



Training Catalogue

Soft Skills

Edition 2025

A library of 250+ micro-trainings to strengthen
essential human skills in the workplace.

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Find our 250+ modules* organized by 8 essential human skills.

1. Assertiveness and Courage

2. Personal and Professional Effectiveness

3. Collaboration and Teamwork

4. Agility and Change

5. Communication and Relationships

6. Management and Leadership

7. Positive Energy and Wellbeing

8. Diversity and Inclusion

* Each module may appear in one or more categories, depending on the themes it covers.

Module Classification by Competence

1. Assertiveness and Courage

1.1. Assertive Communication & Constructive Relationships

- [!\[\]\(0551a83d441798e532995956b603f604_img.jpg\) Achieve Win-Win Resolution in Client Conflicts](#)
- [!\[\]\(54ee180c0037b66a36ce2219a481afde_img.jpg\) Ask and Negotiate with Clarity and Equity](#)
- [!\[\]\(73ae654e8897db9b21f1bf9d9efc07ef_img.jpg\) Breaking Out of Power Struggles and Power Quests](#)
- [!\[\]\(278ecf8622de254ce2917d264729f4b0_img.jpg\) Decode the Power Games That Drain Relationships](#)
- [!\[\]\(3b5d74d5eba68301b1a5c22417b6b52c_img.jpg\) Handling Objections and Criticism Intelligently](#)
- [!\[\]\(95826e66cf958c3135662f918c38faf5_img.jpg\) How to Assert Yourself Healthily at Work](#)
- [!\[\]\(5561815f7b3c21cd4837848c1b3a53b8_img.jpg\) How to Make Assertive, Effective, and Serene Requests](#)
- [!\[\]\(07e9f8bb2d9a8e0c79a2191f366ec50f_img.jpg\) Improve Your Relationships with Your Boss](#)
- [!\[\]\(52e0a18eb8718406aa94c7ba9d56e87c_img.jpg\) Improving Communication Through Non Violent Communication](#)
- [!\[\]\(e404c75816adc7665fc98bd0aeb3c80f_img.jpg\) Optimizing Your Time of Exchange with Your Boss](#)
- [!\[\]\(f36a8047a0651eed85d4a9a9e6f030c4_img.jpg\) Practice Non Violent Communication with the DESC Method](#)
- [!\[\]\(cadad4c65bd82942e4f9948dd6f8b017_img.jpg\) Solicit and Welcome Feedback from Others](#)
- [!\[\]\(43ff43be84162ed1d5f1895e4551fad3_img.jpg\) Speak Freely and Provide Feedback to Your Boss](#)
- [!\[\]\(71325a161874de152472363a6c16c623_img.jpg\) The 5 Attitudes for Managing Conflicts and Negotiating at Work](#)
- [!\[\]\(c1c63a9cc1c74c300bbf4604461f6668_img.jpg\) The Keys to a Constructive Attitude](#)
- [!\[\]\(04d38599c26abdbe0e8343104e0d4521_img.jpg\) The Power of Assertiveness: Daring to Say No with Mutual Respect](#)
- [!\[\]\(5677c7ff3fae9197c10a2932fe11228d_img.jpg\) Use Positive and Assertive Language to Gain Confidence](#)
- [!\[\]\(b085f554062f2b055490350244e25e21_img.jpg\) Win-Win Communication: Establishing an Equal Rapport](#)

1.2. Self-Confidence & Personal Assertiveness

- [!\[\]\(511a36c244659513b679df9c639945de_img.jpg\) Boosting Self-Confidence with Anchoring and Visualization](#)
- [!\[\]\(2c0783baf87a2728b2fe49eb1c34c456_img.jpg\) Breaking Free from the Pressure of Perfection](#)
- [!\[\]\(7cfb20e3a97beaa6243bf39ce8dc849f_img.jpg\) Build Self-Esteem Consciously](#)
- [!\[\]\(4ec82d7d2c97e7458ec11741fc48dcdc_img.jpg\) Build Unwavering Self-Confidence](#)
- [!\[\]\(8a3eeabae8fd8c34f983be60adf65fec_img.jpg\) Free Yourself from the Need for Approval and Gain Autonomy](#)
- [!\[\]\(f8c4514865ca6cc7d15601f5b468a267_img.jpg\) Know Yourself Better and Take Responsibility According to the 3 Ego States](#)
- [!\[\]\(3e3a16082679d4e25573352df409eccd_img.jpg\) Overcome Doubts and Internal Conflicts](#)
- [!\[\]\(9b1df3f6f95a7aa10cbc22e7842da063_img.jpg\) Overcome Self-Doubt: Trusting Yourself](#)
- [!\[\]\(7936f9bcfbfb218ad8be8ab6d2aa8317_img.jpg\) Overcoming the 2 Traps That Undermine Trust](#)
- [!\[\]\(7b335444bdd8e9de4c89d81708f76337_img.jpg\) Personal Branding: Enhancing Your Professional Image](#)
- [!\[\]\(65abe31c0ef71e56cf853e9b6273e467_img.jpg\) Playing Big: Overcoming Criticism to Dare to Be Bold](#)
- [!\[\]\(7a2fa42399a378955de1effe4cf6b043_img.jpg\) Self-Image: Building and Reinforcing a Positive Identity](#)
- [!\[\]\(08c0a656573a88d33d475c29e72a29c0_img.jpg\) Stepping Out of Your Comfort Zone](#)
- [!\[\]\(5bdd610281e86439b007b8e48679cd03_img.jpg\) Supporting the Dynamics of Innovation and Change](#)

1.3. Resilience, Wellbeing & Self-Leadership

- ☐ [Achieving Balance and Performance Through Wise Prioritization](#)
- ☐ [Becoming Resilient to the Point of Appreciating Failure](#)
- ☐ [Breaking Free from \(Toxic\) Relationship Games That Drain Us](#)
- ☐ [Building Resilience and Bouncing Back After Failure](#)
- ☐ [Enhance Your Well-Being by Being More Caring](#)
- ☐ [From Stress to Confidence: A Resilient Attitude](#)
- ☐ [Letting Go to Move Forward, Cooperate, and Relax](#)
- ☐ [Managers: Stop Running](#)

1.4. Courageous Leadership & Managerial Influence

- ☐ [Arbitrating Conflict: A Key Skill for Managers](#)
- ☐ [Becoming a "True" Leader: The Winning Formula](#)
- ☐ [Becoming an Influential Leader at Work](#)
- ☐ [Developing an Inspiring Vision at Work](#)
- ☐ [Effective Decision-Making in Times of Uncertainty](#)
- ☐ [Effective Delegation in 6 Simple Steps](#)
- ☐ [Improving Your Relationship with Time](#)
- ☐ [Management by Trust: A New Challenge in Accountability](#)
- ☐ [Managerial Courage](#)
- ☐ [Supporting Change as a Team](#)

1.5. Driving Change, Innovation & Inclusion

- ☐ [Accompanying Your Employees Towards Successful Change](#)
- ☐ [Avoid Covering Up at Work for More Inclusion](#)
- ☐ [Avoid Groupthink for More Diversity](#)
- ☐ [Becoming a Driver and Contributor of Change](#)
- ☐ [Facilitate Creative Meetings and Boost Ongoing Innovation](#)
- ☐ [Fostering Innovation with the Appreciative Inquiry](#)
- ☐ [Open Up Your Perceptions and Beliefs to Facilitate Change](#)
- ☐ [Overcoming Team Resistance to Change](#)
- ☐ [Promoting Agility in a Constantly Evolving World](#)

2. Personal and Professional Effectiveness

2.1. Time Management & Prioritization

- 🔗 [7 Tips for Refocusing on What Truly Matters](#)
- 🔗 [Achieving Balance and Performance Through Wise Prioritization](#)
- 🔗 [Avoid Email Overload](#)
- 🔗 [Controlling Your Time Through Careful Planning](#)
- 🔗 [Increase Productivity: Limit Interruptions!](#)
- 🔗 [Leverage \(Without Stress\) the Acceleration of Time](#)
- 🔗 [Managers: Stop Running](#)
- 🔗 [Managing Information Overload and Facilitating Decision-Making](#)
- 🔗 [Practical Tools for Efficient Time Management](#)
- 🔗 [Prioritize Daily Tasks and Boost Productivity](#)
- 🔗 [Regain Control of Your Time](#)
- 🔗 [Telecommuting: How to Manage Your Time Effectively?](#)
- 🔗 [The Best Time-Saving Apps](#)
- 🔗 [The Golden Rules for Managing Your Time at Work](#)
- 🔗 [Time Thieves: Identifying and Eliminating Them](#)
- 🔗 [Why Are We Always in a Rush? Taking a Breath](#)

2.2. Effective Meetings & Productive Collaboration

- 🔗 [Host Stress-Free Meetings: Distribute Roles](#)
- 🔗 [Mind Mapping Can Revolutionize Your Meetings](#)
- 🔗 [Optimizing Your Time of Exchange with Your Boss](#)
- 🔗 [Powerful Meeting Kick-Offs](#)
- 🔗 [Productive Meetings in Record Time: Time-Boxing!](#)
- 🔗 [The Meeting Host's Toolbox](#)
- 🔗 [The Secrets of Successful Meetings](#)

2.3. Wellbeing, Stress & Quality of Work Life

- 🔗 [Breaking Free from the Spiral: Manage Stress in 4 Steps](#)
- 🔗 [Communicating and Inspiring](#)
- 🔗 [Creating a Comfortable and Stimulating Work Environment](#)
- 🔗 [Creating a Conducive Work Environment for Well-Being](#)
- 🔗 [Drink Water to Better Manage Your Stress](#)
- 🔗 [Improving Your Quality of Life at Work: Stop Being Overwhelmed](#)
- 🔗 [Moving at Work to Boost Confidence and Positive Energy](#)
- 🔗 [Release Accumulated Pressure in the Body and Mind](#)
- 🔗 [The Power Posture: A Secret Weapon for Regaining Positive Energy](#)
- 🔗 [Work-Life Balance](#)

2.4. Mindset & Personal Development

- ☞ [Become an Active Participant in Your Workplace Inclusion](#)
- ☞ [Overcome Doubts and Internal Conflicts](#)
- ☞ [Overcome Procrastination and Regain Control Over Decisions](#)
- ☞ [Reptilian, Limbic, Neocortex: 3 Brains at Our Service](#)
- ☞ [The 6 Anti-Procrastination Strategies Finally Revealed](#)
- ☞ [The Power of Assertiveness: Daring to Say No with Mutual Respect](#)
- ☞ [The Self-Fulfilling Prophecy: Redirect Your Thoughts to Improve Your Reality](#)
- ☞ [Trusting Your Intuition](#)
- ☞ [Turn Impatience into a Driving Force for Success](#)
- ☞ [Understanding Multiple Intelligences in the Workplace](#)
- ☞ [Use Positive and Assertive Language to Gain Confidence](#)

3. Collaboration and Teamwork

3.1. Effective Meetings & Professional Facilitation

- [!\[\]\(36f8637baaa56c4be44b454435949289_img.jpg\) Boost Productivity with Micro-Meetings](#)
- [!\[\]\(b556e0ef1e10ccfc32976edb6416074f_img.jpg\) Create a Friendly and Productive Meeting Space](#)
- [!\[\]\(cf1529ba638f0498d7e334e7a79dd058_img.jpg\) Creating a Positive Atmosphere for Successful Meetings](#)
- [!\[\]\(2c071b2b285393c82ac6838d54fa5656_img.jpg\) Engage Your Participants Right from the Meeting Invitation](#)
- [!\[\]\(bda2070c29c668b13a0cf5b37bc9c21e_img.jpg\) Facilitate Creative Meetings and Boost Ongoing Innovation](#)
- [!\[\]\(4dc7f5c797d7cb1aa70e6a60bb01318c_img.jpg\) Host Dynamic and Impactful Meetings](#)
- [!\[\]\(8c14435c4129a2a291714ff8aa0140d6_img.jpg\) Host Productive and Creative Meetings in 7 Steps](#)
- [!\[\]\(aa22af288cc0ca0644b1717d2002bd9a_img.jpg\) Host Stress-Free Meetings: Distribute Roles](#)
- [!\[\]\(3b5c45bb1eac680bb1a411f41e6867a8_img.jpg\) How to Organize an Effective Virtual Meeting](#)
- [!\[\]\(f9cf6b32694e80d3e0d454d9f6a25272_img.jpg\) Improving Team Meetings Together](#)
- [!\[\]\(0937effee628b10b329e045486465a23_img.jpg\) Inviting the Right People to Your Meetings](#)
- [!\[\]\(d486141adb7eaccee678e3458b4d7cfd_img.jpg\) Managing Meeting Participants: Practical Tips](#)
- [!\[\]\(5d98a48b93f9660d41ce021d1279fc95_img.jpg\) Meeting Follow-Up: A Springboard for Engagement and Improvement](#)
- [!\[\]\(acde3eba7c23131a5ce5f1404cbba9ed_img.jpg\) Mind Mapping Can Revolutionize Your Meetings](#)
- [!\[\]\(67cb540a03abc77eeeb9f325a13be9a7_img.jpg\) Organizing Effective Meetings: Setting Your Framework](#)
- [!\[\]\(5b9c04de722f3bbbe2d623f2c94ab3ed_img.jpg\) Powerful Meeting Kick-Offs](#)
- [!\[\]\(2334026fd001c0e0ad1f59065393d212_img.jpg\) Productive Meetings in Record Time: Time-Boxing!](#)
- [!\[\]\(015b9b321e84ba9cb710273ffe513afe_img.jpg\) The Benefits of a Well-Organized, Lively Meeting](#)
- [!\[\]\(e88f9961e2ded7c147ce72eefcf4d400_img.jpg\) The Keys to a Well-Prepared Meeting](#)
- [!\[\]\(71657cad56b505c59e42bac0bb5fcd0b_img.jpg\) The Keys to an Inclusive and Successful Virtual Meeting](#)
- [!\[\]\(2dc51f13e447df99479f30699c919631_img.jpg\) The Meeting Host's Toolbox](#)
- [!\[\]\(df52fb4435630e4e6d217af8bcb05b31_img.jpg\) The Secrets of Successful Meetings](#)
- [!\[\]\(169dc807e2fac4ef4fcd514712aeb12f_img.jpg\) The Skills of the Perfect Meeting Host](#)
- [!\[\]\(35b9d033890211b52cc4db4bfe80be2f_img.jpg\) Too Many Meetings? Break Free from the Vicious Cycle](#)
- [!\[\]\(fbc5a2881b4ac527bcb489cb3f1c6d2a_img.jpg\) Track the Effectiveness of Your Meetings and Make Them More Productive](#)
- [!\[\]\(48722c3632926d9f30d5b3dcc3f2f384_img.jpg\) Visual Aids to Energize Your Meetings](#)

3.2. Interpersonal Communication & Team Feedback

- [!\[\]\(9dc885fa0d6d341860a6e69645e59475_img.jpg\) Develop a Culture of Positive Feedback](#)
- [!\[\]\(5d2b0686f24c91a69ec6f054f466d184_img.jpg\) Developing a Constructive Feedback Culture](#)
- [!\[\]\(ef97c4cf774c94401d40a852a635219b_img.jpg\) Improve Your Relationships with Your Boss](#)
- [!\[\]\(f8ef7bbfeae36453ca014751196aefd5_img.jpg\) Practice Active Listening: The Key to Successful Communication](#)
- [!\[\]\(c16c1d45ae17c42d924e54c1f9be81dd_img.jpg\) Speak Freely and Provide Feedback to Your Boss](#)
- [!\[\]\(95b5024aa73784eeb3bbb283901425f3_img.jpg\) The Laws of Communication: A Foundation for Better Collaboration](#)
- [!\[\]\(a5b8b0c6037342750f3bb8e3ea46081a_img.jpg\) Win-Win Communication: Establishing an Equal Rapport](#)

3.3. Conflict Management & Workplace Mediation

- ☞ [Arbitrating Conflict: A Key Skill for Managers](#)
- ☞ [Being a Manager and a Mediator: A Dual Essential Skill](#)
- ☞ [Defuse Difficult Conflict Sources](#)
- ☞ [Managing Conflict Proactively](#)
- ☞ [Managing Conflicts at Work: Which Methods to Choose?](#)
- ☞ [Managing Repetitive Conflict Sources at Work](#)
- ☞ [Preventing and Easing Team Tensions](#)
- ☞ [Preventing Conflict Escalation](#)
- ☞ [Promoting Collaborative and Empowering Conflict Management](#)
- ☞ [Resolve Problems Within the Team](#)
- ☞ [Resolving Conflicts Through Mediation in 10 Steps](#)
- ☞ [The 4 Essential Qualities to Facilitate Mediation in Your Work](#)

3.4. Team Leadership & Collective Performance Development

- ☞ [Achieve Your Goals with the GROW Model](#)
- ☞ [Building a United and High-Performing Team](#)
- ☞ [Clarifying Roles and Responsibilities Within the Workplace](#)
- ☞ [Communicating with Ease in Difficult Situations](#)
- ☞ [Delegating: The Secret to Better Management](#)
- ☞ [Effective Delegation Without Stress](#)
- ☞ [Individually Motivate Your Employees](#)
- ☞ [Mistakes to Avoid So as Not to Demotivate Your Teams](#)
- ☞ [The 7 Levels of Delegation: From Information to Complete Autonomy](#)
- ☞ [Use SWOT to Make Better Decisions](#)

3.5. Collaborative Culture, Collective Intelligence & Co-responsibility

- ☞ [Boost Remote Team Cooperation](#)
- ☞ [Brainstorming: The Key to Collective Creativity](#)
- ☞ [Building a Culture of Coresponsibility](#)
- ☞ [Collaborative Work: How to Succeed Together?](#)
- ☞ [Collective Intelligence: Becoming More Effective Together](#)
- ☞ [Company Values: Myth or Reality?](#)
- ☞ [Competition or Cooperation: Which Attitude to Adopt?](#)
- ☞ [Ethics at Work: Promoting It Through a Relationship Charter](#)
- ☞ [Learn and Improve Together: Peer Learning and Co-Development](#)
- ☞ [Making Transformative Decisions Together](#)
- ☞ [Positive Thinking: Changing Perspectives](#)
- ☞ [Promoting Cross-Functionality and Facilitating Interdepartmental Cooperation](#)
- ☞ [The Future of Work: Autonomy, Flexibility, and Co-Responsibility](#)

3.6. Fostering Diversity, Equity & Inclusion in Teams

- [!\[\]\(1207edb9a08751d3d55970560645ed23_img.jpg\) Avoid Groupthink for More Diversity](#)
- [!\[\]\(d7a34a706cfa4ef37c62a369101e1b36_img.jpg\) Creating a Qualitative and Inclusive Work Environment for All](#)
- [!\[\]\(7325769475e8f4bf67f57a0cbebc8ab9_img.jpg\) The 5 Barriers to Inclusion: How to Overcome Them?](#)
- [!\[\]\(1a468f12cdfc63dc07896d0781cf55ec_img.jpg\) The Keys to a Diverse and Inclusive Team](#)
- [!\[\]\(a9a0baec8ceb7d7c04180806eca8d32a_img.jpg\) What is Diversity and Inclusion?](#)

4. Agility and Change

4.1. Organizational Change & Transformation

- [!\[\]\(95b42f0077faf7439a26242a54e021ec_img.jpg\) A Step by Step Guide to Building a Change](#)
- [!\[\]\(e097ab4c08b8186dd0908330bbc2dc28_img.jpg\) Accompanying Change: Secrets of Effective Managers](#)
- [!\[\]\(1e9d865c5de095f8e3304757c49e79d7_img.jpg\) Accompanying Your Employees Towards Successful Change](#)
- [!\[\]\(735b10d724a5f0ec5005c4eb3eb9c9d1_img.jpg\) Activating the Right Change Levers at Work](#)
- [!\[\]\(e6250f05bc27fa93236b816562b699f9_img.jpg\) Analyze the Impacts of a Change Decision](#)
- [!\[\]\(d190cc638f389909d4b049d6c19e4cb2_img.jpg\) Becoming a Driver and Contributor of Change](#)
- [!\[\]\(4d34001966c7597a8c3e4293694bde37_img.jpg\) Digital Transformation: A Turning Point Not to Be Missed](#)
- [!\[\]\(70b9adae95aa76ce55f26a9fb944efce_img.jpg\) Effectively Driving Change](#)
- [!\[\]\(7b780ea9fe954e20f3a1890df3f944e2_img.jpg\) How to Make Changes at Work in 8 Steps](#)
- [!\[\]\(6ed942f5426e79452fae08b09c55d70a_img.jpg\) Making Transformative Decisions Together](#)
- [!\[\]\(7ac021fc5aa83a899c22bb9c073b3a95_img.jpg\) Open Up Your Perceptions and Beliefs to Facilitate Change](#)
- [!\[\]\(ac644161d49341d629aea2711a2e6e9e_img.jpg\) Overcoming Team Resistance to Change](#)
- [!\[\]\(e0abb7c68acc16c8045492bb231c4b01_img.jpg\) The Change Equation at Work](#)

4.2. Agile Leadership & Management

- [!\[\]\(cf5be311f7b2821912d8009884508fa2_img.jpg\) Achieve Your Goals with the GROW Model](#)
- [!\[\]\(9804e70d96ff9fe9899b264c06a33cd7_img.jpg\) Becoming an Agile Manager in a Complex World](#)
- [!\[\]\(4f49380f3d6bce047bc47b2072cc076f_img.jpg\) Becoming an Influential Leader at Work](#)
- [!\[\]\(73944fd4f6fb83e4c64013731d1820cc_img.jpg\) Dashboard: Track Service Activity](#)
- [!\[\]\(d8f7165d5a8d1eba426ea452457190e5_img.jpg\) Delegating: The Secret to Better Management](#)
- [!\[\]\(f608c4821f4fa8f3141b1baf96fa88f9_img.jpg\) Develop Remote Managerial Skills](#)
- [!\[\]\(ecaac2a7ce9fc9f5de2e0b330d2ae13c_img.jpg\) Developing an Inspiring Vision at Work](#)
- [!\[\]\(f9b536c6b3afa5ea31dceef88a94e509_img.jpg\) Effective Decision-Making in Times of Uncertainty](#)
- [!\[\]\(d6dd49217bf3ceede8ee3a91c4ef7927_img.jpg\) Effective Delegation in 6 Simple Steps](#)
- [!\[\]\(fca66e4dcc57d71aae53b43a17649d9d_img.jpg\) Evaluate and Boost Team Performance \(Remote and In-Person\)](#)
- [!\[\]\(9ff5120b524da85ef60b4c4679a8f290_img.jpg\) Hosting Highly Collaborative Creative Meetings](#)
- [!\[\]\(ca0ae29f8fe0e283028131449e4c896b_img.jpg\) Intergenerational Management](#)
- [!\[\]\(32e9a660894b21ce35d98903d3e42ed1_img.jpg\) Management by Trust: A New Challenge in Accountability](#)
- [!\[\]\(2b092d95e27e1f55a0ba5824db2b423e_img.jpg\) Supporting Change as a Team](#)
- [!\[\]\(ef23dcc3cb5c242bf166752e0a6fe444_img.jpg\) The SPECIES Model: The Keys to Persuasion](#)
- [!\[\]\(a7d5fa75d2011982557d171e50e66558_img.jpg\) Use SWOT to Make Better Decisions](#)

4.3. Collaboration, Communication & Conflict Management

- 🔗 [Boost Remote Team Cooperation](#)
- 🔗 [Consolidating Conflict Resolution](#)
- 🔗 [Create a Friendly and Productive Meeting Space](#)
- 🔗 [Developing a Constructive Feedback Culture](#)
- 🔗 [Handling Objections and Criticism Intelligently](#)
- 🔗 [Host Dynamic and Impactful Meetings](#)
- 🔗 [Host Productive and Creative Meetings in 7 Steps](#)
- 🔗 [How to Organize Team Benchmarking](#)
- 🔗 [Improving Team Meetings Together](#)
- 🔗 [Learn and Improve Together: Peer Learning and Co-Development](#)
- 🔗 [Meeting Follow-Up: A Springboard for Engagement and Improvement](#)
- 🔗 [Promoting Collaborative and Empowering Conflict Management](#)
- 🔗 [Resolve Problems Within the Team](#)
- 🔗 [The Keys to a Successful Annual Review](#)
- 🔗 [Track the Effectiveness of Your Meetings and Make Them More Productive](#)
- 🔗 [Transforming Conflicts into Opportunities](#)
- 🔗 [Visual Aids to Energize Your Meetings](#)

4.4. Personal Growth: Resilience & Wellbeing in the Face of Change

- 🔗 [6 Tips for Rejuvenation and Stress Management](#)
- 🔗 [7 Tips for Refocusing on What Truly Matters](#)
- 🔗 [Becoming Resilient to the Point of Appreciating Failure](#)
- 🔗 [Building Resilience and Bouncing Back After Failure](#)
- 🔗 [Cultivating Positive Emotional States](#)
- 🔗 [Know Yourself Better and Take Responsibility According to the 3 Ego States](#)
- 🔗 [Leverage \(Without Stress\) the Acceleration of Time](#)
- 🔗 [Positive Thinking: Changing Perspectives](#)
- 🔗 [Redirect Your Energy to Optimize Well-Being](#)
- 🔗 [Reducing the Impact of Our Stressors](#)
- 🔗 [Relieve Stress with the EFT Method](#)
- 🔗 [Stepping Out of Your Comfort Zone](#)
- 🔗 [Supporting the Dynamics of Innovation and Change](#)
- 🔗 [The Self-Fulfilling Prophecy: Redirect Your Thoughts to Improve Your Reality](#)
- 🔗 [Trusting Your Intuition](#)
- 🔗 [Turn Impatience into a Driving Force for Success](#)
- 🔗 [Workplace Resilience: The Art of Bouncing Forward](#)

4.5. Corporate Culture, Innovation & Agility

- [!\[\]\(a22ba4e13c745edbf29e51af246c4c12_img.jpg\) Agile Innovation: From Idea to Impact](#)
- [!\[\]\(33b18af9a4b997eb52666cfeb3c44157_img.jpg\) Brainstorming: The Key to Collective Creativity](#)
- [!\[\]\(262b158440b847a82f89a14cab8644ec_img.jpg\) Capitalizing on Every Stage of a Meeting](#)
- [!\[\]\(f51929fecf7b0dc947ac13f4c4835e8f_img.jpg\) Company Values: Myth or Reality?](#)
- [!\[\]\(dfbf0e54bcca114319aa65c906feb8d0_img.jpg\) Discover How Diversity Stimulates Innovation](#)
- [!\[\]\(64792950f1b7ee883a860b5f0af110c3_img.jpg\) Ethics at Work: Promoting It Through a Relationship Charter](#)
- [!\[\]\(a4c91228d412dab12bd635819fc28c10_img.jpg\) Fostering Innovation with the Appreciative Inquiry](#)
- [!\[\]\(c6956848df6ff9e9b3dad161d5adefac_img.jpg\) Promoting a Culture of Innovation](#)
- [!\[\]\(a8426952ff919f2600e76f3323526877_img.jpg\) Promoting Agility in a Constantly Evolving World](#)

4.6. Adapting to the Future of Work & Hybrid Organizations

- [!\[\]\(633dd45d48d71eb51a85c6dd83ee51e9_img.jpg\) Increasing Your Resistance to Stress](#)
- [!\[\]\(bdddf9191a284aa0945448444083c5b0_img.jpg\) Post-Covid Teleworking: Advantages and Prospects?](#)
- [!\[\]\(944943bcf87a12c5b9337bf7ed1ef546_img.jpg\) Telecommuting: 5 Keys to a Cohesive and High-Performing Team](#)
- [!\[\]\(77e1e368d53d3ed6ec2a15bf2432e026_img.jpg\) Telecommuting: How to Effectively Organize as a Team](#)
- [!\[\]\(beb4ee3dc3a91926258601f02c4f4582_img.jpg\) Telecommuting: How to Manage Your Time Effectively?](#)
- [!\[\]\(dc5b06ae612c8367b0d228fe9920a97f_img.jpg\) Teleworkers and Managers: How to Keep in Touch from a Distance](#)
- [!\[\]\(66ee83dc9a723348caa7f40b8aaad75e_img.jpg\) The Challenges of Remote Work: How to Overcome Them?](#)
- [!\[\]\(74fe510dcc64d0099dee18e363dbb883_img.jpg\) The Future of Work: Autonomy, Flexibility, and Co-Responsibility](#)
- [!\[\]\(737f95ac934b65b692ba079db1728de4_img.jpg\) The VUCA World in 2030: New Rules of the Professional Game](#)

