

# eu24h



# Courses catalog catalogue des cours



## eu24h



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



European Union

Courses in European languages



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

<https://ohc.academy/>



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OFPC: SFP/KM-MK2016

RSC F10421 – OFC Arrête

Ministériel du 28.06.2016

# INCLUSIVE AND QUALITY EDUCATION FOR ALL

OHC / EU24h is an eLearning platform with a social mission, offering 1000+ 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



+10,000  
certificates issued



+88,000  
learning hours



+ 8,000  
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  
Persian  
Pashto  
Pidgin Papua New Guinea  
Pidgin (Nigerian)  
Polish  
Portuguese  
Portuguese Brazilian  
Provencian  
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

# Certified courses for personal and professional development (English only)

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  
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  
Cleaning - Professional and Safe  
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 (basic and advanced)  
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  
Intermediate Project  
Management  
Interpersonal Skills  
Intrapreneurship  
Introduction to E-Mail Marketing

Introduction to NeuroLinguistic  
Programming  
Inventory Management -The  
Nuts and Bolts  
IT – Word, Excel, Power Point

**k** Kickstarting Your Business with  
Crowdsourcing  
Knowledge Management



Leadership and Influence  
Leadership Skills for Supervisors-  
Communication, Coaching, and  
Conflict

Lean Process Improvement

Life Coaching Essentials

Logistics and SupplyChain  
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

Microsoft Business Contact  
Manager

Microsoft Office Access

MicrosoftOffice Excel

Microsoft Office

Infopath Designer

Microsoft Office Onenote

Microsoft Office Outlook

Microsoft Office Powerpoint

Microsoft Office Project

Microsoft Office Publisher

Microsoft Office Sharepoint  
Server

Microsoft Office Visio

Microsoft Outlook

Microsoft Sharepoint  
Designer

Microsoft Windows 10

Microsoft Word

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 theCompany

NLP Tools for Real Life

# O

Office Politics for Managers  
Onboarding -The Essential Rules  
for a Successful Onboarding  
Program  
Onenote  
Organizational Skills  
Orientation Handbook - Getting  
Employees Off to a Good Start  
Outlook  
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  
Power Point (basic and advanced)  
Productivity  
Planning for Workplace Safety  
Practical Applications - How to Blog  
and Podcast  
Presentation Skills  
Problem Solving & Decision  
Making  
Process Improvement with Gap  
Analysis  
Project  
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  
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  
SharePoint Server  
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

## U

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

UAE Cultural Awareness

Ultimate Persuasion Strategies

Using Activities to Make Training  
Fun

## V

Virtual Team Building and  
Management

Visio



# W

Why People Do The Things They Do

Windows 10

Winning With Communication - Master Your Communication Skills

Women in Leadership

Word (basic and advanced)

Work-Life Balance

Working Smarter - Using Technology to your Advantage

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

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# Business Language courses

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

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 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

# Business Language courses

**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

Sign Languages Business / Work  
Sign Languages HoReCa / Tourism  
Sign Languages Retail / Sales  
Sign Languages Babies & Toddlers  
English / Arabic / Chinese

