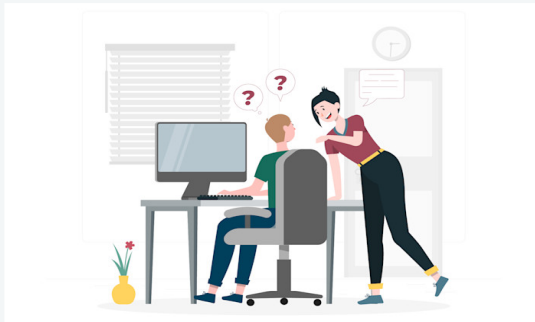
Target group

Employees with or without management roles

Matching Macrolearnings

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

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

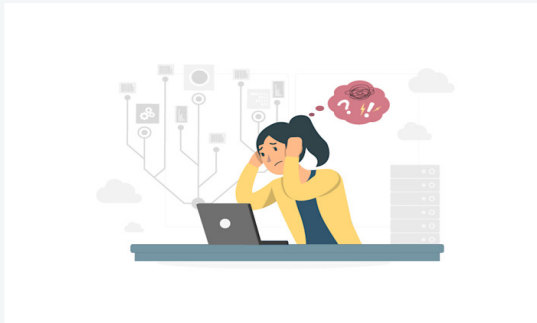
Target group

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

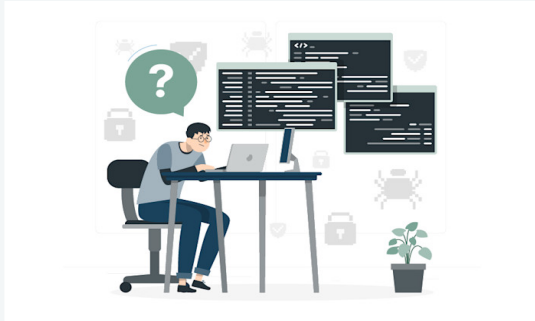
Target group

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

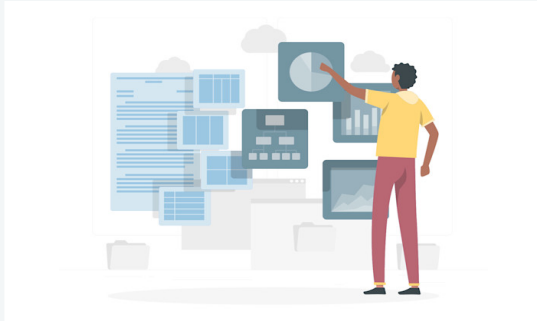
Target group

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

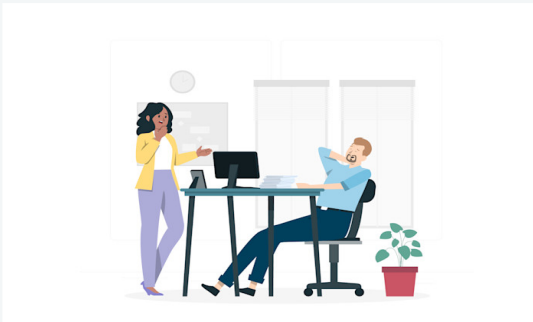
Target group

Employees with or without management roles



Matching Macrolearnings

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

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

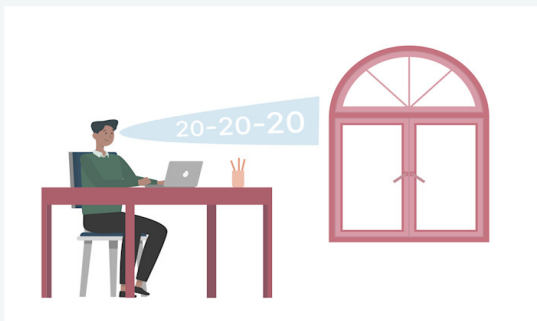
Target group

Employees with or without Management Roles

Matching Macrolearnings

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

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

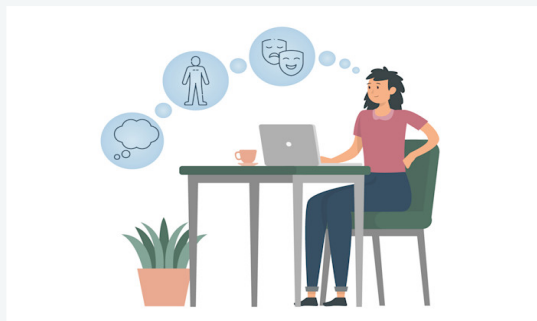
Target group

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

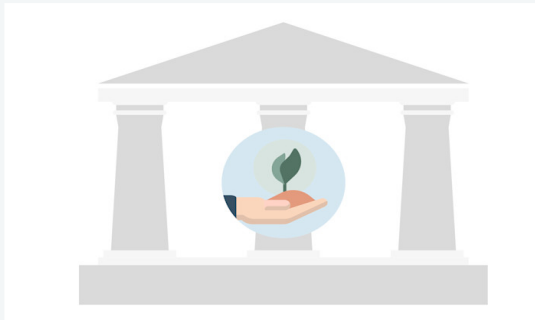
Target group

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

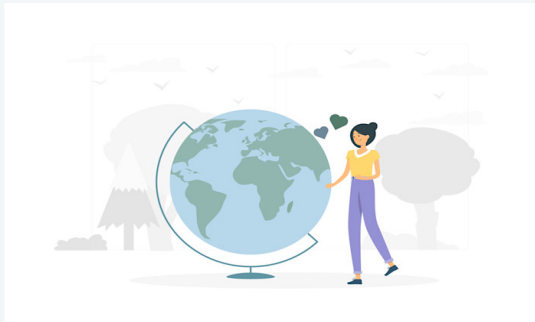
Target group

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

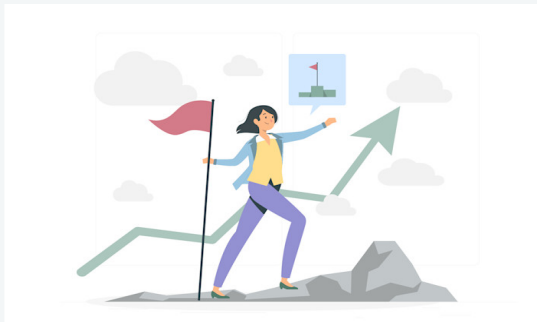
Target group

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

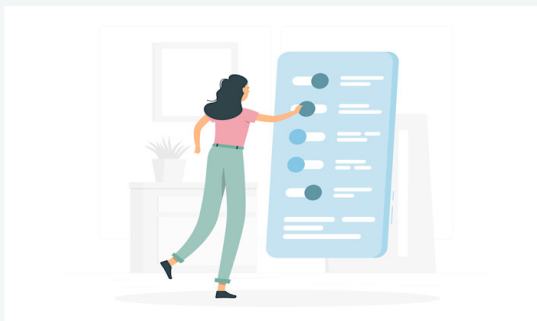
Target group

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

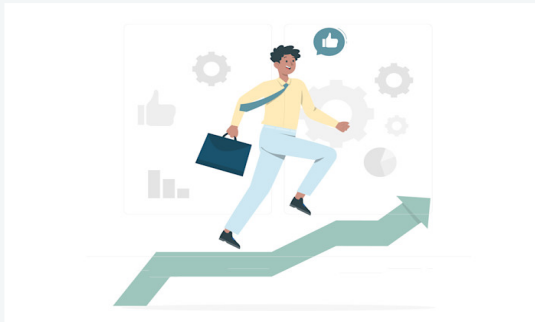
Target group

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](#).

Personal skills > Self-development

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](#).

Customer Conversations Can Sometimes Get Emotional



Available in these languages:



German

MICROLEARNING



3 minutes

COURSE

Learning objectives

- Understanding tools for de-escalating emotional customer conversations.

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 Make Any Sense of My Customer's Behavior



Available in these languages:



German

MICROLEARNING



3 minutes

COURSE

Learning objectives

- Gaining insight into the reasons behind seemingly irrational client behavior through a shift in perspective