5. Communication and Relationships

5.1. Communication & Assertiveness – Building Clear, Respectful & Effective Exchanges

- [!\[\]\(2824aab9645d9fab95bae27ff6828dab_img.jpg\) Encouraging the Expression of Difficulties at Work](#)
- [!\[\]\(0fbf3ad74a6c8dc44ba9ea17fc2aca5e_img.jpg\) Handling Objections and Criticism Intelligently](#)
- [!\[\]\(c42d0234b47eca423823087b9f2f5716_img.jpg\) How to Assert Yourself Healthily at Work](#)
- [!\[\]\(0a4e27b70a7e12aa1778c291185d94b0_img.jpg\) How to Make Assertive, Effective, and Serene Requests](#)
- [!\[\]\(5fd3f9e293352907910bc12719d886a8_img.jpg\) Improving Communication Through Non Violent Communication](#)
- [!\[\]\(5624885e6ed09b96433c36df0b4bcc44_img.jpg\) Practice Active Listening: The Key to Successful Communication](#)
- [!\[\]\(d963f205c828afa6df04ce78ed1ad9fd_img.jpg\) Practice Non Violent Communication with the DESC Method](#)
- [!\[\]\(6f04a4e5847f873f8b68ad9f105c3e74_img.jpg\) Solicit and Welcome Feedback from Others](#)
- [!\[\]\(31c704f6a713ce068a0e82b13a7bca9b_img.jpg\) Speak Freely and Provide Feedback to Your Boss](#)
- [!\[\]\(1e972413eeaa03c4d8bf3b51827783dc_img.jpg\) Teleworkers and Managers: How to Keep in Touch from a Distance](#)
- [!\[\]\(832d825bfcb1c3eee2d65cd358482739_img.jpg\) The Keys to a Constructive Attitude](#)
- [!\[\]\(1c7520724b42ef77480ada97dda1a2df_img.jpg\) The Laws of Communication: A Foundation for Better Collaboration](#)
- [!\[\]\(2866c7f571337f1cf7ea9a5921a89c16_img.jpg\) The Power of Assertiveness: Daring to Say No with Mutual Respect](#)
- [!\[\]\(9fdff7fb02ce0b0d99606883675dd23a_img.jpg\) The SPECIES Model: The Keys to Persuasion](#)
- [!\[\]\(e9116e0198c07cc7e169d400b7a01b8f_img.jpg\) Win-Win Communication: Establishing an Equal Rapport](#)

5.2. Tension Prevention & Relational Intelligence

- [!\[\]\(ce77bba2916ff045bdb9f4584b191293_img.jpg\) Breaking Free from \(Toxic\) Relationship Games That Drain Us](#)
- [!\[\]\(b31d4eff00ee94d2cc889725763ab186_img.jpg\) Breaking Out of Power Struggles and Power Quests](#)
- [!\[\]\(7cca60917fc4166291d2b648cb6bea1b_img.jpg\) Competition or Cooperation: Which Attitude to Adopt?](#)
- [!\[\]\(d87bb2c832300cfc0eca445594614032_img.jpg\) Decode the Power Games That Drain Relationships](#)
- [!\[\]\(df123c3dbb04676ceb3727572e366e1e_img.jpg\) Develop Emotional Intelligence](#)
- [!\[\]\(f4265e9ca165fdd8ac310e11253e60aa_img.jpg\) Diagnosing Conflict and Prevent Its Escalation](#)
- [!\[\]\(25cd75bfe2d7f399ad762823735fb2c3_img.jpg\) Identifying and Preventing Conflicts in the Workplace](#)
- [!\[\]\(e8284b9a92aac1a1f37ca62524734a5e_img.jpg\) Know Yourself Better and Take Responsibility According to the 3 Ego States](#)
- [!\[\]\(f225a792c387c5a21a86689ea9ec5413_img.jpg\) Managing Repetitive Conflict Sources at Work](#)
- [!\[\]\(6153994a24b6c5700aeadfb5e14c9888_img.jpg\) Preventing and Easing Team Tensions](#)
- [!\[\]\(a4f01b8782e7ecc47e2d2e12923a93af_img.jpg\) Preventing Conflict Escalation](#)
- [!\[\]\(0d5062aec49305a3df9dc6e9b6c1ef24_img.jpg\) Preventing Disagreement from Escalating into Conflict](#)
- [!\[\]\(2f9e511daccc2141dbdf0f1329ef7f0b_img.jpg\) Reducing the Burden of Conflict with the Subtle Art of Circumvention](#)
- [!\[\]\(95200cc5827a28a224651c3e69f8035b_img.jpg\) The Hidden Costs of Conflict in the Workplace](#)

5.4. Mediation & Collaborative Negotiation

- [!\[\]\(849840539e55921a3851a4ff96d7400d_img.jpg\) Develop Mediation Skills](#)
- [!\[\]\(c176e0b06f6c5dd85a4598b214d1ebba_img.jpg\) First Step in Conflict Resolution: Organizing the Meeting Between Parties](#)
- [!\[\]\(66a18e26647fc145bd9198dd182dd107_img.jpg\) Resolving Conflicts Through Mediation in 10 Steps](#)
- [!\[\]\(572bcf30fdd4de64673b94584b7c6eca_img.jpg\) The 4 Essential Qualities to Facilitate Mediation in Your Work](#)
- [!\[\]\(ba6dc7fecffbf82e7fd414c1c97a1ece_img.jpg\) The 5 Attitudes for Managing Conflicts and Negotiating at Work](#)

5.5. Diversity, Inclusion & Quality of Work Life

- [!\[\]\(756219e9389f679d57027482aa5cf5fc_img.jpg\) Avoid Covering Up at Work for More Inclusion](#)
- [!\[\]\(fcb77b2d9531d23794a07d244b7a89bc_img.jpg\) Inclusion at Work: 5 Winning Attitudes](#)
- [!\[\]\(8175e06aff05874f50e11ffc448e6860_img.jpg\) Recognition at Work: A Lever for Well-Being and Motivation](#)
- [!\[\]\(d7fb7ebced2c712ed3052caf75d30501_img.jpg\) Signs of Acknowledgement: The Key to Quality of Work Life](#)
- [!\[\]\(d0fe824e371dd316453cda01cf34ca98_img.jpg\) Understanding and Promoting Co-Responsibility at Work](#)
- [!\[\]\(d1a2681fe7bfd4d9525bb4cc91a3e465_img.jpg\) Wheel of Privilege: Become Aware of Inequalities and Your Own Luck](#)
- [!\[\]\(8b973f5add5af5083ee0afc186cd5414_img.jpg\) Workplace Distress: How to Respond?](#)

6. Management and Leadership

6.1. Management Fundamentals

- ✚ [Arbitrator or Mediator: Managing a Conflict as a Third Party](#)
- ✚ [Becoming a Manager: Advantages and Challenges](#)
- ✚ [Delegating: The Secret to Better Management](#)
- ✚ [Develop a Culture of Positive Feedback](#)
- ✚ [Developing a Constructive Feedback Culture](#)
- ✚ [Effective Delegation Without Stress](#)
- ✚ [Hosting Highly Collaborative Creative Meetings](#)
- ✚ [Intergenerational Management](#)
- ✚ [Managers: Stop Running](#)
- ✚ [Mistakes to Avoid So as Not to Demotivate Your Teams](#)
- ✚ [One-on-One Meetings Between Manager and Employee](#)
- ✚ [Qualities of a Successful Manager](#)
- ✚ [Recognition at Work: A Lever for Well-Being and Motivation](#)
- ✚ [Situational Management and Leadership](#)
- ✚ [The Essential Skills of a Manager](#)
- ✚ [The Keys to a Successful Annual Review](#)
- ✚ [The Responsibilities of Tomorrow's Manager](#)
- ✚ [The Secrets of Successful Meetings](#)
- ✚ [The Secrets to a Successful Start in Your Managerial Role](#)

6.2. Leading Change & Organizational Agility

- ✚ [A Step by Step Guide to Building a Change](#)
- ✚ [Accompanying Change: Secrets of Effective Managers](#)
- ✚ [Accompanying Your Employees Towards Successful Change](#)
- ✚ [Activating the Right Change Levers at Work](#)
- ✚ [Analyze the Impacts of a Change Decision](#)
- ✚ [Becoming an Agile Manager in a Complex World](#)
- ✚ [Building a Culture of Coresponsibility](#)
- ✚ [How to Make Changes at Work in 8 Steps](#)
- ✚ [Increasing Your Resistance to Stress](#)
- ✚ [Making Transformative Decisions Together](#)
- ✚ [Overcoming Team Resistance to Change](#)
- ✚ [Promoting Agility in a Constantly Evolving World](#)
- ✚ [The Change Equation at Work](#)
- ✚ [The Future of Work: Autonomy, Flexibility, and Co-Responsibility](#)
- ✚ [The VUCA World in 2030: New Rules of the Professional Game](#)

6.3. Strategic Leadership & Inspiring Vision

- ☞ [Becoming a "True" Leader: The Winning Formula](#)
- ☞ [Becoming an Influential Leader at Work](#)
- ☞ [Company Values: Myth or Reality?](#)
- ☞ [Developing an Inspiring Vision at Work](#)
- ☞ [Effective Decision-Making in Times of Uncertainty](#)
- ☞ [Improving Your Relationship with Time](#)
- ☞ [Management by Trust: A New Challenge in Accountability](#)
- ☞ [Managerial Courage](#)
- ☞ [Personal Branding: Enhancing Your Professional Image](#)
- ☞ [Supporting Change as a Team](#)

6.4. Innovation, Diversity & Inclusion

- ☞ [Agile Innovation: From Idea to Impact](#)
- ☞ [Boost Performance Through Diversity and Inclusion](#)
- ☞ [Capitalizing on Every Stage of a Meeting](#)
- ☞ [Corporate Diversity: An Ethical and Legal Obligation](#)
- ☞ [Facilitate Creative Meetings and Boost Ongoing Innovation](#)
- ☞ [Fostering Innovation with the Appreciative Inquiry](#)
- ☞ [How to Organize Team Benchmarking](#)
- ☞ [Promoting a Culture of Innovation](#)
- ☞ [The Hidden Cost of Workplace Discrimination](#)
- ☞ [Turn Diversity into an Asset for Your Company](#)

6.5. Collaboration & Effective Meetings

- ☞ [Boost Productivity with Micro-Meetings](#)
- ☞ [Host Dynamic and Impactful Meetings](#)
- ☞ [How to Organize an Effective Virtual Meeting](#)
- ☞ [Improving Team Meetings Together](#)
- ☞ [Managing Meeting Participants: Practical Tips](#)
- ☞ [Organizing Effective Meetings: Setting Your Framework](#)
- ☞ [Powerful Meeting Kick-Offs](#)
- ☞ [Promoting Cross-Functionality and Facilitating Interdepartmental Cooperation](#)
- ☞ [The Benefits of a Well-Organized, Lively Meeting](#)
- ☞ [The Keys to a Well-Prepared Meeting](#)
- ☞ [The Keys to an Inclusive and Successful Virtual Meeting](#)
- ☞ [The Skills of the Perfect Meeting Host](#)

6.6. Team Performance & Remote Management

- ☞ [Building a United and High-Performing Team](#)
- ☞ [Clarifying Roles and Responsibilities Within the Workplace](#)
- ☞ [Communicating with Ease in Difficult Situations](#)
- ☞ [Dashboard: Track Service Activity](#)
- ☞ [Develop Remote Managerial Skills](#)
- ☞ [Effective Delegation in 6 Simple Steps](#)
- ☞ [Evaluate and Boost Team Performance \(Remote and In-Person\)](#)
- ☞ [Improve Your Relationships with Your Boss](#)
- ☞ [Individually Motivate Your Employees](#)
- ☞ [Maximize the Benefits of Professional Interviews](#)
- ☞ [Telecommuting: How to Effectively Organize as a Team](#)
- ☞ [Teleworkers and Managers: How to Keep in Touch from a Distance](#)
- ☞ [The 7 Levels of Delegation: From Information to Complete Autonomy](#)

6.7. Conflict Management & Mediation

- ☞ [Achieve Win-Win Resolution in Client Conflicts](#)
- ☞ [Arbitrating Conflict: A Key Skill for Managers](#)
- ☞ [Being a Manager and a Mediator: A Dual Essential Skill](#)
- ☞ [Consolidating Conflict Resolution](#)
- ☞ [Preventing Workplace Conflict Risks](#)
- ☞ [Resolve Problems Within the Team](#)
- ☞ [Resolving Conflicts Through Mediation in 10 Steps](#)

7. Positive Energy and Wellbeing

7.1. Stress Management & Burnout Prevention

- ↗ [6 Tips for Rejuvenation and Stress Management](#)
- ↗ [Breaking Free from the Spiral: Manage Stress in 4 Steps](#)
- ↗ [Breathing Techniques to Combat Stress](#)
- ↗ [Cardiac Coherence: The Anti-Stress Secret](#)
- ↗ [Drink Water to Better Manage Your Stress](#)
- ↗ [From Stress to Burnout: Keeping Your Balance](#)
- ↗ [Identifying Stress Triggers at Work](#)
- ↗ [Identifying the Warning Signs of Stress in the Workplace](#)
- ↗ [Leverage \(Without Stress\) the Acceleration of Time](#)
- ↗ [Meditation and Mindfulness: Practicing Self-Empathy](#)
- ↗ [Reducing the Impact of Our Stressors](#)
- ↗ [Release Accumulated Pressure in the Body and Mind](#)
- ↗ [Relieve Stress with the EFT Method](#)
- ↗ [Stimulate Your Anti-Stress Acupuncture Points](#)
- ↗ [The Causes and Consequences of Workplace Stress](#)
- ↗ [Understanding and Promoting Co-Responsibility at Work](#)
- ↗ [Use Mindfulness to Release Work-Related Stress](#)
- ↗ [Workplace Distress: How to Respond?](#)

7.2. Personal Growth: Confidence, Positive Emotions & Resilience

- ☞ [Becoming Resilient to the Point of Appreciating Failure](#)
- ☞ [Boosting Self-Confidence with Anchoring and Visualization](#)
- ☞ [Breaking Free from the Pressure of Perfection](#)
- ☞ [Building Resilience and Bouncing Back After Failure](#)
- ☞ [Cultivating Positive Emotional States](#)
- ☞ [Develop Emotional Intelligence](#)
- ☞ [Free Yourself from the Need for Approval and Gain Autonomy](#)
- ☞ [From Stress to Confidence: A Resilient Attitude](#)
- ☞ [Letting Go to Move Forward, Cooperate, and Relax](#)
- ☞ [Moving at Work to Boost Confidence and Positive Energy](#)
- ☞ [Open Up Your Perceptions and Beliefs to Facilitate Change](#)
- ☞ [Overcome Doubts and Internal Conflicts](#)
- ☞ [Overcome Self-Doubt: Trusting Yourself](#)
- ☞ [Overcoming the 2 Traps That Undermine Trust](#)
- ☞ [Playing Big: Overcoming Criticism to Dare to Be Bold](#)
- ☞ [Positive Thinking: Changing Perspectives](#)
- ☞ [Positive Visualization: A Simple and Effective Method](#)
- ☞ [Redirect Your Energy to Optimize Well-Being](#)
- ☞ [Reptilian, Limbic, Neocortex: 3 Brains at Our Service](#)
- ☞ [Self-Image: Building and Reinforcing a Positive Identity](#)
- ☞ [The 3 Sources of Emotional Influence: Regaining Positive Energy](#)
- ☞ [The 5 Elements of Energy: Releasing Blocked Emotions](#)
- ☞ [The Keys to a Constructive Attitude](#)
- ☞ [The Power Posture: A Secret Weapon for Regaining Positive Energy](#)
- ☞ [The Self-Fulfilling Prophecy: Redirect Your Thoughts to Improve Your Reality](#)
- ☞ [Turn Impatience into a Driving Force for Success](#)
- ☞ [Understanding Your Emotions for Better Communication](#)
- ☞ [Workplace Resilience: The Art of Bouncing Forward](#)

7.3. Workplace Wellbeing, Positive Environment & Inclusion

- 🔗 [7 Tips for Refocusing on What Truly Matters](#)
- 🔗 [Become an Active Participant in Your Workplace Inclusion](#)
- 🔗 [Communicating and Inspiring](#)
- 🔗 [Creating a Comfortable and Stimulating Work Environment](#)
- 🔗 [Creating a Conducive Work Environment for Well-Being](#)
- 🔗 [Cultivate Your Happiness at Work: Strategies and Action Levers](#)
- 🔗 [Develop a Culture of Positive Feedback](#)
- 🔗 [Encouraging the Expression of Difficulties at Work](#)
- 🔗 [Enhance Your Well-Being by Being More Caring](#)
- 🔗 [Improving Your Quality of Life at Work: Stop Being Overwhelmed](#)
- 🔗 [Inclusion at Work: 5 Winning Attitudes](#)
- 🔗 [Keys to Professional Fulfillment and Job Satisfaction](#)
- 🔗 [Recognition at Work: A Lever for Well-Being and Motivation](#)
- 🔗 [Signs of Acknowledgement: The Key to Quality of Work Life](#)
- 🔗 [The Challenges of Remote Work: How to Overcome Them?](#)
- 🔗 [Wheel of Privilege: Become Aware of Inequalities and Your Own Luck](#)
- 🔗 [Work-Life Balance](#)

7.4. Personal Effectiveness: Time Management & Organization

- 🔗 [Achieving Balance and Performance Through Wise Prioritization](#)
- 🔗 [Controlling Your Time Through Careful Planning](#)
- 🔗 [Increase Productivity: Limit Interruptions!](#)
- 🔗 [Managing Information Overload and Facilitating Decision-Making](#)
- 🔗 [Practical Tools for Efficient Time Management](#)
- 🔗 [Prioritize Daily Tasks and Boost Productivity](#)
- 🔗 [Regain Control of Your Time](#)
- 🔗 [The 6 Anti-Procrastination Strategies Finally Revealed](#)
- 🔗 [Time Thieves: Identifying and Eliminating Them](#)
- 🔗 [Why Are We Always in a Rush? Taking a Breath](#)

7.5. Assertive Communication & Constructive Conflict Resolution

- 🔗 [Ask and Negotiate with Clarity and Equity](#)
- 🔗 [Breaking Out of Power Struggles and Power Quests](#)
- 🔗 [Decode the Power Games That Drain Relationships](#)
- 🔗 [Defuse Difficult Conflict Sources](#)
- 🔗 [Exiting the Conflict at Each of the 3 Stages of the Conflict](#)
- 🔗 [How to Assert Yourself Healthily at Work](#)
- 🔗 [Managing Conflict Proactively](#)
- 🔗 [Managing Repetitive Conflict Sources at Work](#)
- 🔗 [Preventing Conflict Escalation](#)
- 🔗 [Preventing Disagreement from Escalating into Conflict](#)
- 🔗 [Reducing the Burden of Conflict with the Subtle Art of Circumvention](#)
- 🔗 [Use Positive and Assertive Language to Gain Confidence](#)

8. Diversity and Inclusion

8.1. Awareness & Strategic Stakes

- [!\[\]\(2824aab9645d9fab95bae27ff6828dab_img.jpg\) Boost Performance Through Diversity and Inclusion](#)
- [!\[\]\(0fbf3ad74a6c8dc44ba9ea17fc2aca5e_img.jpg\) Brilliantly Host Team Meetings](#)
- [!\[\]\(c42d0234b47eca423823087b9f2f5716_img.jpg\) Corporate Diversity: An Ethical and Legal Obligation](#)
- [!\[\]\(0a4e27b70a7e12aa1778c291185d94b0_img.jpg\) Discover How Diversity Stimulates Innovation](#)
- [!\[\]\(5fd3f9e293352907910bc12719d886a8_img.jpg\) Lack of Diversity: How to Identify and Address It?](#)
- [!\[\]\(5624885e6ed09b96433c36df0b4bcc44_img.jpg\) Optimizing Diversity: Disability, Gender, Generation and Culture](#)
- [!\[\]\(d963f205c828afa6df04ce78ed1ad9fd_img.jpg\) The Benefits of an Inclusive Company for Employees and Clients](#)
- [!\[\]\(6f04a4e5847f873f8b68ad9f105c3e74_img.jpg\) The Hidden Cost of Workplace Discrimination](#)
- [!\[\]\(31c704f6a713ce068a0e82b13a7bca9b_img.jpg\) Turn Diversity into an Asset for Your Company](#)
- [!\[\]\(1e972413eeaa03c4d8bf3b51827783dc_img.jpg\) What is Diversity and Inclusion?](#)
- [!\[\]\(832d825bfcb1c3eee2d65cd358482739_img.jpg\) Wheel of Privilege: Become Aware of Inequalities and Your Own Luck](#)
- [!\[\]\(1c7520724b42ef77480ada97dda1a2df_img.jpg\) Workplace Equity: Beyond Equality](#)

8.2. Implementing Inclusion – Policies & Practices

- [!\[\]\(ce77bba2916ff045bdb9f4584b191293_img.jpg\) Avoid Covering Up at Work for More Inclusion](#)
- [!\[\]\(b31d4eff00ee94d2cc889725763ab186_img.jpg\) Become an Active Participant in Your Workplace Inclusion](#)
- [!\[\]\(7cca60917fc4166291d2b648cb6bea1b_img.jpg\) Collective Intelligence: Becoming More Effective Together](#)
- [!\[\]\(d87bb2c832300cfc0eca445594614032_img.jpg\) Creating a Qualitative and Inclusive Work Environment for All](#)
- [!\[\]\(df123c3dbb04676ceb3727572e366e1e_img.jpg\) Inclusion at Work: 5 Winning Attitudes](#)
- [!\[\]\(f4265e9ca165fdd8ac310e11253e60aa_img.jpg\) Steps for Implementing an Inclusion Approach](#)
- [!\[\]\(25cd75bfe2d7f399ad762823735fb2c3_img.jpg\) Understanding Multiple Intelligences in the Workplace](#)

8.3. Inclusive Collaboration & Team Performance

- [!\[\]\(9a53fe79a03d38d8322f7a2c5a875b36_img.jpg\) Avoid Groupthink for More Diversity](#)
- [!\[\]\(01f19d40f03100aa8a158c4891453b0d_img.jpg\) Collaborative Work: How to Succeed Together?](#)
- [!\[\]\(e08cd99387e13601e6c12f535030ab90_img.jpg\) Competition or Cooperation: Which Attitude to Adopt?](#)
- [!\[\]\(e3c5fe615c12e7c56b62fb195faeae4a_img.jpg\) Host Stress-Free Meetings: Distribute Roles](#)
- [!\[\]\(6aec4d00b96dc4cf314c28b4f6a2f794_img.jpg\) Preventing Workplace Conflict Risks](#)
- [!\[\]\(db4fca45ba492d982942ae181ae25056_img.jpg\) Solicit and Welcome Feedback from Others](#)
- [!\[\]\(b4e236ae5d411cc2ae5909119861eea0_img.jpg\) Telecommuting: 5 Keys to a Cohesive and High-Performing Team](#)
- [!\[\]\(cf802c7d1a1dfce2d0b5f3c92e8b8373_img.jpg\) The Keys to a Diverse and Inclusive Team](#)
- [!\[\]\(03fba7b7d3d9e564b85c4bda6f40be3d_img.jpg\) The Keys to an Inclusive and Successful Virtual Meeting](#)

Improving Team Meetings Together


Agility and Change

Collaboration and Teamwork

Management and Leadership

Improve your team meetings in 7 steps. An innovative meeting procedure that encourages the circulation of information and constructive exchanges, right up to the co-construction of an action plan.



 Duration : 20 minutes

Audience : Managers or project leaders responsible for conducting meetings.

In this online course, you will learn how to:

- Give your team meetings a fresh hue in 7 key steps.
- Encourage everyone's expression.
- Convey information in an innovative manner.
- Put an original focus on the activities of the members.
- Dive deep into an agenda topic to leverage collective intelligence.
- Co-build an action plan in which everyone commits.

Achieving Balance and Performance Through Wise Prioritization


Positive Energy and Wellbeing

Personal and Professional Effectiveness

Assertiveness and Courage

Take a step back from using your time and prioritizing your goals. Follow the story of the old professor to dare to put your personal and professional priorities first.



 Duration : 20 minutes

Audience : Anyone wishing to improve their time management.

In this online course, you will learn how to:

- Step back and reflect on your time and life and professional priorities.
- Eliminate the limiting belief "I don't have time" and learn to make choices.
- Identify your major personal and professional "big rocks" to prioritize them.
- Set your short and medium-term professional and personal goals.
- Achieve a work-life balance and job performance through adjusted prioritization.

Create a Friendly and Productive Meeting Space

Agility and Change

Collaboration and Teamwork

Offer your participants a beautiful meeting space. Make your meeting space user-friendly, arrange the space differently and vary the locations to encourage creativity and efficiency.



 Duration : 15 minutes

Audience : Anyone in a situation of conducting or participating in meetings.

In this online course, you will learn how to:

- Create a friendly, functional space for meetings.
- Take into account the 5 senses to promote the effectiveness of participants.
- Organize space differently to get people out of their comfort zone and energize them.
- Change participants' habits to be more stimulating and creative.
- Organize meetings outside the usual meeting room.

Facilitate Creative Meetings and Boost Ongoing Innovation

Collaboration and Teamwork

Assertiveness and Courage

Management and Leadership

Bring out the best in collective intelligence by leading meetings where everyone contributes their skills and creativity. Meetings where we build change together.



 Duration : 20 minutes

Audience : Anyone in a situation of conducting or participating in meetings.

In this course, you will discover the benefits of organizing so-called "creative" meetings to:

- Co-decide, co-create, and co-build projects together through highly collaborative/ creative meetings.
- Bring out the best of collective intelligence by facilitating meetings in a collaborative mode.
- Create stronger team commitment to the topics discussed: changes, new projects, etc.
- Boost the motivation and creativity of your team and strengthen cohesion.
- Develop the human qualities of the entire team: listening, open-mindedness, initiative, and boldness.

Accompanying Your Employees Towards Successful Change

Agility and Change

Assertiveness and Courage

Management and Leadership

Accompany employees through the various stages of the change curve. Inform, support, encourage and promote progress to ensure successful change.



🕒 Duration : 25 minutes

Audience : Anyone going through or supporting change.

In this online course, you will learn how to:

- Welcome with kindness and manage individual resistances to change.
- Identify the different stages of the change curve: denial, anger, ...
- Support employees through the various stages of change.
- Encourage and value appropriate behaviors.
- Recognize and give meaning to the experience of change.
- Communicate effectively during times of change.

Learn and Improve Together: Peer Learning and Co-Development

Agility and Change

Collaboration and Teamwork

Experiment with peer-learning to find concrete solutions to your professional problems thanks to collective intelligence. Discover the steps involved in a co-development session.



🕒 Duration : 15 minutes

Audience : Anyone wishing to promote a positive model of mutual aid and collaboration.

In this online course, you will learn how to:

- Use the collective intelligence of your peers to solve a problem or advance a project.
- Facilitate a team co-development session by following our 6 steps.
- Understand the respective roles of "client," "consultants," and "facilitator."
- Ask unbiased questions to better investigate an initial situation.
- Facilitate the expression of tracks, intuitions, feelings, ideas, and metaphors.
- Learn from your colleagues through Peer-Learning by sharing experiences and knowledge.

Boosting Self-Confidence with Anchoring and Visualization

Positive Energy and Wellbeing

Assertiveness and Courage

Visualize success accurately, anchor your past successes, model a confident person, make imaginary anchors and create a confident aspect in yourself.



🕒 Duration : 20 minutes

Audience : Anyone wishing to improve their quality of life and relationships.

In this online course, you will learn how to:

- Use anchoring and positive visualization to give yourself the best chances of successfully achieving your projects.
- Visualize your success with VAKOG precision.
- Anchor your past successes to have access to these resources at any time.
- Model someone who is confident in the field you want to develop in.
- Create imaginary anchors inspired by your immediate environment.
- Create a confident aspect of yourself using the "Ask and receive" method.
- Use the power of "Do as if" to program your mind with engrams of successful experiences.

Boost Remote Team Cooperation

Agility and Change

Collaboration and Teamwork

Enhance remote team collaboration by setting up motivating virtual rituals, stimulating continuous improvement and boosting the cooperation of hybrid teams.



🕒 Duration : 20 minutes

Audience : Remote managers.

In this online course, you will learn how to:

- Establish virtual rituals to maintain group dynamics.
- Lead remote meetings to preserve the flow of information and maintain the quality of exchanges.
- Improve collaboration and cohesion by training in active listening and other communication tools.
- Organize regular experience feedbacks to continuously improve cooperation.
- Integrate remote workers and promote team cohesion by increasing paired work.

Boost Productivity with Micro-Meetings

Collaboration and Teamwork

Management and Leadership

Energize your meetings and save time with short, productive meetings. Explore stand-up, for smoother collaboration and greater accountability.



⌚ Duration : 15 minutes

Audience : Anyone conducting or participating in meetings.

In this online course, you will learn how to:

- Optimize meeting time by adopting shorter and more productive formats.
- Implement micro-meetings to inform, realign, address issues, or re-energize a group.
- Use the stand-up meeting to review everyone's tasks and promote engagement and accountability.
- Control the timing of discussions for clear and concise speech.
- Distribute facilitation roles to team members to foster responsibility and engagement.

Clarifying Roles and Responsibilities Within the Workplace

Collaboration and Teamwork

Management and Leadership

Determine responsibilities through task clarification, self-governance or mission-based accountability. Use the RACI tool for a clear distribution of expectations, and encourage co-responsibility.



