



2020 / 2021

COURSE CATALOG



**Plateforme certifiée de Formation Professionnelle Continue
en 42 langues européennes.**



www.officehousecapellen.com

RSC F10421 – OFC Arrête
Ministériel du 28.06.2016

INCLUSIVE AND QUALITY EDUCATION FOR ALL

EU24h is an eLearning platform with a social mission, offering 900+ language, and professional development courses.

We're all about online learning, but we're also about making a lasting difference!

We believe that education has the power to change lives, and empowering people through education has always been at the center of what we do.

"Continuing Education and Marketing for SMEs are the tools for the Sustainable Development."
Fabio Biolcati

www.eu24h.academy



+1,000
certificates issued



+10,000
learning hours



+ 900
lives changed



+ 140 Language courses

a

Abruzzese
Afrikaans
Albanian
Alsatian
Amharic
American Sign Language (ASL)
Arabic Modern Standard
Arabic -Classical
Arabic -Egyptian
Arabic -Lebanese
Arabic -Moroccan
Armenian
Assamese
Aymara
Azeri

b

Basque
Belorussian
Bengali
Berber (Tamazight)
Bosnian
Breton
Bulgarian
Burmese

c

Cantonese
Catalan
Cebuano
Chibemba
Chichewa
Chinese Mandarin **All Levels**
Chuvash

|

Cornish
Corsican
Croatian
Czech

d

Danish
Dari
Dutch
Dzongkha

e

English **All Levels**
English American
English Australian
English Canadian
English Cockney
English Indian
English Scottish
Esperanto
Estonian

f

Faroese
Farsi
Fijian
Finnish
Flemish
French **All Levels**
French Canadian
Frisian

g

Galician
Georgian
German **All Levels**
German Swiss
Greek **All levels**
Greenlandic
Gujarati

|

Klingon
Korean
Kurdish
Kurdish –Kurmanji
Kirghiz

h

Haitian
Haitian Creole
Hausa
Hawaiian
Hebrew
Hindi
Hungarian

|

Lao
Latin
Latvian
Lingala
Lithuanian
Luganda
Luxembourgish



i

Icelandic
Igbo
Ilocano
Indonesian **All Levels**
Irish
Italian **All Levels**

m

|

Macedonian
Malagasy
Malay
Malayalam
Maltese
Manx
Maori
Marathi
Mongolian

j

Japanese **All Levels**
Javanese
Jèrriais

n

Navajo
Nepali
Norwegian

k

Kachchi
Kannada
Kazakh
Khmer
Kinyarwanda Rwanda

o

Occitan
Oriya
Oromo

p Papiamento
Pashto
Pidgin Papua New Guinea
Pidgin (Nigerian)
Polish
Portuguese
Portuguese Brazilian
Provencial
Punjabi

t Tagalog
Tajiki
Tamil
Telugu
Thai
Tibetan
Tigrinya
Tswana
Turkish
Turkmen

q Quechua

u Ukrainian
Urdu
Uzbek

r Romanian
Romansh
Russian

v Vietnamese

s Saami
Samoan
Sardinian
Scots
Scottish Gaelic
Serbian
Sesotho Southern
Shona
Sicilian
Sindhi
Sinhala
Slovak
Slovenian
Somali
Spanish **All Levels**
Spanish Argentinian
Spanish Latin American
Swahili
Swedish

w Welsh
Wolof

x Xhosa

y Yiddish
Yoruba

z Zulu

PROFESSIONAL DEVELOPMENT

- ✓ 10 Soft Skills You Need
- ✓ 60 Minutes to Self Esteem
- ✓ 7 Skills You Need For Workplace Success

a

- ✓ Accounting Skills for New Supervisors
- ✓ Active Listening
- ✓ Access 2013
- ✓ Actualize Academy - Advanced Personal Development Success
- ✓ Administrative Office Procedures Administrative Support Adult Learning
- ✓ Advanced Parenting Skills – Secrets Top Therapists Use For FAST Results!
- ✓ Advanced Project Management
- ✓ Advanced Skills for the Practical Trainer
- ✓ Advanced Writing Skills
- ✓ Anger Management - Understanding Anger
- ✓ Appreciative Enquiry Archiving and Records Management
- ✓ Assertiveness and Self-Confidence
- ✓ Attention Management

