

Develop Yourself

١	Min	dfu	lness	and	Hea	lth
	IVIIII	unu	111555	anu	1150	

My High Standards for Good Work Are Wearing Me Out	10
Building Stress Resilience with the 4-A Strategy	11
Every Time I Reflect on Myself, I End Up in a Bad Mood	12
Think and act in a growth-oriented way with the growth mindset	13
I Often Get Emotionally Overwhelmed	14
Understanding Emotions and Behavior with the ABC Model	15
Calmly Navigate Everyday Life through Mindfulness	16
My Coworkers Annoy Me and Make Me Angry	17
My Team Says the Project Is Done, but My Gut Tells Me Otherwise	18
I'm Overly Emotionally Invested in My Work	19
Others Seem So Confident and Strong—I Struggle to Measure Up	20
Keep Your Eyes Healthy with the 20-20-20 Rule	21

Motivation and Personal Development

Assess Challenges More Effectively with the Scenario Analysis	22
I'm Slowly Losing My Drive to Come Up with Ideas	23
Three Ways to Keep Pushing Forward	24
I Am Afraid That AI Will Replace My Job	25
I Made an Insensitive Remark to a Team Member	26
I Am Afraid to Make Difficult Decisions!	27
Customer Conversations Can Sometimes Get Emotional	28
I Can't Make Any Sense of My Customer's Behavior	29
Finding Meaning in Your Work with the Golden Circle	30
Understanding action processes better with the Rubicon Model	31
Giving Meaning to Tasks	32
Tackling the Fear of Acknowledging What I Don't Know	33
Persuading My Manager to Authorize Further Development	34
Staying Self-Motivated	35
Using Signature Strengths for Professional Development	36
Passion at Work	37
Expanding the Self-Image with the Joahri Window	38

Develop Yourself

Time a	nd Self	f-Mana	gement
			9

Avoiding Procrastination with the Five-Minute Rule	39
Inbox Zero: Achieving Order in Your Inbox	40
I'm Constantly Getting Sidetracked and Can't Get Anything Done	41
From Boredom to Joy: Using Job Crafting to Reshape Your Role	42
I Never Find the Right Time to Start Implementing My Ideas	43
I Struggle to See the Point in Mundane, Routine Tasks	44
My Work Responsibilities Are Exhausting Me	45
Achieve Goals More Reliably with Implementation Intentions	46
Weekly Planning Made Simple for Achieving Goals	47
Anchoring Knowledge through Sustainable Learning Methods	48
Finding a Start in the Learning Process is Challenging	49
Remembering More Easily Using the Loci Method	50
Enhancing Comprehension with the SQ3R Reading Method	51
I Don't Want to Delegate Because I Prefer to Complete the Task	52
Struggling to Separate My Work in My Home Office from My Personal	53
Dealing with Interruptions from My Children in Home Office	54
Staying Visible in Your Home Office	55
Monotasking: Full Concentration	56
Work More Productively with the ALPEN Method	57
The SMART Method	58
Clever Prioritization with the Eisenhower Matrix	59
How to Structure Working Time in Your Home Office	60

Creativity and Problem Solving

Customer-First Innovation with Design Thinking	61
How to Prepare Your Team for the Design Thinking Process	62

Develop Others

Diversity, Inclusion, and Social Responsibility	sponsibility
---	--------------

l Want to Support Minorities on My Team Without Making Them Feel	63
Cultural Differences in the Team Are Bothering Me and Impacting	64
Acting More Consciously with the Three-Pillar Model of Sustainabil	65
Practicing Sustainability in the Company—with CSR	66
Overcoming Prejudice	67
Recognizing and Avoiding Biases	68

Agile Working and Project Management

The state of the s	
Identifying and Managing Risks in Project Management	69
Planning Poker: Estimating Tasks Realistically	70
Creating Personas	71
Retrospective Meetings	72
The Agile Values	73
Continuous Improvement with the PDCA Cycle	74
The Values of the Agile Manifesto	75
Encouraging Creativity Using the Walt Disney Method	76
Navigating VUCA with Flexibility	77
Distinguishing a Project from a Task	78
Four Success Factors for Classic Project Management	79
Working Out Loud: Fostering Employee Knowledge Sharing	80
What Is Agile Management?	81
Use Daily Stand-Up Meetings for Task Visibility	82
Collaborate Effectively in the Scrum Team	83
Work Innovatively and Effectively with Scrum	84
Effectively Manage Everyday Work with Agile Tools	85
Visualize Processes with Kanban	86
Developing Good Ideas with the Brainstorming Method	87
Use Line Balancing to Streamline the Value Stream	88
Seven Types of Waste	89

Develop Others

Communication

Get Nervous About Critical Questions During Presentations	90
The Basic Elements of a Presentation	91
Plan Ahead and You'll Present More Relaxed	92
Present Better with the Four 'Presentation Zen' Tips	93
Have a Presentation Coming Up and I'm Nervous	94
Find It Difficult to Convey Unpleasant Messages with Tact	95
Need to Be Persuasive, but I'm a Straightforward Person	96
dentifying Needs Using the GVZ Method	97
Using Active Listening to Understand the Interlocutor	98
Optimize Your Communication with Questioning Techniques	99
Nonviolent Communcation	100
Paul Watzlawick's Five Axioms of Communication	101
Wow Your Audience with Organized and Prepared Presentations	102
Engaging Your Audience with Dynamic Knowledge Sharing	103
Guiding Conversations to Your Goal Using the Right Questions	104
The Eight Basic Communication Styles from Schulz von Thun	105
Developing Your Own Communication Styles	106
I'm Afraid to Ask Because I Think My Counterpart Doesn't Have Time	107
My Counterpart Is Rambling, and I Don't Know How to Interrupt	108
Effectively Conveying Knowledge Online	109
'm Uncomfortable Networking at Events	110
The Dilemma of Not Understanding Important Information and Feel	111
Practice Netiquette and Have a Good Online Presence	112
Be Confident Online	113
Guiding Participants Through the Five Phases of a Training	114

Communication

Successfully Communicating with the Iceberg Model	115
Expressing and Addressing Emotions with the Verbalization Tech	116
Tracking Down Good Stories	117
Captivate Listeners with the Hero's Journey	118
Telling Compelling Stories with Storytelling	119
Conducting Online Meetings Successfully	120
Conflict Management	
Typical Strategies for Constructive Conflict Resolution	121
I Always Back Down When There Is a Conflict	122
My Colleague Takes Feedback Personally	123
My Coworker Doesn't Take Feedback Seriously	124
My Coworker Turns Aggressive in Conflict Situations	125
Deflect Verbal Attacks with the 4-"I" Method	126
The Harvard Concept	127