⌚ Duration : 20 minutes

Audience : Any manager wishing to promote a model of collaboration that inspires, and encourages boldness, agility, and accountability.

In this online course, you will learn how to:

- Define clear boundaries of roles and responsibilities when possible and desirable.
- Encourage individual accountability for an organic evolution of responsibilities.
- Define missions and objectives to promote autonomous accountability.
- Use tools such as RACI to clarify the roles and expectations of each individual.
- Resolve disputes related to responsibility confusion in a mature and constructive manner.
- Encourage co-responsibility of colleagues within a mature and committed team.

How to Organize Team Benchmarking

Agility and Change

Management and Leadership

Organize effective benchmarking in 10 steps. As a team, identify and draw inspiration from best-of-breed practices to inspire change in your department.



🕒 Duration : 20 minutes

Audience : All managers or project leaders who need to promote and support changes in their organization.

In this online course, you will learn how to:

- Conduct benchmarking on various topics, especially to facilitate change and fuel innovation.
- Observe competitors, best-of-breed, and their best practices.
- Feed the company with ideas to inspire changes.
- Use various information collection methods for benchmarking.
- Structure benchmarking in 10 steps, from defining the scope to continuous adjustment.
- Communicate the results of the study phase to get everyone on board.

How to Make Changes at Work in 8 Steps

Agility and Change

Management and Leadership

Discover step by step THE method to facilitate your transformations. From creating urgency to anchoring new approaches, John Kutter charts the path to change.



🕒 Duration : 15 minutes

Audience : All managers or project leaders who need to promote and support changes in their organization.

In this online course, you will learn how to:

- Successfully lead your changes following the 8 steps proposed by John Kotter.
- Create a sense of urgency to move out of the comfort zone.
- Form a strong coalition representing all impacted individuals.
- Create a vision of the future state aligned with the company's values.
- Communicate the vision and involve collaborators in implementing the strategy.
- Generate short-term wins to maintain the energy and dynamism of change agents.
- Consolidate successes to maximize commitment to action and anchor new approaches.

Win-Win Communication: Establishing an Equal Rapport

Collaboration and Teamwork

Communication and Relationships

Assertiveness and Courage

Adopt win-win communication by establishing an equal relationship with the other person. Learn to identify the 4 life positions and promote the OK/OK position, the antidote to toxic relationships.



🕒 Duration : 20 minutes

Audience : Anyone wishing to promote a positive model of communication and collaboration.

In this online course, you will learn how to:

- Establish a peer-to-peer relationship for win-win communication.
- Identify and understand the 4 possible "life positions" in a relationship.
- Transition from the inferiority position "I'm not OK/You're OK" to "OK/OK."
- Move from the superiority position "I'm OK/You're not OK" to "OK/OK."
- Avoid the resignation position "I'm not OK/You're not OK."
- Maintain an "OK/OK" or "+/+ " stance for win-win communication, even when faced with someone who has chosen another quadrant.

Understanding Multiple Intelligences in the Workplace

Personal and Professional Effectiveness

Diversity and Inclusion

Discover your 9 intelligences at work. Capitalize on the diversity and complementary talents of linguistic, logical-mathematical, spatial, interpersonal intelligences and much more!



🕒 Duration : 15 minutes

Audience : Anyone sensitive to diversity and inclusion topics.

In this online course, you will learn how to:


- Develop linguistic intelligence to understand and express your thoughts.
- Develop logical-mathematical intelligence to rationalize and solve problems.
- Develop spatial intelligence to navigate and organize visual spaces.
- Develop intrapersonal intelligence to better understand your emotions and limitations.
- Develop interpersonal intelligence to communicate with others and overcome relational difficulties.
- Develop musical intelligence to create rhythms and melodies and communicate more effectively.
- Develop naturalist intelligence to classify and categorize elements of the environment.

Effectively Driving Change

Agility and Change

Discover Kurt Lewin's 3 phases of change: Unfreeze - Change - Refreeze. Find the right reasons to change, and ask yourself the 3 questions that precede any change towards greater productivity.



 Duration : 20 minutes

Audience : All managers or project leaders who need to promote and support changes in their organization.

In this online course, you will learn how to:

- Diagnose the 4 valid reasons to implement change at work.
- Understand what people do, why they do it that way, and what essential change needs to be made for increased productivity.
- Reduce teams' resistance to change.
- Implement change in 3 steps: Unfreeze, Change, and Refreeze.
- Jointly sketch out a vision with the collective.
- Implement the change step by step.
- Integrate the new habits into the company's customs.

Consolidating Conflict Resolution

Agility and Change

Management and Leadership

Master post-conflict management. Validate the effectiveness of the solution, consolidate the exit with a contract and indicators, and capitalize on the lessons learned.



 Duration : 15 minutes

Audience : Anyone responsible for managing conflicts.

In this online course, you will learn how to:

- Assess if the conflict is truly resolved and prevent it from resurfacing.
- Ensure that the solution is satisfactory for everyone over the long term.
- Use a written or informal agreement to prevent disputes.
- Strengthen the resolution of the conflict through contracts, indicators, and follow-ups.
- Revisit the solution after real-world testing and adjust if necessary.
- Capitalize on past disagreements for individual and collective growth.

Build Unwavering Self-Confidence

Assertiveness and Courage

Cultivate the conditional confidence that comes from experience and success. And favour unconditional confidence, the fruit of a personal decision that precedes action and takes you beyond self-doubt.



🕒 Duration : 15 minutes

Audience : Anyone wishing to improve their quality of life and relationships.

In this online course, you will learn how to:

- Build your self-confidence through experience and achievements.
- No longer let yourself be manipulated by self-doubt.
- Enhance your image by nourishing your conditional confidence with concrete evidence.
- Step out of your comfort zone to experiment and expand your confidence.
- Establish unconditional trust, by choosing to trust in yourself and in life.
- Cultivate the physical sensation of confidence through grounding in peace, power, and relaxation.
- Feel that you are safe, in a secure space, to instill confidence in your body.

Creating a Comfortable and Stimulating Work Environment

Positive Energy and Wellbeing

Personal and Professional Effectiveness

Organize your workspace to boost your efficiency. De-clutter, alternate locations, travel light, nourish your senses to feel comfortable and productive.



🕒 Duration : 20 minutes

Audience : Anyone wishing to improve their productivity and quality of life at work or during remote work.

In this online course, you will learn how to:

- Organize your workspace (with the help of AI?) to enhance your efficiency and enjoyment of work.
- Vary your work locations to stimulate your creativity and concentration.
- Arrange yourself to travel light between home, coworking spaces, and the office.
- Pay attention to the details of your work environment to make it appealing and motivating.
- Regularly declutter, organize, and clean to boost efficiency and mental clarity.

Creating a Positive Atmosphere for Successful Meetings

Collaboration and Teamwork

Create a quality environment for a successful meeting. Choose the best room layout and welcome participants with intelligence and conviviality.



🕒 Duration : 15 minutes

Audience : Anyone in a situation of conducting or participating in meetings.

In this online course, you will learn how to:

- Configure your room based on the objective and number of participants.
- Start your virtual meetings effectively to quickly engage participants.
- Welcome participants in a personalized and friendly manner.
- Lay the initial groundwork to facilitate interaction and exchanges among participants.
- Break routines to foster creativity.
- Use mindfulness exercises to prepare participants at the beginning of the meeting.

Creating a Conducive Work Environment for Well-Being

Positive Energy and Wellbeing

Personal and Professional Effectiveness

Improve your working environment to prevent stress and generate well-being. Dare to ask and cleverly transform your VAKOG sensory environment.



🕒 Duration : 20 minutes

Audience : Anyone wishing to improve their quality of life and relationships.

In this online course, you will learn how to:

- Contribute to the improvement of your work environment.
- Be part of those companies/services where it's "good to work."
- Positively nourish the five senses in the workplace to strengthen resilience.
- Influence your visual environment to generate well-being.
- Manage your sound environment to promote concentration.
- Take care of your kinesthetic comfort to avoid tensions.
- Use scents to create a positive environment.

Cultivate Your Happiness at Work: Strategies and Action Levers

Positive Energy and Wellbeing

Discover the essential levers of happiness at work and learn how to activate them, both at individual and collective levels, to develop your professional fulfillment sustainably.



🕒 Duration : 40 minutes

Audience : Anyone wishing to promote satisfaction and fulfillment at work

In this online training, you will discover how to:

- Identify and differentiate the components of happiness at work to better influence your professional fulfillment
- Activate the 8 fundamental levers of well-being at work according to your situation
- Use Maslow's pyramid to analyze and address your professional needs
- Optimize the 4 factors of pleasure at work to increase your daily satisfaction

Discover How Diversity Stimulates Innovation

Agility and Change

Diversity and Inclusion

Discover the benefits of diversity (in terms of expertise, intelligence, gender, origins...) to boost collective intelligence, creativity and solve problems faster.



🕒 Duration : 15 minutes

Audience : Anyone sensitive to diversity and inclusion topics.

In this online course, you will learn how to:

- Promote collective intelligence and innovation through diversity.
- Create innovative products thanks to the diversity of expertise.
- Think out-of-the-box due to the cognitive diversity across all hierarchical levels of the company.
- Boost creativity and solve problems, overcoming the boundaries of lack of experience, thanks to social diversity.
- Solve problems 60% faster with "diverse teams".

Effective Delegation in 6 Simple Steps

Agility and Change

Assertiveness and Courage

Management and Leadership

Delegate effectively by following the 6 steps explained in this training course. Free up your time, develop your colleagues' skills and boost your team's performance.



🕒 Duration : 20 minutes

Audience : Managers wishing to acquire management fundamentals.

In this online course, you will learn how to:

- Delegate effectively in 6 steps, to free up time and develop your colleagues
- Anticipate delegable tasks and list them regularly
- Identify colleagues capable of and interested in these new tasks
- Clearly express expectations, results, and success indicators to colleagues
- Jointly establish a gradual delegation plan with deadlines and boundaries
- Grant your colleague the appropriate level of authority and communicate this to the relevant individuals
- Conduct proper follow-ups with tracking indicators and regular check-ins.

Delegating: The Secret to Better Management

Agility and Change

Collaboration and Teamwork

Management and Leadership

Optimize your managerial time by balancing the 4 activities of producing, managing, leading and innovating. Develop delegation and free up time for leadership and innovation.



🕒 Duration : 15 minutes

Audience : Managers wishing to acquire management fundamentals.

In this online course, you will learn how to:

- Transition from the role of expert to that of a manager
- Shift from "doing" to "getting things done", from "acting" to "getting others to act"
- Observe your allocation of time among the 4 main managerial activities: produce, manage, lead, and innovate
- Discern in which activities you should invest more and/or divest from
- Delegate tasks and responsibilities to your team effectively
- Free up time to promote leadership and innovation.

Ask and Negotiate with Clarity and Equity

Positive Energy and Wellbeing

Assertiveness and Courage

Ask for small things to boost your confidence and prepare you to ask for more. Formulate requests: clear, direct, with an appropriate tone. Prepare alternatives and be ready to negotiate. (We recommend you take the "How to make assertive, effective and calm requests" training course first).



🕒 Duration : 20 minutes

Audience : Anyone wishing to improve their quality of life and relationships.

In this online course, you will learn how to:

- Frame your requests in a responsible, clear, and direct manner, without manipulation
- Make requests regularly, even for small things
- Test and learn to ask until you find the right tone and posture
- Create neural pathways to become an expert in making requests
- Take care of yourself and your career by daring to ask for important things
- On high-stakes issues, prepare your arguments and options to rebound in negotiations
- Let go and trust not to be affected by negative responses.

Host Productive and Creative Meetings in 7 Steps

Agility and Change

Collaboration and Teamwork

Lead an innovation meeting with a detailed 7-step outline: how to stimulate your team's creativity and end with a concrete, effective roadmap. Taking the first step is the hardest, and this training course will help you do just that.



🕒 Duration : 20 minutes

Audience : Anyone in a situation of conducting or participating in meetings.

In this online course, you will learn how to:

- Overcome your apprehension of leading creative and innovative meetings.
- Explain the purpose of the session as the first step.
- Define the rules of creativity as the second step.
- Break the ice with a game as the third step.
- Warm up the brain as the fourth step.
- Guide the divergent phase as the fifth step.
- Move towards ideas and solutions as the sixth step.
- Realize the ideas and establish an action plan as the seventh step.

Enhance Your Well-Being by Being More Caring

Positive Energy and Wellbeing

Assertiveness and Courage

Value yourself, listen to your needs and treat yourself like a VIP. Take the time to listen to yourself and take care of yourself, as a sovereign. That's how your self-esteem will grow.



🕒 Duration : 20 minutes

Audience : Anyone wishing to improve their quality of life and relationships.

In this online course, you will learn how to:

- Practice self-love by taking care of yourself and your needs.
- Boost self-esteem in the long term through concrete actions: body care, self-empowerment, gifts, ...
- Treat yourself as royalty with 5 unbeatable attitudes.
- Take responsibility or co-responsibility for well-being at work.
- Prove to yourself your immense worth without waiting for recognition from others.

Developing a Constructive Feedback Culture

Agility and Change

Collaboration and Teamwork

Management and Leadership

Learn to give feedback with courage, kindness and agility. Give constructive feedback to your teammate, regardless of your hierarchical relationship. Make your feedback an opportunity for everyone to progress.



🕒 Duration : 20 minutes

Audience : Anyone wishing to promote a positive model of communication and collaboration.

In this online course, you will learn how to:

- Develop the three qualities necessary for constructive feedback: empathy, courage, and adaptability.
- Follow the five steps of feedback systematically: positive reception, getting to the point, listening, concretization, and follow-up.
- Demonstrate courage in addressing issues constructively with teammates.
- Show empathy by listening to others (whether a leader, colleague, or collaborator) without judgment and respecting their ideas.
- Determine the responsibilities, abilities, and motivation of each party (manager and managed) to tailor the solution.
- Stay future-oriented, not dwelling on the past, by defining SMART goals.
- Plan for follow-up to assess the effectiveness of changes and celebrate achievements.

Develop a Culture of Positive Feedback


Positive Energy and Wellbeing

Collaboration and Teamwork

Management and Leadership

Give positive feedback on a regular basis. Value your employees, managers and colleagues and capitalize on their successes. Anticipate reactions and develop a culture of positive team feedback.



 Duration : 20 minutes

Audience : Anyone wishing to promote a positive model of communication and collaboration.

In this online course, you will learn how to:

- Provide positive feedback and genuinely congratulate your teammates (boss, collaborators, colleagues).
- Express satisfaction sincerely and appropriately in each situation.
- Strengthen motivation, trust, learning, and well-being of teammates through positive feedback.
- Choose between quick praise or more in-depth positive feedback depending on the situations.
- Capitalize on successes by asking appropriate questions.
- Manage various reactions from recipients of positive feedback, even the most delicate ones.
- Foster a culture (and contagion) of positive feedback within the company.
- Also consider giving feedback to your peers and manager.

Become an Active Participant in Your Workplace Inclusion


Positive Energy and Wellbeing

Personal and Professional Effectiveness

Diversity and Inclusion

Take charge of your own inclusion. Discover 7 tips to help you integrate and value your differences at work. Put your uniqueness at the service of a shared vision.



 Duration : 15 minutes

Audience : Anyone wishing to improve their quality of life and relationships.

In this course, you will discover the choices and attitudes to value in order to facilitate your inclusion.

- Join an organization that genuinely promotes Diversity and Inclusion.
- Be aware of your uniqueness as well as your similarities with the teams you work with.
- Embrace your differences and similarities without hiding or diminishing them.
- Value your differences and similarities, turning them into assets for all.
- Refocus on the common mission to move forward together in a shared direction, regardless of differences.
- Don't remain silent in the face of misunderstandings and non-inclusive or discriminatory attitudes: speak up!
- Seek help if you still feel excluded despite your positive efforts.

Becoming Resilient to the Point of Appreciating Failure

Agility and Change

Positive Energy and Wellbeing

Assertiveness and Courage

Become a resilience expert by adopting the right attitudes. Release the pressure, shake off the notion of failure, and make way for experience and the conviction that everything can serve you. (We recommend you start with the module Fostering resilience and bouncing back from failure)



🕒 Duration : 25 minutes

Audience : Anyone wishing to promote resilience, agility, and personal accountability.

In this online course, you will learn how to:

- Anchor yourself in a state of permanent resilience.
- Cultivate thoughts and beliefs that promote resilience.
- Adopt the attitudes of the most resilient individuals.
- Readjust your goals to defuse the risk of failure.
- Cultivate the conviction that every failure is there to serve us.
- Go beyond the demands and goals of the mind to no longer fear failure.
- Have more self-confidence and trust in life to become fully resilient.

Becoming an Agile Manager in a Complex World

Agility and Change

Management and Leadership

Discover the managerial sandwich club and understand the paradoxes and challenges facing every manager. Learn how to navigate all these (contradictory?) missions with agility and resilience.



🕒 Duration : 15 minutes

Audience : Managers wishing to acquire management fundamentals.

In this online course, you will learn how to:

- The roles of managers have evolved and strengthened to the point of becoming an almost impossible mission.
- Grasp the complexity of the manager's role in a company itself facing complexity.
- Confront the five managerial paradoxes that make this role so challenging (and exciting!).
- Take on the seven new challenges demanded of managers, requiring agility and resilience.
- Find your own path to navigate as a fulfilled manager, amidst challenges and paradoxes.

Becoming a "True" Leader: The Winning Formula

Assertiveness and Courage

Management and Leadership

Differentiate between power, leadership and influence. Unleash your leadership with the transformational leadership equation.



🕒 Duration : 20 minutes

Audience : Any manager wishing to promote a model of leadership that inspires, and encourages boldness, agility, and accountability.

In this online course, you will learn how to:

- Differentiate power, leadership, and influence at work.
- Be followed through voluntary alignment without having to wield one's positional power.
- Master the formula of transformational leadership.
- Generate trust, vision, and motivation to inspire action.
- Develop leader employees (and co-responsible individuals) rather than followers through adaptive leadership.
- Enter the future of work that promotes shared leadership.

Reducing the Impact of Our Stressors

Agility and Change

Positive Energy and Wellbeing

Learn how to cope with your stressors. Discover the 7 main stress factors and learn how to deal with them. Improve your balance by taking care of yourself in the midst of stress.



🕒 Duration : 15 minutes

Audience : Anyone wishing to improve their quality of life and relationships.

In this online course, you will learn how to:

- Identify your stressors and their impact on you among the list of the 7 main stressors: loss, difficult relationships, fast pace, etc.
- Ask the right questions to better understand your stressors.
- Utilize a strategy of small steps and modeling to overcome stress.
- Manage contradictions in relation to your values.
- Shift your perception of daily minor annoyances.
- Escape any stressful situation using the 8 golden questions.

Turn Diversity into an Asset for Your Company

Management and Leadership

Diversity and Inclusion

Diversity doesn't automatically generate better performance. Learn how to leverage communication and inclusion to make diversity a performance driver.



🕒 Duration : 15 minutes

Audience : Anyone sensitive to diversity and inclusion topics.

In this online course, you will discover:

- The risks of decreased performance in an organization that promotes diversity but forgets inclusion.
- The challenges faced by diverse teams that can negatively impact performance.
- The skills necessary to make a multicultural team successful.
- The strategies to ensure that diversity still generates performance, including:
 - - Avoiding the trend of forming communities and clan-like behavior.
 - - Recognizing and helping overcome discomfort and fear related to differences.
 - - Fostering the three dimensions within the team that promote performance: energy, engagement, and exploration.
 - - and other strategies...

What is Diversity and Inclusion?

Collaboration and Teamwork

Diversity and Inclusion

Understand the ins and outs of diversity and inclusion in the workplace. Differentiate between integration and inclusion, and involve all employees in the process.



🕒 Duration : 15 minutes

Audience : Anyone sensitive to diversity and inclusion topics.

In this online course, you will discover:

- Prominent figures in diversity and inclusion.
- The importance (for all) of promoting diversity within organizations.
- The deadlock of diversity without an authentic inclusion approach.
- The fundamental difference between inclusion and integration.
- How to foster the growth and performance of diverse individuals.
- The importance of recognizing commonalities while simultaneously promoting the right (the opportunity) to be unique.

Developing an Inspiring Vision at Work


Agility and Change

Assertiveness and Courage

Management and Leadership

Define your common purpose, your values and your ambition to unite teams, attract talent and maintain a clear vision in a constantly changing environment.



 Duration : 20 minutes

Audience : All managers or project leaders who need to promote and support changes in their organization.

In this online course, you will learn how to:


- Build a coherent and relevant vision in a dynamic environment.
- Ask the right questions about the organization's direction.
- Develop a comprehensive strategic vision by involving employees in its formulation.
- Establish a more flexible, organic, and autonomous organization centered around a common purpose.
- Define the organization's purpose, followed by its values, and finally its ambition.
- Build an authentic and robust foundation of values and unite decision-making and behaviors in alignment with this foundation.
- Give the organization a sense of purpose to attract the most compatible talent.

Engage Your Participants Right from the Meeting Invitation

Collaboration and Teamwork

Your meeting starts as soon as you send out the invitation. Write a clear and motivating invitation, encourage the commitment of future participants and stimulate the culture of preparation.



 Duration : 15 minutes

Audience : Anyone in a situation of conducting or participating in meetings.

In this online course, you will learn how to:

- Draft a friendly, clear, and engaging invitation.
- Explain the meeting's objectives to the attendees.
- Inform participants of the agenda and topics to be discussed.
- Boost participant engagement by reminding them of past action plans.
- Encourage participants to prepare for the meeting with readings and preparation questions.
- Utilize collaborative tools to share content and preliminary questions (and confirm their review).

One-on-One Meetings Between Manager and Employee

Management and Leadership

Structure your one-to-one meetings. Welcome positively, get straight to the point, share, concretize and announce follow-up. Announce decisions, set objectives and facilitate problem-solving in meetings.



🕒 Duration : 20 minutes

Audience : Managers wishing to acquire management fundamentals.

In this online course, you will learn how to:

- Structure an interview in 5 key steps
- Create an atmosphere of welcome and trust.
- Get straight to the point while maintaining positive communication.
- Listen, answer questions and question your interlocutor.
- Solidify new expectations through consensus by setting SMART objectives.
- Confirm the date for the next follow-up and the tracking indicators.
- Conduct step-by-step decision announcement and problem-solving interviews.

Avoid Groupthink for More Diversity

Collaboration and Teamwork

Assertiveness and Courage

Diversity and Inclusion

Decipher the negative phenomenon of Groupthink. Promote diversity and constructive criticism by capitalizing on antagonisms and dispelling stereotypes and prejudices.



🕒 Duration : 15 minutes

Audience : Anyone sensitive to diversity and inclusion topics.

In this online course, you will learn how to:

- Identify and reduce the cognitive biases of herd mentality and compliance.
- Promote diversity and inclusion without slipping into Groupthink.
- Prevent the Groupthink phenomenon by allowing divergence.
- Encourage open confrontation of opposing ideas.
- Promote constructive criticism using various techniques and tools.
- Appoint a 'devil's advocate' to foster healthy debate.

Avoid Covering Up at Work for More Inclusion

Communication and Relationships

Assertiveness and Courage

Diversity and Inclusion

Identify Covering requests that are detrimental to you and your colleagues. Talk it through and make informed decisions to create an authentic and inclusive environment.



🕒 Duration : 15 minutes

Audience : Anyone sensitive to diversity and inclusion topics.

In this online course, you will learn how to:

- Identify the different forms of Covering and assess the relevance of a Covering request
- Decide whether or not to respond to a Coverage request in line with the organization's values
- Stop reducing the visibility of certain traits to gain greater social and professional acceptance
- Stop hiding a part of your identity to avoid discrimination
- Leverage the Johari window to reduce your hidden and blind areas
- Create an inclusive environment that allows everyone to be authentic.

Trusting Your Intuition

Agility and Change

Personal and Professional Effectiveness

Don't let excessive analysis dictate your life. Listen to your intuition and follow your inner impulses to create, decide and act.



🕒 Duration : 20 minutes

Audience : Anyone wishing to develop their intuition and boldness.

In this online course, you will learn how to:

- Identify situations where our mind prevents us from deciding and/or acting through over-analysis, doubts, and questions
- Shift from overthinking to common sense to take action faster
- Use the 5-second rule to break out of mental paralysis
- Trust your intuition to follow inner impulses
- Follow practicality over long-term action plans
- Find the right balance between reflection and action
- Use your intuition to make the best decisions.

Encouraging the Expression of Difficulties at Work

Positive Energy and Wellbeing

Communication and Relationships

Break the silence and express your difficulties at work. Listen out for signs of stress and intelligently share your needs with your colleagues, your hierarchy and the internal relays that prevent Psychosocial Risks.



⌚ Duration : 25 minutes

Audience : Anyone wishing to improve their quality of life and relationships.

In this online course, you will learn how to:

- Recognize and listen to your stress signals (physical and emotional) and discomfort at work.
- Be kind to yourself and don't feel guilty about feeling bad.
- Have enough self-confidence and trust in others to dare to reveal your difficulties and vulnerabilities.
- Dare to break the silence and intelligently express your challenges and requests to the right people.
- Use 3 speaking techniques depending on the level of difficulty you're experiencing.
- Becoming aware of your needs and express them before reaching burn-out.
- Use the right internal channels to prevent occupational psychosocial risks (managers, HR, staff representatives, etc.).
- Propose solutions to address the challenges encountered.

Fostering Innovation with the Appreciative Inquiry

Agility and Change

Assertiveness and Courage

Management and Leadership

Learn how to use the Appreciative Inquiry method in 5 key steps. Choose this positive, participative approach most often to support change and encourage innovation.



⌚ Duration : 20 minutes

Audience : All managers or project leaders who need to promote and support changes in their organization.

In this online course, you will learn how to:

- Follow the 5 specific steps of Appreciative Inquiry to support change and encourage innovation in a positive and participatory way.
- Adopt this innovative approach based on existing resources within the organization and focused on solutions.
- Define the subject to work on by involving the relevant individuals.
- Focus, in pairs, on the resources, talents, skills, and internal successes to lead the change.
- Collectively create a clear vision of the desired future and define a roadmap to achieve it.
- Guide the implementation and adjust the roadmap to the reality on the ground.

Promoting Collaborative and Empowering Conflict Management

Agility and Change

Collaboration and Teamwork

Apply rigorous self-governance processes to resolve conflicts collaboratively and fairly. Make employees responsible for the success of cooperative work and for managing their own conflicts.

In this online course, you will learn how to:



🕒 Duration : 20 minutes

Audience : Anyone responsible for managing conflicts at work.

- Differentiate between the agility demanded today and the empowering self-management expected tomorrow.
- Manage conflicts by drawing inspiration from the rigorous processes of self-governed companies.
- Ensure that work processes are clear, rigorous, and shared to avoid conflicts.
- Develop a shared vision and values to refocus the resolution of disagreements.
- Encourage autonomy and empowerment of individuals in the management of their conflict (instead of waiting for the hierarchy to decide).
- Offer a step-by-step approach for employees to resolve their conflicts and bring in a colleague as a mediator if necessary.

Managing Conflicts at Work: Which Methods to Choose?

Collaboration and Teamwork

Do you prefer to deal with conflicts at work in an autocratic or participative way? Do you prefer an approach based on avoidance, power, rights or shared interests? Are you prepared to look for win-win solutions in everyone's interest?



🕒 Duration : 15 minutes

Audience : Anyone responsible for managing conflicts.

In this online course, you will learn how to:

- Avoid fueling a conflict by adopting a participatory approach rather than an autocratic one.
- Favoring mutual interests rather than avoidance, power or rights is the key to lasting conflict resolution.
- Take a step back to calm minds and let options emerge.
- Use active listening, reflect on beliefs, and emotional intelligence.
- Manage a conflict by involving an external third party (mediator/arbitrator).
- Consider the interests of each party (for a win-win outcome) in conflict resolution.

Managing Meeting Participants: Practical Tips

Collaboration and Teamwork

Management and Leadership

Stimulate constructive participation in meetings (face-to-face or virtual) by building trust, understanding group dynamics and responding strategically to disruptive behavior.



🕒 Duration : 25 minutes

Audience : Anyone in a situation of conducting or participating in meetings.

In this online course, you will learn how to:

- Stimulate participants so they give their best in meetings.
- Understand the dynamics of groups in meetings.
- Master the 10 rules of virtual meetings.
- Adapt your behavior to the different personalities in the group: the silent ones, those off-topic, the talkative ones, repetitive questioners, latecomers, and the distracted.
- Ask the right questions to refocus the discussion on the meeting's topic.
- Advance the discussion intelligently until a decision is made

Managing Repetitive Conflict Sources at Work

Positive Energy and Wellbeing

Collaboration and Teamwork

Communication and Relationships

There are 3 ways to overcome conflicts whose source is directly "treatable": data and facts, differences of interest and work organization problems.



🕒 Duration : 20 minutes

Audience : Anyone wishing to improve their quality of life and relationships.

