

# EXCERPT WIFI COURSE CATALOGUE IN-HOUSE TRAININGS



## 1. MANAGEMENT AND HUMAN RESOURCES

- 1.1 Leadership Competence Training -  
European Leadership Competence Training
- 1.2 Creation of a Business Plan
- 1.3 Human Resource Management
- 1.4 Employer Branding
- 1.5 Entrepreneurship Training
- 1.6 Instructor Training
- 1.7 Innovation Management

## 2. PERSONALITY

- 2.1 Communication
- 2.2 Public Speaking
- 2.3 Presentation Techniques
- 2.4 Poise and Coaching
- 2.5 Time Management
- 2.6 Work and Self-Organization
- 2.7 Motivation and Meaningful Work
- 2.8 Conflict Management
- 2.9 Conducting Difficult Conversations in a Goal-Oriented Manner
- 2.10 Train the Trainer
- 2.11 Training Methods for Experts and Product Managers

## 3. PURCHASING and SALES

- 3.1 Purchasing
- 3.2 Negotiation Techniques in Purchasing
- 3.3 Logistics and Supply Chain Management
- 3.4 Warehouse Management
- 3.5 Digitization in Sales
- 3.6 Top in Sales
- 3.7 Negotiation Techniques in Sales
- 3.8 Shop-Management
- 3.9 Sales Management
- 3.10 Telephone marketing - Sales and Customer Care
- 3.11 Key Account Management
- 3.12 Communication in Customer Service
- 3.13 Coaching in Sales
- 3.14 Negotiation Techniques in Sales
- 3.15 Complaint Management on the Phone

## 4. FINANCE and ACCOUNTING

- 4.1 Personnel Accounting
- 4.2 Accounting and Reporting Using Excel

## 5. QUALITY MANAGEMENT and PRODUCTION

- 5.1 Quality Management
- 5.2 Lean Management for Production
- 5.3 Lean Management according to the Toyota Production System
- 5.4 5S Basis for Lean Management
- 5.5 Implementation of the 5S Method
- 5.6 KAIZEN
- 5.7 Process Management
- 5.8 Risk Management
- 5.9 Project Management
- 5.10 Environmental Management
- 5.11 SHE Safety, Health and Environmental Protection Trainings

## 6. TECHNOLOGY and VOCATIONAL TRAINING

- 6.1 CNC Trainings
- 6.2 Automation Engineering
- 6.3 CAD Trainings
- 6.4 Welding
- 6.5 Mechatronics
- 6.6 Robotics
- 6.7 Facility Management
- 6.8 Guiding Forklift Trucks

## 7. IT and DIGITIZATION

- 7.1 MS Windows Update - The Current Operating System
- 7.2 Windows 10 for Administrators
- 7.3 IT-Management
- 7.4 Digitization
- 7.5 Digital Transformation Management