February 2025

PRODUCT CATALOGUE

Microlearning

pinktum.com

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My Coworkers Annoy Me and Make Me Angry

Available in these languages:

German
English
Spanish

MICROLEARNING

2 minutes

Learning objectives

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

Target group

Employees with or without Management Roles

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

Available in these languages:

German
English
Spanish

MICROLEARNING

2 minutes

Learning objectives

- Taking a moment to reflect before reacting

Target group

Employees with or without Management Roles

I'm Overly Emotionally Invested in My Work

Available in these languages:

German
English
Spanish

MICROLEARNING

2 minutes

Learning objectives

- Regulating emotional involvement in the workplace

Target group

Employees with or without management roles

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

Available in these languages:

German
English
Spanish

MICROLEARNING

2 minutes

Learning objectives

- Handling weaknesses and uncertainties constructively

Target group

Employees with or without management roles

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

Available in these languages:

German

MICROLEARNING

3 minutes

Learning objectives

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

Target group

Employees with or without management roles

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Calmly Navigate Everyday Life through Mind-fulness

Available in these languages:

German

MICROLEARNING

3 minutes

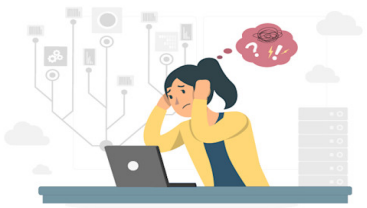
Learning objectives

- Being mindful in everyday work

Target group

Employees with or without management roles

I Am Afraid That AI Will Replace My Job



Available in these languages:

German
English
French

MICROLEARNING

3 minutes

Learning objectives

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

Target group

Employees with or without management roles

Customer Conversations Can Sometimes Get Emotional

Available in these languages:

German

MICROLEARNING

3 minutes

Learning objectives

- Understanding tools for de-escalating emotional customer conversations.

Target group

Employees with or without Management Roles

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

Available in these languages:

German

MICROLEARNING

3 minutes

Learning objectives

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

Target group

Employees with or without Management Roles

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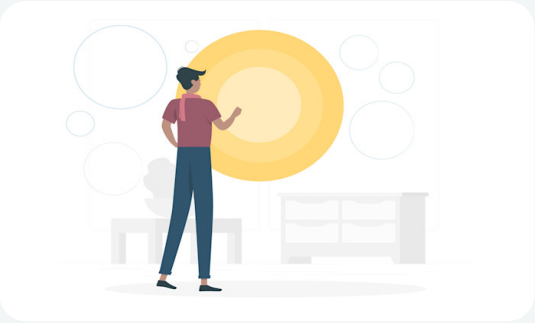
Finding Meaning in Your Work with the Golden Circle



Available in these languages:

German English

MICROLEARNING

3 minutes

Learning objectives

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

Target group

Employees with or without management roles

Understanding action processes better with the Rubicon Model

Available in these languages:

German

MICROLEARNING

2 minutes

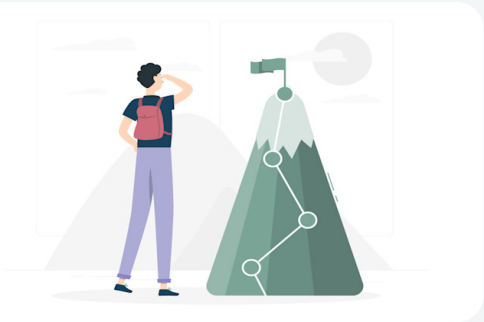
Learning objectives

- Understanding action processes better with the Rubicon Model

Target group

Employees with or without Management Roles

Giving Meaning to Tasks



Available in these languages:

German
English
Spanish

MICROLEARNING

2 minutes

Learning objectives

- Inspire employees with a real purpose

Target group

Management

Tackling the Fear of Acknowledging What I Don't Know

Available in these languages:

German

MICROLEARNING

3 minutes

Learning objectives

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

Target group

Employees with or without Management Roles

Persuading My Manager to Authorize Further Development

Available in these languages:

German

MICROLEARNING

3 minutes

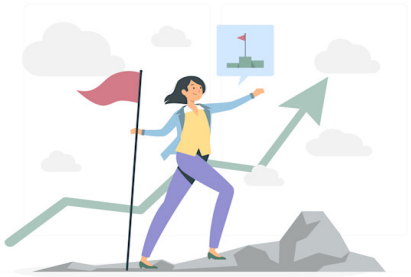
Learning objectives

- Convincing your manager of your development goals

Target group

Employees with or without Management Roles

Staying Self-Motivated



Available in these languages:

German

MICROLEARNING

3 minutes

Learning objectives

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

Target group

Employees with or without management roles

Using Signature Strengths for Professional Development

Available in these languages:

German

MICROLEARNING

3 minutes

Learning objectives

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

Target group

Employees with or without management roles

Passion at Work

Available in these languages:

German

MICROLEARNING

3 minutes

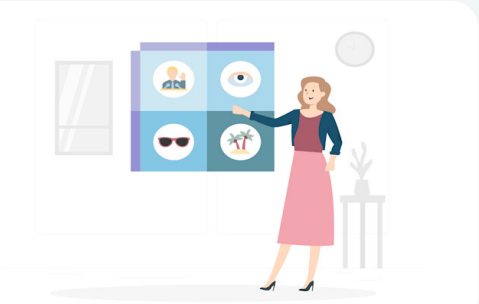
Learning objectives

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

Target group

Employees with or without management roles

Expanding the Self-Image with the Joahri Window



Available in these languages:

German

MICROLEARNING

3 minutes

Learning objectives

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

Target group

Employees with or without management roles

I Never Find the Right Time to Start Implement-ing My Ideas

Available in these languages:

German

MICROLEARNING

3 minutes

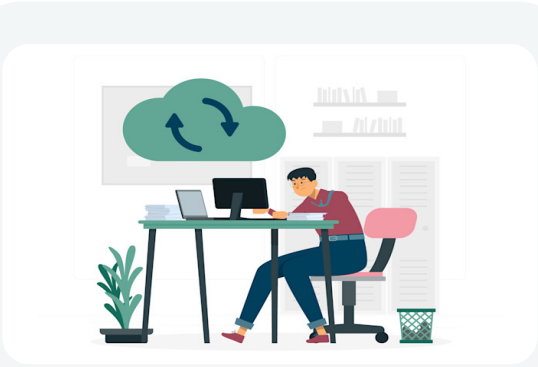
Learning objectives

- Putting your own ideas into practice with concrete intentions

Target group

Employees with or without Management Roles

I Struggle to See the Point in Mundane, Routine Tasks



Available in these languages:

German
English
Spanish

MICROLEARNING

4 minutes

Learning objectives

- Finding personal meaning in everyday tasks

Target group

Employees with or without Management Roles

My Work Responsibilities Are Exhausting Me

Available in these languages:

German
English
Spanish

MICROLEARNING

3 minutes

Learning objectives

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

Target group

Employees with or without Management Roles

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Achieve Goals More Reliably with Implementation Intentions

Available in these languages:

German

MICROLEARNING

3 minutes

Learning objectives

- Achieve Goals More Reliably with Implementation Intentions

Target group

Employees with or without Management Roles

Weekly Planning Made Simple for Achieving Goals

Available in these languages:

German

MICROLEARNING

2 minutes

Learning objectives

- Managing your time with smart weekly planning

Target group

Employees with or without Management Roles

Anchoring Knowledge through Sustainable Learning Methods

Available in these languages:

German

MICROLEARNING

3 minutes

Learning objectives

- Anchoring knowledge sustainably

Target group

Employees with and without Management Roles

Finding a Start in the Learning Process is Challenging

Available in these languages:

German
English
Spanish

MICROLEARNING

3 minutes

Learning objectives

- Motivating yourself for learning and personal development

Target group

Employees with and without a management function

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Memorise things more easily with the loci method

Available in these languages:

German

MICROLEARNING

3 minutes

Learning objectives

- Know and be able to apply the loci method

Target group

Employees with and without a management function

Comprehensive reading with the SQ3R method

Available in these languages:

German

MICROLEARNING

2 minutes

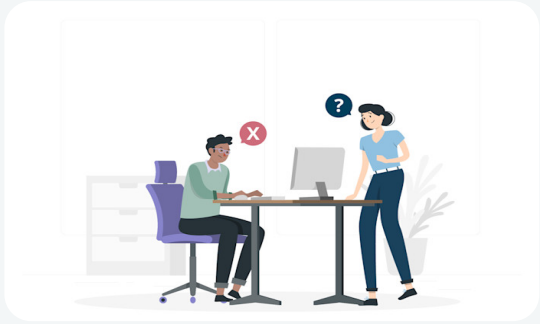
Learning objectives

- Know and be able to apply the SQ3R method

Target group

Employees with and without a management function

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



Available in these languages:

German
English
Spanish

MICROLEARNING

2 minutes

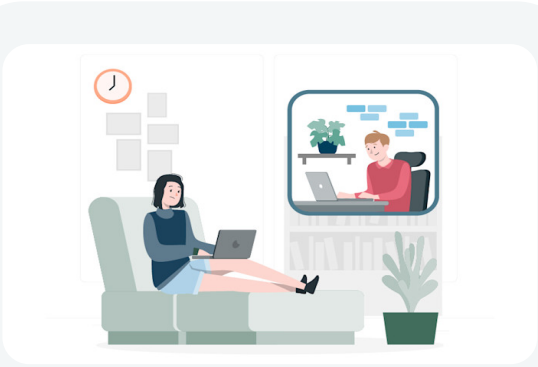
Learning objectives

- Delegating tasks—even when they are enjoyable

Target group

Management

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



Available in these languages:

German
English
Spanish

MICROLEARNING

3 minutes

Learning objectives

- Structuring work time in your home office

Target group

Employees with or without management roles

Dealing with Interruptions from My Children in Home Office

Available in these languages:

German
English
Spanish

MICROLEARNING

3 minutes

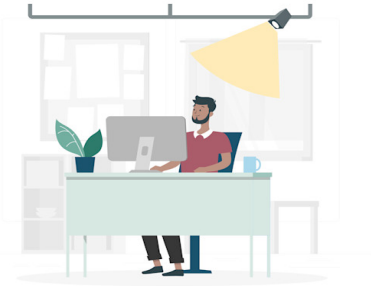
Learning objectives

- Coordinating concentrated work phases in he home office with your family

Target group

Employees with or without management roles

Staying Visible in Your Home Office



Available in these languages:

German

MICROLEARNING

3 minutes

Learning objectives

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

Target group

Employees with or without management roles

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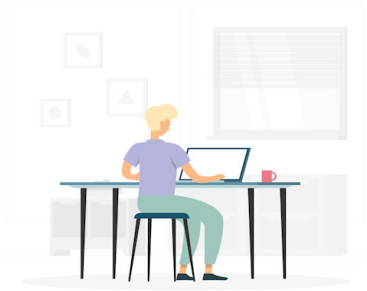
Monotasking: Full Concentration



Available in these languages:

German

MICROLEARNING

3 minutes

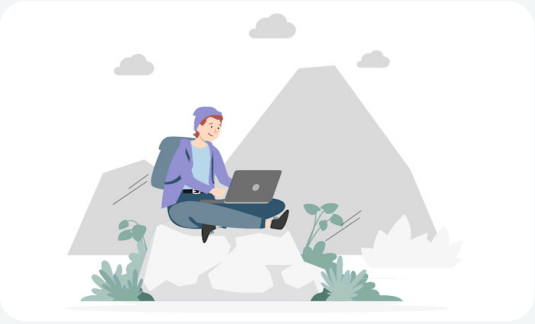
Learning objectives

- Learning to work on a task in a concentrated manner

Target group

Employees with or without management roles

Work More Productively with the ALPEN Method



Available in these languages:

German

MICROLEARNING

3 minutes

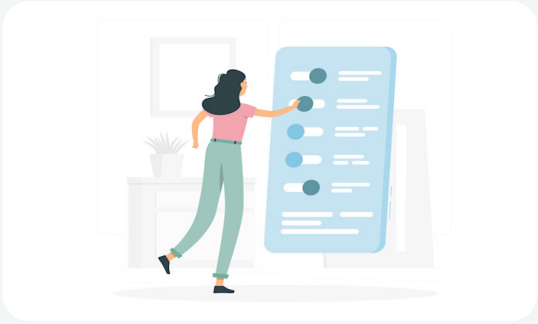
Learning objectives

- Know and apply the ALPEN method

Target group

Employees with or without management roles

Connecting Tasks and Interests with Job Crafting



Available in these languages:

German

MICROLEARNING

3 minutes

Learning objectives

- Designing your own work with job crafting

Target group

Employees with or without management roles

The SMART Method

Available in these languages:

German

MICROLEARNING

3 minutes

Learning objectives

- Formulate goals according to the SMART logic

Target group

Employees with or without management responsibility

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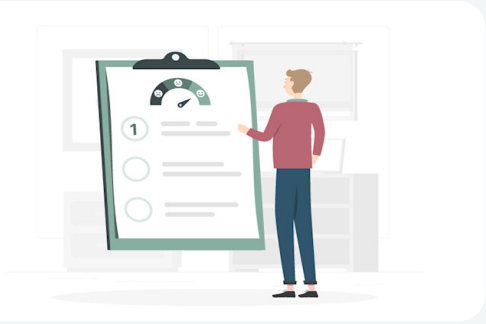
Clever Prioritization with the Eisenhower Matrix



Available in these languages:

German

MICROLEARNING

3 minutes

Learning objectives

- Apply the Eisenhower safely

Target group

Employees with or without management roles

How to Structure Working Time in Your Home Office

Available in these languages:

German

MICROLEARNING

3 minutes

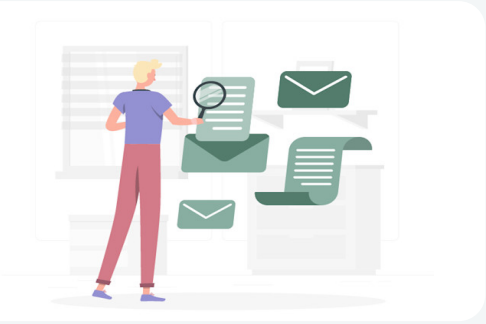
Learning objectives

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

Target group

Employees with or without management roles

Bringing Order to Your Mailbox Thanks to In-box Zero



Available in these languages:

German

MICROLEARNING

3 minutes

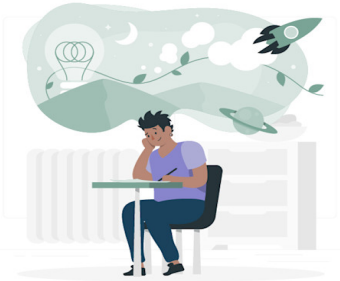
Learning objectives

- Create order in the inbox

Target group

Employees with or without management roles

How your team prepares for the design thinking process



Available in these languages:

German

MICROLEARNING

3 minutes

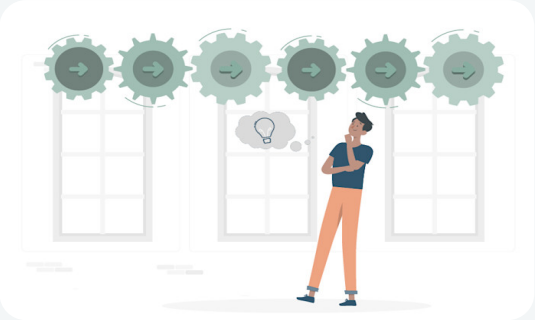
Learning objectives

- Creating ideal conditions for the design thinking process

Target group

Employees with and without a management function

Acting innovatively and customer-oriented with Design Thinking



Available in these languages:

German

MICROLEARNING

3 minutes

Learning objectives

- Develop products that meet the needs of our customers

Target group

Employees with or without management roles

I Want to Increase AI Literacy in My Team

Available in these languages:

German
English
French

MICROLEARNING

3 minutes

Learning objectives

- Know ways to improve AI literacy in the team

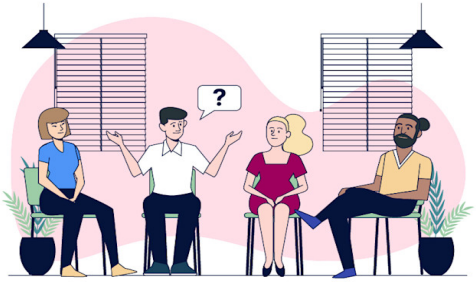
Target group

Executives

PINKTUM

Get your free trial access here

Why Aren't My Employees Sharing Their Knowledge?



Available in these languages:

German

MICROLEARNING

3 minutes

Learning objectives

- Establishing a team culture that encourages knowledge sharing

Target group

Management

How Can I Inspire My Team to Strive for Excellence?

Available in these languages:

German

MICROLEARNING

3 minutes

Learning objectives

- Creating an environment that encourages knowledge sharing

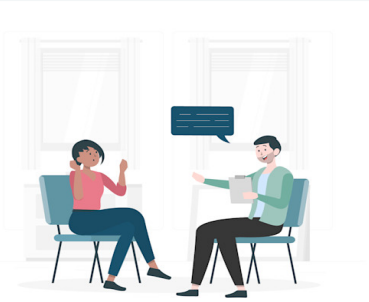
Target group

Management

PINKTUM

Get your free trial access here

Why My Employee Praise Sometimes Back-fires—and How to Get It Right



Available in these languages:

German English

MICROLEARNING

3 minutes

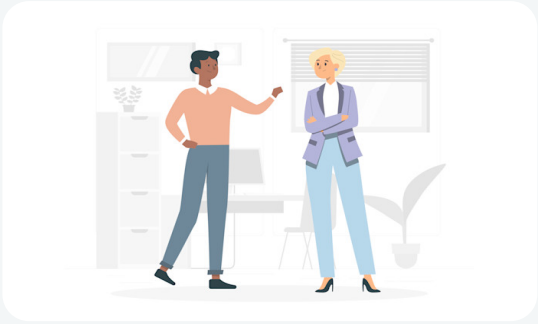
Learning objectives

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

Target group

Management

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



Available in these languages:

German
English
Spanish

MICROLEARNING

3 minutes

Learning objectives

- Communicating clearly and appreciatively

Target group

Employees with or without management roles

PINKTUM

Get your free trial access here

Targeted Team Building with the Team Development Model

Available in these languages:

German English

MICROLEARNING

2 minutes

Learning objectives

- Identifying and choosing suitable team-building approaches

Target group

Management

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

Available in these languages:

German English

MICROLEARNING

3 minutes

Learning objectives

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

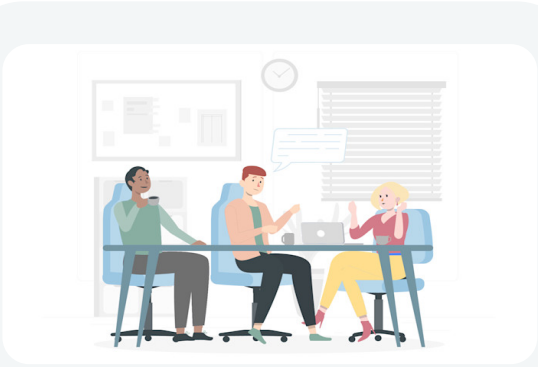
Target group

Management

PINKTUM

Get your free trial access here

One of My Team Members is Spreading Negativity



Available in these languages:

German English

MICROLEARNING

3 minutes

Learning objectives

- Responding constructively when a team member spreads negative emotions

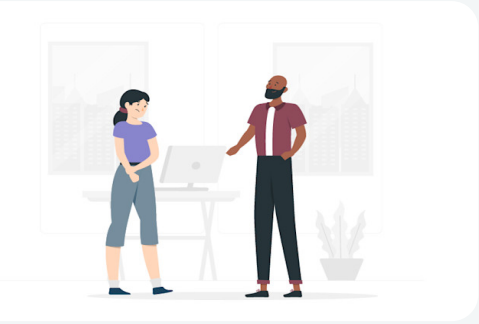
Target group

Management

PINKTUM

Get your free trial access here

Navigating Employees' Irrational Fears in Times of Crisis



Available in these languages:

German
English
Spanish

MICROLEARNING

3 minutes

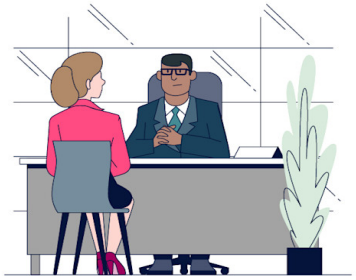
Learning objectives

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

Target group

Management

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



Available in these languages:

German

MICROLEARNING

3 minutes

Learning objectives

- Dealing with your own emotions in a termination meeting

Target group

Management

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

Available in these languages:

German

MICROLEARNING

2 minutes

Learning objectives

- Positioning yourself as a manager without changing your personality

Target group

Management

PINKTUM

Get your free trial access here

As a Leader, People Expect Me to Be Perfect

Available in these languages:

German

MICROLEARNING

2 minutes

Learning objectives

- Management

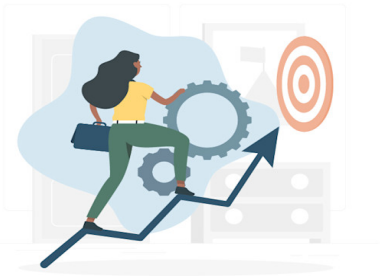
Target group

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

PINKTUM

Get your free trial access here

Holistic Goal Setting



Available in these languages:

German
English
Spanish

MICROLEARNING

3 minutes

Learning objectives

- Designing goal setting

Target group

Management

My Team Member Thinks Our Company Goals Aren't Realistic

Available in these languages:

German English

MICROLEARNING

3 minutes

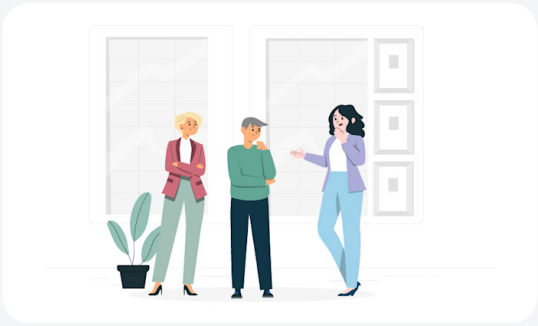
Learning objectives

- Communicate challenging business goals

Target group

Management

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



Available in these languages:

German
English
Spanish

MICROLEARNING

3 minutes

Learning objectives

- Skillfully navigating relationships with older employees as a young manager

Target group

Management

Intergenerational Collaboration and How It Works

Available in these languages:

German
English
Spanish

MICROLEARNING

3 minutes

Learning objectives

- Promoting cross-generational teamwork

Target group

Employees with and without a management function

My Team Members Evaluate Their Skill Level Higher Than I Do

Available in these languages:

German
English
Spanish

MICROLEARNING

3 minutes

Learning objectives

- Showing gratitude and figuring out personalized solutions for your team

Target group

Management

My Team Member Has Lost Motivation

Available in these languages:

German English

MICROLEARNING

3 minutes

Learning objectives

- Motivating employees on the basis of McClelland's Needs Theory

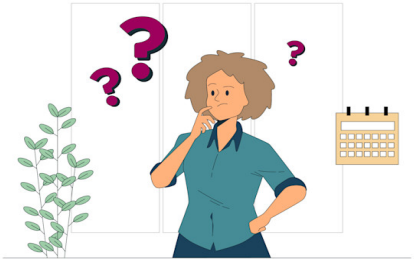
Target group

Management

PINKTUM

Get your free trial access here

My new team member is still helpless months later



Available in these languages:

German

MICROLEARNING

3 minutes

Learning objectives

- Support new team members with their induction

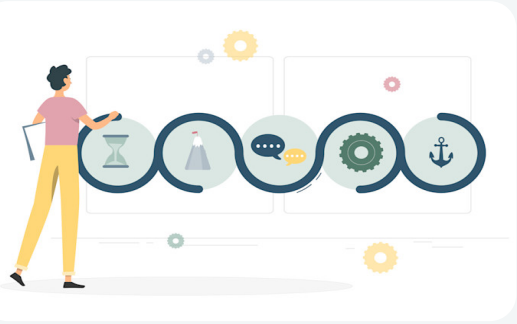
Target group

Executives

PINKTUM

Get your free trial access here

Leading Employees through the Five Stages of Changing



Available in these languages:

German Spanish

MICROLEARNING

3 minutes

Learning objectives

- Know the five phases of change processes and employee management tips for each phase

Target group

Management

Strengthening Cohesion in Your Hybrid Team

Available in these languages:

German Spanish

MICROLEARNING

3 minutes

Learning objectives

- Strengthen connectedness and exchange in the hybrid team

Target group

Management

Onboarding does not end with the probation-ary period

Available in these languages:

German

MICROLEARNING

2 minutes

Learning objectives

- Integrate employees into the company even after the probationary period

Target group

Managers

Motivate Employees Individually With The Basic Motives

Available in these languages:

German English

MICROLEARNING

3 minutes

Learning objectives

- You can exert a positive influence on employee motivation based on the basic motives

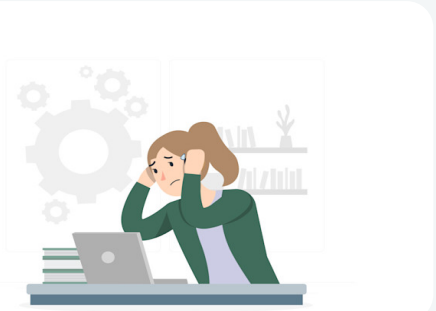
Target group

Managers

PINKTUM

Get your free trial access here

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



Available in these languages:

German English

MICROLEARNING

4 minutes

Learning objectives

- Discussing problems constructively and empathically with team members

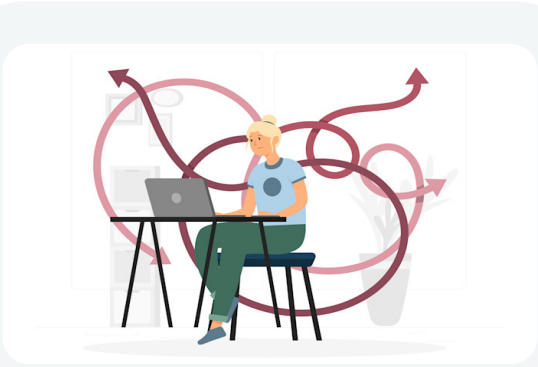
Target group

Management

PINKTUM

Get your free trial access here

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



Available in these languages:

German
English
Spanish

MICROLEARNING

2 minutes

Learning objectives

- Reducing expectations of perfection and developing an authentic leadership style

Target group

Management

PINKTUM

Get your free trial access here

Benefits Which Retain Employees

Available in these languages:

German
English
Spanish

MICROLEARNING

3 minutes

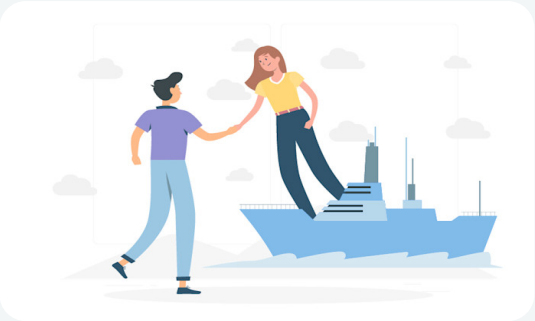
Learning objectives

- Knowing and offering helpful benefits

Target group

Employees with or without management roles

An Onboarding Process Which Fosters Loyalty



Available in these languages:

German
English
Spanish

MICROLEARNING

3 minutes

Learning objectives

- Integrating employees in the company

Target group

Management

Making Success Measurable with Key Results

Available in these languages:

German English

MICROLEARNING

3 minutes

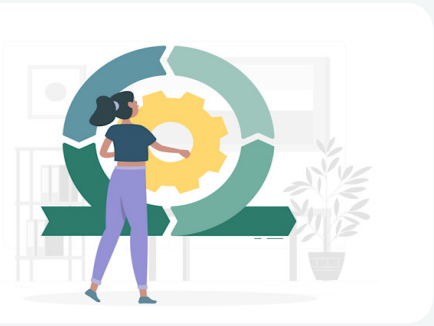
Learning objectives

- Adequately formulate key results

Target group

Management

Enhancing Your Performance with the OKR Method



Available in these languages:

German English

MICROLEARNING

3 minutes

Learning objectives

- Knowing and being able to use the OKR method

Target group

Employees with or without management roles

Clarify responsibilities in the team with the RACI matrix

Available in these languages:

German

MICROLEARNING

3 minutes

Learning objectives

- Use the RACI matrix to harmonise responsibilities within the team

Target group

Employees with and without a management function

PINKTUM

Get your free trial access here

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

Available in these languages:

German

MICROLEARNING

2 minutes

Learning objectives

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

Target group

Management

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

Available in these languages:

German

MICROLEARNING

2 minutes

Learning objectives

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

Target group

Management

Greater employee well-being by avoiding gratification crises

Available in these languages:

German

MICROLEARNING

2 minutes

Learning objectives

- Preventing or ending employee gratification crises

Target group

Managers

Fostering Appreciation for Role Variations Within the Team

Available in these languages:

German

MICROLEARNING

2 minutes

Learning objectives

- Promoting open communication about role differences within the team

Target group

Management

Embracing and Leveraging Team Roles

Available in these languages:

German

MICROLEARNING

3 minutes

Learning objectives

- Leveraging and harnessing the roles of your employees effectively

Target group

Management

PINKTUM

Get your free trial access here

I Doubt My Interviewee Is Being Honest

Available in these languages:

German
English
Spanish

MICROLEARNING

3 minutes

Learning objectives

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

Target group

Management

PINKTUM

Get your free trial access here

A Team Member Undermines Team Performance with Frequent Mistakes

Available in these languages:

German Spanish

MICROLEARNING

3 minutes

Learning objectives

- Addressing mistakes and avoiding them together in the future

Target group

Management

My employees find further training unnecessary

Available in these languages:

German

MICROLEARNING

3 minutes

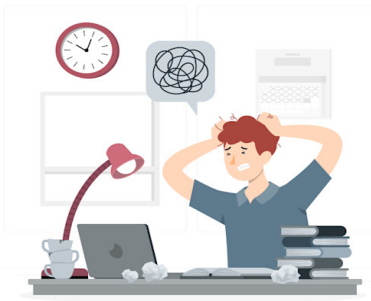
Learning objectives

- Being able to convey the importance of lifelong learning to the team through commitment and by acting as a role model.

Target group

Executives

My employees don't manage to incorporate learning into their daily routine



Available in these languages:

German

MICROLEARNING

3 minutes

Learning objectives

- Finding and adhering to learning times together with employees

Target group

Managers

Training employees in a targeted manner with learning plans

Available in these languages:

German

MICROLEARNING

2 minutes

Learning objectives

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

Target group

Executives

Building a Personal Connection with My Remote Team is Challenging

Available in these languages:

German Spanish

MICROLEARNING

3 minutes

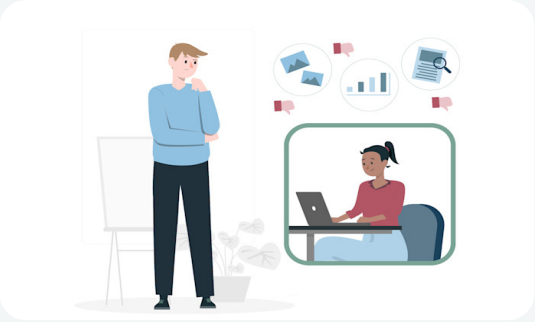
Learning objectives

- Building a bond with employees

Target group

Management

When Delegating Tasks to My Employee Falls Short of Expected Results



Available in these languages:

German
English
Spanish

MICROLEARNING

3 minutes

Learning objectives

- Successfully delegating tasks to employees

Target group

Management

My Team Member's Resistance to Embracing Digital Advancements

Available in these languages:

German
English
Spanish

MICROLEARNING

2 minutes

Learning objectives

- Supporting employees during the introduction of digital innovations

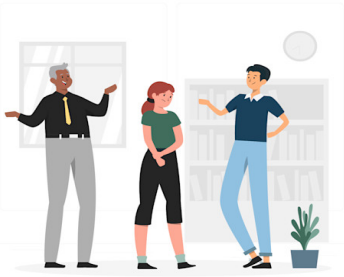
Target group

Management

PINKTUM

Get your free trial access here

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



Available in these languages:

German
English
Spanish

MICROLEARNING

3 minutes

Learning objectives

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

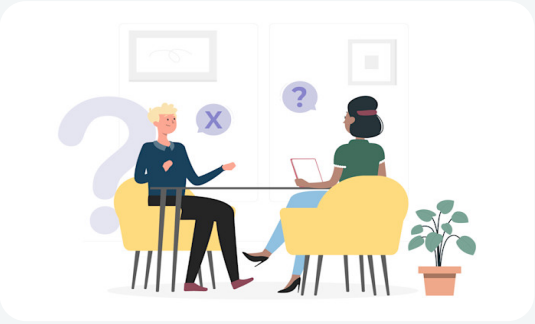
Target group

Management (especially female management)

PINKTUM

Get your free trial access here

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



Available in these languages:

German
English
Spanish

MICROLEARNING

3 minutes

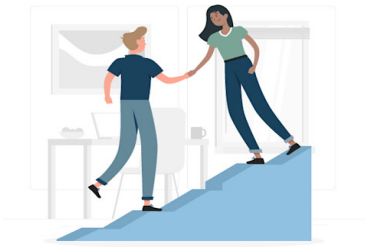
Learning objectives

- Viewing applicants as potential candidates

Target group

Management

Coaching–Conversations with Employees



Available in these languages:

German
English
Spanish

MICROLEARNING

2 minutes

Learning objectives

- Conduct coaching conversations with employees at eye level

Target group

Management

The GROW-Model

Available in these languages:

German
English
Spanish

MICROLEARNING

3 minutes

Learning objectives

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

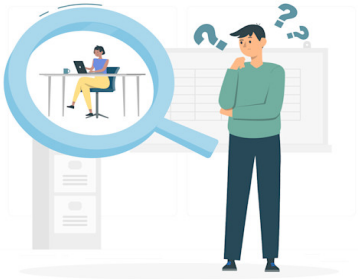
Target group

Management

PINKTUM

Get your free trial access here

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



Available in these languages:

German
English
Spanish

MICROLEARNING

3 minutes

Learning objectives

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

Target group

Management

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

Available in these languages:

German
English
Spanish

MICROLEARNING

3 minutes

Learning objectives

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

Target group

Management

Challenges Faced When Asserting Myself in a Leadership Position

Available in these languages:

German
English
Spanish

MICROLEARNING

3 minutes

Learning objectives

- Appearing competent and assertive in a leadership position

Target group

Employees with or without management roles

Striking a Balance Between Professional and Personal Levels as a Manager

Available in these languages:

German
English
Spanish

MICROLEARNING

3 minutes

Learning objectives

- Finding the right balance between professional and personal levels

Target group

Management

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

Available in these languages:

German
English
Spanish

MICROLEARNING

3 minutes

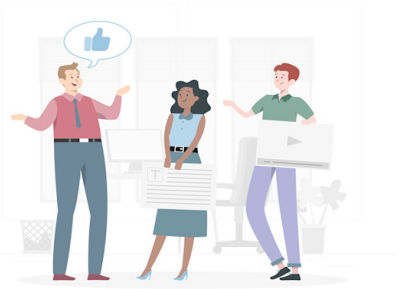
Learning objectives

- Treating employees fairly and respectfully while considering their individual needs

Target group

Management

Promote Motivation with Praise



Available in these languages:

German

MICROLEARNING

3 minutes

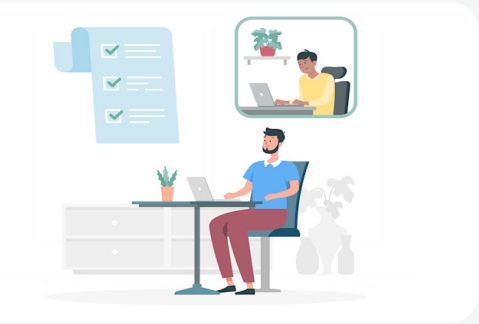
Learning objectives

- Praise correctly

Target group

Management

Rules of the Game for Hybrid Collaboration



Available in these languages:

German

MICROLEARNING

3 minutes

Learning objectives

- Improving hybrid collaboration with consistent rules

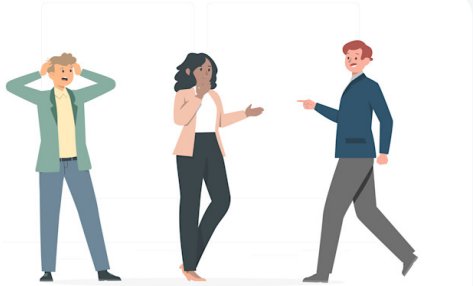
Target group

Employees with or without management roles

PINKTUM

Get your free trial access here

Managing Conflicts as a Lateral Leader



Available in these languages:

German

MICROLEARNING

3 minutes

Learning objectives

- Knowing and managing the different types of conflicts

Target group

Employees with or without management roles

PINKTUM

Get your free trial access here

How Lateral Leadership Differs from Conventional Leadership

Available in these languages:

German

MICROLEARNING

3 minutes

Learning objectives

- Understanding lateral leadership and starting the project with a clear vision

Target group

Management

Practical Instruments for Lateral Leadership

Available in these languages:

German

MICROLEARNING

3 minutes

Learning objectives

- Identifying different lateral leadership instruments

Target group

Employees with or without management roles

Leading Through Change Processes with the Four Rooms of Change

Available in these languages:

German

MICROLEARNING

3 minutes

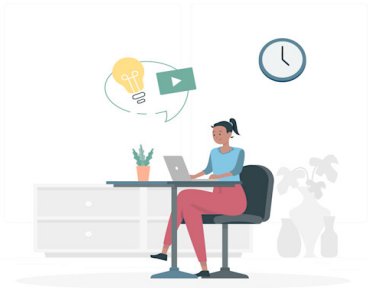
Learning objectives

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

Target group

Management

Promoting Development for Home Office Employees



Available in these languages:

German

MICROLEARNING

3 minutes

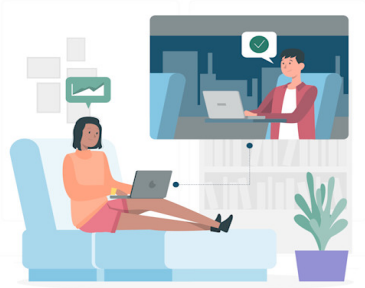
Learning objectives

- Promoting development for home office employees

Target group

Management

Securing Results When Working Remotely Despite the Distance



Available in these languages:

German

MICROLEARNING

3 minutes

Learning objectives

- Getting results when working over distance

Target group

Management

I Have a Presentation Coming Up and I'm Nervous

Available in these languages:

German
English
Spanish

MICROLEARNING

3 minutes

Learning objectives

- Transform your anxiety into positive energy before presentations

Target group

Employees with or without management roles

I Find It Difficult to Convey Unpleasant Messages with Tact

Available in these languages:

German English

MICROLEARNING

3 minutes

Learning objectives

- Being able to deliver unpleasant messages to employees with sensitivity

Target group

Employees with or without Management Roles

I Need to Be Persuasive, but I'm a Straightfor-ward Person

Available in these languages:

German English

MICROLEARNING

3 minutes

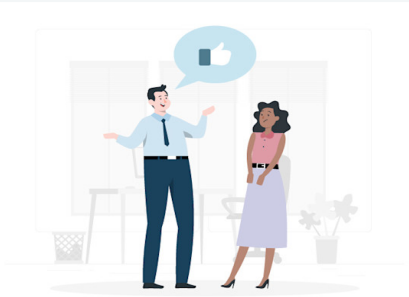
Learning objectives

- Conveying authenticity, confidence, and storytelling in presentations

Target group

Employees with or without Management Roles

I Find It Hard to Accept Praise from Others



Available in these languages:

German English

MICROLEARNING

3 minutes

Learning objectives

- Learning to accept praise

Target group

Management

Identifying Needs Using the GVZ Method

Available in these languages:

German

MICROLEARNING

3 minutes

Learning objectives

- Using the GVZ method for effectively identifying customer needs.

Target group

Employees with or without Management Roles

Using Active Listening to Understand the Interlocutor

Available in these languages:

German
English
Spanish

MICROLEARNING

3 minutes

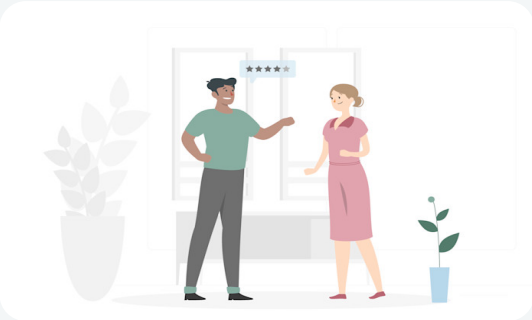
Learning objectives

- Practicing and perfecting six key techniques of active listening

Target group

Employees with or without management roles

Giving Effective Feedback



Available in these languages:

German
English
Spanish

MICROLEARNING

3 minutes

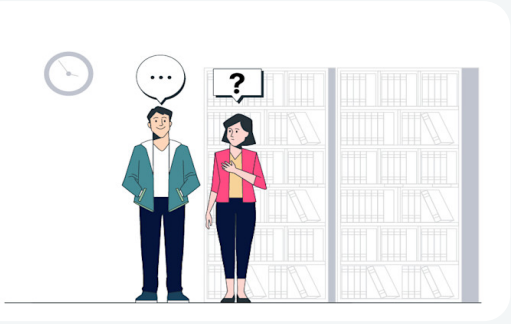
Learning objectives

- Expressing feedback appreciatively and respectfully

Target group

Employees with or without management roles

Optimize Your Communication with Questioning Techniques



Available in these languages:

German
English
Spanish

MICROLEARNING

3 minutes

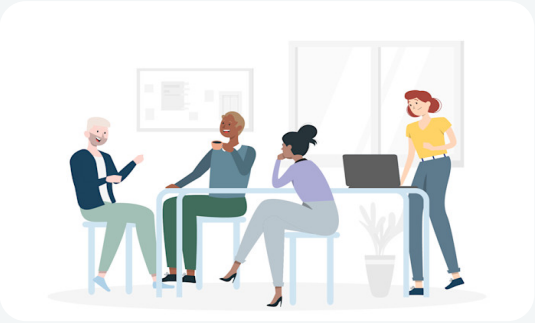
Learning objectives

- Improve your own dialogue skills

Target group

Employees with and without a management function

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



Available in these languages:

German
English
Spanish

MICROLEARNING

3 minutes

Learning objectives

- Engaging participants effectively in online meetings

Target group

Employees with or without Management Roles

Nonviolent Communcation

Available in these languages:

German English

MICROLEARNING

3 minutes

Learning objectives

- Integrating the four steps of nonconfrontational communication into practice

Target group

Employees with or without management roles

Paul Watzlawick's Five Axioms of Communication

Available in these languages:

German

MICROLEARNING

3 minutes

Learning objectives

- Understanding Watzlawick's five axioms of communication

Target group

Employees with or without Management Roles

Less Experienced Colleagues Don't Respect My Wealth of Experience

Available in these languages:

German
English
Spanish

MICROLEARNING

3 minutes

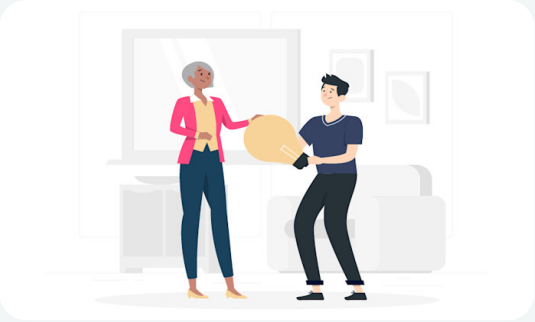
Learning objectives

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

Target group

Employees with or without management roles

Bridging Generational Gaps through Intergenerational Knowledge Exchange



Available in these languages:

German
English
Spanish

MICROLEARNING

2 minutes

Learning objectives

- Enable knowledge transfer within the team across generations

Target group

Managers

Wow Your Audience with Organized and Prepared Presentations

Available in these languages:

German

MICROLEARNING

2 minutes

Learning objectives

- Organizing your presentation for maximum impact

Target group

Employees with or without Management Roles

Catching listeners with varied knowledge transfer

Available in these languages:

German

MICROLEARNING

3 minutes

Learning objectives

- Conveying knowledge in a varied and exciting way

Target group

Employees with and without a management function

Use typical conflict resolution strategies constructively

Available in these languages:

German

MICROLEARNING

3 minutes

Learning objectives

- Know different strategies for conflict resolution in professional life and be able to use them constructively

Target group

Employees with and without a management function

Leading conversations to the goal with appropriate questions

Available in these languages:

German

MICROLEARNING

3 minutes

Learning objectives

- Formulate and use open and closed questions in a targeted manner

Target group

Employees with and without a management function

Actively involve participants in online training courses

Available in these languages:

German

MICROLEARNING

2 minutes

Learning objectives

- Be able to successfully involve participants in online training courses

Target group

Employees with and without a management function

I would like to convince the management to invest more in process management

Available in these languages:

German

MICROLEARNING

2 minutes

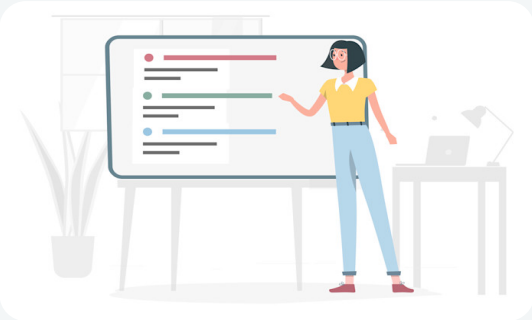
Learning objectives

- Being able to argue the advantages of process management

Target group

Employees with and without a management function

The Basic Elements of a Presentation



Available in these languages:

German
English
Spanish

MICROLEARNING

2 minutes

Learning objectives

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

Target group

Employees with or without management roles

Plan Ahead and You'll Present More Relaxed

Available in these languages:

German
English
Spanish

MICROLEARNING

3 minutes

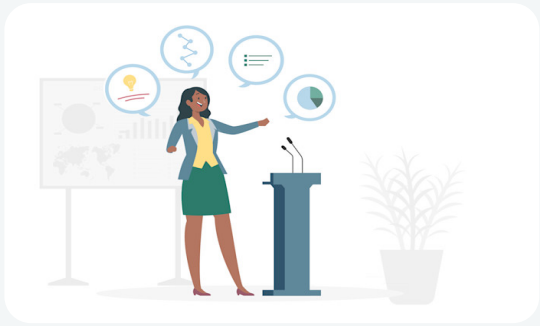
Learning objectives

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

Target group

Employees with or without management roles

Present Better with the Four ‘Presentation Zen’ Tips



Available in these languages:

German
English
Spanish

MICROLEARNING

2 minutes

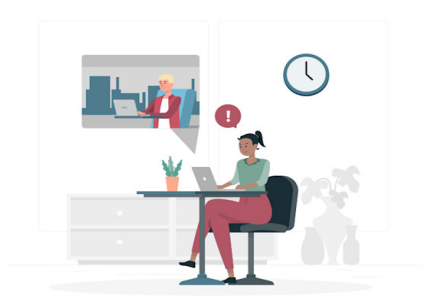
Learning objectives

- 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

Employees with or without management roles

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



Available in these languages:

German
English
Spanish

MICROLEARNING

3 minutes

Learning objectives

- Defending personal boundaries with others

Target group

Employees with or without management roles

The Eight Basic Communication Styles from Schulz von Thun

Available in these languages:

German

MICROLEARNING

3 minutes

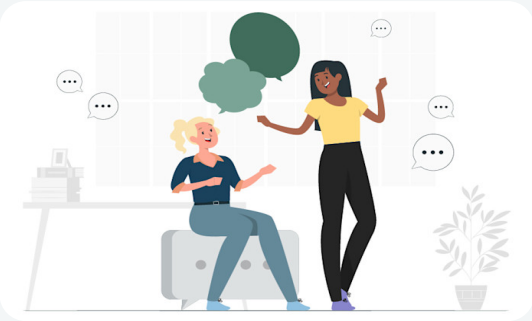
Learning objectives

- Acquiring the ability to recognize the eight communication styles

Target group

Employees with or without Management Roles

Developing Your Own Communication Styles



Available in these languages:

German

MICROLEARNING

3 minutes

Learning objectives

- Improving your communication behavior

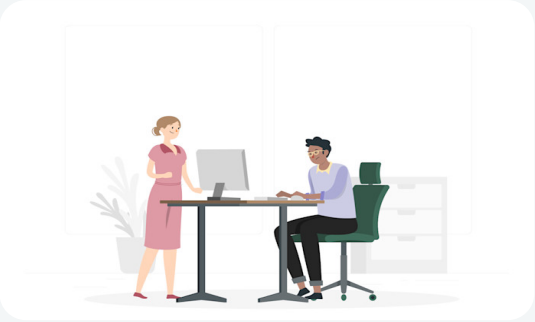
Target group

Employees with or without Management Roles

PINKTUM

Get your free trial access here

I'm Afraid to Ask Because I Think My Counter-part Doesn't Have Time



Available in these languages:

German
English
Spanish

MICROLEARNING

3 minutes

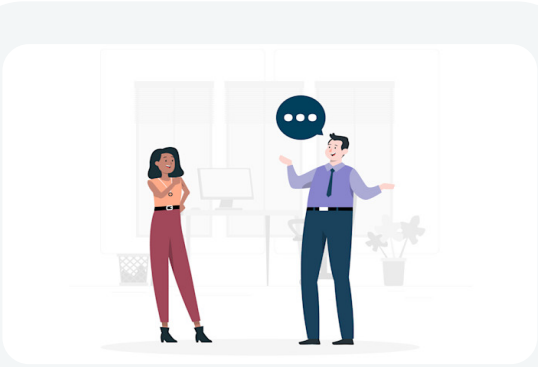
Learning objectives

- Asking questions promptly and in a solution-oriented manner

Target group

Employees with or without Management Roles

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



Available in these languages:

German
English
Spanish

MICROLEARNING

3 minutes

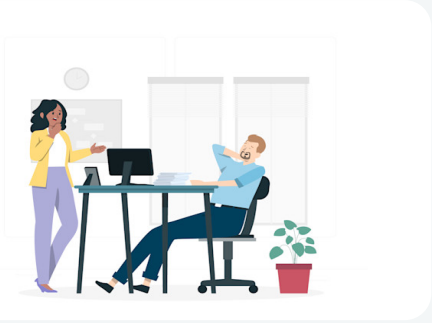
Learning objectives

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

Target group

Employees with or without Management Roles

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



Available in these languages:

German
English
Spanish

MICROLEARNING

3 minutes

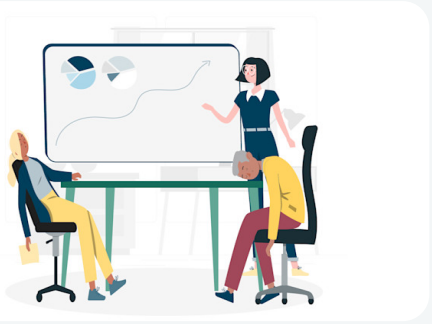
Learning objectives

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

Target group

Employees with or without Management Roles

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



Available in these languages:

German
English
Spanish

MICROLEARNING

3 minutes

Learning objectives

- Resolving passive behavior of participants through openness and communication

Target group

Employees with or without management roles

Effectively Conveying Knowledge Online

Available in these languages:

German

MICROLEARNING

3 minutes

Learning objectives

- Being able to successfully impart knowledge online

Target group

Employees with or without Management Roles

PINKTUM

Get your free trial access here

I'm Uncomfortable Networking at Events

Available in these languages:

German
English
Spanish

MICROLEARNING

3 minutes

Learning objectives

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

Target group

Employees with or without management roles

PINKTUM

Get your free trial access here

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

Available in these languages:

German
English
Spanish

MICROLEARNING

3 minutes

Learning objectives

- Ending conversations politely and appreciatively

Target group

Employees with or without management roles

I Always Back Down When There Is a Conflict

Available in these languages:

German
English
Spanish

MICROLEARNING

3 minutes

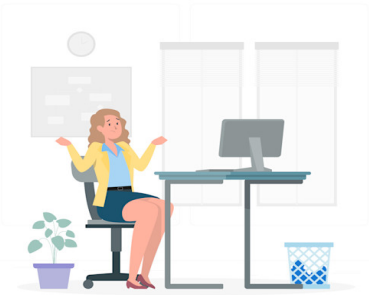
Learning objectives

- Be able to actively address conflicts

Target group

Employees with or without management roles

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



Available in these languages:

German
English
Spanish

MICROLEARNING

3 minutes

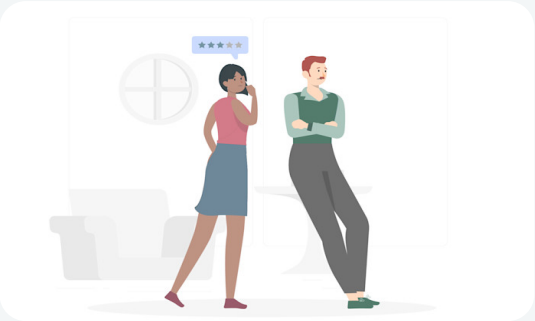
Learning objectives

- Preventing misunderstandings by asking specific, intelligent questions

Target group

Employees with or without management roles

My Colleague Takes Feedback Personally



Available in these languages:

German
English
Spanish

MICROLEARNING

3 minutes

Learning objectives

- Confront negativity after feedback and strengthen a positive feedback culture

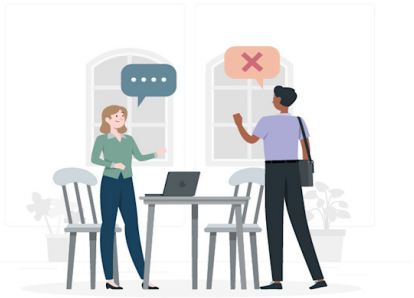
Target group

Employees with or without management roles

PINKTUM

Get your free trial access here

My Coworker Doesn't Take Feedback Seriously



Available in these languages:

German
English
Spanish

MICROLEARNING

3 minutes

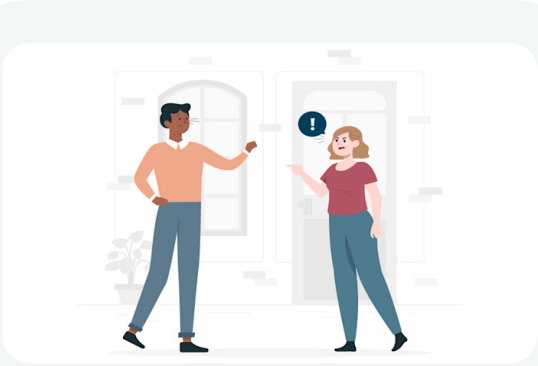
Learning objectives

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

Target group

Employees with or without management roles

My Coworker Turns Aggressive in Conflict Situations



Available in these languages:

German
English
Spanish

MICROLEARNING

3 minutes

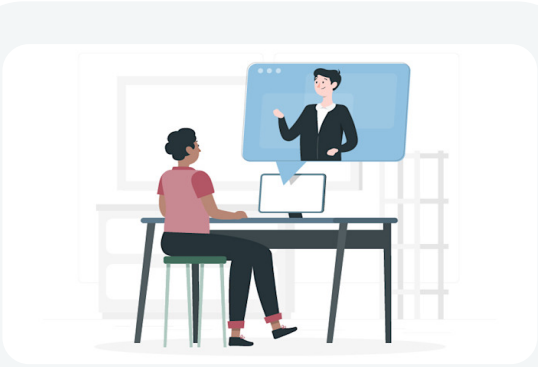
Learning objectives

- Steering heated conflicts towards a constructive solution

Target group

Employees with or without management roles

Practice Netiquette and Have a Good Online Presence



Available in these languages:

German

MICROLEARNING

3 minutes

Learning objectives

- Understanding netiquette rules and taking them into account in everyday life

Target group

Employees with or without management roles

Be Confident Online

Available in these languages:

German

MICROLEARNING

3 minutes

Learning objectives

- Being confident online and wowing the audience

Target group

Employees with or without management roles

Dealing with Challenging Training Participants

Available in these languages:

German

MICROLEARNING

3 minutes

Learning objectives

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

Target group

Employees with or without management roles

Guiding Participants Through the Five Phases of a Training

Available in these languages:

German

MICROLEARNING

3 minutes

Learning objectives

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

Target group

Employees with or without management roles

Successfully Communicating with the Iceberg Model

Available in these languages:

German

MICROLEARNING

3 minutes

Learning objectives

- Understanding the iceberg model and using it for successful communication

Target group

Employees with or without management roles

Engage Participants in Online Meetings

Available in these languages:

German

MICROLEARNING

3 minutes

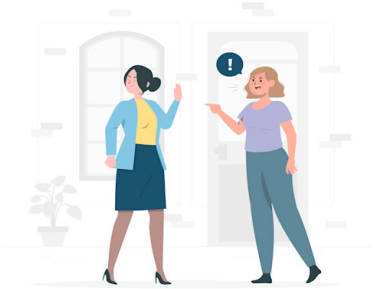
Learning objectives

- Effectively engage participants in online meetings

Target group

Employees with or without management roles

Deflect Verbal Attacks with the 4-I-Method



Available in these languages:

German

MICROLEARNING

3 minutes

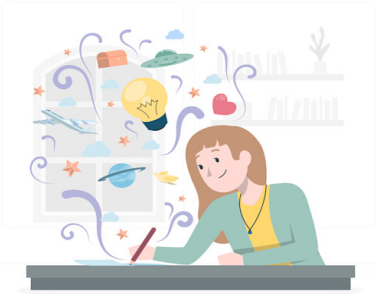
Learning objectives

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

Target group

Employees with or without management roles

Tracking Down Good Stories



Available in these languages:

German

MICROLEARNING

3 minutes

Learning objectives

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

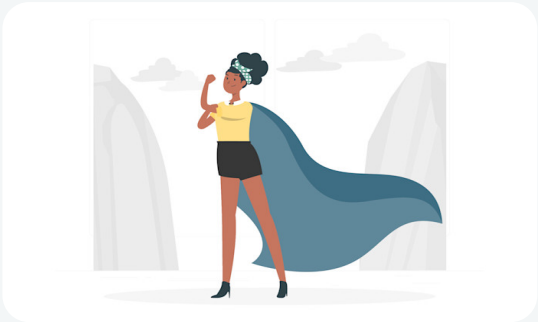
Target group

Employees with or without management roles

PINKTUM

Get your free trial access here

Captivate Listeners with the Hero's Journey



Available in these languages:

German

MICROLEARNING

3 minutes

Learning objectives

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

Target group

Employees with or without management roles

Telling Compelling Stories with Storytelling

Available in these languages:

German

MICROLEARNING

3 minutes

Learning objectives

- Using storytelling to tell compelling stories

Target group

Employees with or without management roles

Expressing and Addressing Emotions with the Verbalization Technique

Available in these languages:

German

MICROLEARNING

3 minutes

Learning objectives

- Knowing and using the verbalization technique

Target group

Employees with or without management roles

Conducting Online Meetings Successfully

Available in these languages:

German

MICROLEARNING

3 minutes

Learning objectives

- Successfully prepare, conduct and follow up online meetings

Target group

Employees with or without management roles

The Harvard Concept

Available in these languages:

German

MICROLEARNING

2 minutes

Learning objectives

- Be able to apply the four principles of the Harvard concept

Target group

Employees with and without management function

PINKTUM

Get your free trial access here

Hold Hybrid Meetings Inclusively and Without Disruption

Available in these languages:

German

MICROLEARNING

3 minutes

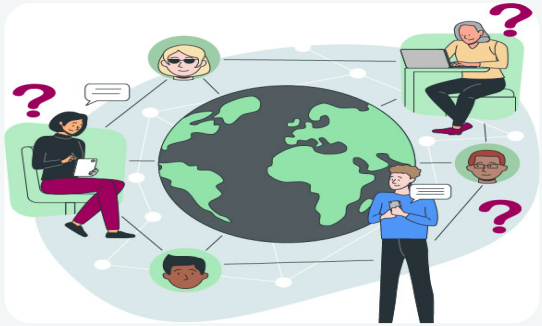
Learning objectives

- Hold disruptive and inclusive meetings with hybrid teams

Target group

Management

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



Available in these languages:

German

MICROLEARNING

3 minutes

Learning objectives

- Finding a constructive way of dealing with cultural differences

Target group

Employees with or without Management Roles

Acting More Consciously with the Three-Pillar Model of Sustainability

Available in these languages:

German

MICROLEARNING

3 minutes

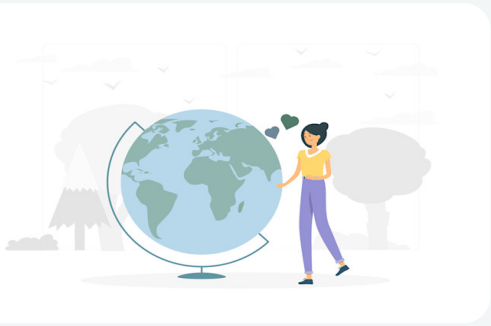
Learning objectives

- Acting more sustainably in your everyday work

Target group

Employees with or without management roles

Practicing Sustainability in the Company—with CSR



Available in these languages:

German

MICROLEARNING

3 minutes

Learning objectives

- Commit to a sustainable and mindful everyday working life

Target group

Employees with or without management roles

Overcoming Prejudice

Available in these languages:

German

MICROLEARNING

3 minutes

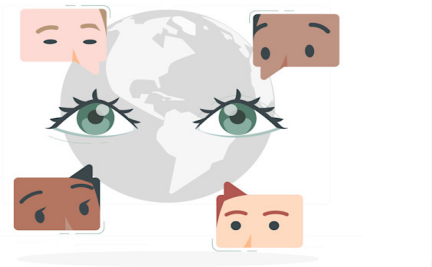
Learning objectives

- Being able to question one's own prejudices

Target group

Employees with or without management roles

Recognizing and Avoiding Biases



Available in these languages:

German

MICROLEARNING

3 minutes

Learning objectives

- Knowing and being able to recognize different biases

Target group

Employees with or without management roles

The Values of the Agile Manifesto

Available in these languages:

German

MICROLEARNING

2 minutes

Learning objectives

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

Target group

Employees with or without Management Roles

PINKTUM

Get your free trial access here

Encouraging Creativity Using the Walt Disney Method

Available in these languages:

German
English
Spanish

MICROLEARNING

2 minutes

Learning objectives

- Develop creative ideas and look at them from different angles

Target group

Employees with or without management roles

Identifying and Managing Risks in Project Management

Available in these languages:

German

MICROLEARNING

4 minutes

Learning objectives

- Recognizing risks in classic project management and taking countermeasures

Target group

Employees with or without Management Roles

Navigating VUCA with Flexibility

Available in these languages:

German

MICROLEARNING

3 minutes

Learning objectives

- Managing the challenges of the VUCA world through self-efficacy

Target group

Employees with or without Management Roles

Distinguishing a Project from a Task

Available in these languages:

German

MICROLEARNING

2 minutes

Learning objectives

- Identifying a project as such

Target group

Employees with or without Management Roles

Four Success Factors for Classic Project Management

Available in these languages:

German

MICROLEARNING

3 minutes

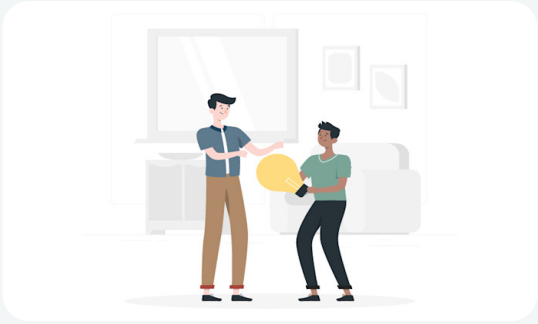
Learning objectives

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

Target group

Employees with or without Management Roles

Working out Loud: Sharing knowledge between employees



Available in these languages:

German

MICROLEARNING

3 minutes

Learning objectives

- Developing through exchange

Target group

Managers

Planning Poker: Estimating Tasks Realistically

Available in these languages:

German
English
Spanish

MICROLEARNING

3 minutes

Learning objectives

- Realistically estimate time and effort of tasks or projects together

Target group

Employees with and without management role

Creating Personas

Available in these languages:

German
English
Spanish

MICROLEARNING

3 minutes

Learning objectives

- Adopting the perspective of customers

Target group

Employees with and without management function

Retrospective Meetings

Available in these languages:

German
English
Spanish

MICROLEARNING

3 minutes

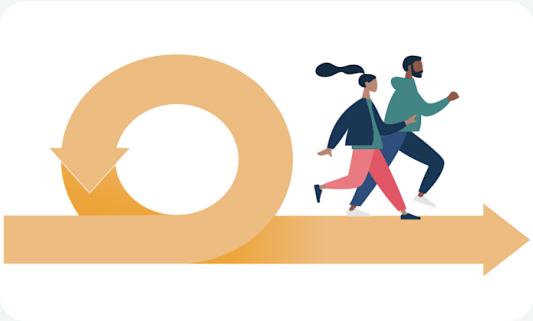
Learning objectives

- Improving processes and collaboration through regular retrospective meetings

Target group

Employees with and without management roles

What Is Agile Management?



Available in these languages:

German English

MICROLEARNING

3 minutes

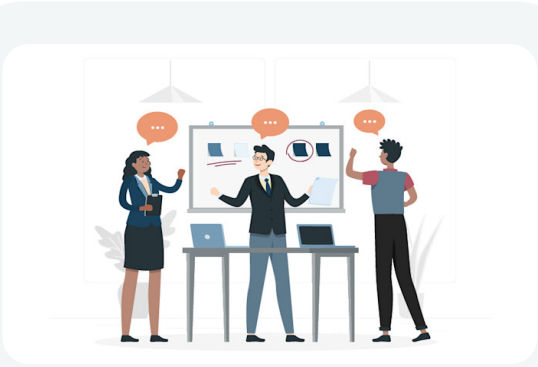
Learning objectives

- Understanding the connection between globalization, digitalization, and agility

Target group

Employees with or without Management Roles

Use Daily Stand-Up Meetings for Task Visibility



Available in these languages:

German

MICROLEARNING

2 minutes

Learning objectives

- Using stand-up meetings in agile collaboration

Target group

Employees with or without management roles

Collaborate Effectively in the Scrum Team

Available in these languages:

German

MICROLEARNING

3 minutes

Learning objectives

- Learning and being able to assign the three scrum roles

Target group

Employees with or without management roles

Effectively Manage Everyday Work with Agile Tools

Available in these languages:

German

MICROLEARNING

3 minutes

Learning objectives

- Knowing individual marketing measures and being able to use them effectively

Target group

Employees with or without management roles

Work Innovatively and Effectively with Scrum

Available in these languages:

German

MICROLEARNING

3 minutes

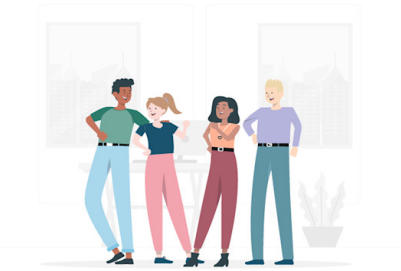
Learning objectives

- Learning and being able to classify the most important scrum terms

Target group

Employees with or without management roles

Team Culture Workshop



Available in these languages:

German

MICROLEARNING

2 minutes

Learning objectives

- Hold a team culture workshop and create a basis for good and effective teamwork

Target group

Employees with or without management roles

The 9 Agile Values

Available in these languages:

German

MICROLEARNING

3 minutes

Learning objectives

- Understand and internalize the nine agile values

Target group

Employees with and without management function

PINKTUM

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Visualize Processes with Kanban

Available in these languages:

German

MICROLEARNING

3 minutes

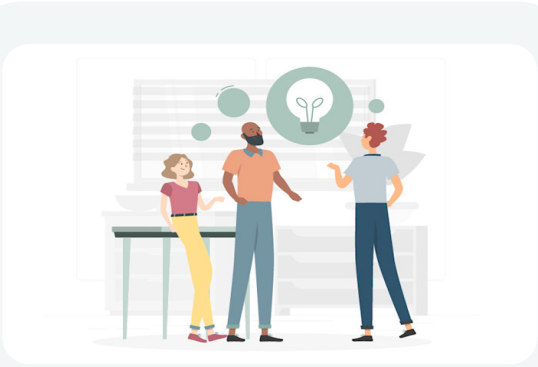
Learning objectives

- Visualize team work steps with Kanban

Target group

Employees with or without management roles

Developing Good Ideas with the Brainstorming Method



Available in these languages:

German

MICROLEARNING

3 minutes

Learning objectives

- Be able to use the brainstorming method correctly

Target group

Employees with or without management roles

Use Line Balancing to Streamline the Value Stream

Available in these languages:

German

MICROLEARNING

3 minutes

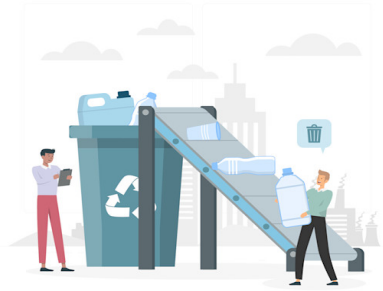
Learning objectives

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

Target group

Employees with or without management roles

Seven Types of Waste



Available in these languages:

German

MICROLEARNING

3 minutes

Learning objectives

- Know the seven types of waste and countermeasures to them

Target group

Management

Continuous Improvement with the PDCA Cycle

Available in these languages:

German

MICROLEARNING

3 minutes

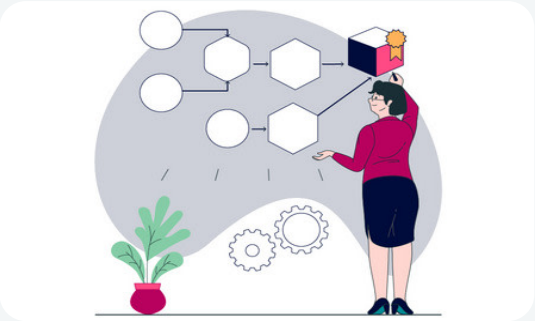
Learning objectives

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

Target group

Management

Strategic Decision-Making



Available in these languages:

German

MICROLEARNING

3 minutes

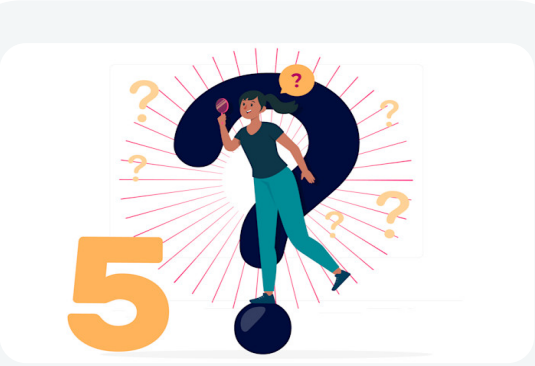
Learning objectives

- Making decisions strategically

Target group

Employees with or without Management Roles

Getting to the bottom of problems with the 5 Why method



Available in these languages:

German

MICROLEARNING

3 minutes

Learning objectives

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

Target group

Employees with and without a management function

Analyzing and Managing Stakeholders

Available in these languages:

German

MICROLEARNING

3 minutes

Learning objectives

- Analyzing and managing stakeholders within classic project management

Target group

Employees with or without Management Roles

Others Are Always Telling Me What I Should Do

Available in these languages:

German
English
Spanish

MICROLEARNING

3 minutes

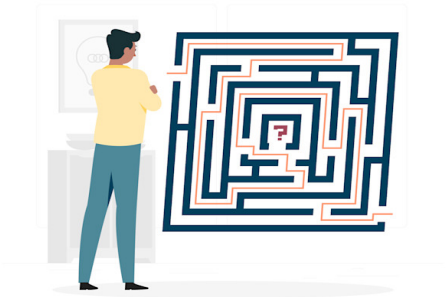
Learning objectives

- Make decisions for yourself and not for others

Target group

Employees with or without management roles

The Decision-Making Process



Available in these languages:

German

MICROLEARNING

2 minutes

Learning objectives

- Making decisions with confidence

Target group

Employees with or without Management Roles

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

Available in these languages:

German Spanish

MICROLEARNING

2 minutes

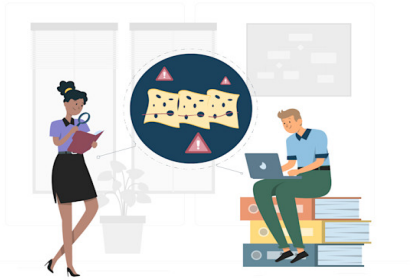
Learning objectives

- Making informed and balanced decisions

Target group

Employees with or without management roles

Eliminating Errors at the Root Sustainably with the Swiss Cheese Model



Available in these languages:

German

MICROLEARNING

2 minutes

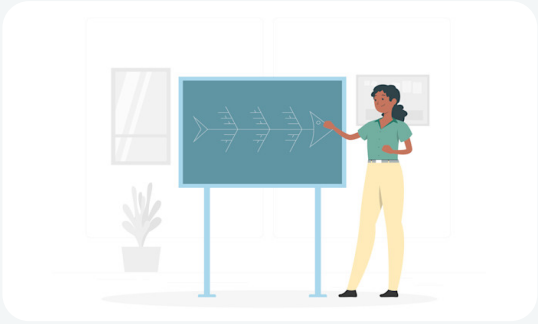
Learning objectives

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

Target group

Employees with or without management roles

Finding Root Causes with the Ishikawa Diagram



Available in these languages:

German

MICROLEARNING

3 minutes

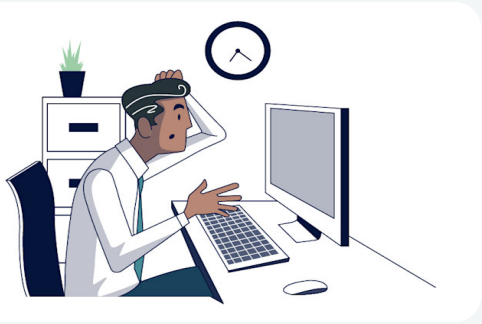
Learning objectives

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

Target group

Employees with or without management roles

I Made a Wrong Decision



Available in these languages:

German

MICROLEARNING

2 minutes

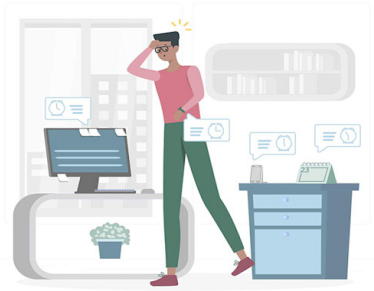
Learning objectives

- Growing from mistakes with the right mindset and thorough analysis

Target group

Employees with or without Management Roles

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



Available in these languages:

German

MICROLEARNING

3 minutes

Learning objectives

- Motivating employees to participate in e-training courses

Target group

Management

I Just Don't Understand AI

Available in these languages:

German
English
French

MICROLEARNING

2 minutes

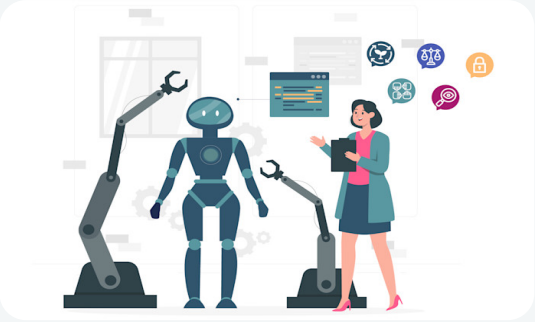
Learning objectives

- Tackling the topic of AI with confidence and no reservations

Target group

Employees with or without Management Roles

Responsible AI: Künstliche Intelligenz verant-wortungsvoll nutzen



Available in these languages:

German English

MICROLEARNING

3 minutes

Learning objectives

- Ziele und Herausforderungen von Responsible AI kennen

Target group

Mitarbeitende mit und ohne Führungsfunktion

Mastering the Challenges of Artificial Intelligence with Responsible AI

Available in these languages:

German English

MICROLEARNING

3 minutes

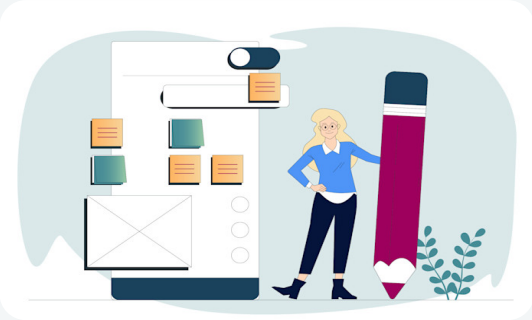
Learning objectives

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

Target group

Employees with and without Management Roles

Analogue methods of testing: card sorting and pre-mortem



Available in these languages:

German

MICROLEARNING

3 minutes

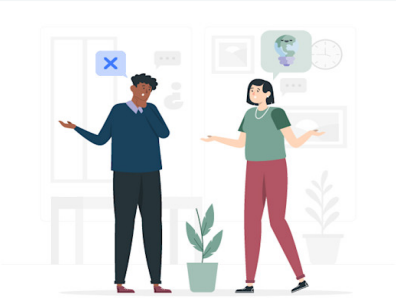
Learning objectives

- Carry out preliminary tests to develop new products and services cost-effectively and in line with demand

Target group

Employees with and without a management function

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



Available in these languages:

German English

MICROLEARNING

4 minutes

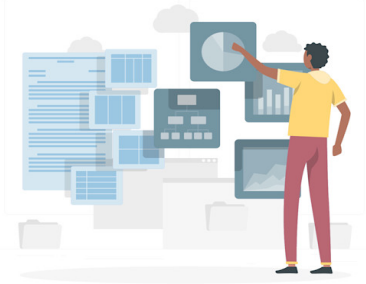
Learning objectives

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

Target group

Employees with or without management roles

What Is Generative AI and How Is It Used?



Available in these languages:

German English

MICROLEARNING

3 minutes

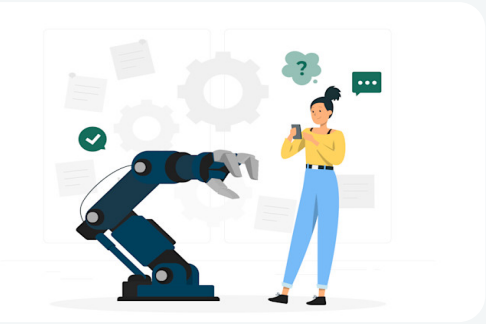
Learning objectives

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

Target group

Employees with or without management roles

Golden Rules for Prototyping



Available in these languages:

German

MICROLEARNING

3 minutes

Learning objectives

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

Target group

Employees with or without management roles

How Do You Start Prototyping?