In this online course, you will learn how to:

- Differentiate between treatable and non-treatable sources of conflict.
- Clarify information to prevent interpretations and rumors.
- Reconcile divergent interests through negotiation..
- Clarify work organization to avoid tensions.
- Identify and remedy organizational problems.

Identifying Stress Triggers at Work

Positive Energy and Wellbeing

Identify stress factors linked to work organization, work relations, the physical and technical environment and the socio-economic environment.



🕒 Duration : 15 minutes

Audience : Anyone wishing to improve their quality of life and relationships.

In this online course, you will learn how to:

- Identify external stress and micro-stress factors in the professional environment.
- Understand stress triggers linked to work organization.
- Work on improving work organization to minimize sources of tension.
- Manage conflictual working relationships and value conflicts intelligently.
- Manage stress triggers related to the physical and technical work environment.
- Manage stress triggers related to the socio-economic environment.

Inclusion at Work: 5 Winning Attitudes

Positive Energy and Wellbeing

Communication and Relationships

Diversity and Inclusion

Adopt the 5 attitudes to work towards inclusion in your organization! Be aware, attentive, curious, valuing and inviting to create a safe space where everyone feels comfortable.



🕒 Duration : 15 minutes

Audience : Anyone wishing to promote a positive model of communication and collaboration.

In this online course, you will learn how to:

- Recognize and challenge our stereotypes and prejudices.
- Observe signals of inclusion or rejection, be attentive to others and yourself.
- Dare to ask the other person questions to better understand their motivations and attitudes.
- Value differences and appreciating divergent opinions.
- Invite the most isolated or silent to participate and build bridges with those who are less like us.
- Work towards a benevolent team energy so that everyone feels authorized to be themselves without fear of rejection.

Inviting the Right People to Your Meetings

Collaboration and Teamwork

Invite the right people for effective meetings: limit the number, validate their skills and motivation, and consider the advantage of a sponsor.



🕒 Duration : 15 minutes

Audience : Anyone in a situation of conducting or participating in meetings.

In this online course, you will learn how to:

- Select the optimal number of participants for a meeting based on the type of meeting.
- Identify those concerned (and motivated) by the topic at hand.
- Don't invite people who are half-involved: get them on board in a different way.
- Evaluate the talents (and therefore the people) necessary for the success of the meeting.
- Motivate selected participants individually before the meeting.
- Involve a sponsor to bring a fresh perspective to the topic

Defuse Difficult Conflict Sources

Positive Energy and Wellbeing

Collaboration and Teamwork

There are 3 ways to overcome conflicts whose source seems "untreatable": value conflicts, incompatible personalities and a stressful external environment.



🕒 Duration : 20 minutes

Audience : Anyone responsible for managing conflicts.

In this online course, you will learn how to:

- Manage value conflicts between individuals from different cultures.
- Deescalate conflicts caused by incompatible personalities.
- Handle conflicts arising from the external environment of the company.
- Clarify differences between individuals to prevent unnecessary clashes.
- Negotiate adjustments to avoid major conflicts.
- Restructure work organization to prevent clashes of values or personalities.
- Minimize irritants and sources of uncertainty to avoid conflicts during challenging times.

Build Self-Esteem Consciously

Assertiveness and Courage

Learn how to define yourself through your own mirrors and give yourself unconditional intrinsic value. Evaluate your self-esteem and follow our advice to grow it consciously.



🕒 Duration : 25 minutes

Audience : Anyone wishing to improve their quality of life and relationships.

In this online course, you will learn how to:

- Conduct a detailed self-assessment of one's self-esteem.
- Define oneself through positive reflections to enhance self-image.
- Understand the fluctuation of self-esteem and nurturing it accordingly.
- Filter out criticisms and welcome those that positively reinforce self-esteem.
- Analyze criticisms objectively without taking them personally.
- Not let others determine our worth, taking control of our self-esteem gauge.
- Consciously choose to give yourself value, independently of others or our past.

Workplace Resilience: The Art of Bouncing Forward

Agility and Change

Positive Energy and Wellbeing

Discover the keys to developing your ability to bounce back from professional challenges. Master resilience techniques to transform obstacles into learning opportunities.



🕒 Duration : 20 minutes

Audience : Anyone wishing to promote resilience, agility and empowerment

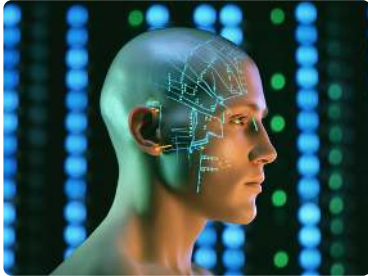
In this online training, you will discover how to:

- Understand the neurological and psychological mechanisms of resilience to better activate it
- Differentiate between error, failure, and fault to adapt your professional response
- Develop a constructive "test and learn" approach to challenges
- Create a professional environment conducive to collective resilience
- Implement collaborative practices that value initiative-taking and learning through experience

Digital Transformation: A Turning Point Not to Be Missed

Agility and Change

Discover how digital transformation contributes to development, visibility, image and customer satisfaction. Accompany your teams for an optimal transformation.



🕒 Duration : 20 minutes

Audience : All managers or project leaders who need to promote and support changes in their organization.

In this online course, you will learn why:

- Embracing digitalization is an opportunity for your company: recognizing its benefits and risks.
- Successfully driving digital transformation internally and within the department while maintaining a critical mindset.
- Training and supporting employees in their digital transition and the use of generative AI.
- Separating algorithmic activities (reliable for machines) from heuristic activities requiring human initiative.
- Using digital tools and social networks to enhance the company's visibility.
- Enhancing customer satisfaction by staying up-to-date with digital innovations in real-time.

Letting Go to Move Forward, Cooperate, and Relax

Positive Energy and Wellbeing

Assertiveness and Courage

Sometimes it's essential to let go of our desire to change others, the environment or ourselves. Recognize when to let go to welcome what is rather than fight it.



🕒 Duration : 20 minutes

Audience : Anyone wishing to let go of pointless battles and gain wisdom.

In this online course, you will learn how to:

- Let go of the desire to change others, the environment, or ourselves.
- Let go of an unattainable ideal of a life without stress and conflict.
- Accept being a human among other humans, each with specific talents and vulnerabilities.
- Stop being at war with everything we don't like and practice the art of detachment wisely.
- End the verbal ping-pong of trying to prove we're right and the other is wrong.
- Have the wisdom to recognize what we can change, change what we can, and accept what we cannot change.


Brainstorming: The Key to Collective Creativity

Agility and Change

Collaboration and Teamwork

Prepare and run amazing brainstorming sessions to boost innovation, advance collective projects and solve problems together.



 Duration : 25 minutes

Audience : Anyone in a situation of conducting or participating in meetings.

In this online course, you will learn how to:

- Write the right application before you start brainstorming.
- Choose the right people to invite for productive collective brainstorming.
- Open channels for expression and creativity using icebreakers.
- Formalize the brainstorming rules, especially the 5 DREAM rules.
- Lead the idea generation phase using Animated Production, Individualized Production, or Rolling Production.
- Categorize, filter, and select feasible solutions.
- Validate the most interesting ideas as a group.

The Hidden Cost of Workplace Discrimination

Management and Leadership

Diversity and Inclusion

Discover the enormous cost of discrimination in the workplace: the psychological cost to the individual and the financial cost to the organization. Understand the stakes and become a player in the fight against discrimination.



 Duration : 15 minutes

Audience : Anyone interested in diversity and inclusion.

In this online course, you will learn how to:

- Identify and recognize discrimination in the workplace
- Learn about the financial penalties for discrimination.
- Understand the psychological impacts of discrimination on work performance.
- Differentiate between various types of discrimination (direct, indirect, conscious, unconscious).
- React promptly whether you are a victim or merely an observer of discrimination or harassment.
- Report incidents to the appropriate internal and/or external parties.

Management by Trust: A New Challenge in Accountability

Agility and Change

Assertiveness and Courage

Management and Leadership

Widespread teleworking is forcing us to rethink management and find the right balance between autonomy and follow-up. Manage successfully both face-to-face and remotely by applying the keys of trust-based management.



🕒 Duration : 25 minutes

Audience : Managers who want their teams to grow in confidence

In this online course, you will learn how to:

- Manage in a hybrid and remote manner by creating a trusting environment and daring to trust.
- Clarify the need for information and monitoring so as not to navigate blindly.
- Adapt management style and questioning to employees' needs.
- Monitor trust signals and stay close to remote team members to be aware of any issues.
- Maintain team cohesion and teamwork to boost commitment and enable self-regulation.
- Step back from the old "Command & Control" management style.
- Instill a dynamic of autonomy, accountability, and trust.
- Use the KSS model to enhance team engagement and efficiency.

The SPECIES Model: The Keys to Persuasion

Agility and Change

Communication and Relationships

Listen to and question your interlocutor to understand his motivations and criteria of choice. Learn how to value each SPECIES need to better convince without manipulating.



🕒 Duration : 25 minutes

Audience : Anyone wishing to gain buy-in by adapting to the needs of their interlocutor.

In this online course, you will learn how to:

- Listen and ask intelligently to understand motivational drivers.
- Understand the difference between conviction, persuasion, and manipulation.
- Reassure individuals who value security.
- Boost the self-esteem of those sensitive to pride.
- Interest profiles who are curious and sensitive to modernism, with new products or innovative currents of thought.
- Reduce effort and save time for those who prioritize comfort.
- Highlight value for money and benefits on services and products for money-sensitive people.
- Stimulate positive emotions in customers to encourage them to buy through sympathy.
- Promote your actions towards the environment and ecology to those who are passionate about them.

The Keys to an Inclusive and Successful Virtual Meeting

Collaboration and Teamwork

Management and Leadership

Diversity and Inclusion

Create an inclusive environment for your team meetings. Share the role, be friendly and structured, and use virtual rounds and rituals. You'll improve everyone's commitment.



🕒 Duration : 15 minutes

Audience : Anyone sensitive to diversity and inclusion topics.

In this online course, you will learn how to:

- Organize inclusive virtual meetings.
- Break down barriers and foster inclusion using icebreakers and the "coat of arms" technique.
- Share responsibility for the quality of meeting exchanges.
- Use online collaborative tools to promote co-construction.
- Maintain a friendly atmosphere to encourage constructive debate.
- Conduct virtual roundtables for optimal collective intelligence.
- Set up virtual rituals to enhance informal exchange.

Collaborative Work: How to Succeed Together?

Collaboration and Teamwork

Diversity and Inclusion

Spearhead collaborative working. Capitalize on its benefits in terms of vision, motivation, agility and employee development.



🕒 Duration : 20 minutes

Audience : Anyone wishing to promote a positive model of communication and collaboration.

Upon completing this online course, you will understand the benefits of:

- Stimulating team spirit towards a shared vision and values and enhancing collaborative work within the team.
- Using techniques to understand others and put yourself in their shoes for greater cooperation and inclusion.
- Improving collective observation, listening, benchmarking and analysis skills.
- Acquiring a systemic vision, anticipate actions and changes, and become better decision-makers..
- Promoting individual motivation and commitment to projects by co-constructing with peers and clients.
- Facilitating project-based, agile and cross-functional working, all of which are developing in the workplace.


The Change Equation at Work

Agility and Change

Management and Leadership

Analyze the degree of openness to change in your team and play on the 3 keys of the change equation to facilitate important transitions and transformations.



 Duration : 15 minutes

Audience : All managers or project leaders who need to promote and support changes in their organization.

In this online course, you will learn how to:

- Play on the 3 levers of the change equation (Dissatisfaction, Vision, and First Steps) to overcome resistance to change.
- Identify and verbalize reasons for dissatisfaction and current dysfunctions.
- Define a positive vision for the future and involve employees in defining this vision.
- Implement the first concrete steps of change and promote them to encourage the next steps.
- Readjust the trajectory of change while remaining flexible and attentive to the field.
- Ensure the balance of the change equation is maintained to inspire a continuous improvement dynamic.

The 3 Sources of Emotional Influence: Regaining Positive Energy

Positive Energy and Wellbeing

Identify the 3 sources that influence your emotions: the external environment, physical attitudes and thoughts. Intervene on these levers and regain positive energy.



 Duration : 15 minutes

Audience : Anyone wishing to improve their quality of life and relationships.

In this online course, you will learn how to:

- Diagnose and construct your stress tree to establish your individual anti-stress plan.
- Positively influence your external environment to reduce the stress it creates within you.
- Positively transform your physical behaviors and attitudes to enhance your internal states.
- Adopt a posture of excellence to increase well-being and self-confidence.
- Understand, as Epictetus said, "It's not events that disturb men, but their views about them."
- Transform stress-inducing negative thoughts and focus on the present.


The 4 Essential Qualities to Facilitate Mediation in Your Work

Collaboration and Teamwork

Communication and Relationships

Develop your natural skills as a workplace mediator by reinforcing these 4 essential qualities: be structured, remain neutral, be an active listener and cultivate trust.



 Duration : 15 minutes

Audience : Anyone responsible for managing conflicts.

In this online course, you will learn how to:

- Develop the qualities of a mediator at work to assist, to help resolve conflicts in your own way.
- Be rigorous in conducting the structured process of successful mediation.
- Remain neutral to maintain the impartiality and independence required for your mediator role.
- Use active listening tools to establish a relationship of trust with parties in conflict and help them actively listen to each other.
- Have infinite trust in the parties' ability to find lasting solutions.

The 5 Elements of Energy: Releasing Blocked Emotions

Positive Energy and Wellbeing

Take inspiration from Chinese philosophy, which states that pain is blocked energy. Discover the 5 elements of energy. Learn how to circulate blocked energy and emotions in your body and mind to release pain.



 Duration : 20 minutes

Audience : Anyone wishing to improve their quality of life and relationships.

In this online course, you will learn how to:

- Make the most of Chinese energetic philosophy to enhance your stress management.
- Understand the cycle of the 5 elements of energy and their corresponding emotions.
- Master the cycles of emotional generation and control.
- Facilitate the flow of emotions to avoid energy blockages that cause pain.
- Accept emotions as natural cycles rather than classifying them as good or bad.
- Restore the flow of energy in the body using appropriate techniques.

The 6 Anti-Procrastination Strategies Finally Revealed

Positive Energy and Wellbeing

Personal and Professional Effectiveness

Break the deadlock by following our 6 winning strategies for dealing with procrastination: assume, get done, re-enchanted, cut distractions, facilitate action and dive in.



🕒 Duration : 20 minutes

Audience : Anyone wishing to (re)gain control of their time.

In this online course, you will learn how to:

- Embrace your procrastination to avoid feeling guilty, which only strengthens the problem.
- Delegate certain tasks to focus on the most important and appealing actions.
- Re-energize tasks by giving meaning to your actions, seeking positive feedback, and rewarding yourself.
- Eliminate distractions that are merely facades hiding the real reasons for procrastination.
- Facilitate action to avoid getting stuck in cerebral perfectionism.
- Lower the barriers to entry and raise the exit barriers for procrastinated tasks.
- Use the 5-second rule to act before the mind can intervene.

The Benefits of an Inclusive Company for Employees and Clients

Diversity and Inclusion

Capitalize on the benefits of inclusion. Improve employee satisfaction, better integrate newcomers, attract top talent and build customer loyalty with a genuine and accomplished approach to inclusion.



🕒 Duration : 15 minutes

Audience : Anyone sensitive to diversity and inclusion topics.

In this online course, you will discover how an inclusive organization:

- Improves the satisfaction and well-being of employees.
- Encourages the expression of individuality and connection between colleagues.
- Reduces self-censorship and conflicts to enhance cohesion.
- Increases employee engagement without them self-censoring their ideas and talents.
- Strengthens motivation, involvement, and a sense of belonging.
- Attracts, onboards and retains "different" and diversity-sensitive talent.
- Improves customer orientation, internal communication, and cooperation.

The Benefits of a Well-Organized, Lively Meeting

Collaboration and Teamwork

Management and Leadership

Meetings are essential... when they're well prepared and animated. Don't cancel your meetings. Make them a lever for cohesion, intelligence, empowerment and performance.



🕒 Duration : 15 minutes

Audience : Anyone in a situation of conducting or participating in meetings.

In this online course, you will learn how to:

- Use meetings (whether in-person or virtual) as tools for cohesion and performance.
- Assess if a meeting is necessary to boost motivation and performance, or opt for other communication mediums.
- Stop postponing or canceling essential meetings (especially team meetings).
- Save time and avoid oversights by smartly conveying information during meetings.
- Promote cross-functional collaboration and collective thinking in favor of change during meetings.
- Develop a joint action plan at the end of meetings.

Keys to Professional Fulfillment and Job Satisfaction

Positive Energy and Wellbeing

Discover the essential levers of pleasure at work and their impact on performance. A pragmatic approach to developing team engagement and well-being, based on concrete cases.



🕒 Duration : 25 minutes

Audience : Anyone wishing to promote fulfillment and pleasure at work

In this online training, you will discover how to:

- Identify and activate the 4 key factors of pleasure at work
- Implement concrete actions to improve employee engagement
- Use the Love to do/Know how to do matrix to optimize talents
- Create conditions conducive to professional fulfillment
- Measure and track workplace well-being indicators

The Keys to a Diverse and Inclusive Team

Collaboration and Teamwork

Diversity and Inclusion

Develop diversity and inclusion in your team by personally applying and collectively promoting 6 key behaviors.



🕒 Duration : 15 minutes

Audience : Anyone sensitive to diversity and inclusion topics.

In this online course, you will learn how to:

- Use existing resources to promote diversity and inclusion.
- Welcome newcomers so they quickly feel included.
- Better understand your colleagues and promote team cohesion.
- Work with diverse individuals to enhance the experience.
- Ensure all voices are heard to make collective decisions.
- Voice stresses and disagreements to overcome barriers to collaboration.
- Create opportunities for team discussions on diversity and inclusion.

Meeting Follow-Up: A Springboard for Engagement and Improvement

Agility and Change

Collaboration and Teamwork

The meeting's over. How can you make the most of it by following up on the decisions made, and gathering feedback to make your next meeting even more successful?



🕒 Duration : 15 minutes

Audience : Anyone in a situation of conducting or participating in meetings.

In this online course, you will learn how to:

- Produce high-quality minutes in line with the meeting.
- Follow the meeting's action plan and validate its progress.
- Use collaborative tools to generate automatic reports.
- Conduct a roundtable at the end of the meeting using the "Keep, Stop, Test" method.
- Use online surveys and evaluation tools to assess the meeting and track action plans.
- Get feedback from the group via ROTI (Return on Time Invested), available online.

The Keys to a Successful Annual Review

Agility and Change

Management and Leadership

Follow our procedure to make the annual performance review a powerful and empowering time for taking stock of the year, projecting motivation for the year ahead, and developing and improving the relationship between employee and manager.



⌚ Duration : 20 minutes

Audience : Managers wishing to acquire management fundamentals.

In this online course, you will learn how to:

- Differentiate between the concepts of appraisal interviews, progress interviews and development interviews
- Prepare and organize the annual review in advance to make it a special and convivial moment.
- Help employees to carry out a self-assessment by asking the right questions and capitalizing on their past successes.
- Facilitate the employee's progression by jointly analyzing their successes, challenges, and acquired/missing skills.
- Build the future with the employee by setting ambitious and realistic goals and exploring job crafting.
- Examine the manager-employee collaboration to improve their way of working together.

The Hidden Costs of Conflict in the Workplace

Communication and Relationships

Measure the costs of conflict on employees, the organization and managers. Become a facilitator, mediator or arbitrator to effectively resolve team conflicts.



⌚ Duration : 15 minutes

Audience : Anyone responsible for managing conflicts.

In this online course, you will learn how to:

- Assess the impacts and costs of a conflict on employees, the team, the manager, and the organization.
- Protect teams from the potential consequences of conflict on employee motivation and health.
- Prevent the decline in productivity and financial costs generated by employee demotivation and absenteeism.
- Resolve conflicts quickly and collaboratively, even if it means accepting an imperfect solution rather than letting the conflict escalate

Mistakes to Avoid So as Not to Demotivate Your Teams

Collaboration and Teamwork

Management and Leadership

Treat your employees like adults! Avoid taking them for wrenches, children or idiots. Change the way you perceive them to better motivate them. And above all, stop demotivating them.



🕒 Duration : 20 minutes

Audience : Any manager wishing to promote a model of collaboration that inspires and encourages boldness, agility, and accountability.

In this online course, you will learn how to:

- Avoid treating your employees like tools, children, or fools: these attitudes are highly demotivating for teams.
- Treat your employees with humanity and genuine interest in their diversity and uniqueness.
- Recognize the drivers of demotivation and know how to respond when seeing signals of "loss of motivation."
- Cultivate respect and empathy to prevent demotivation: hosting a team workshop on mutual respect.
- Talk to your employees as adults, encouraging them to take the initiative and become autonomous.
- Assign responsibilities to allow employees to develop.

7 Tips for Refocusing on What Truly Matters

Agility and Change

Positive Energy and Wellbeing

Personal and Professional Effectiveness

Refocus on the essentials. Breathe, put things into perspective and live in the present. Take a step back, listen to the advice of elders and make informed choices to refocus on what nourishes you.



🕒 Duration : 15 minutes

Audience : Anyone wishing to improve their quality of life and relationships.

In this online course, you will learn how to:

- Live in the present, distance yourself from the mind, and focus on the five senses.
- Declutter your life from everything that's unnecessary and burdensome in your daily routine.
- Determine what's important for you, not for others, and refocus on what's essential.
- Reflect on the meaning of your life and your aspirations for a better use of your time.
- Draw inspiration from the 5 essential things of people at the end of their lives to choose your life

Positive Thinking: Changing Perspectives

Agility and Change

Positive Energy and Wellbeing

Collaboration and Teamwork

We see reality through filters, "glasses". There are 3 of them: selection, distortion and generalization. We suggest you discover them and become a master of them for greater satisfaction and optimism.



🕒 Duration : 20 minutes

Audience : Anyone wishing to improve their quality of life and relationships.

In this online course, you will learn how to:

- Understand how our perception prism is constructed.
- Break out of the negativity bias that focuses us on negativity and risk.
- Return to the facts to avoid distorting our reality.
- Cultivate a positive outlook despite/with our 3 filters: selection, distortion, generalization.
- Promote a perception that encourages realistic and "activist" optimism.

The Self-Fulfilling Prophecy: Redirect Your Thoughts to Improve Your Reality

Agility and Change

Positive Energy and Wellbeing

Personal and Professional Effectiveness

Discover the effects of the self-fulfilling prophecy. Replace your negative beliefs with positive expectations and beliefs and observe the change in behavior and results.



🕒 Duration : 25 minutes

Audience : Anyone wishing to improve their quality of life and relationships.

In this online course, you will learn how to:

- Use the self-fulfilling prophecy to improve self-confidence.
- Using the Pygmalion Effect to Drive Success.
- Replace a limiting belief with a positive one to positively influence your reality.
- Understand the driving (and self-fulfilling) effect of a belief that forces us to change our behavior.
- Surround yourself with people who prophesize your success and distance yourself from "prophets of doom".
- Create a confidence loop (positive belief, appropriate behavior, chance of success) to boost motivation.

The Responsibilities of Tomorrow's Manager

Management and Leadership

Become an inspiring manager by taking up with agility the 3 challenges of tomorrow's manager, and by successfully assuming the traditional as well as new responsibilities of a manager.



🕒 Duration : 15 minutes

Audience : Managers wishing to acquire management fundamentals.

In this online course, you will learn how to:

- Address the new expectations and challenges faced by transformation managers (digital, economic, social...).
- Ensure that goals are clear and shared and take responsibility for the team's results.
- Monitor and assess the team's performance.
- Promote employee satisfaction and well-being to keep them motivated.
- Listen, provide positive feedback, and consider the team's needs.
- Embrace and relay the vision and decisions made by the management.

Visual Aids to Energize Your Meetings

Agility and Change

Collaboration and Teamwork

Include visuals in your presentations to improve the memorization and concentration of meeting participants, to stimulate their engagement and facilitate co-construction.



🕒 Duration : 15 minutes

Audience : All individuals in a position to host or participate in meetings.

In this online course, you will learn how to:

- Use visual aids (either physical or virtual) to enhance participants' memory and attention.
- Avoid cognitive overload by selecting relevant information.
- Create an effective (and streamlined) slideshow using impactful images and keywords.
- Engage both hemispheres of the brain to have more intelligent participants.
- Facilitate collaboration and co-creation during meetings using these visual digital tools.

The Skills of the Perfect Meeting Host

Collaboration and Teamwork

Management and Leadership

Become the conductor of your meetings. Get the best out of your musicians by being a determined bulldozer, an Ace of communication and an awake host.



🕒 Duration : 15 minutes

Audience : All individuals in a position to host or participate in meetings.

In this online course, you will learn how to:

- Conduct meetings like a maestro by strictly adhering to the framework and timing.
- Be an ace communicator by understanding both verbal and non-verbal cues.
- Decode the emotions and non-verbal signals of participants.
- Encourage courage through speaking up and creativity.
- Show kindness by listening to everyone, ensuring team cohesion, and creating a trusting atmosphere.
- Demonstrate agility by adapting to changing objectives and embracing different ideas.

Time Thieves: Identifying and Eliminating Them

Positive Energy and Wellbeing

Personal and Professional Effectiveness

Identify your time thieves! Flush out and chase activities and attitudes that prevent you from optimizing your time at work, whether internal or external.



🕒 Duration : 15 minutes

Audience : Anyone wishing to (re)gain control of their time.

In this online course, you will discover how essential it is to:

- Enhance your personal organization so you no longer waste time.
- Respond when you feel you have lost motivation for your work rather than "dragging your feet."
- Say no and address your own priorities rather than those of others.
- Let go of perfectionism and increase your speed in action and decision-making.
- Rediscover the drive and enthusiasm for the tasks you undertake.
- Manage interruptions, conflicts, and meetings effectively.
- Take advantage of downtime to boost your productivity.

Release Accumulated Pressure in the Body and Mind

Positive Energy and Wellbeing

Personal and Professional Effectiveness

Release the accumulated pressure in your body by following these three essential tips: release emotional tension, "ex-press" physical tension and take care of your body.



🕒 Duration : 20 minutes

Audience : Anyone wishing to improve their quality of life and relationships.

In this online course, you will learn how to:

- Release emotional tension to alleviate accumulated stress.
- Dare to nap and achieve optimal physical comfort at work.
- Express and externalize emotional and physical pressure.
- Use the practice of the emotional wheel to release emotions.
- Alleviate body tension through movements, stretches, and a healthy lifestyle.
- Release limiting beliefs and thoughts to better release the tensions they generate.

Collective Intelligence: Becoming More Effective Together

Collaboration and Teamwork

Diversity and Inclusion

Discover the benefits of collective intelligence. Together we can be smarter, more creative, better problem-solvers, and mobilize to achieve remarkable results.



🕒 Duration : 20 minutes

Audience : Anyone wishing to promote a positive model of communication and collaboration.

In this online course, you will learn how to:

- Tap into collective intelligence in the team to make the best decisions.
- Enhance your team's performance and creativity through collective intelligence.
- Harness the best of "the wisdom of crowds" to solve problems in a group.
- Create an environment that facilitates the expression of collective intelligence, not that of "collective stupidity".
- Orchestrate the talents of the team to innovate in the right direction.

Controlling Your Time Through Careful Planning

Positive Energy and Wellbeing

Personal and Professional Effectiveness

Plan your days wisely using discernment and prioritization tools. Find out how to keep your weekly agenda without being overwhelmed.



🕒 Duration : 20 minutes

Audience : Anyone wishing to improve their time management

In this online course, you will learn how to:

- Reflect on the meaning of your work and its objectives beforehand.
- Seriously sort through your to-do list before planning.
- Set priorities by categorizing tasks within the four quadrants of the Eisenhower Matrix.
- Block off blank slots in your schedule and discern how to fill them.
- Allocate specific time periods for reflection, strategy, and innovation.
- Formalize your weekly and daily schedules in writing, share them with your colleagues, and review them regularly.
- Incorporate time optimization for the purpose of personal fulfillment and happiness.

Qualities of a Successful Manager

Management and Leadership

Develop the 3 great qualities of a manager: benevolence, courage and agility. Learn to listen, make tough decisions and innovate while keeping your teams engaged.



🕒 Duration : 15 minutes

Audience : Managers wishing to acquire management fundamentals.

In this online course, you will learn how to:

- Develop benevolence towards employees.
- Make difficult and risky decisions with courage.
- Provide teams in transition with vision and purpose.
- Delegate tasks and accept mistakes and differences.
- Acknowledge your own mistakes and allow teams the right to make errors.
- Conduct meetings and debate without imposing your vision.
- Demonstrate agility in managing multiculturalism and change.

Being a Manager and a Mediator: A Dual Essential Skill

Collaboration and Teamwork

Management and Leadership

Become an effective manager-mediator by preventing conflicts and developing mediation skills to manage conflict situations with wisdom and neutrality.



