Titel	US English	French	German	Portuguese	Italian	Spanish	Chinese (simplified)	Dutch (NL)	Portuguese Brazilian	French-Canadian	Latin American Spanish	Arabic	Japanese	Slovak	UK-English
1) MANAGEMENT & LEADERSHIP															
Supporting Change															
Managing change: strategic alliances	not available	not available	not available	not available	not available	not available	not available	not available	not available	not available	not available	not available	not available	not available	available
Managing change: strategic alliances	not available	not available	not available	not available	not available	not available	not available	not available	not available	not available	not available	not available	not available	not available	available
Fundamentals of management															
Making your new management position successful	available	available	available	available	available	available	available	available	available	available	available	not available	not available	not available	available
Making your new management position successful	available	available	available	available	available	available	available	available	available	available	available	not available	not available	not available	available
The management styles	available	available	available	available	available	available	available	available	available	not available	available	not available	not available	not available	not available
Fostering and maintaining motivation	available	available	available	available	available	available	available	available	available	available	available	available	available	not available	not available
The situational skills of the manager	available	available	available	available	available	available	available	available	available	available	available	not available	not available	not available	not available
The relational skills of the manager	available	available	available	available	available	available	available	available	available	available	available	not available	not available	not available	not available
The relational skills of the manager	available	available	available	available	available	available	available	available	available	available	available	not available	not available	not available	not available
The emotional skills of the manager	available	available	available	available	available	available	available	available	available	available	available	not available	not available	not available	not available
Advanced management skills															
Guiding team and individual actions	available	available	available	available	available	available	available	not available	not available	not available	not available	not available	not available	not available	not available
Guiding team and individual actions	available	available	available	available	available	available	available	not available	not available	not available	not available	not available	not available	not available	not available
Becoming a Coaching Manager	available	available	available	available	available	available	available	not available	not available	not available	not available	not available	not available	not available	not available
Becoming a Coaching Manager	available	available	available	available	available	available	available	not available	not available	not available	not available	not available	not available	not available	not available
Effective decision-making	available	available	available	available	available	available	available	available	available	available	available	available	available	not available	not available
Effective decision-making	available	available	available	available	available	available	available	available	available	available	available	available	available	not available	not available
Being persuasive in management situations	available	available	available	available	available	available	available	available	available	not available	available	not available	not available	not available	not available
Being persuasive in management situations	available	available	available	available	available	available	available	available	available	available	available	not available	not available	not available	not available
Handling emotions within your team	available	available	available	available	available	available	available	not available	not available	not available	not available	not available	not available	not available	not available
Handling emotions within your team	available	available	available	available	available	available	available	not available	not available	not available	not available	not available	not available	not available	not available
Balancing the dual roles of people manager and technical expert	not available	not available	not available	not available	not available	not available	not available	not available	not available	not available	not available	not available	not available	not available	available
2) APPLIED PERSONAL DEVELOPMENT															
Personal Development															
Adapting to other people to communicate more effectively	available	available	available	available	available	available	available	not available	not available	not available	available	not available	not available	not available	not available
Adapting to other people to communicate more effectively	available	available	available	available	available	available	available	not available	not available	not available	available	not available	not available	not available	not available
Emotional intelligence fundamentals	not available	not available	available	not available	not available	not available	not available	not available	not available	not available	not available	not available	not available	not available	available
Emotional intelligence fundamentals	not available	not available	available	not available	not available	not available	not available	not available	not available	not available	not available	not available	not available	not available	available
Understand how you deal with stress	not available	not available	available	not available	not available	not available	not available	not available	not available	not available	not available	not available	not available	not available	available
Handling stress	available	available	available	available	available	available	available	available	available	available	available	available	available	available	not available
Assertiveness : know your profile	available	available	available	available	available	available	available	available	available	available	available	available	available	available	not available
Assertiveness : know your profile	available	available	available	available	available	available	available	available	available	available	available	available	available	available	not available
Assertiveness : toolkit	available	available	available	available	available	available	available	available	available	available	available	available	available	available	not available
Assertiveness : toolkit	available	available	available	available	available	available	available	available	available	available	available	available	available	available	not available
Interpersonal effectiveness															
The three pillars of interpersonal excellence	available	available	available	available	available	available	available	available	available	available	available	available	available	available	not available
Developing an interpersonal communication strategy	available	available	available	available	available	available	available	available	available	available	available	available	available	available	not available
Knowing yourself better to communicate better	available	available	available	available	available	available	available	available	available	available	available	available	available	available	not available
Knowing yourself better to communicate better	available	available	available	available	available	available	available	available	available	available	available	available	available	available	not available
Three routes to good communication	available	available	available	available	available	available	available	available	available	available	available	available	available	available	not available
Three levers for building winning cooperation	available	available	available	available	available	available	available	available	available	available	available	available	available	available	not available
Dealing with emotions and conflict															
Impact of emotions in the workplace	available	available	available	available	available	available	available	not available	not available	not available	not available	not available	not available	not available	not available
Impact of emotions in the workplace	available	available	available	available	available	available	available	not available	not available	not available	not available	not available	not available	not available	not available
Controlling your emotions	available	available	available	available	available	available	available	available	available	available	available	available	available	not available	not available
3) PROFESSIONAL EFFICIENCY															
Oral communications															
Identify your communication styles	available	available	available	available	available	available	available	available	not available	not available	not available	not available	not available	not available	not available