Develop Others

Basics of Leadership

Onboarding Goes Beyond the Probation Period	128
Creating Personalized Learning Plans for Your Team	129
As a new manager, I can't deal with conflicting expectations	130
I Have No Idea What My Team Member Actually Does in Home	131
Holistic Goal Setting	132
I Doubt My Interviewee Is Being Honest	133
My Team Member's Resistance to Embracing Digital Advancements	134
My Candidate Doesn't Ask Questions About the Job or Company in	135
Tasks I Delegated Keep Coming Back to Me	136
I Struggle to Let Go of Delegated Tasks	137
Striking a Balance Between Professional and Personal Levels as a	138
My New Team Member is Still Struggling After Months	139
Coaching-Conversations with Employees	140
My Team Member Rejects or Undermines Tasks	141
Leading Employees Through the Five Stages of Change	142
Challenges Faced When Asserting Myself in a Leadership Position	143
Being a Female Manager: I Struggle with Being Taken Seriously by	144
I Realize That as a Manager I Can't Solve Everything	145
My Team Tenses Up When I Enter the Room and How to Fix It	146
I Gave My Team Autonomy, But They're Still Unhappy	147
Why My Employee Praise Sometimes Backfires—and How to Get It	148
I Want To Be Firm on Issues While Showing Kindness to Coworkers	149
A Team Member Wants a Promotion, But I Don't See the Potential	150
One of My Team Members is Spreading Negativity	151
Navigating Employees' Irrational Fears in Times of Crisis	152

Basics of Leadership

I Fear I'll Lose My Composure in the Termination Meeting			
I'm Not Sure How to Lead as a New Boss	154		
As a Leader, People Expect Me to Be Perfect	155		
My Team Member Thinks Our Company Goals Aren't Realistic	156		
My More Experienced Employees Don't Take Me Seriously as a	157		
My Team Member Has Lost Motivation	158		
I Have a Feeling My Team Member Is Unhappy in the Company	159		
Benefits Which Retain Employees	160		
An Onboarding Process Which Fosters Loyalty	161		
Improving Employee Well-Being by Preventing Reward Crises	162		
My Employees See Further Development as Unnecessary	163		
My Employees Struggle to Incorporate Learning into Their Daily	164		
When Delegating Tasks to My Employee Falls Short of Expected	165		
My Team Member Is Feeling Lost and Worried about Recent	166		
Promote Motivation with Praise	167		
Leading Through Change Processes with the Four Rooms of Change	168		
Promoting Development for Home Office Employees	169		

Develop Others

Team Leadership Strengthening Cohesion in a Hybrid Team 170 I Want to Increase AI Literacy in My Team 171 **Embracing and Leveraging Team Roles** 172 Building a Personal Connection with My Remote Team is Challeng... 173 I Find It Difficult to Implement Equal Treatment for My Employee's... 174 How should I behave towards my team as a new manager? 175 Intergenerational Collaboration and How It Works 176 A Team Member Undermines Team Performance with Frequent Mis... 177 Why Aren't My Employees Sharing Their Knowledge? 178 How Can I Inspire My Team to Strive for Excellence? 179 Targeted Team Building with the Team Development Model 180 Clarifying Team Responsibilities Using the RACI Matrix 181 Fostering Appreciation for Role Variations Within the Team 182 Rules of the Game for Hybrid Collaboration 183 Securing Results When Working Remotely Despite the Distance 184

Leadership Models

My Team Members Evaluate Their Skill Level Higher Than I Do	185
The GROW-Model	186
Motivate Employees Individually With The Basic Motives	187
Making Success Measurable with Key Results	188
Enhancing Your Performance with the OKR Method	189
Managing Conflicts as a Lateral Leader	190
How Lateral Leadership Differs from Conventional Leadership	191
Practical Instruments for Lateral Leadership	192

Collaboration

I Find It Hard to Accept Praise from Others	193
Giving Effective Feedback	194
I Don't Do a Good Job of Involving Everyone in Meetings	195
Less Experienced Colleagues Don't Respect My Wealth of Experi	196
Bridging Generational Gaps through Intergenerational Knowledge	197
Actively involve participants in online training courses	198
I Want to Convince Management to Invest More in Process Manage	199
My Coworker Doesn't Respect My Boundaries and Is Constantly	200
I Am Worried About a Colleague, But They Say Everything Is Fine	201
I, as a Trainer, Receive Little Response from My Participants	202
I Can't Concentrate on the Conversation, but Don't Want to Seem	203
Dealing with Challenging Training Participants	204
Engage Participants in Online Meetings	205
Hold Hybrid Meetings Inclusively and Without Disruption	206

Develop Your Business

Analysis and Decision-Making	
Analyzing and Managing Stakeholders	207
Strategic Decision-Making	208
Classify Complex Situations with the Stacey Matrix	209
Getting to the bottom of problems with the 5 Why method	210
Others Are Always Telling Me What I Should Do	211
The Decision-Making Process	212
Before Making a Decision, I Am Often Afraid of a Negative Outcome	213
Eliminating Errors at the Root Sustainably with the Swiss Cheese	214
Finding Root Causes with the Ishikawa Diagram	215
Strategy and Planning	
I Can't Make Smart Decisions in Procurement When Everything's on	216
I'd Rather Write It Down Than Clear Things Up in a Conversation	217
I Made a Wrong Decision	218
My Employees Lack the Time to Make Good Use of E-training Cours	219
Innovation and Technology Management	
I Just Don't Understand AI	220
What Is Generative AI and How Is It Used?	221
Responsible AI: Künstliche Intelligenz verantwortungsvoll nutzen	222
Mastering the Challenges of Artificial Intelligence with Responsible	223
Big Data in a Nutshell	224
Analog Methods of Testing: Card Sorting and Pre-Mortem	225
I'm Struggling to Foster a Sustainable Mindset Within My Company	226
Golden Rules for Prototyping	227
How Do You Start Prototyping?	228
Dare and Master the VUCA World	229
Protect Personal Data	230