b

- ✓ Balanced Scorecard Basics
- ✓ Basic Bookkeeping Basic Internet Marketing Being a Likeable Boss
- ✓ Body Language - Reading Body Language as a Sales Tool
- ✓ Body Language - The Scientific Way
- ✓ Brand: Creating and Managing Your Corporate Brand
- ✓ Budgets and Managing Money
- ✓ Building a Brand on Social Media
- ✓ Building a Consulting Business
- ✓ Building an Online Business
- ✓ Building Better Teams
- ✓ Building Relationships for Success in Sales
- ✓ Building Your Self Esteem and Assertiveness Skills
- ✓ Bullying in the Workplace
- ✓ Business Acumen
- ✓ Business Ethics for the Office
- ✓ Business Etiquette - Gaining That Extra Edge
- ✓ Business Leadership Becoming Management Material
- ✓ Business Process Management
- ✓ Business Succession Planning - Developing and Maintaining a Succession Plan
- ✓ Business Writing That Works

C

- ✓ Call Center Training
- ✓ Call Center Training - Sales and Customer Service Training for Call Center Agents
- ✓ Change Management
- ✓ Change Management - Change and How to Deal With It
- ✓ Civility in the workplace
- ✓ Coaching and Mentoring
- ✓ Coaching Salespeople
- ✓ Collaborative Business Writing
- ✓ Communication Strategies
- ✓ Communications for Small Business Owners
- ✓ Computer Basics
- ✓ Conducting Accurate Internet Research
- ✓ Conducting Annual Employee Reviews
- ✓ Conducting Effective Performance Reviews
- ✓ Conference and Event Management
- ✓ Conflict Resolution - Dealing With Difficult People
- ✓ Conflict Resolution - Getting Along
- ✓ In The Workplace
- ✓ Conquering Your Fear of Speaking in Public
- ✓ Contact Center Training
- ✓ Continuous Improvement with Lean
- ✓ Contract Management
- ✓ Conversational Leadership
- ✓ Creating a Dynamite Job Portfolio
- ✓ Creating a Google AdWords Campaign
- ✓ Creating a Great Webinar
- ✓ Creating a Positive Workplace Environment
- ✓ Creating a Top-Notch Talent Management Program
- ✓ Creating Winning Proposals
- ✓ Creative Thinking and Innovation

- ✓ Crisis Management
- ✓ Critical Elements of Customer Service
- ✓ Critical Thinking
- ✓ CRM - An Introduction to Customer Relationship Management
- ✓ Customer Service Training - Critical Elements of Customer Service
- ✓ Customer Service Training - Managing Customer Service
- ✓ Cyber Security

d

- ✓ Dealing With Difficult People in Life & Work
- ✓ Delegation - The Art Of Delegating Effectively
- ✓ Delivering a Lunch and Learn Program
- ✓ Delivering Constructive Criticism
- ✓ Developing a High Reliability Organization
- ✓ Developing a Lunch and Learn
- ✓ Developing a Safety Procedures Manual
- ✓ Developing a Training Needs Analysis
- ✓ Developing a Corporate Behavior
- ✓ Developing Creativity
- ✓ Developing New Managers
- ✓ Developing Your Executive Presence
- ✓ Developing Your Training Program
- ✓ Digital Citizenship
- ✓ Disability Awareness - Working with People with Disabilities
- ✓ Diversity Training - Celebrating
- ✓ Diversity in the Workplace
- ✓ Dynamite Sales Presentations

e

- ✓ E-Commerce Management
- ✓ Effective Planning and Scheduling
- ✓ Emotional Intelligence
- ✓ Employee Accountability
- ✓ Employee Dispute Resolution - Mediation through Peer Review
- ✓ Employee Motivation
- ✓ Employee Onboarding
- ✓ Employee Recognition
- ✓ Employee Recruitment
- ✓ Employee Termination Processes
- ✓ Encouraging Sustainability and Social Responsibility in Business
- ✓ Entrepreneurship 101
- ✓ Event Planning
- ✓ Excel 2013
- ✓ Executive and Personal Assistants

f

- ✓ Facilitation Skills

g

- ✓ Generation Gap - Closing the Generation
- ✓ Gap in the Workplace
- ✓ Getting Stuff Done - Personal Development Boot Camp
- ✓ Getting Your Job Search Started
- ✓ Giving Effective Feedback
- ✓ Global Business Strategies
- ✓ Goal Setting

