

Library	Title	Description
Volume 1	The Strong Manager and cross culture leadership	<i>Develop skills to ensure multigenerational team success. The participants will be able to identify and understand the dynamics of different generations working together. Learn how to create an environment of true collaboration and co-operation, where team members work genuinely well together whilst using their own unique and full potentials (incl. National- or regional differences, various professional personalities, new and old cultures relevant to ages etc)</i>
Volume 2	The Successful Negotiator in Shipping & how to tackle difficult conversations	<i>Master the art of timing; how to kick off and follow through a challenging conversation in a positive, cautious and respectful way whilst at the same time finding solutions to problems at hand. Learn how to tackle tense or critical situations and at the same time securing understanding and adding value to the organization and the receiver(s). Learn how to focus on targets, listen, find common ground for opportunities, reveal hidden challenges, steer and conclude with successful negotiation results.</i>
Volume 3	Decision Making & Profit Leakage in Shipping	<i>Discover how to avoid thinking traps, deliver ideas and information to the table based on the full potential of the entire team. Learn how a team can reach valuable, innovative and uniform conclusions, which are understood actively supported by all adding value to the Company. Identify Dialogue and Meeting Techniques which matter in the complex maritime industry. Learn how to spot and quantify visible and invisible profit leakage within and across your organization and how to take advantage of such knowledge to benefit both collaboration between departments and the bottom-line results.</i>
Volume 4	Stepping up to management	<i>New managers will learn how to make sense of their new roles, organize tasks, work with supervisors and become effective managers. You will learn how to recognize pitfalls, absorb information quickly, recognize opportunities, establish business relationships and form strong teams.</i>
Volume 5	Crisis Management & Media Handling in Shipping	<i>Discover how to take immediate control of critical situations effectively, to quickly eliminate potential risks or to decrease the exposure which is already present. Learn how to minimize the work involved whilst handling factors hindering performance such as stress. Determine how to identify the primary signs of a potential crisis or a hidden crisis already under development.</i>
Volume 6	Global collaboration & Team Management	<i>Learn the simple but essential key drivers, tools and elements which drive successful cross-organizational collaboration in complex, multicultural, regulated, compliance oriented, finance heavy and fast changing industries - in a fast changing world. Learn how a few simple and positive rules can assist you and your team to stand out - as a team with great spirit generating maximum results.</i>
Volume 7	Strategic Thinking & Execution in Shipping. Brainstorming & Diversity	<i>Learn how to constantly find the timely, correct and relevant information needed in order to set, implement and manage the strongest possible strategy at all times - with support from your organisation.</i>
Volume 8	Setting and maintaining the right Team. Performance appraisals & improvement	<i>Explore the factors that must be considered when setting up a team. What a successful team requires and what challenges will be faced when setting it up. We will also look at strategies to help the team succeed from the beginning. This seminar also comprises of a practical guide focusing on how to complete, receive and structure the flow of performance appraisals - both for seagoing and shore based personnel. The Training course is based on the relevant IMO Model.</i>
Volume 9	The human factor in Shipping. Perception of risk & the line between efficiency and thoroughness	<i>Learn about simple universal basic human drivers and easily understandable basic personality profiles - and how using such knowledge can affect as well support decision making, efficiency, team spirit and thoroughness at sea and ashore.</i>
Volume 10	Maritime Leadership & Teamwork	<i>Understand the significant 'management & training'role of the Key Officers on board. Acknowledge 'Listening' as a communication skill.Learn how to built your own team, train & manage your shipboard personnel effectively. Identify practices for implementing effective workload management. Cultivate 'Techniques' to create an effective team, facilitate meeting communication and decision making. Learn how to deal with difficult situations on board due to limitations & constraints and how to prioritize your tasks. Identify personal abilities & behavioral characteristics.The Training course is based on the IMO Model 1.39.</i>

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Volume 11	Management of Change in Shipping	<i>Understand how to lead, drive and manage change – as well as spot the need for Change. Success is linked to timing, risk management, efficient control and evaluation, solid teamwork, the level of engagement and cross organizational collaboration - which is further linked to how well synergies are timely spotted and correctly utilized.</i>
Volume 12	Working in the Multicultural Shipping Environment. Prevent Bulling or Harassment	<i>It is a major challenge to work in multicultural environments where organizations have values, beliefs and certain conventions that are distinctly different. Although the multicultural shipping environment comes with its own unique challenges, it comes with many benefits, as well. An organization's culture is driven by the values throughout that organization. Quite often, decisions in organizations are based on the strong values among its members. Learn how to make meaningful decisions – and to understand decisions that they may have made already – it is extremely important that you have some understanding of the culture and values of your organization. Learn how to create an environment of true collaboration and co-operation, where team members work genuinely well together whilst using their own unique potential to the fullest. All personnel must be treated with dignity and respect at the workplace. Bullying and harassment are behaviors which are not tolerated therefore learn to identify them and develop strategies to deal with them. By learning to recognize and address such behavior, you can help to create a healthier, more productive environment for yourself and your colleges. Learn how to implement anti-bullying and harassment policies in the workplace.</i>
Volume 13	Communication skills in Shipping	<i>Aquire the ability to speak appropriately with a wide variety of people whilst maintaining good eye contact, listen effectively, present your ideas appropriately, write clearly and concisely and work well in a group. As your career progresses, the importance of communication skills increases; the ability to speak, listen, question and write with clarity and conciseness are essential for most managers and leaders. Learn how to kick off and follow through a challenging conversation in a positive, cautious and respectful way whilst at the same time finding solutions to problems at hand. Learn how to tackle tense or critical situations and at the same time securing understanding and adding value to the organization and the receiver(s). Learn how to focus on targets, listen, find common ground for opportunities, reveal hidden challenges.</i>
Volume 14	Discipline, Grievance Management & Counseling Skills in Shipping	<i>Learn how to respond to disciplinary issues appropriately and identify practices for implementing effective discipline and avoid grievance in the workplace (office and on board). Recognize the benefits of employing appropriate counseling techniques for performance improvement and learn effective ways to offer encouragement to an employee.</i>