Develop Your Business

Sales and Marketing

I Feel Insecure About Cross-Selling!	231
Time to Value: How to Win Customers from Day One	232
Responding Effectively to a Customer's "No"—A "No" Isn't Always	233
Learning from the Complaint Paradox and Improving Customer Ser	234
My Customer Can't Explain Their Problem	235
I Don't Know What My Customers Really Want	236
Determining Customer Hierarchy for Decision-Making Can Be Tough	237
My Customers Are Sidetracking Me with Unreasonable Discount	238
Buyer's Remorse: My Customers Are Backing Out of the Deal	239
I Have to Explain a Price Adjustment to My Customers	240
Needs Assessment: My Customers Do Not Disclose All Their Infor	241
I'm Not Advising My Customers Solution-Oriented Enough Yet	242
Sales Pitch: I Don't Want To Take My Customers by Surprise	243
Cold Calling Makes Me Uncomfortable	244
I Don't Want To Pressure My Customers	245
My Customers Find Our Product Too Expensive	246
Even Good Arguments Don't Convince My Customers	247
Help! I Don't Come-Off as Personable	248
I Want To Deepen My Customer Relationships Without Being Annoy	249
My employees do not cross-sell	250
Tips for Building Relationships in the Workplace	251
Recognize and Capitalize on Networking Opportunities	252
Improve and Deepen Customer Relationships	253
Customer Focus Works—First Steps	254
Arguing Benefits with the Five Step Technique	255

Sales and Marketing

	Countering Ob	jections with th	ne Acknowledgment	Method	256
--	---------------	------------------	-------------------	--------	-----

My High Standards for Good Work Are Wearing Me Out



Learning objectivesTyler

Taming inner "drivers" with matching "permission-givers"

Target group

Building Stress Resilience with the 4-A Strategy



Learning objectivesTyler

 Leveraging the 4-A Strategy to maintain emotional balance and take action in stressful situations

Target group

Every Time I Reflect on Myself, I End Up in a Bad Mood



Learning objectivesTyler

• Finding constructive self-reflection with self-esteem

Target group

Think and act in a growth-oriented way with the growth mindset



Learning objectivesTyler

Think and act in a growth-oriented way with the growth mindset

Target group

Employees with and without a management function

I Often Get Emotionally Overwhelmed



Learning objectivesTyler

Knowing ways to maintain composure in heated situations

Target group

Understanding Emotions and Behavior with the ABC Model



Learning objectivesTyler

Knowing the impact of inner beliefs and understanding (pre)judgments on emotional reactions

Target group

Calmly Navigate Everyday Life through Mind- fulness



Learning objectivesTyler

• Being mindful in everyday work

Target group

My Coworkers Annoy Me and Make Me Angry



Learning objectivesTyler

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

Target group

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



Learning objectivesTyler

• Taking a moment to reflect before reacting

Target group

I'm Overly Emotionally Invested in My Work



Learning objectivesTyler

• Regulating emotional involvement in the workplace

Target group

Others Seem So Confident and Strong—I Struggle to Measure Up



Learning objectivesTyler

Handling weaknesses and uncertainties constructively

Target group

Keep Your Eyes Healthy with the 20-20-20 Rule



Learning objectivesTyler

 Learning about the 20-20-20 rule and applying it to your daily work

Target group

Assess Challenges More Effectively with the Scenario Analysis



Learning objectivesTyler

Using the scenario analysis to prepare for potential developments

Target group

I'm Slowly Losing My Drive to Come Up with Ideas



Learning objectivesTyler

· Getting your ideas across constructively

Target group

Three Ways to Keep Pushing Forward



Learning objectivesTyler

Handling setbacks and internal resistance constructively

Target group

I Am Afraid That AI Will Replace My Job



Learning objectivesTyler

 Overcoming your fear of Al and being able to use it for your own benefit

Target group

I Made an Insensitive Remark to a Team Member



Learning objectivesTyler

• Being able to apologize respectfully after an insensitive remark

Target group

I Am Afraid to Make Difficult Decisions!

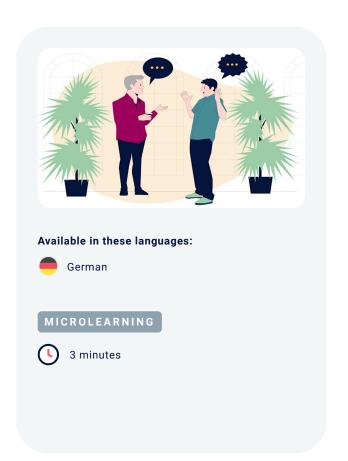


Learning objectivesTyler

Seeking support by sharing concerns about difficult decisions

Target group

Customer Conversations Can Sometimes Get Emotional



Learning objectivesTyler

• Understanding tools for de-escalating emotional customer conversations.

Target group

I Can't Make Any Sense of My Customer's Behavior



Learning objectivesTyler

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

Target group

Finding Meaning in Your Work with the Golden Circle



Learning objectivesTyler

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

Target group

Understanding action processes better with the Rubicon Model



Learning objectivesTyler

Understanding action processes better with the Rubicon Model

Target group

Giving Meaning to Tasks



Learning objectivesTyler

• Inspire employees with a real purpose

Target group

Management

Tackling the Fear of Acknowledging What I Don't Know



Learning objectivesTyler

 Confidently and constructively identifying gaps in knowledge and making suggestions for eliminating them.

Target group

Persuading My Manager to Authorize Further Development



Learning objectivesTyler

• Convincing your manager of your development goals

Target group

Staying Self-Motivated



Learning objectivesTyler

 Completing tasks that are difficult with motivation, goals and a plan

Target group

Using Signature Strengths for Professional Development



Learning objectivesTyler

 Getting to know one's own signature strengths and consciously using them in everyday working life

Target group

Passion at Work



Learning objectivesTyler

• Making the best use of one's own talents and abilities

Target group

Expanding the Self-Image with the Joahri Window



Learning objectivesTyler

• Learn how to improve your self-esteem by using the Johari window.