h

- ✓ Handling a Difficult Customer
- ✓ Health and Wellness at Work
- ✓ High Performance Teams In Company
- ✓ Hiring for Success –Behavioral Interviewing Techniques
- ✓ Hiring Strategies
- ✓ Human Resources Training - HR for the Non-HR Manager

i

- ✓ Improving Mindfulness
- ✓ Improving Self-Awareness in Person Sales
- ✓ Increasing Your Happiness Influence and Persuasion
- ✓ Infopath 2013
- ✓ Intermediate Project Management
- ✓ Interpersonal Skills
- ✓ Intrapreneurship
- ✓ Introduction to E-Mail Marketing
- ✓ Introduction to Neuro Linguistic Programming
- ✓ Inventory Management - The Nuts and Bolts

k

- ✓ Kickstarting Your Business with Crowdsourcing
- ✓ Knowledge Management

L

- ✓ Leadership and Influence
- ✓ Leadership Skills for Supervisors- Communication, Coaching, and Conflict
- ✓ Lean Process Improvement
- ✓ Life Coaching Essentials
- ✓ Logistics and Supply Chain Management
- ✓ Love Your Job Even If You Don't Like It

m

- ✓ Making Training Stick
- ✓ Manager Management
- ✓ Managing Across Cultures
- ✓ Managing Difficult Conversations
- ✓ Managing Personal Finances
- ✓ Managing Pressure and Maintaining Balance
- ✓ Managing the Virtual Workplace
- ✓ Managing Workplace Anxiety
- ✓ Marketing and Sales
- ✓ Marketing Basics
- ✓ Marketing for Small Businesses
- ✓ Marketing with Social Media
- ✓ Mastering the Interview
- ✓ Measuring Results from Training
- ✓ Measuring Training Results
- ✓ Media and Public Relations
- ✓ Meeting Management - The Art of Making Meetings Work
- ✓ Mexico Culture Awareness
- ✓ Microsoft Access 2016
- ✓ Microsoft Business Contact Manager 2010
- ✓ Microsoft Excel 2016
- ✓ Microsoft Office Access 2010
- ✓ MicrosoftOffice Excel 2010

- ✓ Microsoft Office Infopath Designer 2010
- ✓ Microsoft Office Onenote 2010
- ✓ Microsoft Office Outlook 2010
- ✓ Microsoft Office Powerpoint 2010
- ✓ Microsoft Office Project 2010
- ✓ Microsoft Office Publisher 2010
- ✓ Microsoft Office Sharepoint Server 2010
- ✓ Microsoft Office Visio 2010
- ✓ Microsoft Outlook 2016
- ✓ Microsoft Powerpoint 2016
- ✓ Microsoft Sharepoint Designer 2010
- ✓ Microsoft Windows 10
- ✓ Microsoft Word 2016
- ✓ Middle Manager
- ✓ Millennial Onboarding
- ✓ Mindful Walking
- ✓ mLearning Essentials
- ✓ Motivating Your Sales Force
- ✓ Motivation Training - Motivating Your Workforce
- ✓ Multi-Level Marketing

n

- ✓ Negotiation Skills
- ✓ Negotiating for Results
- ✓ Networking for Success
- ✓ Networking Outside the Company
- ✓ Networking within the Company
- ✓ NLP Tools for Real Life

O

- ✓ Office Politics for Managers
- ✓ Onboarding -The Essential Rules for a Successful Onboarding Program
- ✓ Onenote 2013
- ✓ Organizational Skills
- ✓ Orientation Handbook - Getting Employees Off to a Good Start
- ✓ Outlook 2013
- ✓ Outstanding Customer Service - Your Ultimate Guide!
- ✓ Overcome Your Phobia
- ✓ Overcoming Objections to Nail the Sale

P

- ✓ Performance Management - Managing Employee Performance
- ✓ Personal Brand Maximizing Personal Impact
- ✓ Personal Branding
- ✓ Personal Productivity
- ✓ Planning for Workplace Safety
- ✓ Powerpoint 2013
- ✓ Practical Applications - How to Blog and Podcast
- ✓ Presentation Skills
- ✓ Problem Solving & Decision Making
- ✓ Process Improvement with Gap Analysis
- ✓ Project 2013
- ✓ Project Management Fundamentals
- ✓ Project Management Training - Understanding Project Management
- ✓ Prospecting for Leads like a Pro
- ✓ Public Relations Boot Camp

