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Life Hacks

- > **Assertiveness**   Stand up for yourself without unnecessarily hurting another.
- > **Setting boundaries**   To here and no further!
- > **First step towards being assertive**   Making a better impression.
- > **Putting things into perspective**   I want to learn to keep undesired emotions under control.
- > **Tired of being a perfectionist?**   For anyone who wants to learn how to make mistakes.
- > **Love junkie**   For anyone who wants to be liked.
- > **Stop procrastinating now!**   Don't delay, get started today.
- > **Control freak?**  For anyone who wants to learn how to let go.
- > **Catastrophizing or...?**   I want to have a more positive approach to life.
- > **Emotional intelligence**   Because just being smart isn't enough.
- > **How do I really feel?**  I want to be more aware of my feelings.
- > **Expressing your emotions**   I want to be able to say how I feel.
- > **Empathy**   What motivates another person?
- > **Mindfulness**   The power of now.
- > **Meditation**  I want to find calmness in the moment.
- > **Happy with yourself**  Without judgment.
- > **A first step towards mindfulness**   I want to be in the present moment.
- > **Stress**   Learn about dealing with stress.
- > **Let's talk about stress**  I've noticed you've been under pressure lately.
- > **Take action: Stress SOS**  First aid for treating stress.
- > **Vitality and energy**  I want to increase my energy levels and boost my passion for life.
- > **Managing your tension**  Learn to relax and recognize stress.












Communication

- > **Communicating**   Our communication skills could certainly be improved.
- > **Attentive listening**   I want to improve my listening skills.
- > **Understanding others**   I want to understand what other people mean.
- > **Open questions**  I want to ask better questions.
- > **Preventing misunderstanding**   I want to get better at observing, interpreting, and drawing conclusions.
- > **Speaking with your body**  I want my body to speak the same language as my lips.
- > **Presenting with ease**   I want to improve my presentation skills.
- > **Dealing with difficult people**   How can I spend less energy dealing with difficult people?
- > **Giving feedback**   There are constructive ways to give feedback.
- > **Receiving feedback**   I want to learn how to benefit from feedback.
- > **Small talk**  What am I going to talk about?
- > **Breaking bad news**   How do I do that?
- > **Influencing**   I want to learn to align my strategy with the person I'm dealing with.
- > **Courageous conversations**   How do I say difficult things?
- > **Communicate in a crisis**   I want to be able to tell someone the worst possible news.
- > **The power of a compliment**   I want to learn how to praise myself and others





Teams

- > **How do I build a team?**   What makes my team tick?
- > **Team culture**  I want my team to have a winning culture.
- > **Teamwork**  I want my team to work better together.
- > **Team conflicts and all that jazz..**  Mistakes you should avoid when putting together a team.









Management & Leadership

- > **Time management**   I want to use my time more effectively.
- > **Me? A Manager?**   Is management right for me?
- > **Result oriented management**   I want results with my people.
- > **Difficult employees?**   I want the antidote.
- > **Teamleadership**  I want to lead my team to success.
- > **Stress-free management**   Manage without getting in the way of yourself.





Clear Thinking

- > **Creative thinking**   I want to come up with creative solutions for everyday problems.
- > **Mind mapping**  I want to learn how to structure information in a visual form.
- > **The art of failing**  I want to overcome my fear of failure.





Life & Career

- > **Achieving goals**  On the road to success.
- > **My passion?**   I'm rushing through life but have no idea where I'm heading!
- > **Would you hire yourself?**   I want to learn how to apply for a job – and get it!
- > **My first job**   I want to get my career off to a successful start.
- > **Living together**  For or against?

Commerce

- > **Consultative selling**   I want to improve my sales skills.
- > **Ready, Set, Pitch!**   I want to sell convincingly.

Diversity

- > **Invest in the relationship?**  Do you want to learn more about how to deal with cultural differences?
- > **Diversity in emotions**  Show or hide your emotions?
- > **Different cultures, different truths**  Who is right?
- > **From allergy to quality**  All about punctuality, politeness, and other cultural stereotypes.

Legend

 Duration time of 1 to 4 months.

 Duration time of 2 to 6 weeks.

 Duration time of 20 minutes.

 Includes inviting a 'supporter' to give you feedback and help you learn.

Unlimited online courses – anytime, anywhere, and at your own pace!