Target group

Avoiding Procrastination with the Five-Minute Rule



Learning objectivesTyler

 Overcoming procrastination and tackling tasks with the five-minute rule

Target group

Inbox Zero: Achieving Order in Your Inbox



Learning objectivesTyler

• Keeping your inbox neat and manageable

Target group

I'm Constantly Getting Sidetracked and Can't Get Anything Done During the Day



Learning objectivesTyler

Working on tasks without distractions using monotasking

Target group

From Boredom to Joy: Using Job Crafting to Reshape Your Role



Learning objectivesTyler

• Designing your own work with job crafting

Target group

I Never Find the Right Time to Start Implementing My Ideas



Learning objectivesTyler

Putting your own ideas into practice with concrete intentions

Target group

I Struggle to See the Point in Mundane, Routine Tasks

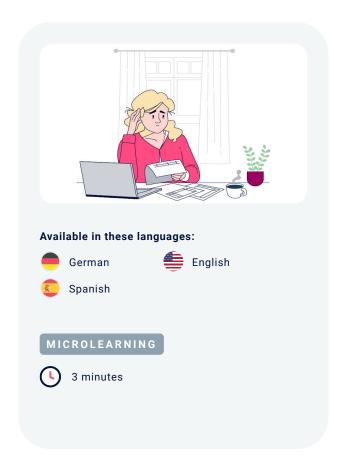


Learning objectivesTyler

• Finding personal meaning in everyday tasks

Target group

My Work Responsibilities Are Exhausting Me



Learning objectivesTyler

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

Target group

Achieve Goals More Reliably with Implementation Intentions

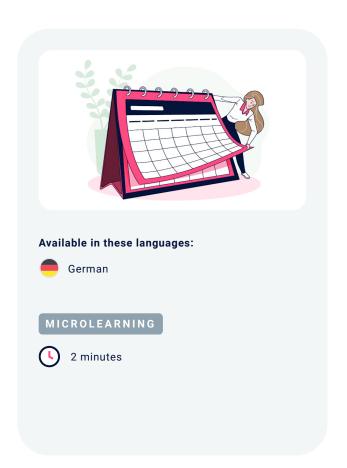


Learning objectivesTyler

Achieve Goals More Reliably with Implementation Intentions

Target group

Weekly Planning Made Simple for Achieving Goals



Learning objectivesTyler

• Managing your time with smart weekly planning

Target group

Anchoring Knowledge through Sustainable Learning Methods



Learning objectivesTyler

• Anchoring knowledge sustainably

Target group

Finding a Start in the Learning Process is Challenging



Learning objectivesTyler

Motivating yourself for learning and personal development

Target group

Employees with and without a management function

Remembering More Easily Using the Loci Method



Learning objectivesTyler

• Understanding and applying the method of loci

Target group

Enhancing Comprehension with the SQ3R Reading Method



Learning objectivesTyler

• Understanding and applying the SQ3R method

Target group

I Don't Want to Delegate Because I Prefer to Complete the Task Myself



Learning objectivesTyler

• Delegating tasks—even when they are enjoyable

Target group

Management

Struggling to Separate My Work in My Home Office from My Personal Life



Learning objectivesTyler

• Structuring work time in your home office

Target group

Dealing with Interruptions from My Children in Home Office



Learning objectivesTyler

Coordinating concentrated work phases in he home office with your family

Target group

Staying Visible in Your Home Office



Learning objectivesTyler

 Becoming visible in your hybrid team and finding a healthy balance in hybrid work

Target group

Monotasking: Full Concentration



Learning objectivesTyler

• Learning to work on a task in a concentrated manner

Target group

Work More Productively with the ALPEN Method



Learning objectivesTyler

• Know and apply the ALPEN method

Target group

The SMART Method



Available in these languages:



German

MICROLEARNING



3 minutes

Learning objectivesTyler

• Formulate goals according to the SMART logic

Target group

Employees with or without management responsibility

Clever Prioritization with the Eisenhower Matrix



Learning objectivesTyler

• Apply the Eisenhower safely

Target group

How to Structure Working Time in Your Home Office



Learning objectivesTyler

• Efficiently structure working time and clearly distinguish it from breaks and free time

Target group

Customer-First Innovation with Design Think- ing



Learning objectivesTyler

Develop products that meet the needs of our customers

Target group

How to Prepare Your Team for the Design Thinking Process



Learning objectivesTyler

Creating ideal conditions for a Design Thinking process

Target group

I Want to Support Minorities on My Team Without Making Them Feel Uncomfortable



Learning objectivesTyler

 Contributing to an inclusive and respectful workplace for minority team members through listening, respect, and integrity.

Target group

Employees with and without leadership responsibilities

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



Learning objectivesTyler

Finding a constructive way of dealing with cultural differences

Target group

Acting More Consciously with the Three-Pillar Model of Sustainability



Learning objectivesTyler

• Acting more sustainably in your everyday work

Target group

Practicing Sustainability in the Company—with CSR



Learning objectivesTyler

Commit to a sustainable and mindful everyday working life

Target group

Overcoming Prejudice



Learning objectivesTyler

• Being able to question one's own prejudices

Target group

Recognizing and Avoiding Biases



Learning objectivesTyler

• Knowing and being able to recognize different biases

Target group

Identifying and Managing Risks in Project Management



Learning objectivesTyler

 Recognizing risks in classic project management and taking countermeasures

Target group

Planning Poker: Estimating Tasks Realistically



Learning objectivesTyler

Realistically estimate time and effort of tasks or projects together

Target group

Creating Personas



Learning objectivesTyler

• Adopting the perspective of customers

Target group

Employees with and without management function

Retrospective Meetings



Learning objectivesTyler

Improving processes and collaboration through regular retrospective meetings

Target group

The Agile Values



Learning objectivesTyler

• Understand and internalize the nine agile values

Target group

Employees with and without management function

Continuous Improvement with the PDCA Cycle



Learning objectivesTyler

 Know and be able to apply the four phases of the PDCA cycle

Target group

Management

The Values of the Agile Manifesto



Learning objectivesTyler

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

Target group

Encouraging Creativity Using the Walt Disney Method



Learning objectivesTyler

• Develop creative ideas and look at them from different angles

Target group

Navigating VUCA with Flexibility



Available in these languages:



German

MICROLEARNING



3 minutes

Learning objectivesTyler

 Managing the challenges of the VUCA world through self-efficacy

Target group

Distinguishing a Project from a Task



Learning objectivesTyler

• Identifying a project as such

Target group

Four Success Factors for Classic Project Management



Learning objectivesTyler

 Getting to know and internalizing the four success factors for successful project planning and implementation

Target group

Working Out Loud: Fostering Employee Knowledge Sharing



Learning objectivesTyler

• Growing through collaborative knowledge sharing

Target group

Management

What Is Agile Management?



Learning objectivesTyler

 Understanding the connection between globalization, digitalization, and agility

Target group

Use Daily Stand-Up Meetings for Task Visibility



Learning objectivesTyler

• Using stand-up meetings in agile collaboration

Target group

Collaborate Effectively in the Scrum Team



Learning objectivesTyler

Learning and being able to assign the three scrum roles

Target group

Work Innovatively and Effectively with Scrum



Available in these languages:



German

MICROLEARNING



3 minutes

Learning objectivesTyler

Learning and being able to classify the most important scrum terms

Target group

Effectively Manage Everyday Work with Agile Tools



Learning objectivesTyler

Knowing individual marketing measures and being able to use them effectively

Target group

Visualize Processes with Kanban



Learning objectivesTyler

• Visualize team work steps with Kanban

Target group

Developing Good Ideas with the Brainstorming Method



Learning objectivesTyler

• Be able to use the brainstorming method correctly

Target group

Use Line Balancing to Streamline the Value Stream



Learning objectivesTyler

 Learn to use line balancing to streamline the value stream of your production line

Target group

Seven Types of Waste



Learning objectivesTyler

Target group

Know the seven types of waste and countermeasures to them

Management

I Get Nervous About Critical Questions During Presentations



Learning objectivesTyler

 Approaching critical questions in presentations with preparation, confidence, and a positive attitude

Target group

Employees with and without leadership responsibilities

The Basic Elements of a Presentation



Learning objectivesTyler

• Learn how to structure the introduction, main body and conclusion of a presentation.