🕒 Duration : 20 minutes

Audience : Managers dealing with conflicts

In this online course, you will learn how to:

- Be a manager-mediator, juggling the paradoxes of these two roles.
- As a manager: Prevent conflict, welcome it and identify your own responsibility and room for maneuver, while keeping an eye on departmental objectives.
- As a mediator: Take a step back, remain neutral, refrain from interfering in the negotiation to understand the conflict, erasing all your certainties about the people and situations from your database.
- Find a balance between the roles and attitudes of a manager and a mediator depending on the situations.
- Transform decisions made into "objectives" and provide positive feedback for any positive progress.
- Train in mediation tools to acquire facilitator skills.

Managers: Stop Running

Personal and Professional Effectiveness

Assertiveness and Courage

Management and Leadership

Managers, hyper-invested employees, stop running and working overtime. Learn to negotiate, say no and delegate to avoid the trap of the infernal trapeze.



🕒 Duration : 15 minutes

Audience : Any manager wishing to (re)gain control of their time.

In this online course, you will learn how to:

- Reverse the chase after time for stressed managers.
- Preserve your leisure time, family time, and rest time.
- Avoid overloading with extra working hours with each promotion.
- Negotiate new responsibilities to prevent falling into the trap of work overload.
- Transfer tasks and delegate (to collaborators and generative AI) to avoid the overwork trap.
- Say no, negotiate, and delegate to no longer slip into the infernal trapeze.

Maximize the Benefits of Professional Interviews

Management and Leadership

Capitalize on the biannual professional interview to share career development aspirations, internal and external perspectives and training needs.



🕒 Duration : 15 minutes

Audience : Managers wishing to acquire management fundamentals.

In this online course, you will learn how to:

- Understand that the professional interview facilitates recruitment and better management of mobility.
- Understand that the professional interview allows the employee to remain in a positive development dynamic.
- Prepare for the professional interview by training in the tools of the professional training reform, being familiar with the company's training passport and internal competency framework, and using preparation guides and tools for the interview.
- Reflect with the employee on their short, medium, or long-term career prospects and the required skills.
- Validate the training programs that can contribute to these prospects.

Improving Communication Through Non Violent Communication

Communication and Relationships

Assertiveness and Courage

Get inspired by Nonviolent Communication at work. Protect yourself from the 4 communication traps: judgments, beliefs, binary thinking and disempowering language.



🕒 Duration : 20 minutes

Audience : Anyone wishing to promote a positive model of communication and collaboration.

In this online course, you will learn how to:

- Leverage the 5 key principles of NonViolent Communication in your challenging communications.
- Be aware of the 4 communication traps: judgments, beliefs, binary thinking, and disempowering language.
- Move away from judgments that lead to conflict and prefer describing facts and needs.
- Challenge limiting beliefs that create unsatisfactory behaviors.
- Move away from binary thinking that opposes, simplifies and excludes, in favor of "complementary thinking".
- Use responsible and empowering language and speak for yourself.

Individually Motivate Your Employees

Collaboration and Teamwork

Management and Leadership

Motivate your employees by identifying with them their individual sources of motivation and demotivation. Stimulate their commitment and lead a team meeting to boost everyone's motivation.



🕒 Duration : 20 minutes

Audience : Managers wishing to acquire management fundamentals.

In this online course, you will learn how to:

- Individualize motivation strategies for each team employee (using the motivation rocket).
- Utilize the 9 managerial keys to boost employee engagement.
- Encourage employees to self-assess their motivation and express their satisfactions and dissatisfactions.
- Ask the right questions to identify their individual sources of motivation (drawing inspiration from a provided list).
- Analyze the responses together, list, and prioritize the motivation criteria.
- Identify the levers to activate in order to strengthen motivation or, at the very least, stop contributing to demotivation.
- Host a team meeting on individual and collective motivation.

Optimizing Your Time of Exchange with Your Boss

Personal and Professional Effectiveness

Assertiveness and Courage

Effectively manage time in collaboration with your boss. Clarify, negotiate and know how to position yourself if it is too much or not up to your taste.



🕒 Duration : 20 minutes

Audience : Anyone wishing to (re)gain control of their time.

In this online course, you will learn how to:

- Identify the topics on which it is important to discuss and collaborate.
- Optimize the meeting times with your boss for mutual benefit.
- Negotiate the frequency, content, and format of reporting to provide to your boss.
- Position yourself in front of an omnipresent boss while maintaining a healthy level of autonomy.
- Assert yourself with an absent boss to obtain the information and validation necessary for the progress of your projects.

How to Organize an Effective Virtual Meeting

Collaboration and Teamwork

Management and Leadership

Efficiently conduct remote meetings. Make the best use of the tools, maintain the usability and setting of the meeting to avoid a quick disconnection of the participants.



 Duration : 25 minutes

Audience : Anyone in a situation of conducting or participating in meetings.

In this online course, you will learn how to:

- Capitalize on all the advantages that virtual meetings offer compared to in-person meetings.
- Use and harness the best of online collaborative tools to make them more effective than in-person meetings.
- Strengthen reception, attentiveness, and friendliness to compensate for the lack of human warmth.
- Create a clear and structured framework for remote meetings to avoid disconnections and time wastage.
- Time the sequences and consistently steer participants back to the meeting's objective to prevent digressions.
- Partner with a colleague and/or surround yourself with partners to address the challenges of virtual meetings.
- Compensate for the lack of physical presence by actively ensuring maximum participation.

Open Up Your Perceptions and Beliefs to Facilitate Change

Agility and Change

Positive Energy and Wellbeing

Assertiveness and Courage

Shake up your certainties to break free from the limitations of the mind. Challenge your limiting beliefs with Byron Katie's Work in 5 Key Steps.



 Duration : 20 minutes

Audience : Anyone who wants to promote a collaborative model that inspires, challenges and empowers.

In this online course, you will learn how to:

- Sort out the beliefs that make our work easier from those that make it harder.
- Change your perspective on a situation or a person to reduce stress.
- Realize that our thoughts and beliefs are the source of our negative emotions.
- Understand that our emotions follow our judgments and beliefs.
- Use the Work questioning of limiting beliefs to break free from stress and conflict.
- Explore belief turnarounds to shift perspectives.
- Scrutinize your limiting beliefs to let go and liberate yourself.

From Stress to Confidence: A Resilient Attitude

Positive Energy and Wellbeing

Assertiveness and Courage

Discover the mechanisms of fear, self-confidence and resilience. Remove the mental self-censorship that hinders our initiatives and assails us with stress. Go beyond fear and dare to step out of your comfort zone.



🕒 Duration : 25 minutes

Audience : Anyone wishing to improve their quality of life and relationships

In this online course, you will learn how to:

- Develop the 8 key attitudes of resilience to more easily overcome stress and challenges.
- Cultivate self-confidence and confidence in life by transforming your perceptions.
- Learn to tame fear and listen to its messages.
- Step out of your comfort zone to experience something new.
- Act despite fear to generate confidence and cultivate resilience.
- Transcend the mind and not let it dictate your entire life.
- Trust what happens and dare to explore new paths.

Playing Big: Overcoming Criticism to Dare to Be Bold

Positive Energy and Wellbeing

Assertiveness and Courage

Discover how to overcome the doubts and fears that prevent you from achieving your projects. Learn how to flush out inner criticism and replace it with the audacity of Playing Big.



🕒 Duration : 20 minutes

Audience : Anyone wishing to improve their quality of life and relationships

In this online course, you will learn how to:

- Identify the voice of inner criticism and differentiate it from constructive self-critique.
- Understand how the Protector aspect within you expresses itself and manipulates us.
- Recognize the 3 doubts whispered by the Protector (you can do wrong, you can hurt others, you can harm yourself).
- Be aware of the uncompromising Judge hidden behind the Protector aspect.
- Avoid binary thinking and cultivate a nuanced and positive vision of the future.
- Overcome doubt and guilt that hinder action and draw inspiration from the success stories of those who dared.
- Embrace the culture of the right to fail to encourage initiative and boldness in the workplace.


Practice Active Listening: The Key to Successful Communication

Collaboration and Teamwork

Communication and Relationships

Be available, curious and open to improve your active listening and communication. Use synchronization, questioning and reformulation to become an excellent communicator.



 Duration : 30 minutes

Audience : Anyone wishing to promote a positive model of communication and collaboration.

In this online course, you will learn how to:

- Self-diagnose your listening attitudes using the Porter questionnaire.
- Practice active listening (at the right times, not all the time!) to improve communication and avoid conflicts.
- Be genuinely available to the other person to understand and welcome their perspective.
- Use synchronization to better understand and resonate with the other person's energy.
- Navigate through our matrix of the 4 essential questions to better understand the other person.
- Give preference to open-ended golden questions to get discussions and projects moving.
- Use paraphrasing so that your interlocutor feels fully heard and understood.

6 Tips for Rejuvenation and Stress Management

Agility and Change

Positive Energy and Wellbeing

Find out how to recharge your batteries to cope better with stress and keep your energy positive. Follow our 6 tips to clear your mind and recharge your batteries.



 Duration : 20 minutes

Audience : Anyone wishing to improve their quality of life and relationships.

In this online course, you will learn how to:

- Preserve your energy to better cope with stress
- Take rejuvenating breaks regularly to disconnect, regardless of the location and time you have
- Use our 6 tips for physical, mental, and emotional replenishment
- Reconnect with your inner source by shifting focus away from "problems"
- Center yourself in the present moment where energy is available to you.

The Golden Rules for Managing Your Time at Work

Personal and Professional Effectiveness

Discover the 5 laws of time to gain efficiency and well-being at work. Follow the advice of Murphy, Parkinson's, Carlson, Illich and Pareto to optimize your time.



🕒 Duration : 15 minutes

Audience : Anyone wishing to improve their time management

In this online course, you will learn how to:

- Optimize your time and be more efficient at work by applying the 5 laws of time.
- Accurately estimate the time required to complete a task using Murphy's Law.
- Set realistic deadlines to prevent tasks from unnecessarily dragging on thanks to Parkinson's Law.
- Reclaim time by limiting interruptions and multitasking with Carlson's Law.
- Give importance of regular breaks to maximize your efficiency thanks to Illich's Law.
- Focus on essential tasks (80/20) to be more productive using Pareto's Law.

Regain Control of Your Time

Positive Energy and Wellbeing

Personal and Professional Effectiveness

Change your perception of time. Understand the cycle of the seasons, accept emptiness and conscious breathing, and become master of your time again by putting it back at your service.



🕒 Duration : 25 minutes

Audience : Anyone wishing to (re)gain control of their time

In this online course, you will learn how to:

- Change your perception of time to make it an ally and regain control of your schedule.
- Escape the addiction to time, its linear perception, and its limitations.
- Use Hudson's time cycles and their transitions to ensure movement and renewal.
- Experience periods of emptiness and silence to break the spiral of hyperactivity and stimulate creativity.
- Regain mastery of your time to consciously and freely use it instead of being its slave.

Resolving Conflicts Through Mediation in 10 Steps

Collaboration and Teamwork

Communication and Relationships

Management and Leadership

Discover the 10 key points of workplace mediation to resolve conflicts constructively and avoid escalation. Here are 10 tips that everyone can use



🕒 Duration : 20 minutes

Audience : Anyone who has to deal with conflicts

In this online course, you will learn how to:

- Develop in 10 steps your ability to support mediation, whether you are a manager or employee.
- Clearly explain the mediation process to those you will assist.
- Conduct individual and group interviews, determining which are priorities.
- Assist in the individual expression of emotions to prevent stalemates when parties meet.
- Use active listening and rephrasing to understand and ensure the parties understand each other.
- Frame the discussion, simplify the issue, and facilitate constructive and respectful exchanges.
- Find a possible agreement zone and ensure the long-term effectiveness of the proposed solutions.

Resolve Problems Within the Team

Agility and Change

Collaboration and Teamwork

Management and Leadership

Facilitate regulation. Learn in detail about the 3 key steps to solving problems as a team: one-on-one consultations, discussion meeting, and decision meeting.



🕒 Duration : 15 minutes

Audience : Managers or project managers in a position to facilitate meetings

In this online course, you will learn how to:

- Solve problems and determine a strategy to overcome challenges within a team.
- List the problems and challenges that can be addressed and resolved in team meetings.
- Listen to team members individually in one-on-one sessions.
- Organize a collective meeting with a kind framework.
- Manage speech so that it remains constructive and synthesize everyone's statements.
- Make individual or collective decisions and solidify their implementation.

Productive Meetings in Record Time: Time-Boxing!

Collaboration and Teamwork

Personal and Professional Effectiveness

Optimize your meetings with time boxing. Ensure shorter, more productive meetings by sequencing each step. Finish on time and gain efficiency.



🕒 Duration : 15 minutes

Audience : All persons in a position to host or participate in meetings

In this online course, you will learn how to:

- End your meetings on time.
- Streamline time and conduct shorter meetings.
- Sequence your meetings.
- Present a topic in 8 minutes.
- Reflect individually for 7 minutes.
- Share and enrich ideas in 10 minutes.
- Develop the best ideas in 25 minutes.

Breaking Free from the Pressure of Perfection

Positive Energy and Wellbeing

Assertiveness and Courage

Accept your imperfection. Free yourself from the pressure you put on yourself and others. Find within yourself other engines than the relentless quest for perfection.



🕒 Duration : 25 minutes

Audience : Anyone wishing to improve their quality of life and relationships

In this online course, you will learn how to:

- Everyone has their own definition and belief in perfection: society and philosophy clash.
- Realize that the search for perfection is often linked to values and individual quests that might be misaligned.
- Understand that the ideal of perfection is unattainable and a source of dissatisfaction.
- Accept one's imperfection to be more open and kind to others' imperfections.
- Discover the beauty and outcomes sometimes generated by our "imperfect humanity."
- Let go of certain perfection criteria and put into perspective the values that condemn us.
- Live "Imperfect, free, and happy" as recommended by Christophe André.


Free Yourself from the Need for Approval and Gain Autonomy

Positive Energy and Wellbeing

Assertiveness and Courage

Find out why we seek so much approval from others and how to break free from it. Stop trying to over-fulfill other people's expectations to stay true to yourself.



 Duration : 20 minutes

Audience : Anyone wishing to improve their quality of life and relationships

In this online course, you will learn how to:

- Overcome your need for approval and recognition from others to become more autonomous.
- Understand the sources of your need for approval to free yourself from them as an adult.
- No longer bend over backward to meet others' expectations.
- Break free from social pressure to remain unique and authentic.
- Dare to live without value judgments for yourself or others.
- Receive feedback without losing self-confidence.
- Know how to face praise and criticism with a certain detachment, maintaining proper self-esteem.

Breaking Free from the Spiral: Manage Stress in 4 Steps

Positive Energy and Wellbeing

Personal and Professional Effectiveness

Improve your stress management by getting out of your negative spirals. Find out how to reverse each of the 4 levels to regain positive energy.



 Duration : 20 minutes

Audience : Anyone wishing to improve their quality of life and relationships

In this online course, you will learn how to:

- Activate the 4 levers of the stress spiral to easily escape from it.
- Modify your perceptions to have a fresh outlook on the situation.
- Transform your internal states to release the tension binding you to the situation.
- Adopt appropriate and new behaviors to transform the situation.
- Analyze the outcome and provide constructive feedback to bounce back into a positive energy spiral.

Breaking Out of Power Struggles and Power Quests

Positive Energy and Wellbeing

Communication and Relationships

Assertiveness and Courage

Discover the reasons why we seek power inappropriately. Stop seeking power outside in toxic relationships. Take back power over your life.



⌚ Duration : 20 minutes

Audience : Anyone interested in promoting a model of collaboration that inspires and fosters personal accountability

In this online course, you will learn how to:

- Recognize power plays and domination dynamics at work.
- Realize one's futile quest for power and energy outside of oneself.
- Free oneself from "feeding games" and find inner energy to avoid energy draining.
- Discover inner freedom to cooperate effectively without dominating the other.
- Transcend the need for success and recognition to be a leader without being a dominator.

Achieve Win-Win Resolution in Client Conflicts

Assertiveness and Courage

Management and Leadership

Follow these 5 key steps to resolve a conflict with a customer. Get out of all tense situations with your customers to find win-win solutions in the negotiation.



⌚ Duration : 20 minutes

Audience : Anyone who has to manage conflicts at work

In this online course, you will learn how to:


- Use the ORVSC method (Options, Reformulation, Vision, Solution, Contractualization) to resolve a conflict in 5 steps.
- Identify multiple options for a win-win solution.
- Rephrase the client's statements to get their agreement.
- Provide your vision while remaining neutral and non-judgmental.
- Find a solution that satisfies both parties over the long term.
- Formalize the agreement to stabilize the solution in the short and medium term.

Stimulate Your Anti-Stress Acupuncture Points

Positive Energy and Wellbeing

Stimulate Shufu, Lao Gong and Hoku acupuncture points to promote energy circulation and reduce the harmful effects of stress.



 Duration : 15 minutes

Audience : Anyone wishing to improve their quality of life and relationships

In this online course, you will learn how to:

- Regulate physical and mental stress by redirecting energy flow.
- Promote the free flow of Xi to enhance clarity and health.
- Employ the simple manual technique of acupressure.
- Stimulate the Shufu, Lao Gong, and Hoku points to release tensions (with demonstrations).

Overcoming Team Resistance to Change

Agility and Change

Assertiveness and Courage

Management and Leadership

Decipher individual and collective resistance to change. Listen, reassure, negotiate and communicate with your teams so that change is effective and positive.



 Duration : 20 minutes

Audience : All managers or project managers who have to promote and support changes in their organization.

In this online course, you will learn how to:

- Identify and overcome resistance to change.
- Understand the various causes of resistance to change: individual causes, collective causes, causes related to the change itself, and the manner in which the change is implemented.
- Welcome instinctive resistance to change without judgment.
- Listen, engage in dialogue, be genuine, and reassure teams to reduce resistance.
- Negotiate with employees if negotiation can reduce their resistance.
- Relay uncertainties, encourage clear communication and report challenges.
- Foster trust towards leaders and project agents.

Breathing Techniques to Combat Stress

Positive Energy and Wellbeing

Test with us 3 anti-stress breathing techniques: panic breathing, 3252 breathing and 3-stage breathing. Breathe to calm your mind and clarify your thoughts.



🕒 Duration : 15 minutes

Audience : Anyone wishing to improve their quality of life and relationships

In this online course, you will learn how to:

- Use breathing as a powerful and simple tool to manage stress and promote relaxation.
- Observe deep, calm breathing to fully return to the present moment.
- Practice breathing micro-breaks to soothe the parasympathetic nervous system.
- Test 3 powerful anti-stress breathings with us: anti-panic breathing, 3252 breathing, and 3-level breathing.

Telecommuting: How to Manage Your Time Effectively?

Agility and Change

Personal and Professional Effectiveness

Optimize your teleworking time thanks to a rigorous organization, a clear agreement with the employer on the modalities of control of working time, and a well-balanced autonomy.



🕒 Duration : 20 minutes

Audience : Anyone involved in remote work

In this online course, you will learn how to:

- Ensure that remote work is effective and productive without entering a demotivating surveillance spiral.
- Understand the legislation on work time organization.
- Developing trust in the organization of teleworking in order to avoid the risk of "snooping".
- Replace the control of working time with the monitoring of activity indicators.
- Manage one's time and daily telework planning at home intelligently.
- Plan weekly and have a daily to-do list.
- Take frequent breaks to maintain balance and know when to disconnect at the end of the day.

Telecommuting: How to Effectively Organize as a Team

Agility and Change

Management and Leadership

Organize teleworking arrangements. Define the rules of the game together, and draw up a charter of best practices for working together in hybrid mode.



 Duration : 20 minutes

Audience : Remote Managers

In this online course, you will learn how to:

- Define and organize teleworking arrangements as a team
- Regularly take the pulse of teleworkers through questionnaires and surveys.
- Guarantee motivation, collaboration, and productivity in telework.
- Adjust to the needs of the teleworker in terms of comfort, belonging, and autonomy.
- Define together the rules of the game for the organization of teleworking
- Use the best online collaborative tools effectively and collectively.
- Write as a team your charter/mapping of good practices for teleworking.

Leverage (Without Stress) the Acceleration of Time

Agility and Change

Positive Energy and Wellbeing

Personal and Professional Effectiveness

Surf the acceleration of time by putting technology at your service, taking time for yourself, and understanding the future consciously and creatively.



 Duration : 25 minutes

Audience : Anyone wishing to (re)gain control of their time

In this online course, you will learn how to:

- Manage the collective pressure that drives us to rush and do more in a context of rapid acceleration of changes.
- Harness the best of technology, utilize it to free up time and alleviate unnecessary stress.
- Take time for yourself, clear your mind and breathe to avoid the mental overactivity that plagues us as endless to-do lists.
- Be aware of the impacts of technology and AI on the future of your job and the general organization of work.
- Anticipate upcoming actions and changes to be proactive rather than reactive.

Turn Impatience into a Driving Force for Success


Agility and Change

Positive Energy and Wellbeing

Personal and Professional Effectiveness

Free yourself from your painful impatience and turn it into a driving force rather than a brake. Stop being a victim of expectation, and embrace an attitude of gratitude and letting go.



 Duration : 20 minutes

Audience : Anyone wishing to improve their quality of life and relationships

In this online course, you will learn how to:

- Tame your impatience so that it becomes a positive driving force.
- Release the pressure and breathe to no longer be overwhelmed by waiting times.
- Let go of perfectionism to free oneself from the constant need for more.
- Experiment with antidotes to impatience: gratitude and letting go.
- Cultivate a constructive attitude for greater confidence in our future.

Use Mindfulness to Release Work-Related Stress

Positive Energy and Wellbeing

Practice mindfulness with us to gain presence, reduce your stress, regulate your emotions, return to your 5 senses and generate gratitude.



 Duration : 20 minutes

Audience : Anyone wishing to improve their quality of life and relationships

In this online course, you will learn how to:

- Develop mindfulness and right attention.
- Reduce stress through the practice of Mindfulness, much like Google employees.
- Regulate emotions and promote mental calm.
- Enhance attention and openness of the five senses in the present moment.
- Reduce automatic responses and foster creativity.
- Reconnect with yourself and your inner self.

Use Positive and Assertive Language to Gain Confidence

Positive Energy and Wellbeing

Personal and Professional Effectiveness

Assertiveness and Courage

Develop your trusted language. Positively reorient your inner dialogue and use assertive and impactful language to express needs, ideas and goals.



🕒 Duration : 20 minutes

Audience : Anyone wishing to improve their quality of life and relationships

In this online course, you will learn how to:

- Enhance your image and yourself by avoiding the pitfalls of comparison
- Grant yourself permissions to free yourself from self-censorship.
- Redirect your inner dialogue towards a more positive attitude.
- Transform negative messages from the past into positive ones.
- Stop lying to yourself and dare to express yourself in alignment with your feelings and intuitions.
- Develop clear and direct language to express your needs and objectives.

Overcome Procrastination and Regain Control Over Decisions

Personal and Professional Effectiveness

Identify the real reasons why you postpone certain tasks. Discover the different aspects that prevent you from acting, and let the Master within you make the right decisions.



🕒 Duration : 20 minutes

Audience : Anyone wishing to (re)gain control of their time

In this online course, you will learn how to:

- Understand the reasons for procrastinating on each task.
- Identify the risks associated with completing a task.
- Change your to-do list of actions to avoid procrastination.
- Identify the different factors at play when procrastinating.
- Mindfully delegate certain tasks (to others and to machines).
- Find the Master within yourself to make a decision to act (or not).
- Develop suitable strategies to overcome barriers to action.

Supporting Change as a Team

Agility and Change

Assertiveness and Courage

Management and Leadership

Our online change management training helps managers effectively lead organizational transitions by fostering team engagement and motivation.



🕒 Duration : 60 minutes

Audience : Managers proficient in the fundamentals of management.

In this online course, you will learn how to:

- Engage teams in thinking about the necessary transformations to better anticipate and propose innovations and changes, rather than undergo them.
- Share effectively with the team by listening and expressing yourself at the heart of change.
- Co-construct in project mode to implement changes as a team.
- Engage employees in action to encourage them to embrace change.
- Welcome with kindness and manage individual resistances to change.

Brilliantly Host Team Meetings

Diversity and Inclusion

Our online training provides you with the skills and tools to successfully and dynamically host team meetings. Learn how to conduct effective and engaging meetings, even remotely.



🕒 Duration : 60 minutes

Audience : Managers or project leaders in a situation to host meetings.

In this online course, you will learn how to:

- Lead stimulating and productive team meetings with 7 innovative keys.
- Optimize meeting time by adopting shorter and more productive formats.
- Set up micro-meetings to inform, refocus, address issues, or re-energize a group.
- Capitalize on all the benefits of virtual meetings.
- Use and make the most of online collaborative tools to make remote meetings more efficient than face-to-face meetings.

Arbitrator or Mediator: Managing a Conflict as a Third Party

Management and Leadership

Our online arbitration and mediation training teaches you how to manage workplace disputes. You will learn techniques and principles for effectively managing conflict situations and building mutually satisfying working relationships.



🕒 Duration : 120 minutes

Audience : Anyone having to manage conflicts.

In this online course, you will learn how to:

- Avoid fueling a conflict by adopting a participatory approach rather than an autocratic one.
- Help resolve individual or collective conflicts at work by adopting a mediator's attitude.
- Be a manager-mediator by juggling the paradoxes of these two positions.
- Develop the qualities of a mediator in the workplace to help resolve conflicts in your own way.
- Develop your mediation skills in 10 steps, whether you're a manager or an employee.

Increasing Your Resistance to Stress

Agility and Change

Management and Leadership

Learn how to manage your stress and increase build resilience with our online course. Develop techniques and strategies to help you better manage your stress and improve your well-being.



🕒 Duration : 90 minutes

Audience : Anyone wishing to improve their energy and quality of life.

In this online course, you will learn how to:

- Cultivate a positive outlook despite/through our 3 perception filters: selection, distortion, generalization.
- Recharge your batteries with appropriate, rejuvenating activities and movements.
- Let go of the unattainable desires to change others, the environment, or ourselves and choose a life where stress has no place.


Communicating with Ease in Difficult Situations

Collaboration and Teamwork

Management and Leadership

Our online training provides you with the tools you need to communicate confidently and professionally in difficult situations. Learn how to better manage interpersonal relationships and improve your communication skills.



 **Duration :** 105 minutes

Audience : Anyone wishing to promote a positive model of communication and collaboration.

In this online course, you will learn how to:

- Be aware of the 4 traps of communication: judgments, beliefs, binary thinking, and disempowering language.
- Identify and develop your preferred attitude in negotiation and conflict: Avoid, Impose, Yield, Seek Compromise, or Collaborate.
- Master the 3 tactics of the art of circumventing difficult communications.
- Reframe and make an assertive and respectful request with Nonviolent Communication.
- Respond to objections and attacks when communication is tense.

Understanding and Promoting Co-Responsibility at Work

Positive Energy and Wellbeing

Communication and Relationships

Online training to create a team based on co-responsibility. A new paradigm of empowerment, trust and autonomy that benefits everyone.



 **Duration :** 120 minutes

Audience : Anyone wishing to promote a model of collaboration that inspires, encourages audacity, agility, and accountability.

In this online course, you will learn how to:

- Establish a culture of co-responsibility within the team based on the 10 principles of co-responsible management.
- Manage effectively by establishing a dynamic of autonomy, empowerment, and commitment within your team.
- Communicate in a co-responsible way by avoiding the parent-child relationships conveyed by traditional management.
- Manage disagreements and conflicts by promoting rigorous and responsible self-governing company processes.
- Develop solid self-confidence by avoiding the disempowering traps of normalization and parenting.
- Be a player in inclusion and team cohesion as it is a shared responsibility.

Achieve Your Goals with the GROW Model

Agility and Change

Collaboration and Teamwork

Use the GROW model individually and as a team. Master the 4 steps and explore an example of how to apply the model to improve your department's engagement and performance.



🕒 Duration : 20 minutes

Audience : All managers or project leaders who need to promote and support changes in their organization.

In this online course, you will learn how to:

- Use the GROW model to effectively progress on individual and team projects.
- Identify and achieve a clear and specific goal (Goal).
- Explore the current situation (Reality).
- Find and evaluate different options (Options).
- Make decisions and plan a roadmap (Will/Way forward).
- Encourage creativity to find innovative solutions.

Promoting a Culture of Innovation

Agility and Change

Management and Leadership

Anticipate and initiate change as a team by sharing intelligence, making your teams think proactively and using Test & learn mode to encourage continuous innovation.



🕒 Duration : 15 minutes

Audience : All managers or project managers who have to promote and support changes in their organization.

In this online course, you will learn how to:

- Engage in active monitoring to stay informed about the developments in one's profession, market, and technology.
- Involve teams in the change process, so that they can better anticipate and propose changes, rather than undergo them.
- Organize meetings to collectively envision various strategies and solutions ahead of announced transformations.
- Test & learn: Innovate through action and creativity, by testing ideas to assess their effectiveness.
- Establish a culture of continuous improvement and constant innovation to adapt to market and technology shifts.