Target group

Employees with or without Management Roles

Matching Macrolearnings

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

Identifying Needs Using the GVZ Method



Available in these languages:

 German

MICROLEARNING

 3 minutes

COURSE

Learning objectives

- Using the GVZ method for effectively identifying customer needs.

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

 Spanish

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](#).

Determining Customer Hierarchy for Decision-Making Can Be Tough



Available in these languages:



German



English



Spanish

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

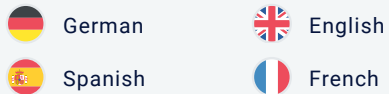
Matching Macrolearnings

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

My Customers Are Sidetracking Me with Unreasonable Discount Requests



Available in these languages:



MICROLEARNING



COURSE

Learning objectives

- Using the four steps to respond to unreasonable discount requests

Target group

Employees with or without management roles

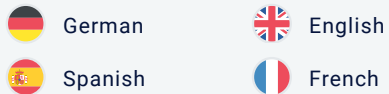
Matching Macrolearnings

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:



MICROLEARNING



COURSE

Learning objectives

- Preventing buyer's remorse after a successful sales call

Target group

Employees with or without management roles

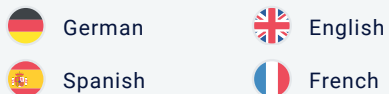
Matching Macrolearnings

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:



MICROLEARNING



COURSE

Learning objectives

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

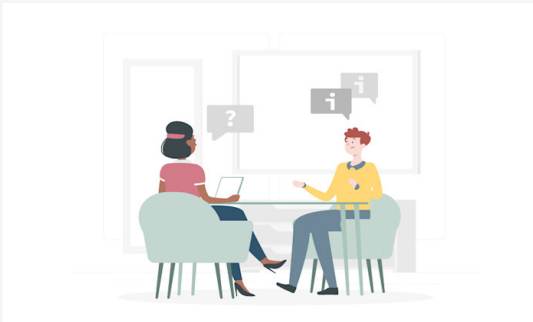
Target group

Employees with and without management function

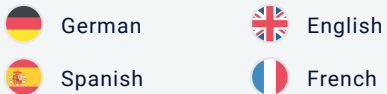
Matching Macrolearnings

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

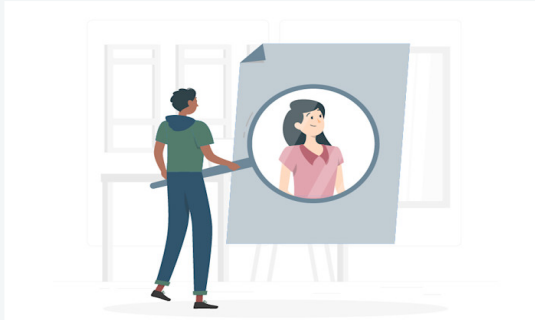
Target group

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

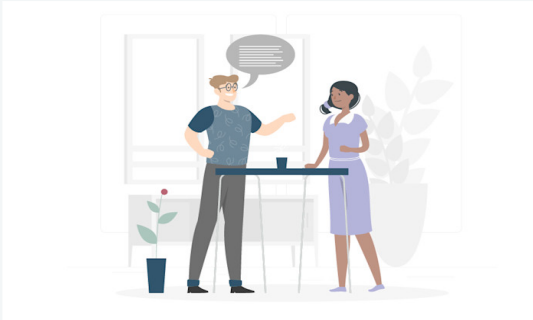
Target group

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

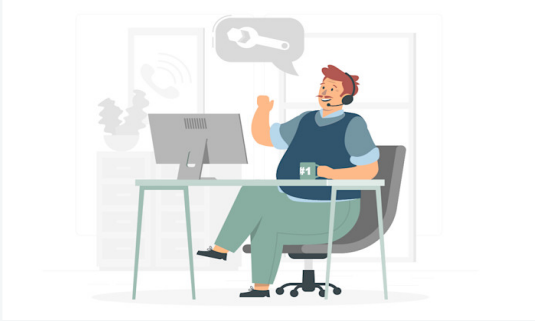
Target group

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

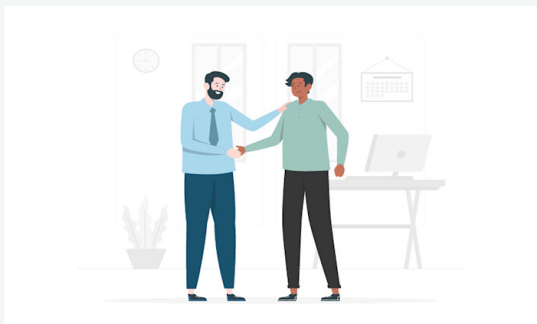
Target group

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

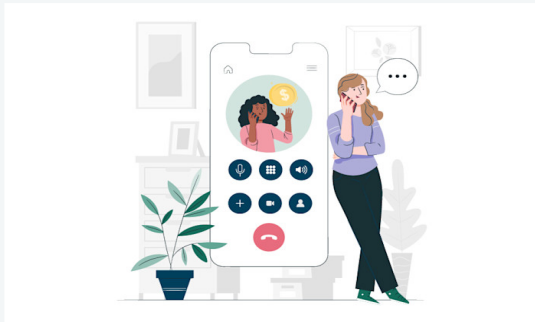
Target group

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:



MICROLEARNING



COURSE

Learning objectives

- Addressing the "product too expensive" objection constructively

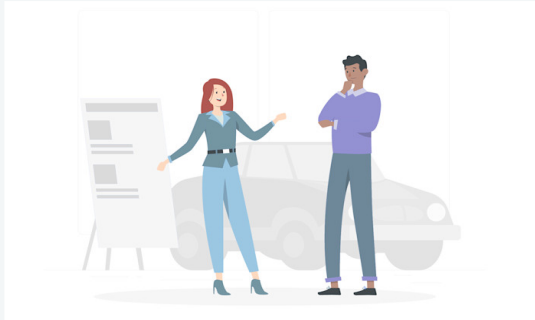
Target group

Employees with or without management roles

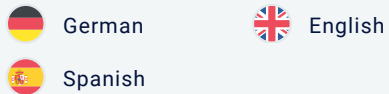
Matching Macrolearnings

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

Even Good Arguments Don't Convince My Customers



Available in these languages:



MICROLEARNING



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

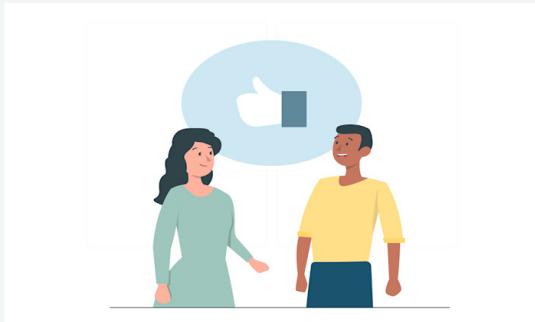
Target group

Employees with or without management roles

Matching Macrolearnings

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

I 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

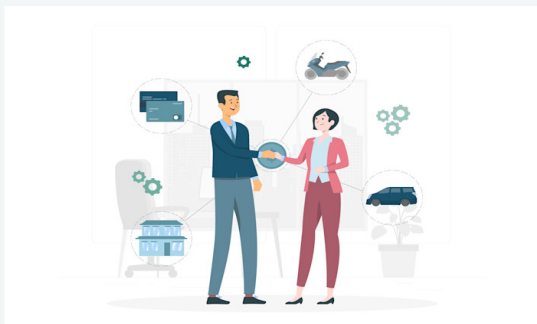
Target group

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.

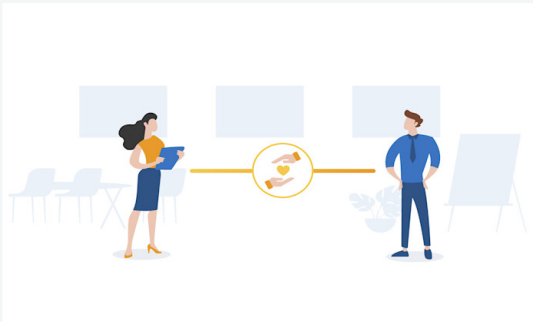
Target group

Management

Matching Macrolearnings

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

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

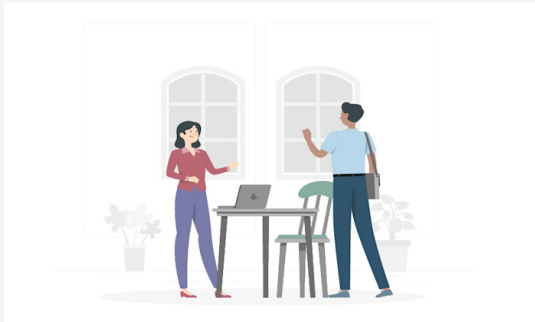
Target group

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

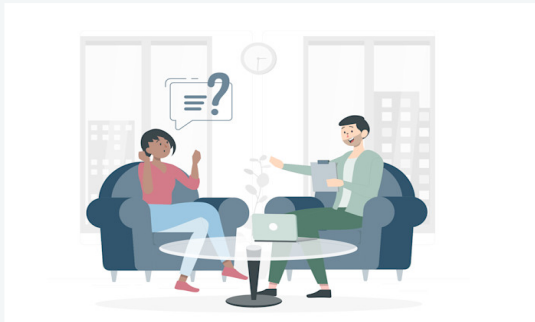
Target group

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](#).

Catching listeners with varied knowledge transfer



Available in these languages:



German

MICROLEARNING



3 minutes

COURSE

Learning objectives

- Conveying knowledge in a varied and exciting way

Target group

Employees with and without a management function

Matching Macrolearnings

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

Anchoring Knowledge through Sustainable Learning Methods



Available in these languages:



German

MICROLEARNING



3 minutes

COURSE

Learning objectives

- Anchoring knowledge sustainably

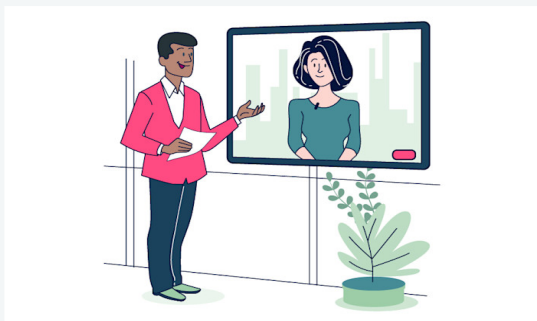
Target group

Employees with and without Management Roles

Matching Macrolearnings

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

Actively involve participants in online training courses



Available in these languages:



German

MICROLEARNING



2 minutes

COURSE

Learning objectives

- Be able to successfully involve participants in online training courses

Target group

Employees with and without a 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](#).

