



Leadership and strategy

Working in Virtual Teams – Proven and Latest Approaches
Leading Change Processes
Successful Management
From nought to Leadership
Influencing Without Authority 1
Influencing Without Authority 2
Working Successfully in Teams
Stakeholder Management
Business-Case Basics

Sales and customer management

Identifying Customer Needs and Motives 1
Identifying Customer Needs and Motives 2
How to Behave Successfully in Negotiations 1
How to Behave Successfully in Negotiations 2
Best Practice Sales strategy for every type of customer
Self-Motivation for Sales
Customer Complaints Management 1
Customer Complaints Management 2

Project management and work techniques

Self-Organization and Time Management 1 - Increasing Awareness for the Essential Things
Self-Organization and Time Management 2 – Focused Work Planning
Resilience @Work – Develop Your Own Strategies
Resilient Teamwork
Creativity Techniques – Outside the Box
Speed Reading
Project Management Basics
PMI-Certification Preparation
Stress Management - Dealing with the “High Tide” of Demands
Self-Coaching – Ready for a Solo-Mission
Coaching-Tools for Managers and Supervisors
Memorization Techniques
Problem Solving and Decision Making 1
Problem Solving and Decision Making 2

Communication

Efficient Communication – Effective and Appreciative Rhetoric
Presentations 1 – Structure, design and use of media
Presentations 2 – Public speaking and self-presentation
How to Resolve Conflicts 1 – Victory without Losers
How to Resolve Conflicts 2 – N.O. B.I.A.S. Formula in Practice
Dealing With Change 1 – Personal Strategies
Dealing With Change 2
Facilitating Interactive Meetings 1
Facilitating Interactive Meetings 2
How to Give and Receive Feedback 1
How to Give and Receive Feedback 2
Assertiveness Training 1
Assertiveness Training 2
Train-the-Trainer



Basic and country-specific knowledge

Business across Cultures

Relocation Training

Repatriation – Welcome Home

Successful Cooperation with ... (country-specific intensive training courses)

Sample Agenda: Successful Cooperation with China

International management

Working in Global Teams

International Leadership and Corporate Culture - Getting to know cultures, avoiding conflicts, bringing solutions to life

International Recruiting and Personnel Development - people are the most valuable resource

International Marketing - a global perspective on markets, brands and people