



▶ All courses in

**Get Skilled**



# Choose how you want to learn

## Our learning resources

**Everyone is different and learns differently. Employees can therefore choose how they want to learn in our online academy. We have a variety of learning resources available and our range is continuously updated with new content. We also carry out periodical quality checks and remove content that no longer meets our quality standards.**

### **E-learning**

Want to learn all about a certain topic in your own time? These interactive e-learning modules are the perfect solution. In the e-learning modules you can learn all about a topic by completing interactive exercises, watching videos and reading about practical examples.

### **WE-learning**

Enjoy learning together with your colleagues? These web-based e-learning modules are perfect to follow as a group but also individually. They are based on social learning and give you the opportunity to learn together with others.

### **Webinars**

Want to know everything about current topics? In this live broadcast, an expert explains the most important points within half an hour. All webinars can be followed live, and also watched later. You can submit questions throughout the duration of the live webinar, as well as after the live broadcast.

### **Essentials**

Important information at your fingertips! Follow one of these micro-courses to gain new knowledge quickly and easily. These micro-courses teach you the essence of a topic in just a few minutes. Essentials can contain text, videos, links, downloads, an exam and expert contact details.

### **Personal Assessments**

Want to know what skills you already have? These scans will give you a useful insight into your own competences. By answering various questions, you can discover where your talents lie. This will make it easier to work on your own personal development.



### **Podcasts**

Too little time to follow a course, but still want to learn something new? You can listen to podcasts anytime and anywhere. On the road, at home or at work. The podcasts are here to make your life easier, as you can listen to them anytime.











# Choose what you want to learn

## Our courses










### 21st Century Skills

-  Creative thinking
-  Critical thinking




### Career development

-  The power of enthusiasm
-  Time management
-  Managing your colleagues
-  Managing your customers
-  Managing your surroundings
-  Time management: calendar overview
-  Time management: important, urgent tasks
-  Time management: introduction
-  Time management: secondary tasks
-  Time management















### Collaboration

-  Brainstorming and mindmapping
-  Working in teams
-  Belbin's team roles
-  Brainstorming
-  Goal of a meeting
-  Group development
-  Reaching a consensus
-  Role of the chairperson
-  Conflict management





### Commercial skills

-  Customer support
-  Sales fundamentals
-  Successful negotiation









## Communication

-  A guide to effective online meetings
-  Effective communication
-  E-mail: what, how and when
-  Feedback skills
-  Presentation skills
-  Asking questions
-  Communication basics
-  Effective listening
-  Effective summarising
-  Giving feedback: the golden rules
-  Non-verbal communication: a definition
-  Non-verbal communication: key elements
-  The communication wall
-  Communication style


## Corporate culture

-  Anti-harassment
-  Lean thinking
-  Working effectively from home
-  Working together on integrity


## Digital skills

-  Are you phishing aware?
-  Becoming a Microsoft Teams ninja
-  Data protection and confidentiality
-  Digital security
-  Online visibility
-  The ins and outs of e-commerce
-  Digital Learning Hub
-  The current and future state of the cloud

## Financial









-  Finance your innovation

## Free time

-  Digital photography

-  A beginner's guide to running

## Health and well-being




-  Office ergonomics
-  Mental health during COVID-19
-  Working together on health and safety
-  Balance work/private life - Part 1
-  Balance work/private life - Part 2
-  Correct sitting posture
-  Top 10 office exercises
-  What is RSI?

## Human Resources


-  Curate content, create experience

## Management





























-  An introduction to business strategy
-  Innovation in business
-  Leadership and personality
-  Management Basics
-  Digital transformation at organisations
-  OpenPM<sup>2</sup>: Intro to Europe's project management methodology
-  Young people in the driver's seat!
-  Ansoff's Matrix
-  Blue ocean strategy
-  Business Model Canvas
-  Business thinking
-  Coaching: how to coach an employee
-  Coaching: the GROW model
-  Coaching: the SMART model
-  Competing values framework
-  Disruptive innovation
-  EFQM model
-  Emotional intelligence
-  Five forces model
-  Geert Hofstede
-  Growth and fixed mindset
-  Richard Branson
-  Robert Cialdini

-  The future of work
-  Leadership
-  Managerial effectiveness

## Marketing

-  The basics of marketing
-  Jump-start your Big Data Analytics Lab!
-  Online influence

## Microsoft Office

-  Excel: the first step
-  Excel: create PDF
-  Excel: create pivot table
-  Excel: data validation
-  Excel: dynamic SmartArts
-  Excel: insert pivot table
-  Excel: pivot table date filters
-  Excel: pivot table filters
-  Excel: pivot table group data
-  Excel: pivot table label filter between
-  Excel: pivot table label filter contains
-  Excel: pivot table label filter select
-  Excel: pivot table sort data
-  Excel: pivot table top 10
-  Excel: pivot table value filters
-  Excel: search filter
-  Excel: slicers 1
-  Excel: slicers 2
-  Excel: slicers 3
-  Excel: slicers 4
-  Excel: sparklines
-  Microsoft Office: customising the ribbon
-  Microsoft Office: exporting the ribbon
-  Microsoft Office: inserting a screenshot
-  Microsoft Office: manage versions
-  Microsoft Office: mini translator
-  Microsoft Office: the tab "File"
-  PowerPoint: adding a trigger to videos

- ✿ PowerPoint: animation painter
- ✿ PowerPoint: comparing presentations
- ✿ PowerPoint: compressing a video
- ✿ PowerPoint: creating a video
- ✿ PowerPoint: embedding a video
- ✿ PowerPoint: laser pointer
- ✿ PowerPoint: linking a video
- ✿ PowerPoint: motion paths
- ✿ PowerPoint: sections
- ✿ PowerPoint: trimming videos
- ✿ PowerPoint: video - bookmarks
- ✿ Word: adjusting pictures
- ✿ Word: AutoText
- ✿ Word: create PDF

## Psychology

- 📖 Social psychology: Intrapersonal phenomena
- ✿ Core qualities quadrant

## Social media

- 📖 An introduction to Facebook
- 📖 An introduction to LinkedIn



## What's next?

SkillsTown is the online education resource for professionals. Through learning on demand, SkillsTown enables businesses, organisations and their employees to move with the ever-changing world around them.

With hundreds of online training courses, in a variety of different forms, SkillsTown provides new and unique ways of learning in every phase of life of the organisation and employee. This helps increase knowledge and skills, stimulates a capacity for change and contributes to attractive employee practices.