Kaite

Course Catalog

Level up your skills.

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This catalog is interactive!
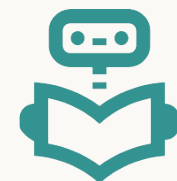Whenever you spot the ☝ ,
just click it to jump to the related section.

What makes KAITE special?

Kaite stands for a new way of learning: innovative, practical, and future-focused.
Our goal is to prepare you for the fast-changing world of work –
with modern e-learning formats and AI-powered simulations that truly help you grow.

We believe: The future belongs to those who are ready to grow.
That's why we focus on Future Skills – the key abilities you need in an increasingly digital, connected, and fast-paced world.

Whether it's problem-solving, critical thinking, emotional intelligence, self-management, or digital skills: our learning journeys are designed to help you not only gain knowledge, but also build real-life action competence.

Kaite is your learning space for personal growth, real experiences, and lasting impact.

An Overview of the Future Skills

Digital Competencies

- *Tech Understanding*: Basic knowledge of digital tech (e.g. AI, blockchain, big data).
- *Digital Collaboration:* Ability to work effectively in teams using digital tools.
- *Data Literacy:* Understand, interpret, and use data.

Self-Competencies

- *Self-Reflection & Self-Leadership:* Know your strengths, weaknesses, and values – and grow from them.
- *Resilience:* Handle uncertainty and setbacks with strength.
- *Self-Responsibility & Willingness to Learn:* Learn independently and for life.
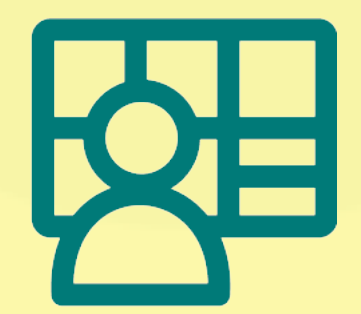
Social Competencies

- *Empathy & Communication:* Understand other views and communicate respectfully.
- *Teamwork & Collaboration:* Work well in diverse teams.
- *Intercultural Skills:* Act with sensitivity in culturally diverse settings.

Innovation & Problem - Solving Skills

- *Creativity:* Develop new ideas and think "outside the box".
- *Critical Thinking:* Evaluate info and make thoughtful decisions.
- *Agility & Adaptability:* React flexibly to new situations.

Entrepreneurial Thinking

- *Spotting Opportunities:* Analyze trends and turn them into business ideas.
- *Taking Initiative:* Take ownership and drive ideas forward.
- *Economic Understanding:* See the links between markets, companies, and society.

Welcher Kurs deckt welche Future Skills ab?

Course Name	Digital Competencies	Self - Competencies	Social Competencies	Entrepreneurial Thinking	Innovation & Problem-Solving Skills
Giving Effective Feedback			●		
Building & Strengthening Resilience		●			●
Time Management		●			
Termination Talks			●	●	
Setting Goals for Success		●		●	
Recognizing the Potential of AI	●				
Leading virtual teams				●	

Recognizing the potential of AI

Course Description

In this course, you'll learn the basics of Artificial Intelligence (AI), its applications, and the challenges that come with using it.

Target Group

Article 4 of the EU AI Act calls on companies to ensure that employees have the knowledge needed to use AI systems responsibly and in compliance with regulations.

Learning Goals

With AI-based simulations, you'll have the chance to apply time management techniques through hands-on practice in your workday.

Key Facts

Course Content

10 training videos

8 handouts

2 interactive AI simulations

1 quiz

Requirements

None.

Course Time: 41:00 min

Languages Available:

Link to Agenda: Click here

Giving effective feedback

Strong feedback. Strong teams!

Course Description

This course teaches the essential skills and knowledge needed to give and receive effective feedback.

You'll learn how to use positive, constructive, and negative feedback in various settings to create a productive and supportive work environment.

Target Group

All team members can benefit from improved feedback skills, as these enhance collaboration and the working atmosphere. Employees learn to give and receive constructive feedback, which contributes to both personal and professional development.

Learning Goals

Participants will gain an understanding of different types of feedback and how to apply them appropriately. They will learn techniques for effective communication and feedback delivery, contributing to the development of a strong feedback culture. AI-based role plays provide a safe space to practice and apply these skills in realistic scenarios.