Target group

Plan Ahead and You'll Present More Relaxed



Learning objectivesTyler

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

Target group

Present Better with the Four 'Presentation Zen' Tips



Learning objectivesTyler

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

I Have a Presentation Coming Up and I'm Nervous



Learning objectivesTyler

Transform your anxiety into positive energy before presentations

Target group

I Find It Difficult to Convey Unpleasant Messages with Tact



Learning objectivesTyler

Being able to deliver unpleasant messages to employees with sensitivity

Target group

I Need to Be Persuasive, but I'm a Straightforward Person



Learning objectivesTyler

Conveying authenticity, confidence, and storytelling in presentations

Target group

Identifying Needs Using the GVZ Method



Available in these languages:



German

MICROLEARNING



3 minutes

Learning objectivesTyler

• Using the GVZ method for effectively identifying customer needs.

Target group

Using Active Listening to Understand the Interlocutor



Learning objectivesTyler

Practicing and perfecting six key techniques of active listening

Target group

Optimize Your Communication with Questioning Techniques



Learning objectivesTyler

• Improving your own communication skills

Target group

Nonviolent Communcation



Learning objectivesTyler

Integrating the four steps of nonconfrontational communication into practice

Target group

Paul Watzlawick's Five Axioms of Communication



Learning objectivesTyler

Understanding Watzlawick's five axioms of communication

Target group

Wow Your Audience with Organized and Prepared Presentations



Learning objectivesTyler

• Organizing your presentation for maximum impact

Target group

Engaging Your Audience with Dynamic Knowledge Sharing



Learning objectivesTyler

Conveying knowledge in an engaging and dynamic way

Target group

Guiding Conversations to Your Goal Using the Right Questions



Learning objectivesTyler

Formulating and using open and closed questions effectively to achieve your goal

Target group

The Eight Basic Communication Styles from Schulz von Thun



Learning objectivesTyler

Acquiring the ability to recognize the eight communication styles

Target group

Developing Your Own Communication Styles



Available in these languages:



German

MICROLEARNING



3 minutes

Learning objectivesTyler

• Improving your communication behavior

Target group

I'm Afraid to Ask Because I Think My Counterpart Doesn't Have Time



Learning objectivesTyler

Asking questions promptly and in a solution-oriented manner

Target group

My Counterpart Is Rambling, and I Don't Know How to Interrupt



Learning objectivesTyler

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

Target group

Effectively Conveying Knowledge Online



Available in these languages:



German

MICROLEARNING



3 minutes

Learning objectivesTyler

• Being able to successfully impart knowledge online

Target group

I'm Uncomfortable Networking at Events



Learning objectivesTyler

 Knowing the mindset, body language and content that will win you points at networking events

Target group

The Dilemma of Not Understanding Important Information and Feeling Uncomfortable Ask-



Learning objectivesTyler

Preventing misunderstandings by asking specific, intelligent questions

Target group

Practice Netiquette and Have a Good Online Presence



Learning objectivesTyler

Understanding netiquette rules and taking them into account in everyday life

Target group

Be Confident Online



Available in these languages:



German

MICROLEARNING



3 minutes

Learning objectivesTyler

• Being confident online and wowing the audience

Target group

Guiding Participants Through the Five Phases of a Training



Learning objectivesTyler

 Understanding the appropriate actions to take for each of the five typical phases of a training session

Target group

Successfully Communicating with the Iceberg Model



Learning objectivesTyler

Understanding the iceberg model and using it for successful communication

Target group

Expressing and Addressing Emotions with the Verbalization Technique



Learning objectivesTyler

• Knowing and using the verbalization technique

Target group

Tracking Down Good Stories



Available in these languages:



German

MICROLEARNING



3 minutes

Learning objectivesTyler

 Finding good stories in your own company and using them in conversations and presentations

Target group

Captivate Listeners with the Hero's Journey



Learning objectivesTyler

 Knowing and being able to use the concept of the Hero's Journey

Target group

Telling Compelling Stories with Storytelling



Available in these languages:



German

MICROLEARNING



3 minutes

Learning objectivesTyler

• Using storytelling to tell compelling stories

Target group

Conducting Online Meetings Successfully



Available in these languages:



German

MICROLEARNING



3 minutes

Learning objectivesTyler

Successfully prepare, conduct and follow up online meetings

Target group

Typical Strategies for Constructive Conflict Resolution



Learning objectivesTyler

 Gaining the skills to apply diverse conflict resolution strategies effectively in the workplace

Target group

I Always Back Down When There Is a Conflict



Learning objectivesTyler

• Be able to actively address conflicts

Target group

My Colleague Takes Feedback Personally



Learning objectivesTyler

Confront negativity after feedback and strengthen a positive feedback culture

Target group

My Coworker Doesn't Take Feedback Seriously



Learning objectivesTyler

 Address the impression that feedback is not taken seriously and find countermeasures

Target group

My Coworker Turns Aggressive in Conflict Situations



Learning objectivesTyler

Steering heated conflicts towards a constructive solution

Target group

Deflect Verbal Attacks with the 4-"I" Method



Learning objectivesTyler

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

Target group

The Harvard Concept



Available in these languages:



German

MICROLEARNING



2 minutes

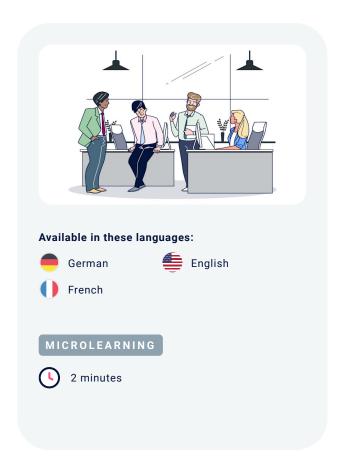
Learning objectivesTyler

Be able to apply the four principles of the Harvard concept

Target group

Employees with and without management function

Onboarding Goes Beyond the Probation Period



Learning objectivesTyler

Integrating employees into the company beyond the probationary period

Target group

Creating Personalized Learning Plans for Your Team



Learning objectivesTyler

 Creating learning plans together with employees and being able to check progress

Target group

As a new manager, I can't deal with conflicting expectations



Learning objectivesTyler

Target group

 Creating orientation and stability for others and yourself Managers

I Have No Idea What My Team Member Actually Does in Home Office!