Redirect Your Energy to Optimize Well-Being

Agility and Change

Positive Energy and Wellbeing

Manage your emotions and energy by discovering your 4 emotional elevators. Change levels with adapted choices and behaviors to improve your well-being at work.



 Duration : 15 minutes

Audience : Anyone wishing to improve their quality of life and relationships

In this online course, you will learn how to:

- Classify our emotions into 4 elevators based on the criteria of positive/negative and high energy/low energy.
- Accept unpleasant Internal States as signals indicating that something is no longer suitable or satisfying to us.
- Identify the elevators we wish to take more often and those we want to avoid.
- Manage our internal states by switching elevators through appropriate choices and behaviors.
- Flourish by progressing into high-energy, positive Internal States.

Agile Innovation: From Idea to Impact

Agility and Change

Management and Leadership

Discover how to transform your organization through agile innovation. Master collaborative methods and practical tools to effectively move from idea to concrete impact.



 Duration : 35 minutes

Audience : Anyone wishing to promote an agile and innovative collaboration model

In this online training, you will discover how to:

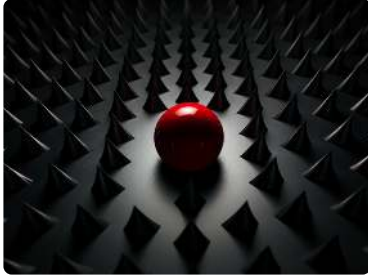
- Differentiate between creativity and innovation to better drive transformation projects
- Establish a collaborative and sustainable innovation culture
- Overcome common innovation obstacles using proven methods
- Implement effective daily innovation rituals
- Measure and showcase the impact of your innovative initiatives

Managerial Courage

Assertiveness and Courage

Management and Leadership

Our online training course teaches you to develop your managerial courage. Learn how to build trust and collaboration, make tough decisions, and face challenges with confidence and leadership.



🕒 Duration : 40 minutes

Audience : Managers who have mastered the fundamentals of management.

In this online course, you will learn how to:

- Develop the courage of truth/authenticity, the courage to collaborate, and the courage to innovate with your teams.
- Recognize and overcome natural fears and barriers that lead us to excessive caution and an aversion to risk-taking.
- Dare to challenge rules and processes that dampen motivation and hinder performance.
- Develop the courage to assert yourself and make decisions despite constant uncertainty and changes.

Situational Management and Leadership

Management and Leadership

Our online Situational Leadership training teaches managers to adapt their leadership style to suit the situation and the team member, to maximize effectiveness.



🕒 Duration : 60 minutes

Audience : Managers wishing to acquire the fundamentals of management.

In this online course, you will discover:

- How to determine the competence and motivation level of your employee in their core tasks.
- When and how to use the 4 situational leadership styles:
 - Directive management
 - Explanatory/Explicative management
 - Participative management
 - Delegative management

The VUCA World in 2030: New Rules of the Professional Game

Agility and Change

Management and Leadership

Immersive training to understand and master the challenges of the VUCA world (Volatility, Uncertainty, Complexity, Ambiguity). As disruptions intensify under the pressure of AI and new technologies, develop the essential skills to transform obstacles into growth opportunities.



🕒 Duration : 35 minutes

Audience : Anyone wishing to prepare for the future of work.

In this online training, you will discover how to:

- Develop key soft skills to succeed in a VUCA environment, particularly learning ability and emotional intelligence
- Use AI as a lever for fulfillment while cultivating your human uniqueness
- Create an environment of psychological safety to promote innovation and collective performance
- Implement innovative collaborative practices inspired by pioneering companies
- Effectively manage professional mobility and offboarding to transform departures into opportunities

Optimizing Diversity: Disability, Gender, Generation and Culture

Diversity and Inclusion

Discover the keys to workplace diversity through 4 essential dimensions: visible and invisible disabilities, gender equality, intergenerational collaboration and intercultural dialogue in the workplace.



🕒 Duration : 30 minutes

Audience : Anyone interested in diversity and inclusion matters.

In this online training, you will discover how to:

- Request suitable accommodations for including people with disabilities
- Create an environment conducive to professional and pay equality between women and men
- Facilitate collaboration between the 4 generations present in the company (Baby-boomers, X, Y and Z)
- Develop effective communication in a multicultural context
- Identify and overcome stereotypes related to each form of diversity

Effective Decision-Making in Times of Uncertainty

Agility and Change

Assertiveness and Courage

Management and Leadership

Master decision-making techniques adapted to our changing world by combining rational and intuitive approaches, collaborative methods, and digital tools for more relevant choices.



🕒 Duration : 30 minutes

Audience : Anyone wanting to improve team decision-making

In this online training, you will discover how to:

- Adapt your decision-making style to the VUCA context by developing participative leadership
- Choose and implement the collective decision-making method appropriate for each situation
- Identify and avoid cognitive biases that impact decision-making
- Measure the impact of your decisions and adjust your approach through feedback
- Effectively use digital tools to facilitate collaborative decision-making

Improving Your Quality of Life at Work: Stop Being Overwhelmed

Positive Energy and Wellbeing

Personal and Professional Effectiveness

Reconsider your vision of time and productivity at work, replacing restrictive messages with new, effective approaches and daring to break away from linearity.



🕒 Duration : 25 minutes

Audience : Anyone wishing to (re)gain control of their time.

In this online course, you will learn how to:

- Change your perception of time and move away from a linear approach that limits possibilities.
- Identify the constraining messages (5 drivers) that condition your time management.
- Manage work overload to avoid burnout.
- Dare to say no to others' requests to first focus on your objectives.
- Simplify tasks that seem daunting rather than making a mountain out of them.
- Team up and ask for help if necessary.
- Be pragmatic and don't seek perfection at all costs.

Improve Your Relationships with Your Boss

Collaboration and Teamwork

Assertiveness and Courage

Management and Leadership

Improve your relationship with your boss by understanding his or her explicit and implicit needs. Make your own needs known, negotiate and establish win-win communication.



 Duration : 20 minutes

Audience : Anyone wishing to promote a positive model of communication and collaboration.

In this online course, you will learn how to:

- Create a successful alliance to collaborate better with your manager.
- Find your place; clarify and differentiate roles and responsibilities.
- Understand the needs of your superior to better adjust yourself.
- Communicate your needs to facilitate collaboration.
- Dare to contradict your boss and negotiate with him/her.

Analyze the Impacts of a Change Decision

Agility and Change

Management and Leadership

Analyze the impact of change before implementing it. Use the futures wheel, the impact matrix or the 7S matrix to predict the impact of your decisions and deploy the right strategy.



 Duration : 20 minutes

Audience : All managers or project leaders who need to promote and support changes in their organization.

In this online course, you will learn how to:

- Anticipate the impacts of a change decision before validating it.
- Prepare to manage the consequences and risks of change.
- Anticipate resistances to overcome them.
- Use the futures wheel to have a comprehensive graphic view of the consequences of a change.
- Use the impact matrix to measure the effects of change on people and plan the necessary support.
- Use the 7S matrix to assess impacts on structure, systems, management styles, personnel, know-how, strategy, and shared values.
- Analyze the impacts and decide on the action plan, allocating the necessary time and budget.

Host Dynamic and Impactful Meetings

Agility and Change

Collaboration and Teamwork

Management and Leadership

Promote and run dynamic, high-impact meetings: Alternate, Pace, Add inspiring visuals and Sprinkle with fun. Your participants will be more involved.



🕒 Duration : 20 minutes

Audience : Anyone in a situation of conducting or participating in meetings.

In this online course, you will learn how to:

- Alternate facilitation roles and sequences to maintain the attention and interest of meeting participants.
- Facilitate a meeting with a variety of visual aids to stimulate the right brain and promote concentration and an overall perspective.
- Use the best of collaborative tools to maximize interactivity in your meetings.
- Pace a meeting to optimize attention and lead step by step to the action plan.
- Create a playful and relaxed environment in meetings to boost commitment and innovative thinking.
- Use game techniques to aid the retention of key messages, participation, and creativity.

Workplace Distress: How to Respond?

Positive Energy and Wellbeing

Communication and Relationships

Practical training to identify and support situations of workplace suffering. Discover concrete tools to act effectively while preserving everyone's professional balance.



🕒 Duration : 40 minutes

Audience : Anyone wishing to promote well-being and quality of life at work.

In this online training, you will discover how to:

- Recognize different forms of workplace suffering (burn-out, brown-out, bore-out) and their often invisible manifestations
- Identify and manage toxic behaviors to preserve everyone's mental health
- Conduct a constructive support interview while maintaining an appropriate professional posture
- Develop psychological safety within your teams
- Provide support without falling into the rescue trap by promoting co-responsibility

Activating the Right Change Levers at Work

Agility and Change

Management and Leadership

Lead transformations at work using the 8 collective and individual levers of change. Make independent use of the best tools available to change consultants.



🕒 Duration : 25 minutes

Audience : All managers or project leaders who need to promote and support changes in their organization.

In this online course, you will learn how to:

- Identify the right levers to facilitate an ongoing change.
- Act on the collective levers of change: structure, systems, management style, and culture.
- Act on the individual levers of change: organization, skills, compensation, and motivation.
- Use socio-dynamics and the partners' map to measure the team's synergy and antagonism.

Host Stress-Free Meetings: Distribute Roles

Collaboration and Teamwork

Personal and Professional Effectiveness

Diversity and Inclusion

Distribute roles and responsibilities among meeting participants. For optimal time management, constructive listening and decision-making.



🕒 Duration : 20 minutes

Audience : Managers or project leaders responsible for conducting meetings.

In this online course, you will learn how to:

- Delegate roles and responsibilities in meetings to avoid overloading a single facilitator.
- Empower participants to prevent them from positioning themselves as spectators expecting everything from the facilitator-manager-teacher.
- Remove from the animation function its overly unbalanced power to direct, frame and decide alone for teams.
- Distribute and alternate the different delegated roles: time keeper, scribe, decision pusher, speech distributor, logistician, host, expert...
- Discover the precise role of these delegated roles.
- Delegate a role to the group, too, so that self-regulation takes place on its own, without having to intervene.

Drink Water to Better Manage Your Stress

Positive Energy and Wellbeing

Personal and Professional Effectiveness

Water boosts your brain. Hydrate in the right way to balance your vital processes, optimize stress management and facilitate concentration at work.



🕒 Duration : 15 minutes

Audience : Anyone wishing to improve their quality of life and relationships.

In this online course, you will learn how:

- Water sustains the body's vital functions, facilitates the brain's neurological activity, and aids in the elimination of toxins.
- Drinking water allows energy to circulate better and maintains the water-salt balance for nerve message transmission.
- Other drinks can disrupt the water-salt balance, act as diuretics, and cause headaches, concentration problems, fatigue, and nervousness.
- In short, water is essential for your body and brain, especially during stressful times.

Boost Performance Through Diversity and Inclusion

Management and Leadership

Diversity and Inclusion

Discover through studies and examples how diversity and inclusion generate numerous financial and social benefits within the organizations that promote them.



🕒 Duration : 15 minutes

Audience : Anyone sensitive to diversity and inclusion topics.

In this online course, you will learn how to:

- Capitalize on various types of diversity (people, organizations, training, backgrounds...).
- Reduce discrimination for superior financial results.
- Enhance competitiveness and performance by emphasizing diversity and inclusion.
- Maximize financial and social benefits through a genuine policy of inclusion for everyone.
- Establish hiring policies that foster diversity and inclusion.


Moving at Work to Boost Confidence and Positive Energy

Positive Energy and Wellbeing

Personal and Professional Effectiveness

Practice simple movements to stay relaxed, productive and positive at work. Walk, move, stretch and try out Brain Gym movements to help you think better, reduce stress and increase confidence.



 Duration : 20 minutes

Audience : Anyone wishing to improve their quality of life and relationships.

In this online course, you will learn how to:

- Walk in nature to oxygenate cells and improve health.
- Move at your workplace to promote neural connections and access the neocortex.
- Stretch to relax the body's tension areas and prevent pain.
- Use the stimulation of "positive points" (a Brain Gym movement) to promote clear thinking and calm oneself.
- Practice "cross contacts" (a Brain Gym movement) to refocus on oneself and find one's safe space.
- Take regular breaks to relax the body, circulate energy, and activate the cerebrospinal fluid pump.

How to Make Assertive, Effective, and Serene Requests

Communication and Relationships

Assertiveness and Courage

Clarify your desires, lift your self-censorship, express your requests clearly and be prepared for all the answers.



 Duration : 20 minutes

Audience : Anyone wishing to improve their quality of life and relationships.

In this online course, you will learn how to:

- First clarify your desires in order to then clarify your request.
- Overcome self-censorship by conquering the fear of causing inconvenience.
- Be prepared for all scenarios, even the possibility of refusal.
- Transform your complaints into concrete and constructive requests.
- Have a witty retort on hand to protect your ego in the face of rejection.

How to Assert Yourself Healthily at Work

Positive Energy and Wellbeing

Communication and Relationships

Assertiveness and Courage

Assert yourself healthily at work in a win-win relationship. Detect escapist, aggressive and manipulative attitudes, and adopt healthy assertiveness.



🕒 Duration : 25 minutes

Audience : Anyone wishing to promote a positive model of communication and collaboration.

In this online course, you will learn how to:

- Assert yourself healthily without resorting to evasion, aggression, or manipulation.
- Be aware of our doormat, rogue, or hedgehog behaviors.
- Communicate assertively while respecting both yourself and the other.
- Identify your avoidance behaviors and how to overcome them.
- Recognize your aggression and express your disapproval in a healthy way.
- Speak authentically, on your behalf, by stating facts and proposing solutions.
- Dare to speak, with respect and authenticity, to transition from the 3 unadjusted attitudes to the ideal attitude of assertiveness.

Competition or Cooperation: Which Attitude to Adopt?

Collaboration and Teamwork

Communication and Relationships

Diversity and Inclusion

Find out what makes for a competitive attitude, and how best to deal with a competitor. Encourage competition within the game, and promote cooperation within the team (and with the machines).



🕒 Duration : 25 minutes

Audience : Anyone wishing to increase cooperation in their personal and professional life.

In this online course, you will learn how to:

- Harness the best of competition for enhanced creativity and performance, without unhealthy rivalry.
- Adopt a benevolent attitude towards competitors and ensure adherence to rules and values.
- Use group competition, humor, and light-heartedness to stimulate a positive desire to win.
- Refrain from judging competitors and assist them in letting go.
- Move away from binary thinking and the win-lose belief to embrace cooperation.
- Always prioritize team cooperation over individual competition.

Understanding Your Emotions for Better Communication

Positive Energy and Wellbeing

Identify and express your feelings to others through non-violent communication. Take responsibility for the emotions behind stress, and understand them so you can overcome them.



🕒 Duration : 20 minutes

Audience : Anyone wishing to improve their quality of life and relationships.

In this online course, you will learn how to:

- Be aware of the emotions that are veiled behind the catch-all term "stress".
- Name emotions in Nonviolent Communication.
- Unmask judgments and interpretations hidden within an inappropriate expression of emotions.
- Take full responsibility for your emotions.
- Recognize emotional repression and its toxic effects.
- Trace back your tensions to understand the source of stress.

A Step by Step Guide to Building a Change

Agility and Change

Management and Leadership

Describe the present state and the desired state to define the expectations of change. Explore Dilts' logical levels to build the stages of change, from the present state to the desired state.



🕒 Duration : 20 minutes

Audience : All managers or project leaders who need to promote and support changes in their organization.

In this online course, you will learn how to:

- Map out the path of change from the current state to the desired state.
- Use our 5-step method as a team to move from the present to the desired state.
- Jointly define the current state: the current situation that we wish to evolve.
- Consider the needs and desires of individuals and groups affected by upcoming changes.
- Jointly define the desired state: the ideal future situation, and then the realistic and validated one.
- Evaluate the significance of the mapped change and identify at which level it will take place.
- Use the forecasting and backcasting approach to mark the stages of change.


Building a Culture of Coresponsibility

Collaboration and Teamwork

Management and Leadership

Discover how to evolve manager-managed relationships toward greater maturity by transforming Parent-Child dynamics into a co-responsible relationship, for more effective and empowering collaboration.



 Duration : 25 minutes

Audience : Anyone wishing to promote a collaboration model that inspires boldness, agility and empowerment

In this online training, you will discover how to:

- Identify traditional relational patterns between manager and managed
- Evolve your posture, whether you're a manager or team member, towards a position of co-responsibility
- Guide your teammates towards greater autonomy
- Transform classic hierarchical relationships into adult-to-adult relationships
- Create an environment conducive to shared responsibility

Creating a Qualitative and Inclusive Work Environment for All

Collaboration and Teamwork

Diversity and Inclusion

Adopt and promote 4 key values to create a safe and inclusive environment for everyone at work: truth/authenticity, fairness, recognition and trust.



 Duration : 15 minutes

Audience : Anyone sensitive to diversity and inclusion topics.

In this online course, you will learn how to:

- Promote an inclusive culture by genuinely identifying existing disparities, inequities, and discriminations.
- Foster equity by valuing and treating different groups equally.
- Recognize diversity by daring to appreciate uniqueness and contrasts.
- Build trust within the organization by creating an environment where everyone can be themselves.
- Listen to and consider the experiences of sensitive groups on the ground.
- Identify the criteria for diversity and inclusion to focus on necessary adjustments.


Cultivating Positive Emotional States

Agility and Change

Positive Energy and Wellbeing

Develop practical ways to cultivate positive emotional states, learn to welcome your negative internal states and follow the 3 steps to emotional turnaround.



 Duration : 15 minutes

Audience : Anyone wishing to improve their quality of life and relationships.

In this online course, you will learn how to:

- Welcome emotions as they arise and understand their message.
- Cultivate positive emotional states to work constructively.
- Positively use the concept of "mirror neurons" to amplify positive emotions.
- Prioritize decision-making in a positive emotional state to avoid impulsive choices.
- Develop practical ways to initiate positive states and halt negative ones.
- Embrace negative internal states by clarifying them through 3 questions, and by playfully dramatizing them.
- Take action to fulfill unmet needs and improve one's internal state.

Decode the Power Games That Drain Relationships

Positive Energy and Wellbeing

Communication and Relationships

Assertiveness and Courage

Decipher power-grabbing strategies such as fear, pride, envy, compassion and admiration. Free yourself from these manipulative games and attitudes, and stop taking or giving power indiscriminately.



 Duration : 25 minutes

Audience : Anyone wishing to promote a model of collaboration that inspires and encourages personal accountability.

In this online course, you will learn how to:

- Recognize and analyze power games at work and the underlying mechanisms.
- Understand the false need to be admired and break free from the endless quest to always be more.
- Liberate oneself from the fear that pushes us to accept situations of domination.
- Realize the manipulation through flattery and compliments.
- Become aware of power games that arise from envy.
- Thwart attempts at manipulation, including those that appeal to compassion.
- Free yourself from misplaced admiration for someone who leads us to give away our power.

Effective Delegation Without Stress

Collaboration and Teamwork

Management and Leadership

Delegate effectively by overcoming the 5 dreaded obstacles to delegation. Learn not to take "a monkey" on your shoulders and to trust your collaborators.



🕒 Duration : 20 minutes

Audience : Managers wishing to acquire management fundamentals.

In this online course, you will learn how to:

- Understand the mechanisms of "reverse delegation"
- Identify and return the "monkeys" you took on by accepting the work of your colleagues
- Identify your barriers to delegation through a questionnaire
- Overcome your delegation obstacles with appropriate strategies.

Powerful Meeting Kick-Offs

Collaboration and Teamwork

Personal and Professional Effectiveness

Management and Leadership

Engage your participants successfully in 8 steps to an effective meeting: use SOPADERP to give structure and conviviality to your first 5 minutes.



🕒 Duration : 20 minutes

Audience : Anyone in a situation of conducting or participating in meetings.

In this online course, you will learn how to:

- Use SOPADERP to give structure and zest to the first 5 minutes of your meeting
- Conduct icebreakers to quickly engage participants and establish a team spirit
- Clearly announce the subject and objectives of the meeting
- Introduce yourself as the facilitator and announce your role
- Involve the participants by naming them and getting their reactions
- Propose rules to ensure shared values
- Announce and display the agenda to onboard the entire team.

Overcome Doubts and Internal Conflicts

Positive Energy and Wellbeing

Personal and Professional Effectiveness

Assertiveness and Courage

Analyze the mechanisms of your inner conflicts. Identify with hindsight the different aspects of yourself that are expressed in doubt and hesitation. Make measured, well-informed decisions with detachment and benevolence.



🕒 Duration : 25 minutes

Audience : Anyone wishing to improve their quality of life and relationships.

In this online course, you will learn how to:

- Manage internal conflicts: hesitations, doubts, value conflicts, self-criticism...
- Discover the best decision-making support strategies
- Understand the mechanism of our internal struggles and clarify what's at play within oneself during an internal conflict
- Listen to and recognize the aspects of oneself that are in opposition and those that tend to have the final say
- Reflect on their arguments, which are supposedly rational but often emotional
- Make measured decisions beyond hesitations, reservations, doubts, and internal conflicts.

Practical Tools for Efficient Time Management

Positive Energy and Wellbeing

Personal and Professional Effectiveness

Manage your time efficiently using the Eisenhower Matrix (urgent/important) and by freeing yourself from your 5 drivers. Deprioritize certain tasks and let go.



🕒 Duration : 20 minutes

Audience : Anyone wishing to improve their time management.

In this online course, you will learn how to:

- Regain control of your time.
- Differentiate between important and urgent tasks.
- Prioritize using the four quadrants of the Eisenhower Matrix.
- Identify, through a questionnaire, the five drivers that affect your time management.
- Implement concrete solutions to free yourself from the drivers that steal your time.

Develop Remote Managerial Skills

Agility and Change

Management and Leadership

Deploy the talents you need for remote management. Communicate effectively, be super flexible and empower your teams to survive in the VUCA world.



⌚ Duration : 20 minutes

Audience : Managers working remotely.

In this online course, you will learn how to:

- Develop remote communication skills, using both verbal and non-verbal communication.
- Demonstrate flexibility in managing remote work in terms of time, collaboration tools, and responsiveness to needs.
- Empower remote workers by granting them more autonomy and involving them in decision-making processes.
- Utilize active listening to ask the right questions and understand the challenges faced by remote workers.
- Provide positive and constructive feedback to inspire and empower remote workers.
- Harness collective intelligence to collectively decide on team strategy and projects.

Stepping Out of Your Comfort Zone

Agility and Change

Assertiveness and Courage

Develop your self-confidence and your ability to take risks with our online training course on "Stepping out of your Comfort Zone". Learn to push yourself, explore new opportunities and make bold decisions to achieve your goals.



⌚ Duration : 40 minutes

Audience : Anyone who wants to promote boldness and accountability.

In this online course, you will learn how to:

- Clearly recognize that our comfort zone can sometimes be a prison in both professional and personal domains.
- Identify and remove barriers and fears that prevent us from leaving our comfort zone.
- Cultivate our creative tension and innate desires for learning and expansion as a springboard out of our comfort zone.
- Reconnect with your intuition to listen to your desires for change.
- Move forward with your fears by taking them by the hand instead of waiting for them to disappear.

Becoming a Manager: Advantages and Challenges

Management and Leadership

Explore the benefits of being a manager. Make sure you understand why you want to be a manager, so you can meet the challenges of this demanding role. Discover your career anchors.



🕒 Duration : 20 minutes

Audience : Managers or future managers.

In this online course, you will learn how to:

- Clarify the reasons why you became a manager and what interest you find in it.
- Evaluate the benefits of holding a managerial position: autonomy, authority, career advancement, etc.
- Rekindle the sense of your managerial role by revisiting and/or expanding on the reasons for choosing this demanding function.
- Diagnose your career anchors, what is essential to you in choosing a job: work-life balance, creativity, management, purpose, expertise, etc.
- Make the choice again to pursue (or not) a managerial role.

Becoming an Influential Leader at Work

Agility and Change

Assertiveness and Courage

Management and Leadership

Let go of perfectionism, build your strategic vision, be visible and take risks. Become a true leader who influences and inspires at work.



🕒 Duration : 20 minutes

Audience : Any manager wishing to promote a positive model of leadership and collaboration.

In this online course, you will learn how to:

- Prioritize the development of your leadership by letting go of the "good student" tendency.
- Unfold a strategic vision by taking time for reflection, observation, and dialogue.
- Be visible by sharing your vision and objectives with your teams, colleagues, and superiors.
- Grow your networks by regularly meeting with partners, clients, suppliers, former colleagues, etc.
- Take risks by proposing transformations, daring to say no, and seeking positions or assignments that interest you.
- Cultivate the three new qualities expected of inspiring leaders.

Becoming a Driver and Contributor of Change

Agility and Change

Assertiveness and Courage

Big changes are born from an idea that is often initially rejected as ridiculous and/or dangerous. Encourage creativity and innovation in your teams.



🕒 Duration : 20 minutes

Audience : Anyone wishing to promote a model of collaboration that inspires and encourages boldness, agility, and accountability.

In this online course, you will learn how to:

- Decode the three phases of transformative ideas according to Schopenhauer's vision: ridiculous, dangerous, obvious.
- Recognize a revolutionary idea despite its initial appearance of being ridiculous.
- Promote a dynamic of creativity and innovation in teams by developing Bill Coughran's genius.
- Understand the value of an innovative idea and adopt it despite initial mental resistance.
- Overcome resistance to new ideas, delve into them, and test them until they become obvious.

Diagnosing Conflict and Prevent Its Escalation

Communication and Relationships

Decipher conflicts by identifying the inflation factors and shutting off the toxic gases of avoidance and escalation. Act quickly and decisively before the conflict gets worse.



🕒 Duration : 15 minutes

Audience : Anyone responsible for managing conflicts.

In this online course, you will learn how to:

- Differentiate between inflation factors (avoidance and escalation).
- Raise awareness among the parties involved about the impact of their avoidance.
- Assist resistant individuals in bringing disagreements to the table.
- Facilitate discussions to prevent conflict escalation.
- Clarify the responsibilities of each party in the escalation.
- Intervene as a third party to defuse both escalation and avoidance.

Reducing the Burden of Conflict with the Subtle Art of Circumvention

Positive Energy and Wellbeing

Communication and Relationships

Master the art of circumvention at work with 3 shock tactics: silence, empathy and distraction. Ideal for taking a step back and reducing the explosive charge of conflict.



 Duration : 15 minutes

Audience : Anyone wishing to improve their quality of life and relationships.

In this online course, you will learn how to:


- Master the 3 tactics of the art of conflict avoidance.
- Utilize silence to allow everyone to regain their calm.
- Demonstrate empathy by understanding and welcoming the other without judgment.
- Use physical and/or mental distractions to change perspective.
- Identify the "feeders" and no longer allow them to feed on our energy.
- Regain the necessary distance to once again become the master of our thoughts and decisions.

From Stress to Burnout: Keeping Your Balance

Positive Energy and Wellbeing

Discover the 3 phases of stress: alarm, resistance and exhaustion. Follow the fable of the frog to know how to react to the first signs of stress and avoid exhaustion and burn-out.



 Duration : 20 minutes

Audience : Anyone wishing to improve their quality of life and relationships.

In this online course, you will learn how to:

- Decode the 3 phases of stress: alarm, resistance, exhaustion.
- Identify alarms: physiological and psychological signs of stress (muscle tension, anxiety, etc.).
- Avoid over-adapting without regard for one's limits during the resistance phase.
- Quickly return to an acceptable energy level to prevent reaching exhaustion.
- Recognize early signs of burnout and react promptly to readjust your work pace.
- Gather the wisdom of the frog to protect yourself from burnout.

Overcome Self-Doubt: Trusting Yourself

Positive Energy and Wellbeing

Assertiveness and Courage

Stop limiting yourself through so-called lack of confidence. Discover the hidden benefits of keeping yourself smaller than you are. Take your fear by the hand and dare to shine.



🕒 Duration : 20 minutes

Audience : Anyone wishing to improve their quality of life and relationships.

In this online course, you will learn how to:

- Stop lying to yourself by saying you lack confidence.
- Mention the skills you don't have and wish to acquire without dramatization.
- Don't wait for external signals to have self-confidence.
- Understand that real self-confidence is not the absence of fear but the ability to act despite fear.
- Identify the benefits we derive from a lack of self-confidence and the reasons why we keep ourselves small.
- Realize that having self-confidence is not a consequence but a decision.
- Avoid the dangers of pampering and overprotection that hinder full accountability.

Evaluate and Boost Team Performance (Remote and In-Person)

Agility and Change

Management and Leadership

Optimize your teleworkers' performance by focusing on commitment to objectives, impact and value. Become a facilitating and empowering manager who boosts productivity.



🕒 Duration : 25 minutes

Audience : Managers mastering management fundamentals.

In this online course, you will learn how to:

- Follow the 7 golden rules for team performance.
- Simplify, facilitate, and streamline remote work.
- Let go of old-fashioned control and dare to give more autonomy.
- Guaranteeing performance by setting clear objectives and motivating remote workers to achieve them.
- Adjust performance indicators and tracking.
- Understand ROWE organizations and performance measurement through KPIs and OKRs.
- Shift from task-oriented goals to goals oriented toward Value and Impact.