Successfully adapting your message	available	available	available	available	available	available	available	available	not available	not available	not available	not available	not available	not available	not available
Evade trick questions at meetings	available	available	available	available	available	available	available	available	not available	not available	available	not available	not available	not available	not available
Time and Information Management															
Considering how you spend your time	available	available	available	available	available	available	available	not available	not available	not available	available	not available	not available	not available	not available
Focusing on your priorities	available	available	available	available	available	available	available	available	available	available	available	available	available	not available	not available
The 12 guidelines of effective time management	available	available	available	available	available	available	available	available	available	available	available	available	available	not available	not available
Improving your memory	not available	not available	not available	not available	not available	not available	not available	not available	not available	not available	not available	not available	not available	not available	available
Improving your memory	not available	not available	not available	not available	not available	not available	not available	not available	not available	not available	available	not available	not available	not available	available
Dealing with time-consuming tasks	available	available	available	available	available	available	available	available	available	not available	available	available	not available	not available	not available
Dealing with time-consuming tasks	available	available	available	available	available	available	available	available	available	not available	available	available	not available	not available	not available
Managing your time strategically	available	available	available	available	available	available	available	available	available	available	available	available	available	not available	not available
Clarifying and managing your priorities	available	available	available	available	available	available	available	available	not available	not available	not available	not available	not available	not available	not available
Clarifying and managing your priorities	available	available	available	available	available	available	available	available	not available	not available	not available	not available	not available	not available	not available
Harnessing different to boost effectiveness	available	available	available	available	available	available	available	available	not available	not available	not available	not available	not available	not available	not available
Increasing your productivity in a fast-paced world	available	available	available	available	available	available	available	available	available	not available	available	available	not available	not available	not available
Professional Efficiency															
Plan and keep to your priorities of the week	available	available	available	available	available	available	available	not available	not available	not available	not available	not available	not available	not available	not available
Effortlessly produce high value added files	available	available	available	available	available	available	available	not available	not available	not available	not available	not available	not available	not available	not available
Prepare for a win-win negotiation	available	available	available	available	available	available	available	not available	not available	not available	not available	not available	not available	not available	not available
Keys to set up a remote team	available	not available	not available	not available	not available	not available	not available	not available	not available	not available	not available	not available	not available	not available	not available
4) PROJECTS															
Project Management															
Project Management Essentials	available	available	available	available	available	available	available	available	available	available	available	available	available	not available	not available
Project Management Essentials	available	available	available	available	available	available	available	available	available	available	available	available	available	not available	not available
The project framework	available	available	available	available	available	available	available	available	available	available	available	available	not available	not available	not available
The project framework	available	available	available	available	available	available	available	available	available	available	available	available	not available	not available	not available
Project planning	available	available	available	available	available	available	available	available	available	available	available	available	available	not available	not available
Project planning	available	available	available	available	available	available	available	available	available	available	available	available	available	not available	not available
Drawing up a project budget	available	available	available	available	available	available	available	available	available	available	available	available	not available	not available	not available
Drawing up a project budget	available	available	available	available	available	available	available	available	available	available	available	available	not available	not available	not available
Anticipating project risks	available	available	available	available	available	available	available	available	available	available	available	available	not available	not available	not available
Anticipating project risks	available	available	available	available	available	available	available	available	available	available	available	available	not available	not available	not available
From needs to project	available	available	available	available	available	available	available	available	available	available	available	not available	not available	not available	not available
From needs to project	available	available	available	available	available	available	available	available	available	available	available	not available	not available	not available	not available
5) HUMAN RESOURCES															
Successful performance review interviews															
Preparing and structuring the annual performance review	available	available	available	available	available	available	available	not available	not available	not available	not available	not available	not available	not available	not available
Preparing and structuring the annual performance review	available	available	available	available	available	available	available	not available	not available	not available	not available	not available	not available	not available	not available
8) COMMERCIAL															
Customer relationship															
The challenges of customer relations	available	available	available	available	available	available	available	available	available	not available	available	available	not available	not available	not available
Customer relationship: building trust	available	available	available	available	available	available	available	available	available	available	available	available	available	not available	not available
Customer relationship: practicing active listening	available	available	available	available	available	available	available	available	available	available	available	available	available	not available	not available
Customer relationship: creating commitment	available	available	available	available	available	available	available	available	available	available	available	available	not available	not available	not available
Developing loyalty through customer relationships	available	available	available	available	available	available	available	available	available	available	available	available	available	not available	not available
Sales															
The art of persuading through listening	available	available	available	available	available	available	available	not available	not available	not available	available	not available	not available	not available	not available
The art of persuading through listening	available	available	available	available	available	available	available	not available	not available	not available	available	not available	not available	not available	not available
Convincing customers with a winning offer	available	available	available	available	available	available	available	not available	not available	not available	not available	not available	not available	not available	not available
12) QUALITY - SAFETY - ENVIRONMENT															
Tools for Handling and Solving Problems															
Problem-solving: Tools and Methods	available	available	available	available	available	available	available	not available	not available	not available	not available	not available	not available	not available	not available
Problem-solving: Tools and Methods	available	available	available	available	available	available	available	not available	not available	not available	not available	not available	not available	not available	not available