Available in these languages:

German

MICROLEARNING

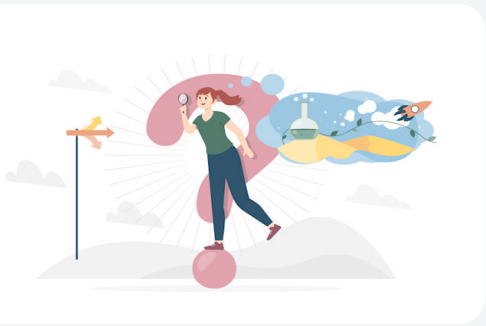
3 minutes

Learning objectives

- Create conditions for prototyping and testing

Target group

Dare and Master the VUCA World



Available in these languages:

German

MICROLEARNING

3 minutes

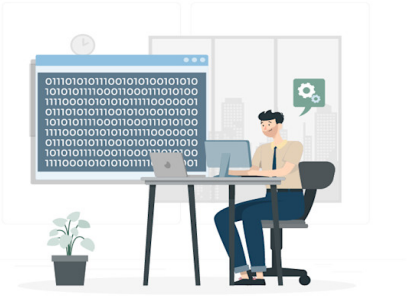
Learning objectives

- Actively and successfully dealing with changes in the VUCA world

Target group

Employees with or without management roles

Big Data—A Short Review



Available in these languages:

German

MICROLEARNING

3 minutes

Learning objectives

- Understand the fundamentals of Big Data, Cloud Computing and Artificial Intelligence.

Target group

Employees with or without management roles

Protect Personal Data

Available in these languages:

German

MICROLEARNING

2 minutes

Learning objectives

- Be able to manage privacy settings independently

Target group

Employees with or without management roles

I Don't Know What My Customers Really Want

Available in these languages:

German
English
Spanish

MICROLEARNING

2 minutes

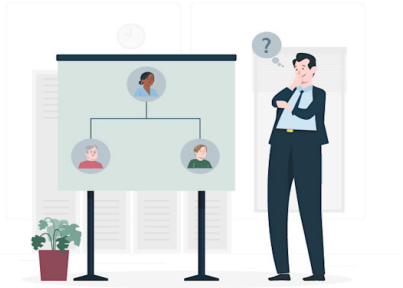
Learning objectives

- Finding out what really motivates your customer

Target group

Employees with or without management roles

Determining Customer Hierarchy for Decision-Making Can Be Tough



Available in these languages:

German
English
Spanish

MICROLEARNING

2 minutes

Learning objectives

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

Target group

Employees with or without management roles

My Customers Are Sidetracking Me with Unreasonable Discount Requests

Available in these languages:

German
English
Spanish
French

MICROLEARNING

3 minutes

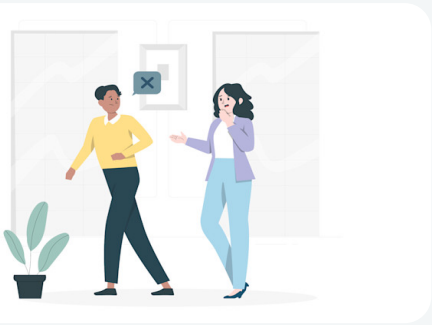
Learning objectives

- Using the four steps to respond to unreasonable discount requests

Target group

Employees with or without management roles

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



Available in these languages:

German
English
Spanish
French

MICROLEARNING

3 minutes

Learning objectives

- Preventing buyer's remorse after a successful sales call

Target group

Employees with or without management roles

I Have to Explain a Price Adjustment to My Customers

Available in these languages:

German
English
Spanish
French

MICROLEARNING

3 minutes

Learning objectives

- 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

Available in these languages:

German
English
Spanish
French

MICROLEARNING

3 minutes

Learning objectives

- Gathering all relevant information from your customers when assessing their needs

Target group

Employees with or without management roles

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

Available in these languages:

German
English
Spanish
French

MICROLEARNING

3 minutes

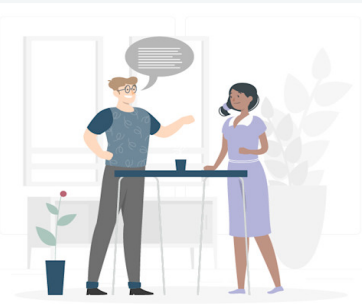
Learning objectives

- Offering customers comprehensive solutions

Target group

Employees with or without management roles

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



Available in these languages:

German
English
Spanish

MICROLEARNING

3 minutes

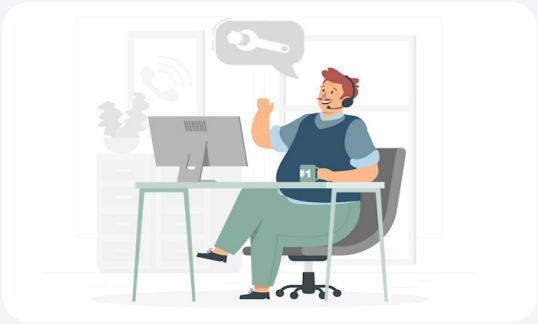
Learning objectives

- Transitioning into the sales conversation successfully

Target group

Employees with or without management roles

Cold Calling Makes Me Uncomfortable



Available in these languages:

German
English
Spanish

MICROLEARNING

3 minutes

Learning objectives

- Overcoming your inner cold-calling hurdles

Target group

Employees with or without management roles

I Don't Want To Pressure My Customers

Available in these languages:

German English

MICROLEARNING

3 minutes

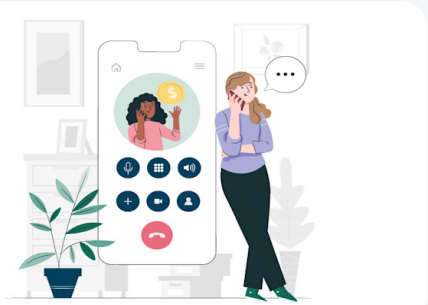
Learning objectives

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

Target group

Employees with or without management roles

My Customers Find Our Product Too Expensive



Available in these languages:

German
English
Spanish

MICROLEARNING

3 minutes

Learning objectives

- Addressing the "product too expensive" objection constructively

Target group

Employees with or without management roles

Even Good Arguments Don't Convince My Customers

Available in these languages:

German
English
Spanish

MICROLEARNING

3 minutes

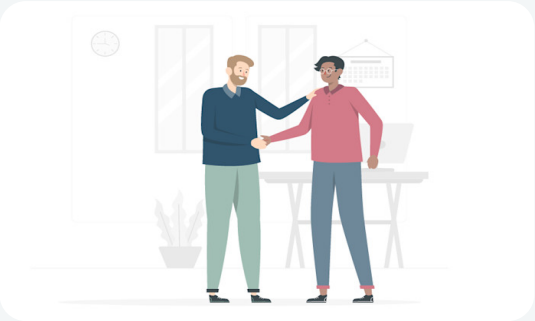
Learning objectives

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

Target group

Employees with or without management roles

Help! I Don't Come-Off as Personable



Available in these languages:

German
English
Spanish

MICROLEARNING

3 minutes

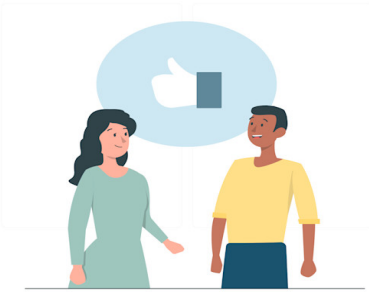
Learning objectives

- Learning how to be more personable with customers

Target group

Employees with or without management roles

I Want To Deepen My Customer Relationships Without Being Annoying



Available in these languages:

German English

MICROLEARNING

3 minutes

Learning objectives

- Showing appreciation to your customers with personal gestures

Target group

Employees with or without management roles

My employees do not cross-sell

Available in these languages:

German English

MICROLEARNING

3 minutes

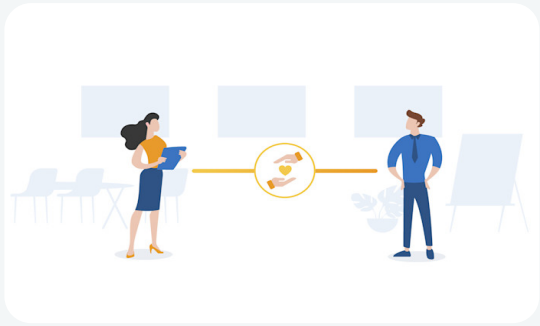
Learning objectives

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

Target group

Management

Tips for Building Relationships in the Work-place



Available in these languages:

German

MICROLEARNING

3 minutes

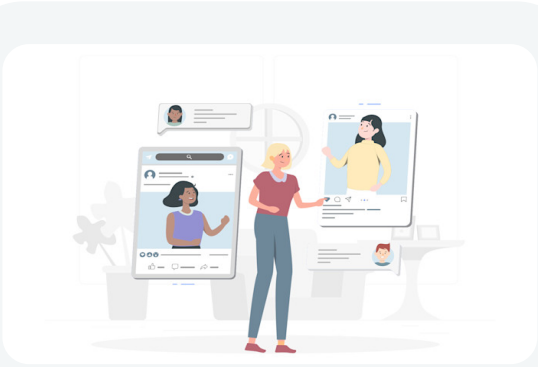
Learning objectives

- Establishing a good relationship with customers

Target group

Employees with or without management roles

Recognize and Capitalize on Networking Opportunities



Available in these languages:

German

MICROLEARNING

3 minutes

Learning objectives

- Identifying sales entry points

Target group

Employees with or without management roles

Improve and Deepen Customer Relationships

Available in these languages:

German

MICROLEARNING

3 minutes

Learning objectives

- Developing sustainable relationships with customers

Target group

Employees with or without management roles

Customer Focus Works—First Steps

Available in these languages:

German

MICROLEARNING

3 minutes

Learning objectives

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

Target group

Employees with or without management roles

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Arguing Benefits with the Five Step Technique

Available in these languages:

German

MICROLEARNING

3 minutes

Learning objectives

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

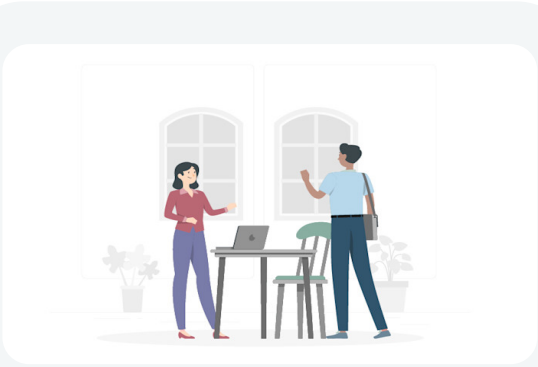
Target group

Employees with or without management roles

PINKTUM

Get your free trial access here

Responding Adequately to a "No" From Customers: "No" is Not Just "No"



Available in these languages:

German

MICROLEARNING

3 minutes

Learning objectives

- Responding constructively to customer objections

Target group

Employees with or without management roles

Countering Objections with the Acknowledgment Method

Available in these languages:

German

MICROLEARNING

3 minutes

Learning objectives

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

Target group

Employees with or without management roles

PINKTUM

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