Avoid Email Overload

Personal and Professional Effectiveness

Improve your email management at work! Follow our 7 practical tips to save time and avoid overloading your inbox and those of your colleagues.



🕒 Duration : 20 minutes

Audience : Anyone facing a flood of emails that makes discernment and decision-making difficult.

In this online course, you will learn how to:

- Send fewer emails and prioritize other means of communication.
- Use ChatGPT to facilitate the drafting and proofreading of your emails.
- Make it easier for your peers to read the emails you send.
- Choose your recipients, the CC, and BCC fields wisely.
- Quickly read and delete emails that don't concern you.
- Prioritize and group emails to achieve an empty inbox.
- Do an email detox.

Preventing Disagreement from Escalating into Conflict

Positive Energy and Wellbeing

Communication and Relationships

Explore the 3 disagreements that often lead to conflict: Where we're going, How to act and How to cooperate. Discover the keys to managing these 3 disagreements without tension.



🕒 Duration : 15 minutes

Audience : Anyone wishing to improve their quality of life and relationships.

In this online course, you will learn how to:

- Identify the reasons fueling the disagreement
- Define a higher common goal to avoid conflicts of interest
- Weigh and negotiate on the action plan to achieve the set goal
- Soften your beliefs to better cooperate with others
- Prevent escalating from disagreement to conflict through key questions and open dialogue
- Opt to separate the parties or find a third possible way.

Building Resilience and Bouncing Back After Failure


Agility and Change

Positive Energy and Wellbeing

Assertiveness and Courage

Become super resilient. Get out of dramatization, move beyond worry, change the way you look at your past, make the best of it and turn it into an opportunity to grow and a reason to celebrate.



 Duration : 20 minutes

Audience : Anyone wishing to promote resilience, agility, and accountability.

In this online course, you will learn how to:

- Draw inspiration from resilient individuals who changed the world.
- Develop your resilience, the ability to overcome challenges and failures.
- Change your view of the past to turn it into an asset.
- Stop worrying about failure with a 7-step method.
- Make peace with your past and dare to take risks again.
- Capitalize on failure to better succeed in the future.
- Know how to turn the page and demonstrate resilience.

Increase Productivity: Limit Interruptions!

Positive Energy and Wellbeing

Personal and Professional Effectiveness

Limit your interruptions! Analyze your interruptions over the course of a week, set rules and group your interaction times to boost productivity and reduce stress. Put technology to work for you and manage the demands of those around you efficiently.



 Duration : 20 minutes

Audience : Anyone wishing to (re)gain control of their time.

In this online course, you will learn how to:

- Diagnose interruptions (date, person, means, reason, urgency).
- Control technological interruptions by putting them back at our service.
- Limit human interruptions by setting rules and isolating yourself if necessary.
- Group interaction times to avoid constant interruptions.
- Adjust your schedule to reduce the risk of interruptions.
- Apply our "interruption kit": qualify the request, ask precise questions, and choose to respond based on one's desire and availability (Ok now, Ok later, or Not ok).

Managing Conflict Proactively

Positive Energy and Wellbeing

Collaboration and Teamwork

Defuse conflict avoidance by identifying and overcoming the 4 main avoidance factors: denial, inhibition, fear of loss and naive belief in spontaneous resolution.



🕒 Duration : 15 minutes

Audience : Anyone responsible for managing conflicts.

In this online course, you will learn how to:

- Defuse conflict avoidance by separating the source of conflict from its escalation.
- Bring people out of denial by making them face the facts and listen to their emotions.
- Help inhibited individuals in expressing themselves by asking open-ended questions.
- Help anxious individuals prepare a negotiation plan.
- Help "naive" individuals understand that things don't fix themselves.
- Avoid buying peace by short-term patching and yielding to "avoiders."

Handling Objections and Criticism Intelligently

Agility and Change

Communication and Relationships

Assertiveness and Courage

Anticipate resistance. Handle objections and criticisms with the unstoppable 4-step acknowledgement method. From reformulation to counter-questions.



🕒 Duration : 20 minutes

Audience : Anyone wishing to learn how to handle objections and attacks.

In this online course, you will learn how to:

- Skillfully handle objections from your counterparts.
- Plan ahead to prepare your responses and avoiding tense reactions.
- Consider objections as a gift: the expression of a different viewpoint.
- Respond to objections in 4 steps with the "Acknowledgment".
- Master the art of paraphrasing to obtain a "yes" of understanding.
- Use counter-questions to close the parenthesis of the objection.
- Unmask non-constructive objections that only aim to destabilize us.

Managing Information Overload and Facilitating Decision-Making

Positive Energy and Wellbeing

Personal and Professional Effectiveness

Free yourself from information overload by filtering information to keep only the essential. Develop your critical thinking skills and make decisions in an uncertain, information-overloaded context.



🕒 Duration : 20 minutes

Audience : Anyone faced with a flood of information that makes discernment and decision-making difficult.

In this online course, you will learn how to:

- Manage information overload to prevent anxiety and stress.
- Make informed decisions in a context of information saturation.
- Take actions to combat infobesity at the company level.
- Distribute information collection and discoveries within the team.
- Keep your perspective and critical thinking when using generative AIs (like chatgpt,...).
- Share information (via online tools or dedicated sharing times) to avoid blockages and facilitate decision-making

Identifying the Warning Signs of Stress in the Workplace

Positive Energy and Wellbeing

Be aware of the signs of stress: physical, emotional, intellectual and behavioral. Make a self-diagnosis, learn how to spot them and take action to regain positive energy at work.



🕒 Duration : 15 minutes

Audience : Anyone wishing to improve their quality of life and relationships.

In this online course, you will learn how to:

- Diagnose your stress signals (physical, emotional, intellectual, and behavioral) using a questionnaire.
- Recognize emotional signs of stress: anxiety, sadness, worry, difficult relationships.
- Detect intellectual signs of stress: loss of concentration, poor organization.
- Identify behavioral signs of stress: changes in eating habits, aggression, social isolation.
- Act with speed and self-love when faced with these physical, emotional, intellectual, and behavioral signs of stress.

The Meeting Host's Toolbox

Collaboration and Teamwork

Personal and Professional Effectiveness

Use the meeting host's toolbox to keep your participants on their toes, stimulate their creativity, create cohesion and get the best out of them.



 Duration : 15 minutes

Audience : Anyone in a situation of hosting or participating in meetings.

In this online course, you will learn how to:

- Host creative and productive meetings using variety and stimulating tools.
- Use post-it notes (either physical or virtual) to encourage synthesis and interaction.
- Host a brainstorming session up to the decision-making process using post-it notes.
- Create visual outputs to boost creativity.
- Prioritize important ideas and tasks with stickers (real or virtual).
- Manage time with a timer (either physical or virtual) for more efficient sequences.

Cardiac Coherence: The Anti-Stress Secret

Positive Energy and Wellbeing

Experiment with cardiac coherence to reduce stress and relax. Test this simple breathing technique by following a cardiac coherence curve.



 Duration : 15 minutes

Audience : Anyone wishing to improve their quality of life and relationships.

In this online course, you will learn how to:

- Improve the regularity of your heart rate for better relaxation.
- Relax your parasympathetic nervous system to reduce stress.
- Rediscover a pleasant and positive emotional state through coherent breathing.
- Use Youtube videos and/or apps for 5-minute breathing breaks.

The Power of Assertiveness: Daring to Say No with Mutual Respect

Communication and Relationships

Personal and Professional Effectiveness

Assertiveness and Courage

Learn how to set limits and say no while asserting your personal and professional choices. Discover 6 unbeatable ways to say no to a request, in a respectful way.



🕒 Duration : 25 minutes

Audience : Anyone wishing to improve their quality of life and relationships.

In this online course, you will learn how to:

- Set boundaries and say no in a factual, clear, and calm manner.
- Stop saying "yes" to a request when you mean "no".
- Clarify your priorities and goals and communicate them to others to avoid justification and conflicts.
- Use our 6 different techniques to say no in a respectful manner.
- Listen to your inner voice that knows what you desire and don't desire, and where to set boundaries.
- State your needs and decisions clearly, without manipulating the other person.

The Power Posture: A Secret Weapon for Regaining Positive Energy

Positive Energy and Wellbeing

Personal and Professional Effectiveness

Find your posture of excellence and breathe deeply. Release the tension in your body and adopt a power posture to face challenges with serenity.



🕒 Duration : 15 minutes

Audience : Anyone wishing to improve their quality of life and relationships.

In this online course, you will learn how to:

- Understand that body, mind, and emotion are interdependent.
- Develop a posture of excellence to feel powerful, confident, and assertive.
- Breathe deeply to calm the mind and return to the present moment.
- Use abdominal breathing to free the diaphragm and promote health and vitality.
- Reduce cortisol (stress-related hormone) and increase testosterone production through a deliberate power posture.
- Prepare before a major intervention by using stretches to naturally regain your posture of excellence.

Recognition at Work: A Lever for Well-Being and Motivation

Positive Energy and Wellbeing

Communication and Relationships

Management and Leadership

Give plenty of signs of recognition at work. In the form of rewarding words, gifts, special moments, services rendered and non-verbal signs.



🕒 Duration : 15 minutes

Audience : Anyone wishing to promote a positive model of communication and collaboration.

In this online course, you will learn how to:

- Motivate colleagues and peers using the 5 signs of appreciation inspired by G. Chapman.
- Demonstrate gratitude at work through "valuable words" and positive "non-verbal cues."
- Offer "gifts" such as flexible working hours, flexibility, training, cross-functional tasks, visibility, and opportunities to represent the company...
- Create "special moments" such as one-on-one meetings, coffee breaks, team events, and quality meetings.
- Promote "services rendered" between colleagues to encourage generosity and mutual aid.

Positive Visualization: A Simple and Effective Method

Positive Energy and Wellbeing

Try out with us a positive visualization protocol to prepare yourself for high-stakes situations (such as a public presentation). Prepare for and attract the best.



🕒 Duration : 20 minutes

Audience : Anyone wishing to improve their quality of life and relationships.

In this online course, you will learn how to:

- Develop your ability to visualize with sensory precision for relaxation, refocusing, or preparing for a high-stakes event.
- Use visualization to strengthen your self-confidence.
- Create a "deja vu" engram by visualizing yourself at your full potential in a future situation.
- Understand the importance of your emotional and vibrational state in the accomplishment of our actions.
- Learn the scientific foundations of positive thinking and the law of attraction.
- Adjust your vibration to attract what suits you using the principles of the law of attraction.

Arbitrating Conflict: A Key Skill for Managers

Collaboration and Teamwork

Assertiveness and Courage

Management and Leadership

Arbitrate a conflict by keeping the parties motivated and reaching a fair decision. Discover the advantages, disadvantages and steps to successful arbitration.



🕒 Duration : 15 minutes

Audience : Anyone responsible for managing conflicts.

In this online course, you will learn how to:

- Evaluate the pros and cons of arbitration.
- Use the step-by-step arbitration approach to resolve a conflict.
- Gather the necessary information to make a fair decision.
- Reflect on short- and long-term solutions to the conflict
- Make a brief and firm decision while focusing on the future. Monitor the implementation of decisions and the involvement of all parties.

The Future of Work: Autonomy, Flexibility, and Co-Responsibility

Agility and Change

Collaboration and Teamwork

Management and Leadership

Encourage initiative and autonomy among your employees. Encourage empowerment and give them greater flexibility (in terms of mobility, training, time and workspace management).



🕒 Duration : 20 minutes

Audience : Anyone wishing to promote a model of collaboration that inspires and encourages boldness, agility, and accountability.

In this online course, you will learn how to:

- Develop your employees' decision-making autonomy.
- Introduce a participative management style to encourage initiative-taking and empowerment.
- Encourage life-long learning to meet the expectations of younger generations.
- Promote organizational flexibility and mental agility to attract and retain talent.
- Rethink work organization in the new space-time offered by technology.
- Rethink management to include trust, empowerment, and agility in remote work.

Mind Mapping Can Revolutionize Your Meetings

Collaboration and Teamwork

Personal and Professional Effectiveness

Easily create mind-maps to synthesize information and lead group discussions. Use online mind-mapping tools to collaborate with your teams in real time.



 Duration : 15 minutes

Audience : Anyone in a situation of conducting or participating in meetings.

In this online course, you will learn how to:

- Visualize and organize your thoughts and ideas with mind maps.
- Use mind-mapping software to synthesize information and conduct group reflections.
- Engage both the left and right brain to stimulate creativity.
- Take notes, brainstorm, group ideas by theme, and establish a detailed action plan during meetings.
- Use mind-maps to help structure meetings, memorize discussions and promote the free flow of ideas.
- Effectively lead remote brainstorming sessions using collaborative online mind mapping.


Develop Emotional Intelligence

Positive Energy and Wellbeing

Communication and Relationships

Improve your emotional intelligence by recognizing, understanding and managing your emotions and those of others. For better communication and decision-making.



 Duration : 25 minutes

Audience : Anyone wishing to improve their quality of life and relationships.

In this online course, you will learn how to:

- Conduct a self-assessment of your Emotional Quotient - EQ.
- Recognize, understand, and manage emotions to build healthy relationships.
- Understand the hidden needs behind negative emotions (fear, sadness, anger).
- Increase your Emotional Quotient by seeking feedback.
- Articulate your needs while taking full responsibility for your emotions.
- Make appropriate decisions without censoring your feelings.

Develop Mediation Skills

Communication and Relationships

Discover the benefits and crucial role of the mediator in the workplace. Learn how to restore sanity, encourage constructive exchanges, formalize compromise and break deadlocks.



🕒 Duration : 20 minutes

Audience : Anyone responsible for managing conflicts.

In this online course, you will learn how to:

- Contribute to resolving individual or collective conflicts in the workplace by adopting a mediator's attitude.
- Utilize mediation to prevent harassment and psychosocial risks.
- Benefit from the mediator's neutrality to restore collaboration and trust.
- Save time, money, and energy through mediation tools.
- Bring reason back into the equation, promote constructive exchanges, formalize compromises, and resolve impasses as a mediator.

Workplace Equity: Beyond Equality

Diversity and Inclusion

Practical training to understand and implement workplace equity, going beyond simple equality to create a fairer and more effective professional environment based on recognizing individual needs.



🕒 Duration : 25 minutes

Audience : Anyone wishing to work towards equity, diversity and inclusion in the workplace.

In this online training, you will discover how to:

- Differentiate between equality and equity to adapt your managerial practices
- Identify and measure signs of inequity in your organization
- Implement Greenberg's three types of justice
- Develop equitable HR policies for recruitment and compensation
- Manage the transition towards a more equitable company culture

The 5 Attitudes for Managing Conflicts and Negotiating at Work

Communication and Relationships

Assertiveness and Courage

Find out via a questionnaire your preferred attitude to conflict management and negotiation: Avoid, Impose/Compete, Accommodate, Seek Compromise or Collaborate? Adjust your attitude to the situation.



🕒 *Duration : 25 minutes*

Audience : Anyone wishing to promote a positive model of communication and collaboration.

In this online course, you will discover:

- What are the 5 attitudes according to Thomas & Kilmann: Avoid, Impose/Compete, Accommodate, Seek Compromise, or Collaborate.
- What are your preferred attitudes in conflict and negotiation (via a self-assessment questionnaire).
- In which situations are avoidance, imposition, accommodation or compromise appropriate strategies?.
- Why and when to promote a collaborative attitude in negotiation and conflict management.
- What are the 5 mistakes not to make in negotiation?

The 5 Barriers to Inclusion: How to Overcome Them?

Collaboration and Teamwork

Overcome the 5 barriers to inclusion! Learn to recognize and overcome biases and stereotypes, denial of our prejudices, the Golem effect, naivety and the persistence of our fears of difference.



🕒 *Duration : 15 minutes*

Audience : Anyone sensitive to diversity and inclusion topics.

In this online course, you will learn how to:

- Recognize and overcome the denial of our prejudices and discriminatory attitudes.
- Be aware of our cognitive biases that skew reality and manipulate us.
- Understand the Golem effect that pushes stereotyped individuals to give less/no more of themselves.
- Go beyond the façade of diversity to ensure it is accompanied by an authentic approach to inclusion.
- Recognize and overcome our fears in the face of differences to fully work together.

The 7 Levels of Delegation: From Information to Complete Autonomy

Collaboration and Teamwork

Management and Leadership

Discover a structured method for effective delegation across 7 levels of autonomy. Learn how to adapt your management style to empower your teams while maintaining performance and consistency.



 Duration : 15 minutes

Audience : Managers and team members seeking structure for effective delegation

In this online training, you will discover how to:

- Identify and apply the 7 levels of delegation adapted to each situation
- Assess your team's maturity level to choose the right degree of delegation
- Create a delegation chart to clarify responsibilities and strengthen autonomy
- Avoid common mistakes that can compromise delegation effectiveness
- Set up conditions for success at each delegation level

The Causes and Consequences of Workplace Stress

Positive Energy and Wellbeing

Discover (and survey) the main causes and consequences of stress at work. Apply our tips for maintaining positive energy in a challenging and stressful environment.



 Duration : 15 minutes

Audience : Anyone wishing to improve their quality of life and relationships.

In this online course, you will discover how essential it is to:

- Be aware of the main sources of stress in the workplace in order to manage them better.
- Analyze the impact of work-related stress on your daily professional and personal life.
- Understand the consequences of a lack of recognition at work.
- Empower yourself to cope with professional changes and uncertainties.
- Improve communication with supervisors and colleagues.
- Take responsibility for your own stress by finding individual methods to cope.
- Promote the implementation of effective practices within organizations that contribute to the well-being of employees.

The Keys to a Constructive Attitude

Positive Energy and Wellbeing

Communication and Relationships

Assertiveness and Courage

Become a constructive collaborator by overcoming the 3 innate attitudes that hinder collaboration and by using the 4 positive levers that transform the impossible into the possible. Choose to be an optimistic realist.



🕒 Duration : 20 minutes

Audience : Anyone wishing to promote a positive model of communication and collaboration.

In this online course, you will learn how to:

- Avoid obstacles to a constructive attitude: criticism, confirmation, and justification.
- Stop grumbling and distance yourself from grumblers: transform criticism into proactive suggestions.
- Open up and enrich yourself with diverse perspectives to break free from confirmation bias.
- Wait to be questioned and taking responsibility for what we've done is the way out of justification.
- Turn "If" into "How" to become a magician of possibilities.
- Move beyond blind enthusiasm and plaintive pessimism to embrace the attitude of an "optirealist" (realistic about the present and optimistic about the future).

The Keys to a Well-Prepared Meeting

Collaboration and Teamwork

Management and Leadership

Are you planning to host a meeting? Before you get started, it's crucial to define what's at stake. To do so, answer 5 essential questions.



🕒 Duration : 10 minutes

Audience : Anyone in a situation of conducting or participating in meetings.

In this online course, you will learn how to:

- Identify the issues at stake in your meeting with 5 simple questions.
- Formulate concrete and priority objectives.
- Define the expected outcomes of the meeting.
- Identify the necessary participants and their respective roles.
- Discern if organizing a meeting is truly necessary.

The Essential Skills of a Manager

Management and Leadership

Develop your managerial skills: organize, facilitate and lead with agility. Be an effective organizer, a caring facilitator and an inspiring leader for your teams. In short, an ideal manager.



🕒 Duration : 15 minutes

Audience : Managers wishing to acquire management fundamentals.

In this online course, you will learn how to:

- Develop the 3 essential skills of a manager: Organizer, Host, and Leader.
- Learn the 10 criteria of a good manager according to employee feedback.
- Support employees by validating their objectives, resources, skills, and time required to complete projects.
- Plan objectives, validate resources, and monitor outcomes using your organizational skills.
- Promote participation and interpersonal communication, and coordinate and develop talents by adopting the host's stance.
- Demonstrate leadership to provide vision, inspire, and galvanize teams.

The Challenges of Remote Work: How to Overcome Them?

Agility and Change

Positive Energy and Wellbeing

Assess the challenges inherent in remote working: communication, loneliness, disengagement, time management, career. Develop the talent to meet these challenges with your team.



🕒 Duration : 20 minutes

Audience : Anyone concerned with remote work.

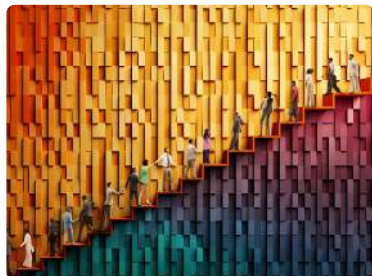
In this online course, you will learn how to:

- Address the human challenges faced by remote employees.
- Stimulate the development of qualities such as self-discipline, autonomy, initiative, and openness to collaborative tools.
- Prevent loneliness and professional isolation when teleworking.
- Set daily priorities and know when to disconnect to avoid overworking and burn-out.
- Make yourself visible and maintain a connection with the team to continue progressing in your career.

Steps for Implementing an Inclusion Approach

Diversity and Inclusion

Become an inclusive organization/team by following a structured approach: from taking stock to monitoring indicators and defining shared objectives.



⌚ Duration : 15 minutes

Audience : Anyone sensitive to diversity and inclusion topics.

In this online course, you will discover the main steps to:

- Assess the current state of diversity and inclusion in the organization.
- Prioritize the right actions to promote inclusion in the company.
- Set goals and indicators for diversity and inclusion.
- Engage social dialogue stakeholders, HR teams, managers, employees, and the networks representing them.
- Raise awareness and train employees on the benefits and key attitudes of diversity and inclusion.
- Regularly measure the performance and impact of the diversity and inclusion policy.

The Laws of Communication: A Foundation for Better Collaboration

Collaboration and Teamwork

Communication and Relationships

Master the 4 key laws of communication to facilitate your professional interactions. Discover how to adapt your messages to the "iceberg person" in front of you.



⌚ Duration : 20 minutes

Audience : Anyone wishing to promote a positive model of communication and collaboration.

In this online course, you will learn how to:

- Use simplicity, openness, and honesty to make a good first impression and build relationships.
- Prepare and adjust your messages to avoid the 5 thresholds of information loss.
- Tailor your verbal and non-verbal communication to your audience for a stronger impact.
- Consider the subconscious impact of your communication on your counterpart to enhance your communication.
- Avoid words and behaviors that might lead to negative interpretations and favor use humor instead.
- Leverage techniques like storytelling to reinforce your message.

The Best Time-Saving Apps

Personal and Professional Effectiveness

10 apps to make planning, project management, relaxation and more easier. Also discover the treasure trove of mind-mapping to efficiently organize ideas and projects.



🕒 Duration : 15 minutes

Audience : Anyone wishing to improve their time management

In this online course, you will learn how to:

- Manage your passwords effectively with LastPass.
- Organize and synchronize your notes with Evernote.
- Handle customer service and emails with FrontApp.
- Collaboratively work with a team using Slack and Trello.
- Plan your tasks and distribute work with Todoist.
- Save reading time with Koober.
- Store and share files online with Google Drive, OneDrive, and Dropbox.
- Use apps to improve your quality of life, such as Be Focused and Flipd.
- Utilize mind-mapping to organize your ideas, thoughts, projects, and tasks.

The Secrets of Successful Meetings

Collaboration and Teamwork

Personal and Professional Effectiveness

Management and Leadership

Host effective meetings in 3 steps: Set meeting objectives, hold the framework firmly, and stimulate expression and engagement.



🕒 Duration : 15 minutes

Audience : All individuals in a position to facilitate or participate in meetings

In this online course, you will learn how to:

- Define the purpose of the meeting and clearly communicate the objectives.
- Avoid the 5 main mistakes of ineffective virtual meetings.
- Maintain the meeting structure, follow the agenda and timing, and reach a concrete commitment at the end of the meeting.
- Lead the discussion, ask the right questions, and allow everyone to speak.
- Assess the relevance of a meeting and consider more efficient alternatives.

The Secrets to a Successful Start in Your Managerial Role

Management and Leadership

How to succeed in your first steps as a manager and get the team on board? Avoid the pitfalls of skydiving, invisibility, naivety, certainties and haste, and follow our 5 golden rules.



🕒 Duration : 25 minutes

Audience : New managers or managers changing positions

In this online course, you will learn how to:

- Succeed in your new role by avoiding the 5 mistakes of a new manager.
- Follow the 5 golden rules for a successful managerial transition.
- Make a positive impression on your arrival by addressing the entire team.
- Avoid invisibility by reaching out to the team.
- Show clarity and kindness to recognize resistance to your appointment.
- Avoid assumptions and hasty decisions by being curious and open-minded for effective decision-making.

Company Values: Myth or Reality?

Agility and Change

Collaboration and Teamwork

Management and Leadership

Define a foundation of clear, empowering and behavioral values. Bring them to life on a daily basis to facilitate cohesion and shared decision-making.



🕒 Duration : 20 minutes

Audience : Any manager wishing to promote a positive model of communication and collaboration.

In this online course, you will learn how to:

- Implement values at work (rather than rules) to foster cooperation.
- Use values to give meaning to actions and guide commitment.
- Strengthen cohesion and structure collaborative methods through values.
- Use values to promote the company's DNA both internally and externally.
- Make decisions and guide the arbitration of conflicts in accordance with these values.
- Bring the organization's values to life by integrating them into daily work and company culture.

Self-Image: Building and Reinforcing a Positive Identity

Positive Energy and Wellbeing

Assertiveness and Courage

Measure the seriousness of your image, change your mirror and sort out your values to refocus on those that support you. Develop a more positive self-identity, independent of the judgment of others.



🕒 Duration : 20 minutes

Audience : Anyone wishing to improve their quality of life and relationships.

In this online course, you will learn how to:

- Preserve and cultivate a positive self-image as an asset in your professional life.
- Understand the "gravity effect" of self-image.
- Take a fresh look at yourself outside of others' judgment.
- Positively re-evaluating your intrinsic value by avoiding comparison.
- Sort your values and refocus on those that uplift you.
- Build a positive identity regardless of your past and in line with your choices and talents.

Post-Covid Teleworking: Advantages and Prospects?

Agility and Change

Get a bird's eye view of the teleworking phenomenon. Capitalize on its advantages and development prospects. Rethink work and management in this new paradigm.



🕒 Duration : 20 minutes

Audience : Anyone concerned with remote work.

In this online course, you will learn how to:

- Understand the decision-making challenges and disagreements between 100% in-person, 100% remote, or hybrid modes.
- Set up the essential prerequisites for successful teleworking: technology, work environment, shifting company culture, new management styles, and empowering employees.
- Leverage teleworking for the benefit of organizations and employees alike.
- Get the most out of teleworking: Gain flexibility, autonomy, time, productivity, balance, talent, money...
- Rethink and adapt remote management to ensure the success of this revolutionary transition to remote and hybrid work modes.

Meditation and Mindfulness: Practicing Self-Empathy

Positive Energy and Wellbeing

Practice self-empathy in 5 specific steps: welcome what is, distance yourself with kindness, mark a time of silence, let words and / or actions emerge and take care of yourself.



 **Duration :** 25 minutes

Audience : Anyone wishing to improve their quality of life and relationships.

In this online course, you will learn how to:

- Grant yourself a self-empathetic meditation time in 5 steps:
- 1. Welcome what is by letting go of the mind.
- 2. Position yourself with a benevolent detachment from your concerns.
- 3. Take a moment of silence to breathe mindfully.
- 4. Allow intuitions of words or actions to emerge without controlling them.
- 5. Find the best attitude to take care of yourself in the here and now.
- Allow yourself to be guided during this time that is offered to you to recenter in your safe space.

Lack of Diversity: How to Identify and Address It?

Diversity and Inclusion

Detect the lack of diversity and discriminatory biases that creep into our organizations. Work towards diversity, value that which is already present, and reap the rewards for the benefit of all.



 **Duration :** 20 minutes

Audience : Anyone sensitive to diversity and inclusion topics.

In this online course, you will learn how to:

- Recognize the lack of diversity and combat unconscious biases in recruitment, especially regarding migrant background and disability.
- Take gender diversity into account and combat the trend of underrepresentation of women in management positions.
- Recognize that diversity is everywhere, even though some groups are still underrepresented or poorly received in the professional environment.
- Develop attitudes to promote diversity, regardless of your position and responsibilities.
- Accept that diversity entails sometimes uncomfortable differences in behavior, voice and perspective, politeness, argumentation and negotiation styles, relationship with the truth, emotional expression, relationship with time, and approach to reflection and action.

Speak Freely and Provide Feedback to Your Boss

Collaboration and Teamwork

Communication and Relationships

Assertiveness and Courage

Give constructive feedback to your boss to improve your collaboration. Lift self-censorship, express yourself intelligently, negotiate assertively and propose solutions.



🕒 Duration : 20 minutes

Audience : Anyone wishing to promote a positive mode of communication and collaboration

In this online course, you will learn how to:

- Dare to provide constructive feedback to your boss without waiting.
- Maintain the right posture during the feedback conversation with your boss (neither intimidated nor arrogant).
- Structure your feedback discussion to make it clear, understandable, and constructive.
- Take a step back and recognize your own responsibility in the situation.
- Listen to your boss's response, remaining focused on finding a solution, even if he justifies or attacks you in return.
- Negotiate concrete and mutual changes in the manager-managed collaboration.