- ✓ Public Speaking – Presentation
- ✓ Survival School
- ✓ Public Speaking - Speaking Under Pressure
- ✓ Publisher 2013
- ✓ Purchasing and Procurement Basics

Q

- ✓ Quit the B.S - Learn Better Faster

R

- ✓ REBT - The Science Of Programming Your Mind For Success & Happiness
- ✓ Research Skills
- ✓ Risk Management

S

- ✓ Safety in the Workplace
- ✓ Sales Action - Become an Action Taker in Sales & Business
- ✓ Sales Fundamentals Self-Leadership
- ✓ Selling Smarter
- ✓ Servant Leadership
- ✓ Sharepoint Designer 2013
- ✓ Sharepoint Server 2013
- ✓ Simple Charisma - The Science Of Communication
- ✓ Six Sigma –Introduction to Entering the Dojo
- ✓ Skills for the Administrative Assistant
- ✓ Skype for Business
- ✓ Social Intelligence

- ✓ Social learning
Social Media in the
Workplace
- ✓ Speak Well on Camera: Public
Speaking & Presentation Skills
- ✓ Strategic Planning
- ✓ Stress Management
- ✓ Stress Management –Beating
The Stress of Life & Work
- ✓ Supply Chain Management
- ✓ Survival Skills for the New Trainer

- Tough Topics Talking to Employees
about Personal Hygiene
- Trade Show Staff Training
- Train the Trainer
- Train the Trainer
- Training with Visual Storytelling

- Transformational Leadership

- t**
- ✓ Taking Initiative
 - ✓ Talent Management
 - ✓ Team Building - Developing
High Performance Teams
 - ✓ Team Building for Managers
 - ✓ Team Building Through Chemistry
 - ✓ Teamwork and Team Building
 - ✓ TEFL Certification
 - ✓ Telemarketing Using the
Telephone as a Sales Tool
 - ✓ Telework and Telecommuting
 - ✓ Telephone Etiquette
 - ✓ The 4-Step Sales Guide - Use
Psychology Hacks to Sell More
 - ✓ The ABCs of Supervising Others
 - ✓ The Cloud & Business
 - ✓ The Fear 2.0 Core Confidence
 - ✓ Conditioning
 - ✓ The Minute Taker's Workshop
 - ✓ The Power Of Positive Thinking
 - ✓ The Practical Trainer
 - ✓ The Professional Supervisor
 - ✓ Time Management - Get
Organized for Peak
Performance
 - ✓ Top 10 Sales Secrets

- u**
- ✓ UAE Cultural Awareness
 - ✓ Ultimate Persuasion Strategies
 - ✓ Upgrading To Access 2010
 - ✓ Upgrading To Excel 2010
 - ✓ Upgrading To Infopath 2010
 - ✓ Upgrading To Onenote 2010
 - ✓ Upgrading To Outlook 2010
 - ✓ Upgrading To Powerpoint 2010
 - ✓ Upgrading To Publisher 2010
 - ✓ Upgrading To Sharepoint
Designer 2010
 - ✓ Upgrading To Visio 2010
 - ✓ Upgrading To Windows 8.1
 - ✓ Upgrading To Word 2010
 - ✓ Using Activities to Make
Training Fun

- v**
- ✓ Virtual Team Building
and Management
 - ✓ Visio 2013

W

- ✓ Why People Do The Things They Do
- ✓ Windows 10 Transition from Windows 8 (2016)
- ✓ Winning With Communication - Master Your Communication Skills
- ✓ Women in Leadership
- ✓ Work-Life Balance
- ✓ Working Smarter - Using Technology to your Advantage
- ✓ Word 2013
- ✓ Workplace Diversity
- ✓ Workplace Ergonomics - Injury Prevention Through Ergonomics -
- ✓ Workplace Harassment - What It is and What to Do About It
- ✓ Workplace Violence - How to Manage Anger and Violence in the Workplace
- ✓ Workplace Wellness Writing a Business Plan Writing for the Web Writing Reports and Proposals

Z

- ✓ ZEN: For Ultimate Personal Development - ZEN Teachings For Life



Plateforme certifiée de Formation Professionnelle Continue en 42 langues européennes.