I would like to convince the management to invest more in process management



Available in these languages:



German

MICROLEARNING



2 minutes

COURSE

Learning objectives

- Being able to argue the advantages of process management

Target group

Employees with and without a management function

Matching Macrolearnings

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

Clarify responsibilities in the team with the RACI matrix



Available in these languages:



German

MICROLEARNING



3 minutes

COURSE

Learning objectives

- Use the RACI matrix to harmonise responsibilities within the team

Target group

Employees with and without a management function

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

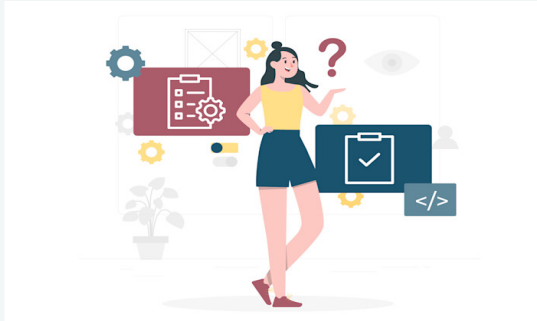
Target group

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

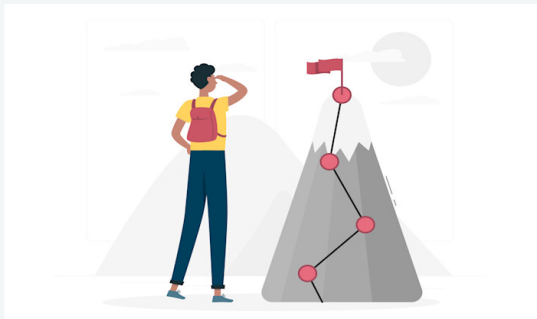
Target group

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



Available in these languages:



German



English



Spanish

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](#).

Wow Your Audience with Organized and Prepared Presentations



Available in these languages:



German

MICROLEARNING



COURSE

Learning objectives

- Organizing your presentation for maximum impact

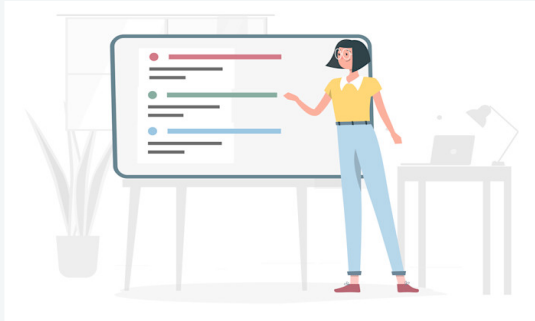
Target group

Employees with or without Management Roles

Matching Macrolearnings

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

The Basic Elements of a Presentation



Available in these languages:

 German  English

 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 You'll Present More Relaxed



Available in these languages:

 German  English

 Spanish

MICROLEARNING

 3 minutes

COURSE

Learning objectives

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

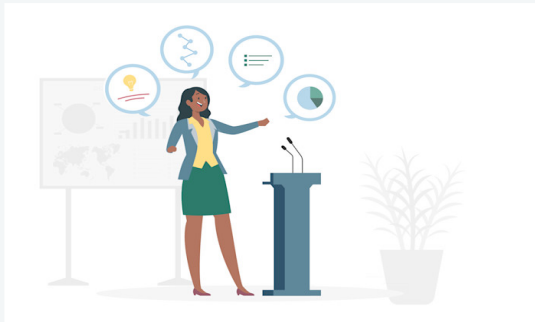
Target group

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 'Presentation Zen' Tips



Available in these languages:

-  German  English
-  Spanish

MICROLEARNING

 2 minutes

COURSE

Learning objectives

- Knowing and being able to apply the four “Presentation Zen” tips: simplify more, have a solid structure, remove the nonessential, and show and do the unexpected

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

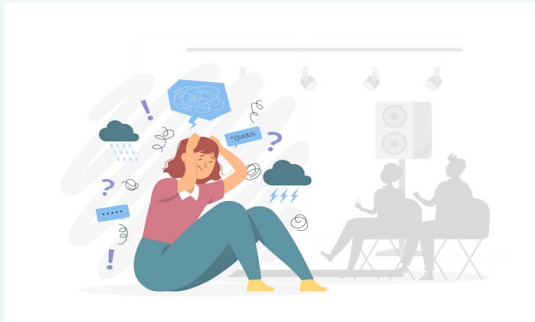
Target group

Employees with or without Management Roles

Matching Macrolearnings

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

I 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

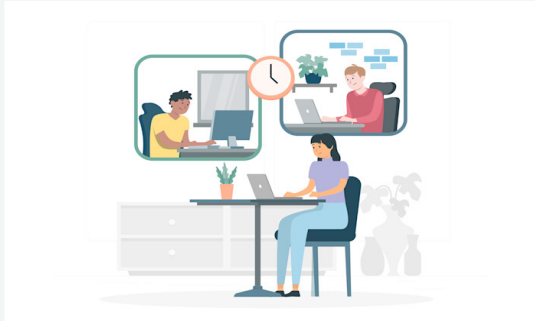
Target group

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

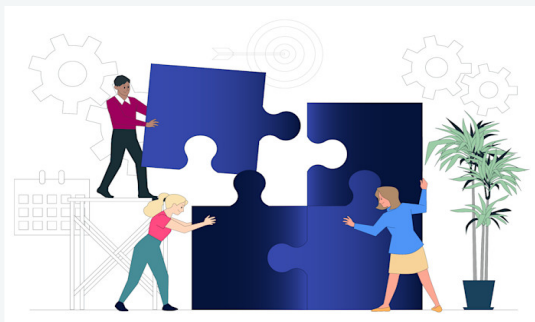
Target group

Employees with or without management roles

Matching Macrolearnings

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

The Values of the Agile Manifesto



Available in these languages:

 German

MICROLEARNING

 2 minutes

COURSE

Learning objectives

- Working in an agile, flexible, and customer-oriented manner

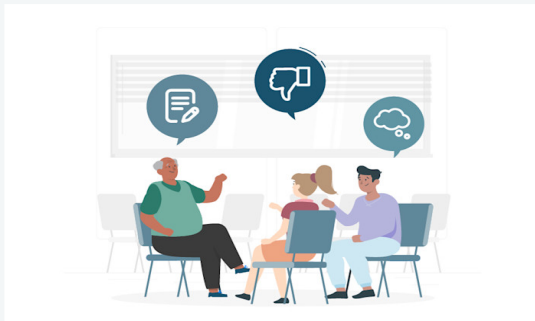
Target group

Employees with or without Management Roles

Matching Macrolearnings

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

Encouraging Creativity Using the Walt Disney Method



Available in these languages:



MICROLEARNING



2 minutes

COURSE

Learning objectives

- Develop creative ideas and look at them from different angles

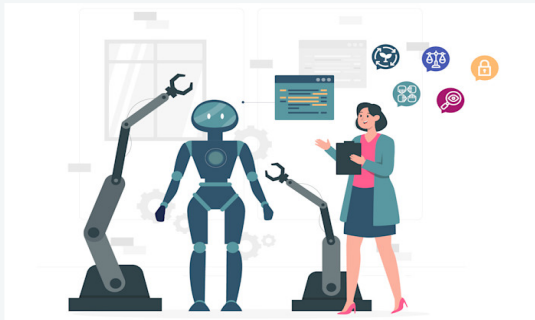
Target group

Employees with or without management roles

Matching Macrolearnings

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

Responsible AI: Künstliche Intelligenz verantwortungsvoll nutzen



Available in these languages:



German



English

MICROLEARNING



3 minutes

COURSE

Learning objectives

- Ziele und Herausforderungen von Responsible AI kennen

Target group

Mitarbeitende mit und ohne Führungsfunktion


Matching Macrolearnings

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

Mastering the Challenges of Artificial Intelligence with Responsible AI



Available in these languages:

 German  English

MICROLEARNING

 3 minutes

COURSE

Learning objectives

- Knowing industry-specific challenges posed by AI and their solutions using Responsible AI

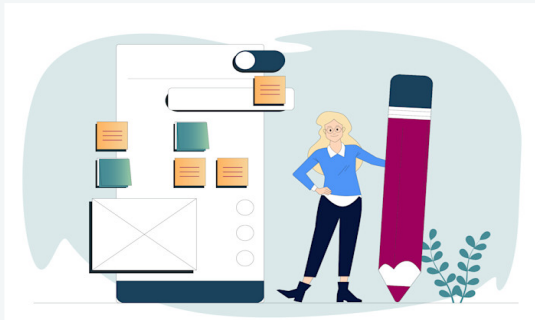
Target group

Employees with and without Management Roles

Matching Macrolearnings

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

Analogue methods of testing: card sorting and pre-mortem



Available in these languages:



German

MICROLEARNING



3 minutes

COURSE

Learning objectives

- Carry out preliminary tests to develop new products and services cost-effectively and in line with demand

Target group

Employees with and without a management function

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



English

MICROLEARNING



3 minutes

COURSE

Learning objectives

- Adequately formulate key results

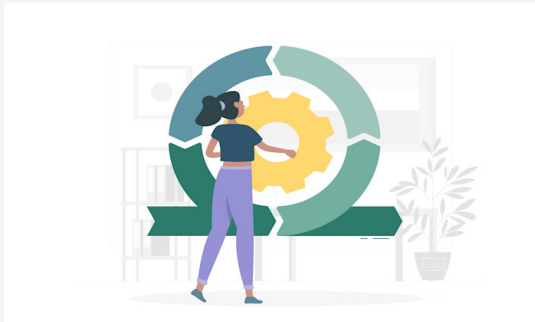
Target group

Management

Matching Macrolearnings

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

Enhancing Your Performance with the OKR Method



Available in these languages:



German



English

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](#).

Getting to the bottom of problems with the 5 Why method



Available in these languages:



German

MICROLEARNING



3 minutes

COURSE

Learning objectives

- Being able to analyze the causes of problems with the 5 Why method

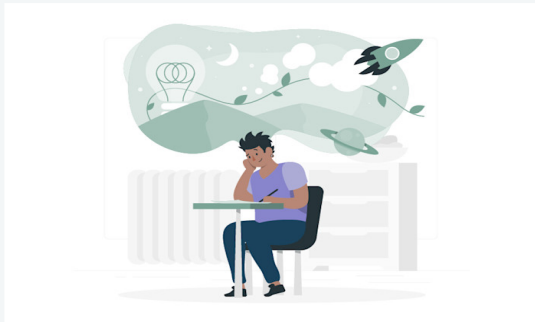
Target group

Employees with and without a management function

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

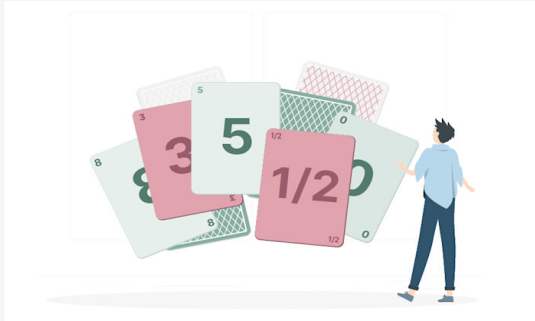
Target group

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

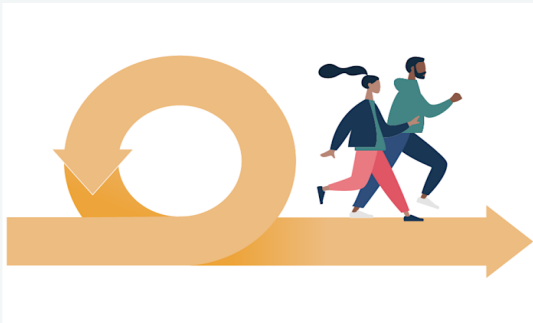
Target group

Employees with and without management roles

Matching Macrolearnings

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

What Is Agile Management?



Available in these languages:



German



English

MICROLEARNING



3 minutes

COURSE

Learning objectives

- Understanding the connection between globalization, digitalization, and agility

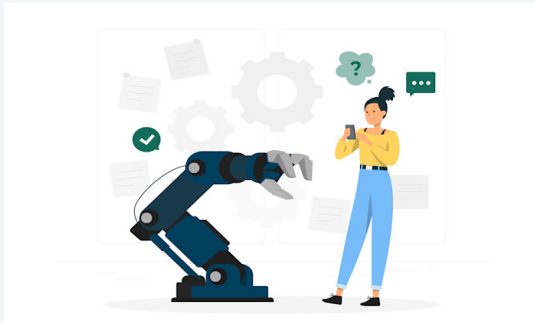
Target group

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](#).

