

Workplace Training Essentials

All Your Basics Done Brilliantly

Overview

+100 courses with 16 topics covering +40 hours



Highlights

- ✓ Pick and choose any number of courses
- ✓ Worldclass storytelling
- ✓ Award winning for outstanding digital didactics



+ 100 Courses

- ✓ US English
- ✓ Course durations: 25-30 min
- ✓ Made by subject matter experts



Value Effect

Achieve

- Learning engagement with high quality content
- Essential topics for a modern and respectful workplace
- Mix and match titles for ideal learning programs

Avoid

- Risks around missing or inconsistent compliance training
- Misalignment of employees's knowledge
- High and inconsistent training costs



Behind all the courses are **well-known specialist authors** with years of practical experience in their field

Professional authors are your guarantee of correctness of the content, legal conformity and topicality of all courses provided

Modality

Learning with Storytelling

Each course tells a story so that situations from everyday working life are presented in an entertaining way

Learn what matters

Course topics are prepared so users can relate directly to situation in the your company

Thinking along

Already in the middle of the course, your users make decisions and are involved in what is happening by means of case questions

Participate

Learning designed to encourage users to think and interact instead of just watching



Matthias Rosenberg
Business Continuity



Holger Berens
Cyber Security | Legal Training



Kurt Ramin
Fraud



Friederike Scholz
Data protection | IT-Law



Dr. Bernhard Bachmann
Compliance Sustainability CSR



Karl-Heinz Röniger
Occupational Health and
Safety Fire Protection



Martina Effmert
Mental stress in the workplace



Sven Leidel
Travel Security

**Create your
ideal playlist from
+100 courses**



Workplace essentials



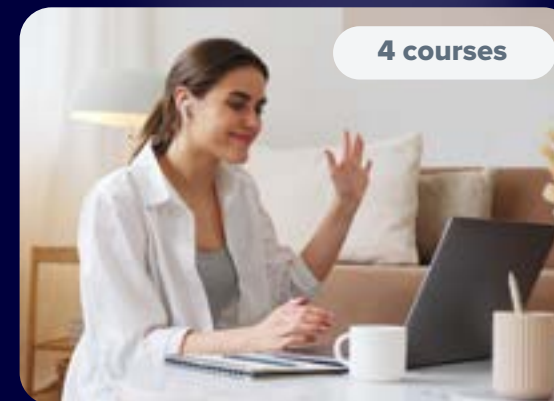
HR legal topics

1. Germany's general equal treatment act
2. Germany's working time act
3. Sexual Harassment
4. Copyright law



Respectful workplace

1. Compliance and business ethics
2. Diversity
3. Human rights
4. Inclusion
5. Unconscious bias
6. Sexual Harassment Sensitization for employees



Health & safety

1. Accidents in production
2. Accidents in the office
3. Fire prevention
4. Safety in the office



Mental health

1. Digital balance
2. Healthier life
3. Mental stress in the workplace
4. Mindfulness
5. No fear of fear – basics
6. Resilience
7. Stressbusters



Physical health

1. Addiction prevention
2. Body-mind-change
3. Healthier sleep
4. Stronger back



18 courses

Compliance training

Compliance

1. Anti-cartel compliance
2. Anti-corruption
3. Anti-money laundering compliance
4. Code of conduct
5. Competition compliance
6. Compliance and anti-corruption
7. Conflicts of interest
8. Corruption in purchasing and sales
9. Dawn raid – what now?
10. Dealing with benefits and gifts
11. Fraud prevention – basics
12. Germany's supply chain act
13. Introduction kyc
14. Introduction to compliance management
15. Sustainable Finance Disclosure Regulation
16. Third-party compliance
17. Trade compliance
18. Whistleblowing

Business & Soft skills



9 courses

Change

1. Artificial intelligence (AI)
2. Complexity reduction
3. Customer-centric thinking
4. Entrepreneurial thinking
5. Failure culture
6. Onboarding process
7. Prepared for changes
8. Self-motivation
9. Serving humanity



3 courses

Communication

1. Open feedback culture
2. Storytelling
3. The art of conversations



11 courses

Leadership

1. Adapting an agile mindset
2. Agile leadership in uncertainty
3. Creative leadership
4. Digital disruption
5. Digital skills - creation & communication of digital content
6. Digital skills - critical and reflective evaluation of information
7. Digital skills - dealing with change in a digital world
8. Digital skills - introduction
9. Digital skills - working in virtual teams
10. Effective decision-making
11. Mind the gap – bridging the generations divide



5 courses

Sustainability

1. Climate clever at work
2. Corporate social responsibility
3. Corporate Sustainability – Basics
4. Corporate Sustainability – Sustainability Strategy
5. Corporate Sustainability – Sustainable Development Goals (SDGs)



3 courses

Crisis situations

1. Business continuity management – basics
2. Crisis communication
3. Crisis management

Data & information security



7 courses

Information security

1. Business e-mail compromise
2. CEO-fraud
3. Information classification
4. Information security – basics
5. Information security while traveling
6. Social engineering
7. Vishing (voice phishing)



3 courses

Data protection

1. Data protection in everyday office life
2. Data protection in marketing
3. GDPR – properly protect data



6 courses

Personal security

1. De-escalation training
2. Predictive Profiling in Retail
3. Rampage – active shooter
4. Safety for families
5. Safety for your child
6. The art of conflict



7 courses

Cyber security

1. Working in the Home-Office
2. Cyber security – basics
3. Personal e-mail usage
4. Phishing
5. Social media vigilance
6. Working with e-mails
7. Working with mobile devices



7 courses

Travel security

1. Behavior in case of kidnapping
2. Behavioral training for exceptional situations
3. Behavioral training for risk situations
4. Introduction to traveling security
5. Safety for expats
6. Travel safety for women
7. Travel security – essentials



Pricing

	1 course	10 courses	30 courses	100 courses
1-99 users	\$6	\$35	\$70	\$106
100-249 users	\$6	\$29	\$59	\$88
250-499 users	\$6	\$18	\$35	\$53
500-999 users	\$6	\$12	\$23	\$35
1000+ users	Contact us			

Build your own Playlist or pick a Pre-built program.
Take Workplace Essentials to a new level

Prices are per employee billed for 12 months



Build a Capability academy

Must do's



Ethics compliance

- Business & compliance
- Respectful Workplace
- Health & Safety
- Data & Cybersecurity

Must haves



Business Essentials

- Leadership & Management
- Productivity
- Employee training
- Mental health & wellbeing



Capability training

- Cognitive training
- Interpersonal
- Self-leadership
- Digital learning

Should have