Learning objectivesTyler

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

Target group

Holistic Goal Setting



Learning objectivesTyler

Designing goal setting

Target group

I Doubt My Interviewee Is Being Honest



Learning objectivesTyler

Effectively managing the negative emotions of applicants, and evaluating them with empathy and appreciation

Target group

This course is designed for managers, HR personnel

My Team Member's Resistance to Embracing Digital Advancements



Learning objectivesTyler

Supporting employees during the introduction of digital innovations

Target group

My Candidate Doesn't Ask Questions About the Job or Company in the Interview



Learning objectivesTyler

Viewing applicants as potential candidates

Target group

This course is designed for managers, HR personnel

Tasks I Delegated Keep Coming Back to Me



Learning objectivesTyler

Finding and eliminating reasons for reassignment of tasks

Target group

I Struggle to Let Go of Delegated Tasks



Learning objectivesTyler

Delegating tasks sustainably with appropriate handovers and trust in employees

Target group

Striking a Balance Between Professional and Personal Levels as a Manager



Learning objectivesTyler

Finding the right balance between professional and personal levels

Target group

My New Team Member is Still Struggling After Months



Learning objectivesTyler

Supporting new team members during onboarding process

Target group

Coaching-Conversations with Employees



Learning objectivesTyler

Conduct coaching conversations with employees at eye level

Target group

My Team Member Rejects or Undermines Tasks



Learning objectivesTyler

• Breaking resistance in seemingly uncooperative team members by identifying the causes

Target group

Leading Employees Through the Five Stages of Change



Learning objectivesTyler

 Knowing the five phases of change processes and applying employee management tips for each phase

Target group

Challenges Faced When Asserting Myself in a Leadership Position



Learning objectivesTyler

Appearing competent and assertive in a leadership position

Target group

Being a Female Manager: I Struggle with Being Taken Seriously by Male Colleagues



Learning objectivesTyler

Strengthening your own self-confidence and ending disrespect in the team

Target group

Management (especially female management)

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



Learning objectivesTyler

 Reducing expectations of perfection and developing an authentic leadership style

Target group

My Team Tenses Up When I Enter the Room and How to Fix It



Learning objectivesTyler

Understanding how to positively influence your employees' experience of stress as a leader

Target group

I Gave My Team Autonomy, But They're Still Unhappy



Learning objectivesTyler

 Recognizing the level of autonomy your employees need to ensure their well-being and achieve peak performance

Target group

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



Learning objectivesTyler

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

Target group

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



Learning objectivesTyler

· Communicating clearly and appreciatively

Target group

Employees with or without management roles

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



Learning objectivesTyler

Target group

Management

 React clearly and appreciatively to the team member's aspirations to move up in the company.

One of My Team Members is Spreading Negativity



Learning objectivesTyler

Responding constructively when a team member spreads negative emotions

Target group

Navigating Employees' Irrational Fears in Times of Crisis

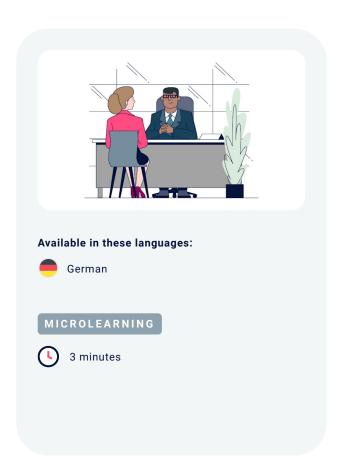


Learning objectivesTyler

 Being able to react sensibly to employees' fears in times of crisis

Target group

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



Learning objectivesTyler

Dealing with your own emotions in a termination meeting

Target group

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



Available in these languages:



German

MICROLEARNING



2 minutes

Learning objectivesTyler

Positioning yourself as a manager without changing your personality

Target group

As a Leader, People Expect Me to Be Perfect



MICROLEARNING

2 minutes

Learning objectivesTyler

Management

Target group

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

My Team Member Thinks Our Company Goals Aren't Realistic



Learning objectivesTyler

• Communicate challenging business goals

Target group

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



Learning objectivesTyler

Skillfully navigating relationships with older employees as a young manager

Target group

My Team Member Has Lost Motivation



Learning objectivesTyler

 Motivating employees on the basis of McClelland's Needs Theory

Target group

I Have a Feeling My Team Member Is Unhappy in the Company



Learning objectivesTyler

Target group

Discussing problems constructively and empathically with team members

Benefits Which Retain Employees



Learning objectivesTyler

• Knowing and offering helpful benefits

Target group

Employees with or without management roles

An Onboarding Process Which Fosters Loyalty



Learning objectivesTyler

• Integrating employees in the company

Target group

This course is designed for managers, HR personnel

Improving Employee Well-Being by Preventing Reward Crises



Learning objectivesTyler

Target group

Preventing or resolving reward crises among employees

My Employees See Further Development as Unnecessary



Learning objectivesTyler

 Demonstrating commitment and leading by example to convey the importance of lifelong learning to the team

Target group

My Employees Struggle to Incorporate Learning into Their Daily Routine



Learning objectivesTyler

 Collaborating with your employees to establish and follow effective learning schedules

Target group

When Delegating Tasks to My Employee Falls Short of Expected Results



Learning objectivesTyler

• Successfully delegating tasks to employees

Target group

My Team Member Is Feeling Lost and Worried about Recent Changes Affecting Their Status



Learning objectivesTyler

 Identifying and addressing formal and informal needs and fears to open employees up to change

Target group

Promote Motivation with Praise



Available in these languages:



German

MICROLEARNING



3 minutes

Learning objectivesTyler

Praise correctly

Target group

Leading Through Change Processes with the Four Rooms of Change



Learning objectivesTyler

 Learning leadership tips for each phase in the four rooms of change

Target group

Promoting Development for Home Office Employees



Learning objectivesTyler

• Promoting development for home office employees

Target group

This course is designed for managers, HR personnel

Strengthening Cohesion in a Hybrid Team



Learning objectivesTyler

Target group

Strengthen connectedness and exchange in the hybrid team

I Want to Increase Al Literacy in My Team



Learning objectivesTyler

Target group

Understanding ways to improve AI literacy within the team

Embracing and Leveraging Team Roles



Learning objectivesTyler

 Leveraging and harnessing the roles of your employees effectively

Target group

Building a Personal Connection with My Remote Team is Challenging



Learning objectivesTyler

• Building a bond with employees

Target group

I Find It Difficult to Implement Equal Treatment for My Employee's Individual Problems



Learning objectivesTyler

Treating employees fairly and respectfully while considering their individual needs

Target group

How should I behave towards my team as a new manager?