Courses in European languages

 European Union	 Austria	 Belgium	 Bulgaria	
 Croatia	 Cyprus	 Czech Republic	 Denmark	 Estonia
 Finland	 France	 Germany	 Greece	 Hungary
 Ireland	 Italy	 Latvia	 Lithuania	 Luxembourg
 Malta	 Netherlands	 Poland	 Portugal	 Romania
 Slovakia	 Slovenia	 Spain	 Sweden	 United Kingdom



www.officehousecapellen.com

RSC F10421 – OFC Arrête
Ministériel du 28.06.2016

Languages for professional life

a

- ✓ Arabic Business / Work
- ✓ Arabic HoReCa / Tourism
- ✓ Arabic Retail / Sales

c

- ✓ Chinese **All Levels**
- ✓ Chinese Business / Work
- ✓ Chinese HoReCa / Tourism
- ✓ Chinese Retail / Sales

d

- ✓ Dutch Business / Work
- ✓ Dutch HoReCa / Tourism
- ✓ Dutch Retail / Sales

e

- ✓ English **All Levels**
- ✓ English Business / Work
- ✓ English HoReCa / Tourism
- ✓ English Retail / Sales

f

- ✓ French **All Levels**
- ✓ French Business / Work
- ✓ French HoReCa / Tourism
- ✓ French Retail / Sales
- ✓ French Conversation

g

- ✓ German **All Levels**
- ✓ German Business / Work
- ✓ German HoReCa / Tourism
- ✓ German Retail / Sales

h

- ✓ Greek **All Levels**
- ✓ Greek Business / Work
- ✓ Greek HoReCa / Tourism
- ✓ Greek Retail / Sales

- ✓ Hindi Business / Work
- ✓ Hindi HoReCa / Tourism
- ✓ Hindi Retail / Sales

i

- ✓ Indonesian **All Levels**
- ✓ Indonesian Business / Work
- ✓ Indonesian HoReCa / Tourism
- ✓ Indonesian Retail / Sales

eu24h

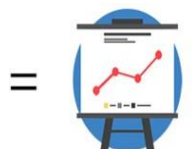
Immersive Language Learning VR -Virtual Reality + Online



Learn with
ONLINE classes



Practice in
virtual reality



Improve
your skills



French



German



English



Spanish



Italian



Greek



Chinese



Japanese



Indonesian

Languages for professional life

i

- ✓ Italian **All Levels**
- ✓ Italian Business / Work
- ✓ Italian HoReCa / Tourism
- ✓ Italian Retail / Sales

j

- ✓ Japanese **All Levels**
- ✓ Japanese Business / Work
- ✓ Japanese HoReCa / Tourism
- ✓ Japanese Retail / Sales

L

- ✓ Luxembourgish Wëllkomm A1
- ✓ Luxembourgish for Senior Care
- ✓ Luxembourgish for Day Care / Garderie
- ✓ Luxembourgish Conversation

n

- ✓ Norwegian Business / Work
- ✓ Norwegian HoReCa / Tourism
- ✓ Norwegian Retail / Sales

p

- ✓ Portuguese Business / Work
- ✓ Portuguese HoReCa / Tourism
- ✓ Portuguese Retail / Sales
- ✓ Portuguese Conversation

r

- ✓ Russian Business / Work
- ✓ Russian HoReCa / Tourism
- ✓ Russian Retail / Sales

S

- ✓ Sign Languages Business / Work
- ✓ Sign Languages HoReCa / Tourism
- ✓ Sign Languages Retail / Sales
- ✓ Sign Languages Babies & Toddlers
- ✓ English / Arabic / Chinese
- ✓ Spanish **All Levels**
- ✓ Spanish Business / Work
- ✓ Spanish HoReCa / Tourism
- ✓ Spanish Retail / Sales
- ✓ Swedish Business / Work
- ✓ Swedish HoReCa / Tourism
- ✓ Swedish Retail / Sales

eu24h

Immersive Language Learning VR -Virtual Reality + Online

Learn online | Practice in VR | Improve skills

Learn with ONLINE classes + Practice in virtual reality = Improve your skills

French | German | English | Spanish | Italian | Greek | Chinese | Japanese | Indonesian



eu24h.academy



www.EU24h.academy

[BROWSE COURSES](#) [CONTACT US](#) [LOG IN](#)

Welcome to EU24h online learning



Inclusive and quality education for all