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

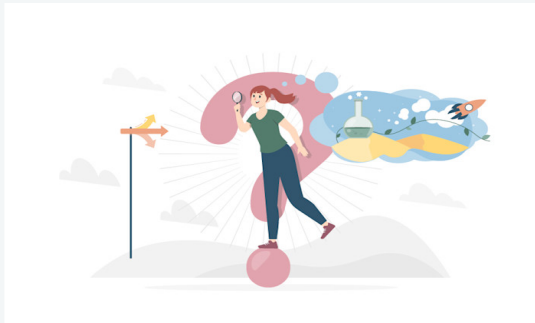
Target group

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

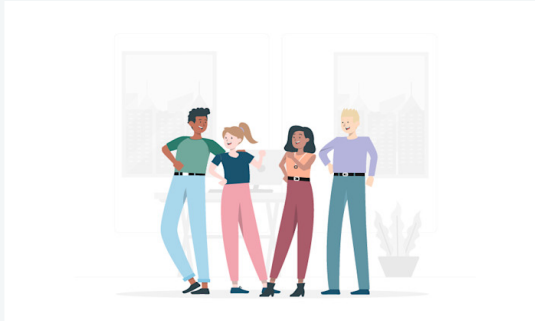
Target group

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 9 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

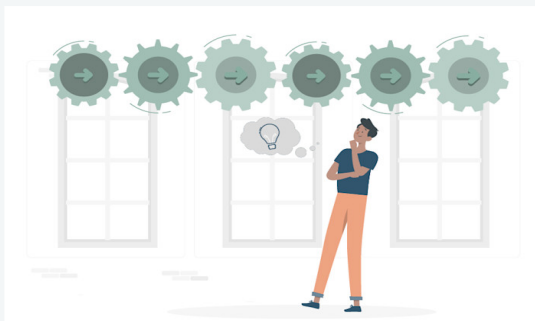
Target group

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

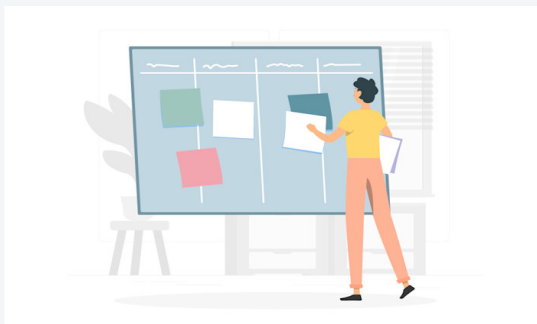
Target group

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

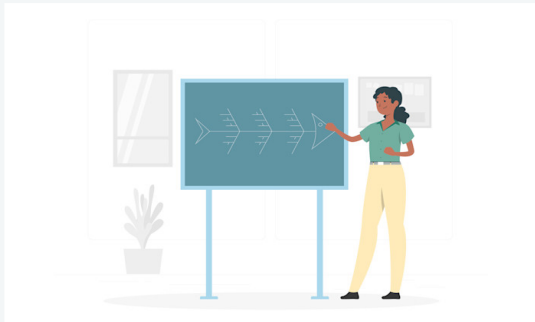
Target group

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.

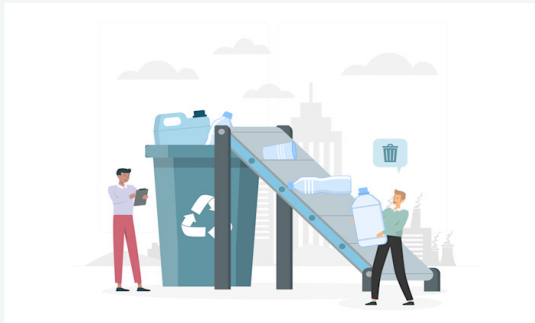
Target group

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

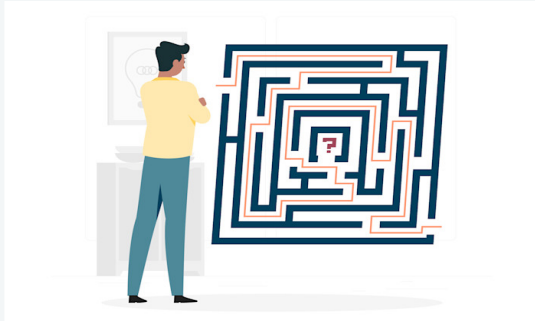
Target group

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](#).

Using Active Listening to Understand the Interlocutor



Available in these languages:



German



English



Spanish

MICROLEARNING



3 minutes

COURSE

Learning objectives

- Practicing and perfecting six key techniques of active listening

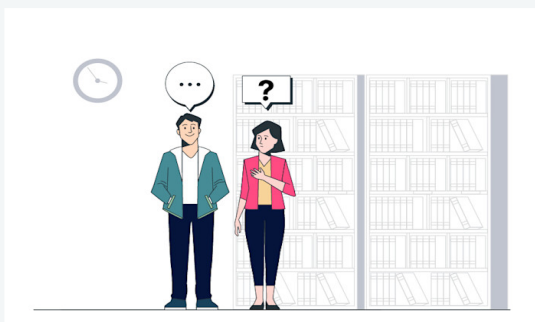
Target group

Employees with or without management roles

Matching Macrolearnings

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

Optimize Your Communication with Questioning Techniques



Available in these languages:



MICROLEARNING



COURSE

Learning objectives

- Improve your own dialogue skills

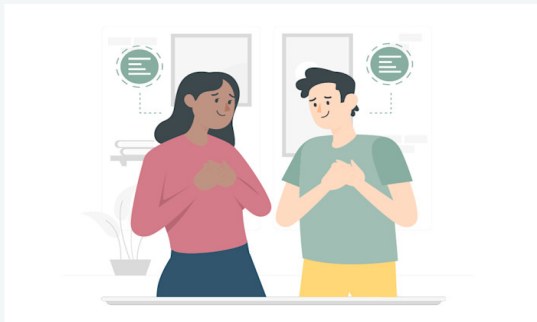
Target group

Employees with and without a management function

Matching Macrolearnings

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

Nonviolent Communication



Available in these languages:



German



English

MICROLEARNING



3 minutes

COURSE

Learning objectives

- Integrating the four steps of nonconfrontational communication into practice

Target group

Employees with or without management roles

Matching Macrolearnings

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

Paul Watzlawick's Five Axioms of Communication



Available in these languages:



German

MICROLEARNING



3 minutes

COURSE

Learning objectives

- Understanding Watzlawick's five axioms of communication

Target group

Employees with or without Management Roles

Matching Macrolearnings

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

Leading conversations to the goal with appropriate questions



Available in these languages:



German

MICROLEARNING



3 minutes

COURSE

Learning objectives

- Formulate and use open and closed questions in a targeted manner

Target group

Employees with and without a management function

Matching Macrolearnings

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

The Eight Basic Communication Styles from Schulz von Thun



Available in these languages:



German

MICROLEARNING



3 minutes

COURSE

Learning objectives

- Acquiring the ability to recognize the eight communication styles

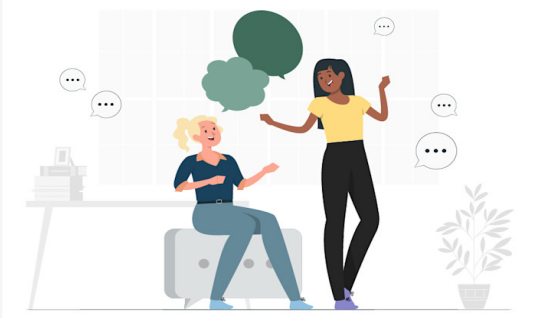
Target group

Employees with or without Management Roles

Matching Macrolearnings

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

Developing Your Own Communication Styles



Available in these languages:

 German

MICROLEARNING

 3 minutes

COURSE

Learning objectives

- Improving your communication behavior

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

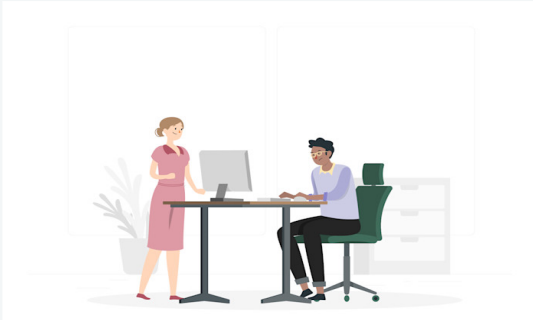
Target group

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

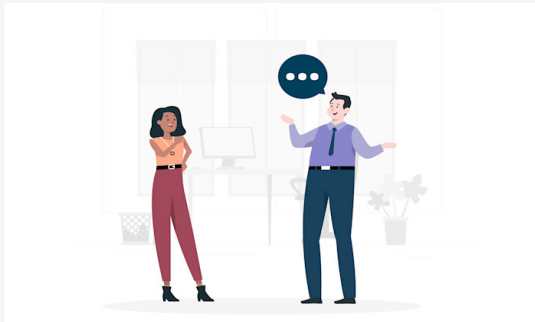
Target group

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:



MICROLEARNING



COURSE

Learning objectives

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

Target group

Employees with or without Management Roles

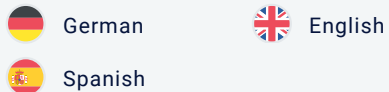
Matching Macrolearnings

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:



MICROLEARNING



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

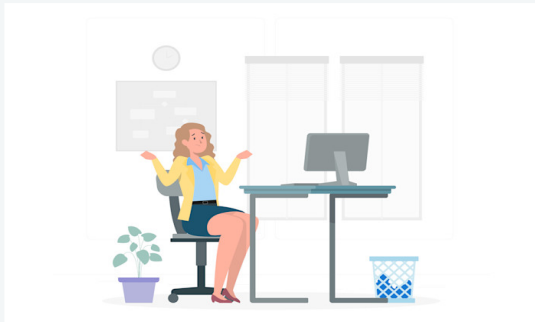
Target group

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

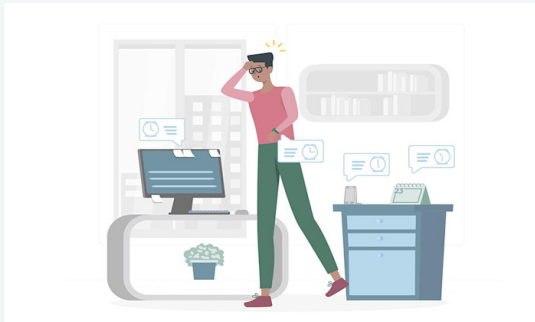
Target group

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

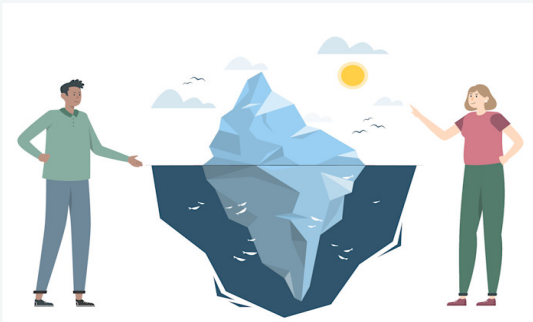
Target group

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-M-I Method



Available in these languages:



German

MICROLEARNING



3 minutes

COURSE

Learning objectives

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

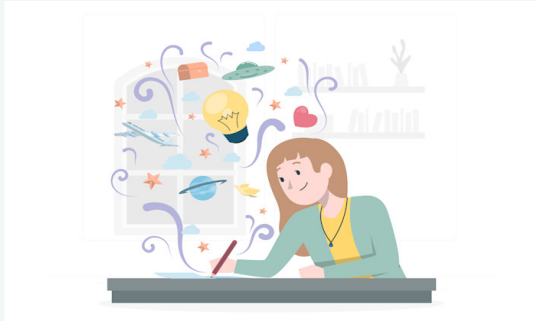
Target group

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

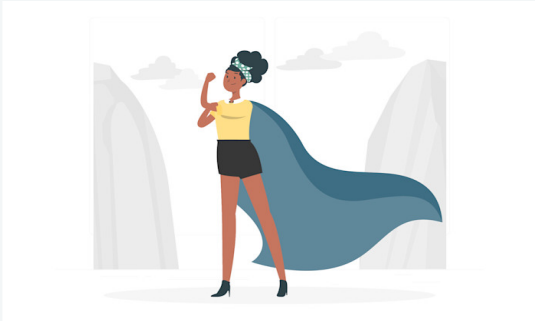
Target group

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

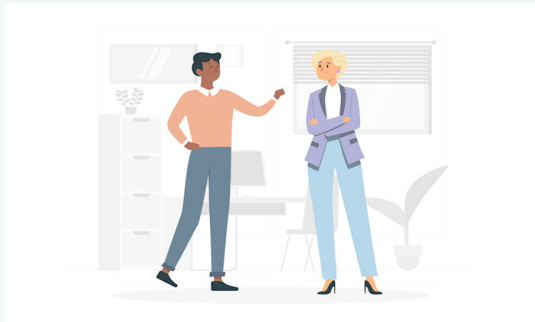
Target group

Employees with or without management roles

Matching Macrolearnings

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

I Want To Be Firm on Issues While Showing Kindness to Coworkers



Available in these languages:

-  German  English
-  Spanish

MICROLEARNING

 3 minutes

COURSE

Learning objectives

- Communicating clearly and appreciatively

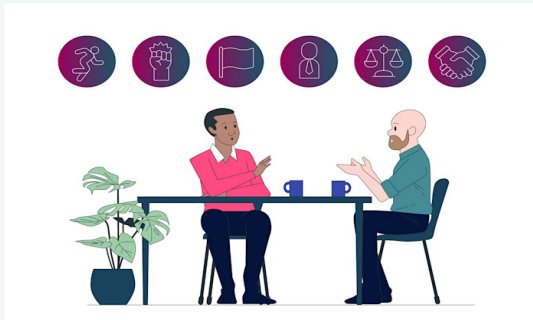
Target group

Employees with or without management roles

Matching Macrolearnings

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

Use typical conflict resolution strategies constructively



Available in these languages:



German

MICROLEARNING



3 minutes

COURSE

Learning objectives

- Know different strategies for conflict resolution in professional life and be able to use them constructively

Target group

Employees with and without a management function

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

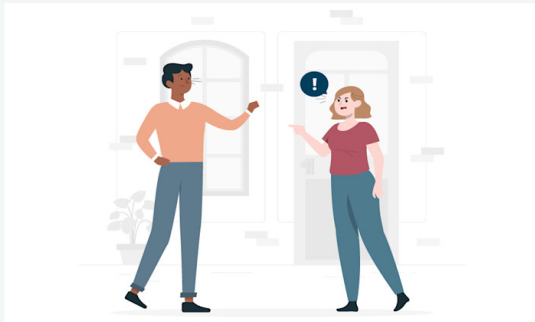
Target group

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:



MICROLEARNING



COURSE

Learning objectives

- Steering heated conflicts towards a constructive solution

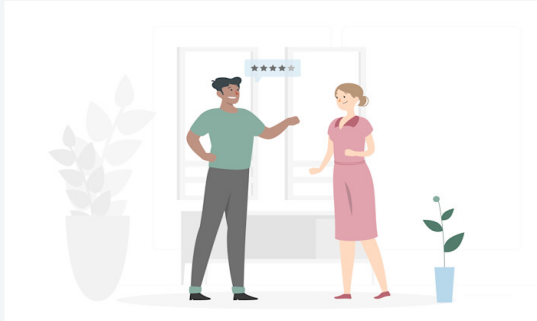
Target group

Employees with or without management roles


Matching Macrolearnings

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

Giving Effective Feedback



Available in these languages:

-  German
-  English
-  Spanish

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](#).

Cultural Differences in the Team Are Bothering Me and Impacting Our Collaboration



Available in these languages:



German

MICROLEARNING



3 minutes

COURSE

Learning objectives

- Finding a constructive way of dealing with cultural differences

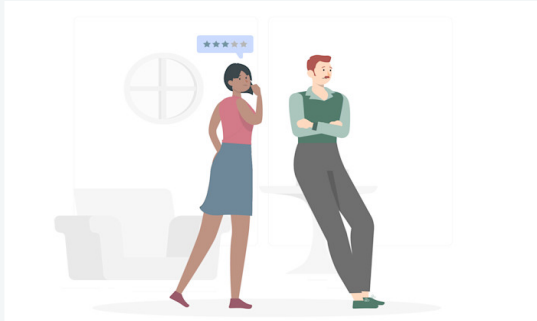
Target group

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

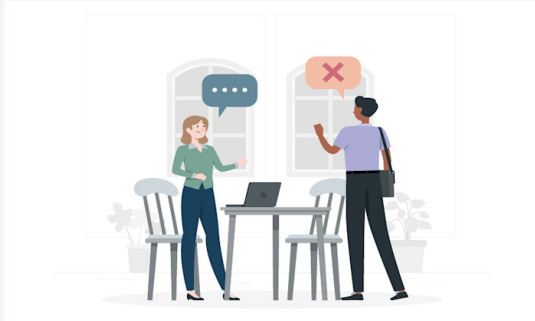
Target group

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

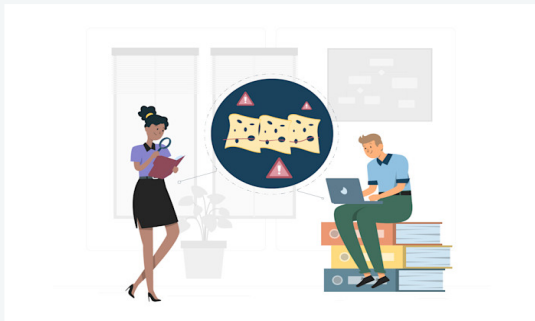
Target group

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](#).

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

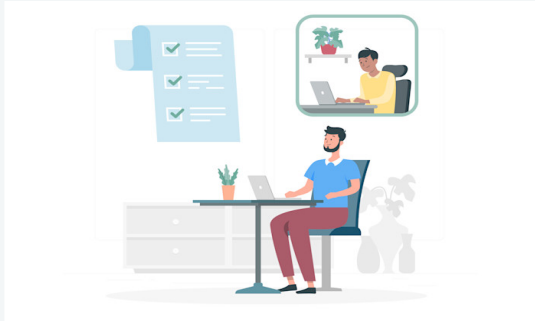
Target group

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

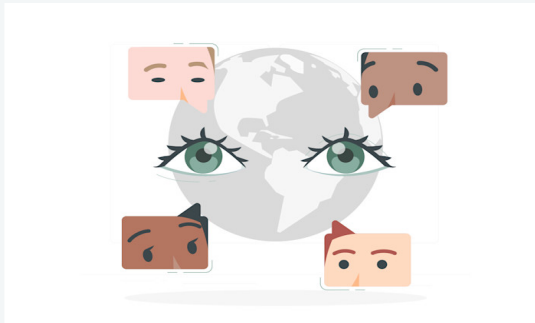
Target group

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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