Learning objectivesTyler

• Building a relationship with the team

Target group

Managers

Intergenerational Collaboration and How It Works



Learning objectivesTyler

• Promoting intergenerational teamwork

Target group

Employees with or without Management Roles

A Team Member Undermines Team Performance with Frequent Mistakes

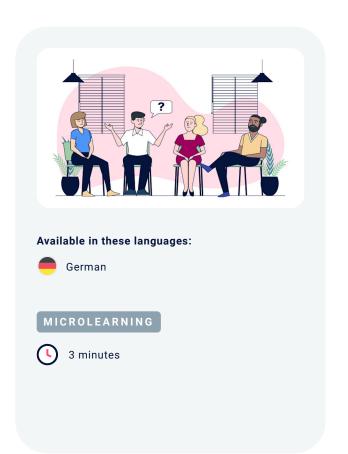


Learning objectivesTyler

 Addressing mistakes and avoiding them together in the future

Target group

Why Aren't My Employees Sharing Their Knowledge?



Learning objectivesTyler

Establishing a team culture that encourages knowledge sharing

Target group

How Can I Inspire My Team to Strive for Excellence?



Learning objectivesTyler

Creating an environment that encourages knowledge sharing

Target group

Targeted Team Building with the Team Development Model



Learning objectivesTyler

Identifying and choosing suitable team-building approaches

Target group

Clarifying Team Responsibilities Using the RACI Matrix



Learning objectivesTyler

• Aligning team responsibilities using the RACI matrix

Target group

Fostering Appreciation for Role Variations Within the Team



Learning objectivesTyler

Promoting open communication about role differences within the team

Target group

Management

Rules of the Game for Hybrid Collaboration



Learning objectivesTyler

• Improving hybrid collaboration with consistent rules

Target group

Securing Results When Working Remotely Despite the Distance



Learning objectivesTyler

• Getting results when working over distance

Target group

Management

My Team Members Evaluate Their Skill Level Higher Than I Do



Learning objectivesTyler

Showing gratitude and figuring out personalized solutions for your team

Target group

Management

The GROW-Model



Learning objectivesTyler

• Be able to apply the four phases of the GROW-Model

Target group

Employees with or without management responsibilities

Motivate Employees Individually With The Basic Motives



Learning objectivesTyler

Target group

Having a positive impact on the motivation of employees based on core motivators

Management

Making Success Measurable with Key Results



Learning objectivesTyler

• Adequately formulate key results

Target group

Management

Enhancing Your Performance with the OKR Method



Learning objectivesTyler

• Knowing and being able to use the OKR method

Target group

Managing Conflicts as a Lateral Leader



Learning objectivesTyler

• Knowing and managing the different types of conflicts

Target group

How Lateral Leadership Differs from Conventional Leadership



Learning objectivesTyler

Understanding lateral leadership and starting the project with a clear vision

Target group

Employees with or without management responsibilities

Practical Instruments for Lateral Leadership



Learning objectivesTyler

• Identifying different lateral leadership instruments

Target group

I Find It Hard to Accept Praise from Others



Learning objectivesTyler

• Learning to accept praise

Target group

Management

Giving Effective Feedback



Learning objectivesTyler

• Expressing feedback appreciatively and respectfully

Target group

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



Learning objectivesTyler

• Engaging participants effectively in online meetings

Target group

Less Experienced Colleagues Don't Respect My Wealth of Experience



Learning objectivesTyler

 Communicating appreciatively across age groups and receiving respect for your own performance/experience

Target group

Bridging Generational Gaps through Intergen- erational Knowledge Exchange



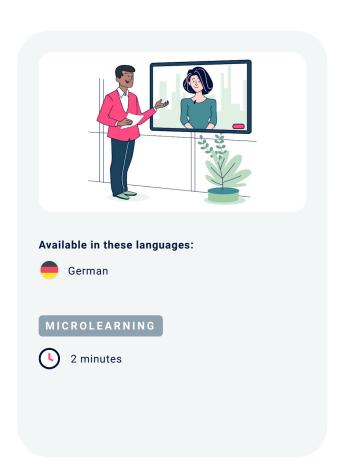
Learning objectivesTyler

Facilitating knowledge transfer within the team across generations

Target group

Management

Actively involve participants in online training courses



Learning objectivesTyler

• Be able to successfully involve participants in online training courses

Target group

Employees with and without a management function

I Want to Convince Management to Invest More in Process Management



Learning objectivesTyler

Being able to articulate the benefits of process management

Target group

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



Learning objectivesTyler

• Defending personal boundaries with others

Target group

I Am Worried About a Colleague, But They Say Everything Is Fine



Learning objectivesTyler

 Addressing colleagues' concerns and excessive demands in an appreciative, empathetic and confidential manner

Target group

I, as a Trainer, Receive Little Response from My Participants



Learning objectivesTyler

Resolving passive behavior of participants through openness and communication

Target group

I Can't Concentrate on the Conversation, but Don't Want to Seem Rude



Learning objectivesTyler

• Ending conversations politely and appreciatively

Target group

Dealing with Challenging Training Participants



Available in these languages:



German

MICROLEARNING



3 minutes

Learning objectivesTyler

 Knowing the five types of challenging trainees and how to deal with them.

Target group

Engage Participants in Online Meetings





German

MICROL FARNING



3 minutes

Learning objectivesTyler

• Effectively engage participants in online meetings

Target group

Hold Hybrid Meetings Inclusively and Without Disruption



Learning objectivesTyler

Hold disruptive and inclusive meetings with hybrid teams

Target group

Employees with or without management responsibilities

Analyzing and Managing Stakeholders



Learning objectivesTyler

Analyzing and managing stakeholders within classic project management

Target group

Strategic Decision-Making



Learning objectivesTyler

• Making decisions strategically

Target group

Classify Complex Situations with the Stacey Matrix



Learning objectivesTyler

Using different procedures depending on the degree of complexity

Target group

Getting to the bottom of problems with the 5 Why method



Learning objectivesTyler

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

Target group

Employees with and without a management function

Others Are Always Telling Me What I Should Do



Learning objectivesTyler

• Make decisions for yourself and not for others

Target group

The Decision-Making Process



Learning objectivesTyler

• Making decisions with confidence

Target group

Before Making a Decision, I Am Often Afraid of a Negative Outcome



Learning objectivesTyler

• Making informed and balanced decisions

Target group

Eliminating Errors at the Root Sustainably with the Swiss Cheese Model



Learning objectivesTyler

 Understanding the Swiss Cheese Model and being able to analyze the causes of errors

Target group

Finding Root Causes with the Ishikawa Diagram



Learning objectivesTyler

 Understand how to use the Ishikawa diagram to visualize the factors that influence failure and assess their importance.