Why Are We Always in a Rush? Taking a Breath

Positive Energy and Wellbeing

Personal and Professional Effectiveness

Find out which stick or carrot you're chasing. Dare to stop running to breathe, to rest, to be present and to regain control of your time.



🕒 Duration : 20 minutes

Audience : Anyone wishing to (re)gain control of their time.

In this online course, you will learn how to:

- Recognize the exhausting races for performance, recognition, wealth, approval-seeking, and more.
- Uncover the worries that drive us to run and no longer be manipulated by them.
- Take moments of breathing, silence, and emptiness to stop the race against time.
- Reclaim conscious control over your time and schedule.
- Realign your body, heart, and mind through practicing heart coherence.
- Discover that without rushing, you can gain efficiency through alternatives that were invisible to you while you were running.


Practice Non Violent Communication with the DESC Method

Communication and Relationships

Assertiveness and Courage

Use the DESC method (4-step constructive method inspired by Non-Violent Communication) to express your feedback and requests with great respect.



 Duration : 15 minutes

Audience : Anyone wishing to improve their quality of life and relationships.

In this online course, you will learn how to:

- Resolve disputes and conflicts with Nonviolent Communication.
- Use the DESC method to Describe the facts, Express your emotions and needs, Seek a shared Solution, and Conclude.
- Express your needs and make requests using clear and direct communication.
- Use DESC to receive and respond to feedback and criticism in a calm and constructive manner.
- Use DESC to say no to requests that do not align with your priorities or role.
- Draw inspiration from numerous models provided to practice DESC with clarity and confidence.

Making Transformative Decisions Together


Agility and Change

Collaboration and Teamwork

Management and Leadership

Conduct a brainstorming and decision-making meeting by following 4 key steps: Catharsis, Brainstorming, Exploration and Decision Making. A participatory meeting for change.



 Duration : 20 minutes

Audience : Managers or project managers in a position to host meetings

In this online course, you will learn how to:

- Promote participatory decision-making, following the example of model organizations in this regard.
- Host a reflection and decision-making meeting.
- Start with Catharsis to encourage and liberate expression.
- Conduct a Brainstorming session to gather ideas on the issue.
- Encourage participation and authentic expression from all participants.
- Explore ideas and delve into potential solutions, perhaps by working in subgroups.
- Select the solutions to implement together and establish a clear action plan.

Preventing and Easing Team Tensions

Collaboration and Teamwork

Communication and Relationships

Detect and defuse latent or hidden conflicts in your team to foster constructive communication. How? By adopting three key attitudes.



🕒 Duration : 15 minutes

Audience : Anyone wishing to improve their quality of life and relationships

In this online course, you will learn how to:

- Identify an underlying conflict and be aware of the subtle discomfort it can cause.
- Anticipate latent conflicts by immediately recognizing the signals.
- Use the right tools and ask the right questions to validate the presence of an underlying conflict.
- Adopt a positive attitude and encourage the expression of disagreement.
- Collaboratively seek lasting solutions before the conflict escalates.

Preventing Workplace Conflict Risks

Management and Leadership

Diversity and Inclusion

Discover 4 keys to reduce the risk of conflict: allow divergent thinking, be clear and transparent, consult before deciding and focus on team cohesion.



🕒 Duration : 15 minutes

Audience : Anyone who has to manage conflicts at work

In this online course, you will learn how to:

- Allow divergent thinking to enrich ideas and perspectives instead of turning contradiction into a cause of conflict.
- Use the 7 key phrases/questions that prevent the formation of conflicts.
- Be clear and transparent in your communication to avoid misinterpretations and motivate teams.
- Consult before deciding: welcome employees' ideas and opinions with authenticity and openness. This will minimize resistance.
- Invest in team cohesion to make them less vulnerable to conflicts and stronger in the face of challenges.

Preventing Conflict Escalation


Positive Energy and Wellbeing

Collaboration and Teamwork

Communication and Relationships

Defuse the escalation of a conflict by identifying and overcoming the 3 escalation factors: competitive personality, emotional wounds and attribution of responsibility.



 Duration : 20 minutes

Audience : Anyone who has to deal with conflicts

In this online course, you will learn how to:

- Defuse conflict escalation by separating the source of conflict from its inflation
- Identify escalation factors: petty "revenge", competitive personality, emotional wounds, attribution of responsibility.
- Negotiate with a competitive person.
- Encourage the expression of emotional hurt.
- Clarify the parties' intentions to avoid escalation. Avoid buying peace by giving in to "escalators".
- Strike a balance between intervention and the autonomy of the people involved.

Promoting Agility in a Constantly Evolving World

Agility and Change

Assertiveness and Courage

Management and Leadership

Learn how your organization needs to transform and adapt to ongoing change (AI, younger generations,...) to survive and thrive in a rapidly changing world.



 Duration : 20 minutes

Audience : Anyone wishing to promote a model of collaboration that inspires, fosters boldness, agility and accountability

In this online course, you will discover the need to:

- Develop great organizational flexibility and immense team agility to adjust to transformations.
- Understand the choice of many employees to go freelance and the advantage for companies.
- Prepare for the proliferation of DAOs (Decentralized Autonomous Organization) using Blockchain.
- Maintain a dynamic, quasi-organic balance to ensure the organization's sustainability.
- Anticipate, choose, and wisely deploy the use of artificial intelligence at work to avoid being outpaced.
- Adapt to new professions created by technological breakthroughs
- Create a conscious and regulated work organization to remain in service to humans.

Identifying and Preventing Conflicts in the Workplace

Communication and Relationships

Identify traditional and new sources of conflict at work. Defuse the negative impacts of the environment, work organization and relationships to overcome stress and conflict.



🕒 Duration : 20 minutes

Audience : Anyone who has to manage conflicts at work

In this online course, you will learn how to:

- Better manage conflicts in the professional environment by tracing their origins.
- Identify conflict sources related to economic and cultural environments.
- Minimize tensions due to suboptimal work organization.
- Establish calm and efficient communication between colleagues and with management.
- Implement clear work processes and clarify roles and responsibilities.
- Understand new sources of workplace conflicts: the challenges of teleworking, digital divides, generational gaps, etc.
- Improve social skills and recognize everyone's personal challenges to better handle interpersonal relationships.

Reptilian, Limbic, Neocortex: 3 Brains at Our Service

Positive Energy and Wellbeing

Personal and Professional Effectiveness

Adjust your reactions under stress thanks to the understanding of your 3 brains: reptilian, limbic and neocortex. Gain clarity and awareness without being manipulated by your 3 brains.



🕒 Duration : 25 minutes

Audience : Anyone wishing to improve their quality of life and relationships

In this online course, you will learn how to:

- Understand the workings of your 3 brains: reptilian, limbic, and neocortex.
- Identify which brain takes control during stress and why.
- Regain control of your choices by not letting stress manipulate you.
- Manage the stress reactions of your reptilian brain: paralysis, destruction, hyperactivity.
- Manage the stress reactions of your limbic brain: fight or flight.
- Calm the first two stressed brains to give more room to the neocortex and your inner wisdom.

Breaking Free from (Toxic) Relationship Games That Drain Us

Communication and Relationships

Assertiveness and Courage

Get out of the infernal triangle of toxic relationships. Identify the roles of victim, savior, and persecutor. Learn not to initiate these games and decline invitations to play them.



🕒 Duration : 25 minutes

Audience : Anyone wishing to promote a positive model of communication and collaboration.

In this online course, you will learn how to:

- Understand Karpman's triangle and the psychological games that deteriorate our relationships.
- Spot the infernal triangle and avoid taking on the roles of victim, savior, or persecutor.
- Keep your needs in focus to avoid slipping into the savior role.
- Learn to meet your actual needs to prevent positioning yourself as a victim.
- Listen to others, clarify, and calmly express your feelings and needs to prevent aggressive reactions.
- Know how to react as an adult when faced with a victim, a rescuer and a frontal attacker.
- Replace the attitudes of victim, savior, or persecutor to collaborate peacefully outside of power games.

Solicit and Welcome Feedback from Others

Communication and Relationships

Assertiveness and Courage

Diversity and Inclusion

Welcome, make the best and make the best use of the feedback you receive, in 5 key steps. Go even further: ask your boss, customers and colleagues for feedback!



🕒 Duration : 25 minutes

Audience : Anyone in a position to collect and receive feedback

In this online course, you will learn how to:

- React with openness and assertiveness to negative feedback.
- Listen to yourself to validate that you are ready before receiving feedback.
- Welcome the discomfort that negative feedback generates.
- Listen to others without justifying, then rephrase and ask questions.
- Explore specific facts and observable behaviors.
- Constructively rephrase others' opinions.
- Decide how to solve the problem together or unilaterally.
- Use the KSS method to ask others for their feedback.

Exiting the Conflict at Each of the 3 Stages of the Conflict

Positive Energy and Wellbeing

Identify the 3 steps of the internal mechanics of the conflict (presupposition, trigger and reaction). Turn presuppositions upside down and transform reactions to get out of conflict more easily.



🕒 Duration : 15 minutes

Audience : Anyone wishing to improve their quality of life and relationships

In this online course, you will learn how to:

- Identify the 3 stages of sliding into conflict: assumption, trigger, and reaction.
- Recognize assumptions (demands, beliefs, and totalitarian values) that initiate conflicts.
- Recognize triggers that automatically put us into the stress and conflict spiral.
- Identify reactions that can amplify or reduce a conflict.
- Take responsibility for changing our assumptions and reactions.

Relieve Stress with the EFT Method

Agility and Change

Positive Energy and Wellbeing

Test EFT with us, an energetic tapping technique that relieves tension in the body and mind. Follow our simplified protocol and its demonstration.



🕒 Duration : 20 minutes

Audience : Anyone wishing to improve their quality of life and relationships

In this online course, you will learn how to:

- Use EFT (Emotional Freedom Techniques) to channel energy, alleviate stress, and reduce psychological tensions.
- Practice tapping certain acupuncture points to rebalance the energy system.
- Use our simplified EFT protocol to manage work stress (with examples and demonstrations).
- Get rid of blocked or even repressed thoughts and emotions to regain clear thinking and positive energy

Overcoming the 2 Traps That Undermine Trust

Positive Energy and Wellbeing

Assertiveness and Courage

Learn to recognize the traps that undermine self-confidence: normalization and parenting. Free yourself from these 2 saboteurs and regain control of your choices.



🕒 Duration : 20 minutes

Audience : Anyone wishing to improve their quality of life and relationships

In this online course, you will learn how to:

- Understand the two traps that undermine self-confidence: normalization and parental attitude.
- Avoid excessive normalization and the unconscious tendency to force oneself to resemble others for better integration.
- Build self-confidence to express your uniqueness, creativity, and take initiatives.
- Not be influenced by the parental attitude of some people who try to control, advise, or assist us without being asked.
- Overcome the traps of normalization and parental attitude by turning away from dependency to choose personal responsibility.
- Not let anyone make us dependent on them and not make others dependent on us.

Dashboard: Track Service Activity

Agility and Change

Management and Leadership

Follow our 10 tips and build a dashboard control business development and facilitate decision-making. Involve your team by empowering them.



🕒 Duration : 20 minutes

Audience : All managers and project managers wishing to monitor activity and results collaboratively

In this online course, you will learn how to:

- Develop a dashboard in 10 steps to track departmental activity.
- Play collectively by involving teams in the design and monitoring of the dashboard.
- Follow shared objectives and motivate the team around their achievement.
- Visualize and utilize the data from your department to facilitate decision-making and shape the future vision.
- Turn your dashboard into a tool that boosts commitment and performance.
- Be quickly alerted to any deviations compared to your forecasts.

Telecommuting: 5 Keys to a Cohesive and High-Performing Team

Agility and Change

Diversity and Inclusion

Remotely, we're still a team! Make remote work easier by including the entire team, with these 5 best practices that facilitate inclusion.



⌚ Duration : 15 minutes

Audience : Anyone sensitive to diversity and inclusion topics.

In this online course, you will learn how to:

- Promote accessibility to remote information to keep teleworkers involved and connected
- Organize inclusive online meetings and inclusive rituals.
- Develop trust and cohesion in the team by creating opportunities for collaboration and celebrating events even from a distance.
- Include remote workers in exchanges and decision-making.
- Adjust schedules to integrate remote workers abroad.
- Implement a mentoring system for the integration of new employees.
- Encourage regular feedback and feedback on experience to maintain a dynamic of improving team spirit.

Teleworkers and Managers: How to Keep in Touch from a Distance

Agility and Change

Communication and Relationships

Management and Leadership

Boost the motivation and performance of your teleworkers by organizing regular one-to-one meetings. Here are 4 keys to maintaining a strong, high-quality relationship, even at a distance!



⌚ Duration : 25 minutes

Audience : Remote Managers

In this online course, you will learn how to:

- Maintain optimal communication remotely in both content and form
- Organize regular one-on-one meetings to compensate for loneliness and the lack of communication and collaboration
- Conduct structured interviews for decision announcements, problem-solving, and support
- Humanize communications through the use of video and emojis
- Listen to the needs of the teleworker and understand how they organize their days
- Adapt the tracking of the employee based on their skills, motivation, and needs
- Regularly request and provide feedback on the manager-employee collaboration.

Transforming Conflicts into Opportunities

Agility and Change

Discover how conflict can be an opportunity to enrich everyone's perspectives, develop emotional intelligence and increase cooperation.



 Duration : 15 minutes

Audience : Anyone who has to deal with conflicts

In this online course, you will learn how to:


- Use conflict as an opportunity to enrich your perspectives and those of the team.
- Use conflict to boost your emotional intelligence.
- Overcome your fears, the need for approval, and the need to be right, which so often trigger conflict.
- Take full responsibility for your communication and emotions.
- Foster cooperation and the "win-win" negotiation approach.

Too Many Meetings? Break Free from the Vicious Cycle

Collaboration and Teamwork

Target, frame and run your meetings effectively. Save everyone time (and money) by making your meetings productive. Say goodbye to meeting fatigue and useless meetings!



 Duration : 20 minutes

Audience : All persons in a position to host or participate in meetings.

In this online course, you will learn how to:

- Diagnose your meeting practices
- Ask 3 key questions to determine the necessity of a meeting.
- Choose effective alternatives to meetings, which are less costly than actual meetings.
- Avoid wasting time in meetings through excellent targeting, preparation, and facilitation.
- Optimize the duration and participatory nature of meetings.
- Encourage all participants to speak effectively while avoiding derailments and off-topic discussions.
- Make clear decisions at the end of meetings by proposing a committed action plan.

Use SWOT to Make Better Decisions

Agility and Change

Collaboration and Teamwork

Use SWOT diagnostics. Identify the strengths, weaknesses, opportunities and threats of any project and transformation, to make the best decisions and optimize your action plans.



🕒 Duration : 15 minutes

Audience : All managers or project managers who have to promote and support changes in their organization.

In this online course, you will learn how to:

- Use the SWOT tool to analyze a situation, facilitate choices, and prepare for successful changes.
- Identify internal strengths and weaknesses and external opportunities and threats in light of upcoming changes.
- Make the best decisions by choosing between different alternatives using a SWOT diagnosis.
- Leverage external strengths and opportunities, minimize weaknesses, and address potential threats for project success.

Supporting the Dynamics of Innovation and Change

Agility and Change

Assertiveness and Courage

Our training helps managers strengthen the dynamics of change and innovation within a changing professional world.



🕒 Duration : 135 minutes

Audience : Anyone wishing to welcome and promote the dynamics of change.

In this online course, you will learn how to:

- Differentiate between creativity and innovation: from the idea, to the combination of ideas, to multiple tests, and finally to successful implementation.
- Develop great organizational flexibility and immense teamwork agility.
- Decipher the 3 phases of transformative ideas according to Schopenhauer's vision: ridiculous, dangerous, obvious.
- Manage the collective pressure to run and do more in a context of rapidly accelerating change.
- Embrace digital as an opportunity for your company.
- Actively monitor to stay informed about the developments in your profession, market, and technology.

Improving Your Relationship with Time

Assertiveness and Courage

Management and Leadership

This online training helps you better understand the acceleration of time and find personal solutions to regain your balance, run less and better manage your time.



🕒 Duration : 120 minutes

Audience : Anyone wanting to (re)gain control of their time.

In this online course, you will learn how to:

- Manage the collective pressure that pushes to run and do more in a context of rapidly accelerating change.
- Recognize the exhausting races of performance, recognition, wealth, quest for approval,...
- Change your perception of time to make it an ally.
- Put things into perspective and take a step back to make personal choices, and not choices dictated by the environment.
- Tame your impatience so it becomes a positive drive.

Track the Effectiveness of Your Meetings and Make Them More Productive

Agility and Change

Collaboration and Teamwork

Choose supervision to evaluate the animation of your meetings. Use our rubric and easily identify areas for improvement for more effective meetings.



🕒 Duration : 10 minutes

Audience : Managers or project leaders responsible for conducting meetings.

In this online course, you will learn how to:

- Assess the effectiveness of your meetings both quantitatively and qualitatively.
- Observe the following key points: time structure, participants' behaviors and attitudes, the nature of interactions, tools used, and everyone's roles.
- Use our evaluation grid to embark on a continuous improvement journey for your meetings.
- Understand that investing in sessions of supervision for your meetings by an expert will yield substantial returns.

Organizing Effective Meetings: Setting Your Framework

Collaboration and Teamwork

Management and Leadership

Optimize the preparation of your meetings by defining its architecture. Discover the key elements to consider to keep your meeting smooth and your attendees satisfied.



 Duration : 15 minutes

Audience : Anyone in a situation of conducting or participating in meetings.

In this online course, you will learn how to:

- Set meeting agendas and sequences..
- Time the sequences before the meeting to save time during the meeting.
- Choose the best hosting method to achieve the desired result.
- Adapt the meeting format based on the objectives.
- Use different tools and materials according to the expectations of each meeting.

Building a United and High-Performing Team

Collaboration and Teamwork

Management and Leadership

In-depth training on team cohesion mechanisms, combining theory and practice. Develop sustainable collective performance based on relational intelligence and benevolence.



 Duration : 40 minutes

Audience : Anyone wishing to promote a collaboration model that inspires boldness, agility and empowerment

In this online training, you will discover how to:

- Understand and use team dynamics to optimize collective performance
- Identify and manage the different team maturity phases according to Tuckman's model
- Set up the sociological conditions conducive to lasting cohesion
- Detect and address early warning signs of team dysfunction
- Develop a culture of benevolence and recognition to strengthen collective commitment

Intergenerational Management

Agility and Change

Management and Leadership

Our online training course teaches you how to manage intergenerational management for effective collaboration. Understand the differences between generations, and learn how to adapt your management skills for a productive team.



🕒 Duration : 90 minutes

Audience : Managers

In this online course, you will learn how to:

- Manage senior employees as equals, maintaining their skills and motivation.
- Manage younger generations with agility and flexibility while maintaining structure.
- Develop your employees' decision-making autonomy.
- Establish participatory management to encourage initiative and accountability.
- Develop the human qualities demanded by younger generations seeking inspiration.

Work-Life Balance

Positive Energy and Wellbeing

Personal and Professional Effectiveness

Our online training course teaches you how to achieve a healthy work-life balance. Manage your time and stress for a better quality of life.



🕒 Duration : 60 minutes

Audience : Anyone wishing to (re)find control of their time

In this online course, you will learn how to:

- Find solutions individually and collectively to facilitate the work-life balance.
- Slow down on the obligation to be a man or woman of "duty" who seeks to reconcile everything perfectly.
- Make choices and set your priorities without guilt by listening to your intuition.
- Set limits and negotiate with your professional and personal environment.
- Take care of yourself by scheduling moments of break and well-being.

Capitalizing on Every Stage of a Meeting

Agility and Change

Management and Leadership

Our online training will help you capitalize on every step of a meeting. Learn how to become more efficient and progress in your meetings, from the first minute to its final action plan.



 Duration : 90 minutes

Audience : Anyone in a position to host or participate in meetings.

In this online course, you will learn how to:

- Engage participants as soon as they enter the meeting.
- Start your meetings on the right foot: give structure and zest to your first 5 minutes of the meeting.
- Maintain a positive pace so as not to lose your participants and finish your meetings on time.
- Put your meetings into a continuous improvement spiral through their quantitative and qualitative evaluation.

Communicating and Inspiring

Positive Energy and Wellbeing

Personal and Professional Effectiveness

This online training provides you with tools to communicate effectively, actively listen, inspire and convince others. Improve your communication, assertiveness and self-marketing skills.



 Duration : 135 minutes

Audience : Anyone wishing to promote a positive model of communication and collaboration.

In this online course, you will learn how to:

- Use simplicity, openness, and frankness to lay the foundations for healthy interpersonal communication.
- Assert yourself healthily without falling into the instinctive pitfalls of flight, aggression, and manipulation.
- Practice active listening to improve communication and build trust.
- Build and value your personal brand (Personal branding).
- Listen and question intelligently to understand the SPECIES levers of motivation and persuasion.

Prioritize Daily Tasks and Boost Productivity

Positive Energy and Wellbeing

Personal and Professional Effectiveness

Prioritize your time with the Eisenhower matrix to optimize your time and energy. Remove the brakes on productivity and distinguish the urgent from the important to move forward on strategic tasks and projects.



🕒 Duration : 20 minutes

Audience : Anyone wishing to improve their time management

In this online course, you will learn how to:

- Establish your daily priorities to no longer allow your schedule to be dictated by external forces.
- Quickly identify internal and external factors that decrease productivity.
- Differentiate between what is urgent and important using the Eisenhower Matrix.
- Take action on necessary, strategic, and high-value tasks.
- Delegate tasks that are urgent but unimportant.
- Avoid getting distracted by tasks labeled as urgent but unimportant.
- Move away from the culture of immediacy to refocus on actions that have a real impact on your work and life.

Accompanying Change: Secrets of Effective Managers

Agility and Change

Management and Leadership

Adopt key attitudes to support change: Share by facilitating listening and expression, co-construct in project mode and engage your employees in action.



🕒 Duration : 20 minutes

Audience : All managers or project leaders who need to support changes in their organization.

In this online course, you will learn how to:

- Co-build in a project mode to implement changes as a team.
- Engage employees in action to promote commitment to change.
- Address intellectual, emotional, and practical needs to facilitate change.
- Envision change scenarios together and prepare for them.
- Act and decide in the uncertainty of a VUCA world.

Promoting Cross-Functionality and Facilitating Interdepartmental Cooperation

Collaboration and Teamwork

Management and Leadership

Create mutual commitment charters for improved interdepartmental cooperation. Encourage cross-functional cooperation, communicate between departments and define step-by-step the expectations and commitments of each department.



🕒 Duration : 25 minutes

Audience : Managers or project leaders wishing to facilitate inter-service cooperation.

In this online course, you will learn how to:

- Promote inter-departmental cooperation regardless of cultural and organizational differences.
- Use the mutual commitment charter to streamline collaboration with a department you regularly work with.
- Draw up an inter-departmental charter of mutual commitment in 3 team meetings.
- Promote intercultural and cross-functional communication by understanding its challenges and pitfalls.
- Know the fundamentals of the cross-functional management approach.

Corporate Diversity: An Ethical and Legal Obligation

Management and Leadership

Diversity and Inclusion

Numerous charters and laws are flourishing to guarantee greater diversity in the workplace. What's the current state of play and what's in it for organizations?



🕒 Duration : 15 minutes

Audience : Anyone interested in diversity and inclusion.

In this online course, you will discover the new obligations to:

- Fight discrimination and harassment in the workplace.
- Promote the representation of minority groups at work.
- Implement diversity policies in recruitment.
- Comply with legal obligations regarding non-discrimination and professional equality.
- Encourage and facilitate the employment of workers with disabilities.
- Promote professional equality between women and men.

Personal Branding: Enhancing Your Professional Image

Assertiveness and Courage

Management and Leadership

Discover the basics of self-marketing by building and enhancing your personal brand. Learn how to enhance your image and make yourself more visible, so you can focus on your career.



🕒 Duration : 25 minutes

Audience : Anyone wishing to bring their talents to the workplace and boost their career.

In this online course, you will learn how to:

- Build and enhance your personal brand (Personal branding).
- Promote an authentic and positive self-image without falling into overconfidence bias.
- Assess your skills and experiences to better showcase them.
- Seek feedback to understand how others perceive you.
- Define your strengths, talents, passions, and values to discover your uniqueness
- Make yourself visible to the right people and on the right networks (LinkedIn, etc.).
- Dare to assert your desires, ambitions, and choose your career path.

Signs of Acknowledgement: The Key to Quality of Work Life

Positive Energy and Wellbeing

Communication and Relationships

Giving attention is essential for boosting self-esteem and energy. Give them tactfully and intelligently to foster a positive team atmosphere.



🕒 Duration : 25 minutes

Audience : Anyone wishing to promote a positive model of communication and collaboration.

In this online course, you will learn how to:

- Understand why we give so little and so poor recognition at work.
- Overcome our cultural and personal barriers to dare to give positive and unconditional attention at work.
- Choose the right kind of attention for the individual and find sincere and positive words.
- Reverse the tendency to give more negative than positive feedback, thereby boosting commitment.
- Value and encourage not only successes but also dedication and initiative-taking.

Ethics at Work: Promoting It Through a Relationship Charter

Agility and Change

Collaboration and Teamwork

Set up a relationship charter (and/or an ethical and constructive feedback charter) at work. Involve employees in drawing it up. Encourage responsible, ethical behavior in line with the organization's values.



🕒 Duration : 20 minutes

Audience : Any manager wishing to promote a positive model of communication and collaboration.

In this online course, you will learn how to:

- Write a relational charter that makes sense for everyone and facilitates "working together".
- Detail the charter with elements on: the courtesy of relationships, the use of technology, respect for the environment, sustainable development,...
- Involve employees in drafting an ethical and constructive feedback charter.
- Communicate about the charter and bring it to life within teams.
- Draw inspiration from the charter to overcome disagreements and arbitrate conflicts.

Know Yourself Better and Take Responsibility According to the 3 Ego States

Agility and Change

Communication and Relationships

Assertiveness and Courage

Discover the 3 ego states (parent, adult, child) and how they influence your interactions. Break the parent-child dynamism that prevails in the hierarchical relationship. Make your self-positioning questionnaire.



🕒 Duration : 20 minutes

Audience : Anyone wishing to promote a positive model of communication and collaboration.

In this online course, you will learn how to:

- Identify the 3 ego states: parent (normative and nurturing), adult, child (submissive, rebellious, and free).
- Discover through a questionnaire which attitudes you favor.
- Move away from the traditional parent-child relationship in management to engage in a co-responsible adult-to-adult communication.
- Understand the 6 attitudes: the functions they fulfill and the risks of excess.
- Establish healthy communication by adjusting your attitudes as needed for the situations and individuals you encounter.
- Resolve conflicts and power games, relying particularly on the free child and the adult state.

First Step in Conflict Resolution: Organizing the Meeting Between Parties

Communication and Relationships

Bring together the actors of the conflict (you or others). Choose the right time, the right place, and know how to request an open and positive interview to resolve the conflict.



🕒 **Duration :** 10 minutes

Audience : Anyone wishing to improve their quality of life and relationships.

In this online course, you will learn how to:

- Arrange a meeting with the other party to resolve a latent or known conflict between you
- Determine and suggest the most suitable time for this meeting.
- Allocate enough time to sit down and ensure a productive conversation.
- Propose to the other party that the meeting be held in a comfortable location that guarantees the confidentiality of the discussion.
- Formulate a clear and concise request to maximize your chances of the other party agreeing to schedule this crucial meeting.
- Persist in your request for a meeting despite potential obstacles.

Wheel of Privilege: Become Aware of Inequalities and Your Own Luck

Positive Energy and Wellbeing

Communication and Relationships

Diversity and Inclusion

Be aware of your privileges and the often unconscious discrimination of the "non-privileged". Discover the "wheel of privilege" and work towards more inclusion in the workplace.



🕒 **Duration :** 15 minutes

Audience : Anyone sensitive to diversity and inclusion topics.

In this online course, you will learn how to:

- Identify the links between discrimination and privilege.
- Understand what in-groups and out-groups are in the power circle.
- Recognize our individual and collective privileges and open up to the "underprivileged."
- Uncover stereotypes and biases that sideline certain groups.
- Ensure equal access to power and influence for people from all circles.

Hosting Highly Collaborative Creative Meetings

Agility and Change

Management and Leadership

Our online training will teach you how to conduct creative and collaborative meetings that stimulate participation and foster innovation. Learn how to create a productive work environment and generate new ideas.



In this online course, you will learn how to:

- Break out of the meeting routine for more creativity.
- Co-decide, co-create, and co-build projects together through highly collaborative/creative meetings. Lead creative and productive meetings using a variety of stimulating tools.
- Facilitate team brainstorming from A to Z with the DREAM method.
- Facilitate a 7-step creative meeting that will drive change and innovation.

 **Duration :** 75 minutes

Audience : Managers or project leaders proficient in the fundamentals of conducting a meeting.