Key Facts

Course Content

13 training videos

3 handouts

1 interactive AI simulation

1 quiz

Requirements

None.

Course Time: 41:00 min

Languages Available:

Link to Agenda: Click here

Time management

From stressed to structured

⊘ Course Description

This course shows you how to use time management strategically to organize your work time effectively and stay on top of your priorities. You will learn the key techniques and methods of time management and receive practical tools to apply them in your daily work routine.

⊗ Target Group

Time management helps employees organize their tasks efficiently and set clear priorities. As a result, they can work with less stress, increase their productivity, and actively contribute to better collaboration within the team.

◎ Learning Goals

Understand the fundamentals of time management. Learn how to prioritize and plan tasks effectively. With the help of AI-based simulations, you'll have the opportunity to practice and transfer time management methods directly into your daily work routine.

☑ Key Facts

Course Content

9 training videos

1 handout

2 interactive AI simulations

1 quiz

Requirements

None.

Course Time: 41:00 min

Languages Available: 🇩🇪 🇺🇸

Link to Agenda: Click here ↗

Building & Strengthening Resilience

Building inner strength

Course Description

This course shows you how to intentionally build and strengthen your resilience in order to confidently handle workplace challenges and promote a positive, supportive work culture. Our AI simulations help you become more aware of your resilience and provide a safe environment to practice and develop it.

Target Group

Resilience training strengthens personal coping skills and empowers employees to handle stressful situations more effectively. This leads to greater workplace satisfaction and supports a healthy work-life balance.

Learning Goals

You will gain a clear understanding of resilience, develop effective communication strategies, and learn how to foster a resilient workplace culture.

Key Facts

Course Content

6 training videos

1 handout

2 interactive AI simulations

1 quiz

Requirements

None.

Course Time: 41:00 min

Languages Available:

Link to Agenda: Click here

Termination Talks

Treating People Fairly

Course Description

In this course, you'll learn how to conduct termination conversations with respect, transparency, and legal certainty. You'll receive a practical, step-by-step framework to guide you through preparation, conversation, and offboarding. Whether you're just gaining your first experience or looking to deepen your expertise — this course supports you in acting with empathy and confidence, even in challenging situations.

Target Group

This course is designed for managers, HR professionals, and business owners who want to conduct termination conversations in a legally compliant, empathetic, and team-oriented way.

Learning Goals

You will learn how to lead termination conversations professionally, empathetically, and in accordance with legal requirements. You'll find out how to prepare effectively, communicate clearly, and ensure a fair offboarding process.

Key Facts

Course Content

6 training videos

6 handouts

1 interactive AI simulation

1 quiz

Requirements

None.

Course Time: 41:00 min

Languages Available:

Link to Agenda: Click here

Setting Goals for Success

Driven by clarity

Course Description

Discover how clear goals can be the key to your success!

In this course, you'll learn how to turn ambitious visions into concrete, actionable steps while maintaining focus and motivation.

Target Group

This course is ideal for leaders, project managers, freelancers, career-driven individuals, and coaches who want to set clear goals and implement them effectively.

Learning Goals

Learn to set clear, motivating goals with SMART and OKR, overcome obstacles using the WOOP framework, and support team goals through structured planning and digital tools. Practice in realistic scenarios with AI-based simulations.

Key Facts

Course Content

9 training videos
6 handouts
2 interactive AI simulations
1 quiz

Requirements

None.

Course Time: 41:00 min

Languages Available:

Link to Agenda: Click here

Leading Virtual Teams

Course Description

In this course, you will learn how to successfully lead virtual teams — with clarity, trust, and presence, even at a distance. You will explore the unique challenges and opportunities of virtual collaboration and discover how to adapt your leadership style to the specific demands of digital teamwork.

Target Group

This training is designed for managers, project leaders, and team leaders who currently lead or will lead virtual teams. It is especially relevant for those working in global or decentralized organizations with team members spread across multiple locations.

Learning Goals

You will learn to communicate virtually in a clear, empathetic, and structured way, strengthen team cohesion, and build connection and commitment despite physical distance. You'll reflect on your leadership style, delegate responsibility effectively, and guide your team confidently through digital challenges.

Key Facts

Course Content

6 training videos

8 handouts

1 interactive AI simulation

1 quiz

Requirements

None.

Course Time: 34:00 min

Languages Available:

Link to Agenda: Click here

Kontakt

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