Target group

I Can't Make Smart Decisions in Procurement When Everything's on Fire



Learning objectivesTyler

- Learning how to prioritize systematically when multiple tasks pile up at the same time
- Managing your own workload effectively

Target group

Employees with and without leadership responsibilities

I'd Rather Write It Down Than Clear Things Up in a Conversation



Learning objectivesTyler

 Reducing uncertainty around phone conversations and practice leading them with confidence

Target group

Employees with and without leadership responsibilities

I Made a Wrong Decision



Available in these languages:



German

MICROLEARNING



2 minutes

Learning objectivesTyler

 Growing from mistakes with the right mindset and thorough analysis

Target group

My Employees Lack the Time to Make Good Use of E-training Courses



Learning objectivesTyler

Motivating employees to participate in e-training courses

Target group

Management

I Just Don't Understand Al



Learning objectivesTyler

Tackling the topic of AI with confidence and no reservations

Target group

What Is Generative AI and How Is It Used?



Learning objectivesTyler

Acquiring a basic knowledge of the function and use of generative AI

Target group

Responsible AI: Künstliche Intelligenz verantwortungsvoll nutzen



Learning objectivesTyler

Ziele und Herausforderungen von Responsible AI kennen

Target group

Mitarbeitende mit und ohne Führungsfunktion

Mastering the Challenges of Artificial Intelligence with Responsible Al



Learning objectivesTyler

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

Target group

Big Data in a Nutshell



Learning objectivesTyler

• Understanding the basics of Big Data, Cloud Computing, and Artificial Intelligence

Target group

Analog Methods of Testing: Card Sorting and Pre-Mortem



Learning objectivesTyler

 Running preliminary tests to develop new products and services that are both cost-effective and customer-focused

Target group

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



Learning objectivesTyler

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

Target group

Golden Rules for Prototyping



Learning objectivesTyler

 Understanding and embracing the golden rules for handling both prototypes and participants

Target group

How Do You Start Prototyping?



Learning objectivesTyler

• Create conditions for prototyping and testing

Target group

Dare and Master the VUCA World



Learning objectivesTyler

 Actively and successfully dealing with changes in the VUCA world

Target group

Protect Personal Data



Learning objectivesTyler

• Be able to manage privacy settings independently

Target group

I Feel Insecure About Cross-Selling!



Learning objectivesTyler

 Knowing what to pay attention to when doing Cross-Selling

Target group

Employees with and without leadership responsibilities

Time to Value: How to Win Customers from Day One



Learning objectivesTyler

Recognize measures that shorten the time to first customer success

Target group

Responding Effectively to a Customer's "No"—A "No" Isn't Always Final!



Learning objectivesTyler

• Responding constructively to customer objections

Target group

Learning from the Complaint Paradox and Improving Customer Service



Learning objectivesTyler

Understanding complaints as an opportunity for better customer loyalty

Target group

My Customer Can't Explain Their Problem



Available in these languages:



German

MICROLEARNING



2 minutes

Learning objectivesTyler

Identifying customer problems through empathy and respectful communication

Target group

I Don't Know What My Customers Really Want



Learning objectivesTyler

• Finding out what really motivates your customer

Target group

Determining Customer Hierarchy for Decision-Making Can Be Tough



Learning objectivesTyler

 Find out the decision-making structure of customers through targeted questions

Target group

My Customers Are Sidetracking Me with Unreasonable Discount Requests



Learning objectivesTyler

Using the four steps to respond to unreasonable discount requests

Target group

Buyer's Remorse: My Customers Are Backing Out of the Deal



Learning objectivesTyler

Preventing buyer's remorse after a successful sales call

Target group

I Have to Explain a Price Adjustment to My Customers



Learning objectivesTyler

 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

Needs Assessment: My Customers Do Not Disclose All Their Information



Learning objectivesTyler

Gathering all relevant information from your customers when assessing their needs

Target group

I'm Not Advising My Customers Solution-Oriented Enough Yet



Learning objectivesTyler

• Offering customers comprehensive solutions

Target group

Sales Pitch: I Don't Want To Take My Customers by Surprise



Learning objectivesTyler

Transitioning into the sales conversation successfully

Target group

Cold Calling Makes Me Uncomfortable



Learning objectivesTyler

• Overcoming your inner cold-calling hurdles

Target group

I Don't Want To Pressure My Customers



Learning objectivesTyler

 Learning to make purchasing decisions successfully and in a customer-oriented manner

Target group

My Customers Find Our Product Too Expensive



Learning objectivesTyler

Addressing the "product too expensive" objection constructively

Target group

Even Good Arguments Don't Convince My Customers



Learning objectivesTyler

 Convince customers of the valuable personal benefits of a product or service

Target group

Help! I Don't Come-Off as Personable



Learning objectivesTyler

• Learning how to be more personable with customers

Target group

I Want To Deepen My Customer Relationships Without Being Annoying



Learning objectivesTyler

Showing appreciation to your customers with personal gestures

Target group

My employees do not cross-sell



Learning objectivesTyler

 Understand why employees are not actively cross-selling and support them in doing so.

Target group

Management

Tips for Building Relationships in the Workplace



Learning objectivesTyler

• Establishing a good relationship with customers

Target group

Recognize and Capitalize on Networking Opportunities



Learning objectivesTyler

• Identifying sales entry points

Target group

Improve and Deepen Customer Relationships



Learning objectivesTyler

• Developing sustainable relationships with customers

Target group

Customer Focus Works—First Steps



Available in these languages:



German

MICROLEARNING



3 minutes

Learning objectivesTyler

 Always align your own actions with the needs and wishes of your customers in order to be successful

Target group

Arguing Benefits with the Five Step Technique



Learning objectivesTyler

 Knowing the 5-step technique and being able to use it in everyday counseling

Target group

Countering Objections with the Acknowledgment Method



Learning objectivesTyler

 Understand, accept and be able to refute objections using the Acknowledgement Method

Target group

PINKTUM

CONTACT

Pink University GmbH +49 89 5 47 27 84 10 contact@pinktum.com

MUNICH

Bachbauernstraße 1 81241 Munich

HAMBURG

Besenbinderhof 41 20097 Hamburg