**S** 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

## Certified courses for personal and professional development (All Languages)

<b>Access</b>	Learn how to use the powerful features of Microsoft Access
<b>Accounting and Financial Administration</b>	Learn how to create a Cash Flow, Balance Sheet, among others.
<b>Accounts Payable and Receivable</b>	Improve the productivity of your Accounts Payable and Receivable department.
<b>Active and Receptive Customer Service</b>	Learn Active and Receptive Customer Service and Telemarketing techniques.
<b>Administrative Assistant</b>	Learn about the routine and procedures of this growing profession.
<b>Advertising and Marketing</b>	Learn how to plan and execute Marketing and Webmarketing strategies.
<b>Advertising and Propaganda</b>	How to use creativity to your advantage in advertising.
<b>Airport Agent</b>	Learn about the rules and procedures followed by airport agents.
<b>Android for Beginners</b>	Learn how to create mobile applications with Android.
<b>Animation and Recreation</b>	Learn how to plan and execute Entertainment and Recreation activities.
<b>ASP</b>	Learn this language capable of creating applications for the internet.
<b>Astrology</b>	Learn about the influence of the stars on us. How to create an astral chart, and more!
<b>Audit</b>	Know what is necessary and expected to perform the role of auditor.
<b>AutoCAD 2D</b>	Learn how to use AutoCAD in 2 dimensions, create plans, projects, etc.
<b>AutoCAD 3D</b>	Learn how to build and design using three dimensions in AutoCAD.
<b>Banking Knowledge</b>	Learn what the Banking System is and how it works.
<b>Bar and Restaurant Management</b>	Learn effective bar and restaurant management techniques.
<b>Barista</b>	Learn everything about coffee, its contents, aromas and preparation.
<b>Bartender</b>	How to prepare the best cocktails and delight the audience.
<b>Basic Accounting</b>	Learn how to prepare balance sheets, accounting statements, among others.
<b>Basic Computing</b>	Learn basics about the internet and computers in general.
<b>Blender 3D</b>	Learn 3D modeling with Blender. Interactive and narrated video lessons.
<b>Breastfeeding</b>	Learn about the importance of breastfeeding for child development.
<b>BrOffice (Writer + Calc)</b>	How to use the main features of BrOffice Writer and Calc.
<b>Bullying</b>	Learn about the different types and how to identify and treat Bullying.
<b>Business Administration</b>	Get to know the different areas of a company and learn how to manage them.
<b>Business Pedagogy</b>	How to apply Pedagogy in the Business sector.
<b>Career Planning</b>	Learn how to develop and guide a good Career Plan
<b>Cash flow</b>	Learn to understand and prepare Cash Flows.
<b>Cashier</b>	Learn how to become a highly successful Cashier.
<b>Child Nutrition</b>	Learn about the care needed to ensure children's good nutrition.
<b>Child Psychology</b>	Learn how to work Psychology with children.
<b>Childhood Obesity</b>	Learn the causes and how to prevent Childhood Obesity.
<b>Chromotherapy</b>	Learn about the importance of colors in the process of healing diseases.
<b>Clinical Nutrition</b>	Learn about current concepts in the area of Clinical Nutrition.
<b>Coaching</b>	Learn how to achieve goals with coaching techniques.
<b>Cognitive-Behavioral Therapy</b>	Understand how to manage emotions, seeking better personal performance.
<b>Computer Assembly</b>	Master the technique and learn how to configure computers.
<b>Computer Science in Education</b>	Learn how to apply IT resources within Education.
<b>Conflict Management</b>	How to identify and deal with conflicts in the workplace.
<b>Corel Draw</b>	Learn how to use Corel Draw tools and effects.
<b>Course for Pregnant Women</b>	Discover tips for a peaceful and healthy pregnancy.
<b>Cupcake</b>	Learn all the steps to create the most beautiful and delicious Cupcakes.
<b>Customer service</b>	Learn how to serve customers well and leave them satisfied.
<b>Cutting and Sewing</b>	Learn how to create different types of clothing using cutting and sewing techniques.

## Certified courses for personal and professional development (All Languages)

<b>Dangerous Goods Transport</b>	Learn about the risks and legislation for transporting dangerous products.
<b>Database</b>	How to create and manage databases efficiently
<b>Decoration</b>	Discover good taste techniques for decorating different environments.
<b>Digital Marketing</b>	How to create and manage Digital Marketing Campaigns.
<b>Digital Photography</b>	Learn how to use all the features of your camera and take professional photos.
<b>Dog Training</b>	Learn how to train in a natural and fun way.
<b>Drug Use Prevention</b>	Understand the main factors in combating drug use.
<b>Early Childhood Education</b>	Develop children's potential. Includes literacy, games, among others.
<b>Educational Guidance</b>	Learn about the influence of schools on our society and the role of Guidance.
<b>Educator's Emotional Health</b>	Learn how to preserve the Emotional Health of teachers and educators.
<b>Elderly Caregiver</b>	Learn how to care for the elderly with or without limitations (Senior Care).
<b>Electrician</b>	Learn more about the profession of Electrician, techniques and concepts used in the field.
<b>Entrepreneurship</b>	Learn how to plan, create and run your own business.
<b>Environmental Education</b>	Nature needs our help. Learn how to do your part and help it.
<b>Environmental Impacts</b>	Learn how to measure and evaluate Environmental Impacts.
<b>Ergonomics</b>	Learn how to identify and prevent injuries caused by incorrect posture.
<b>Ethics and Citizenship</b>	The role of the Ethical Citizen in different everyday situations.
<b>Event Production</b>	Learn how to plan, organize and promote events large and small.
<b>Excel</b>	Discover the features and new features of Excel 2013.
<b>Executive Secretariat</b>	Learn everything about this promising profession. Learn how to attend, schedule, etc.
<b>Eyebrow Design</b>	Learn how to create amazing designs for all types of eyebrows.
<b>Facial Aesthetics</b>	Discover the best Facial Aesthetics techniques
<b>Feng Shui</b>	Combine colors and elements to bring well-being and quality of life.
<b>Financial Mathematics HP 12C</b>	Learn Financial Mathematics, its formulas and calculations, all on the HP12C.
<b>First aid</b>	How to provide first aid and stabilize an accident victim.
<b>Food Preservation Method</b>	Discover the best methods for preserving different types of food.
<b>Food Safety</b>	Learn how to preserve food safety and quality.
<b>Foot Reflexology</b>	The effects of Foot Reflexology on the body and mind.
<b>Foreign trade</b>	Learn all the logistics involved in international transactions.
<b>Fun Activities</b>	The importance of playful learning in a child's development.
<b>Game Creation</b>	How to create computer games using the Blender Engine
<b>Gardening and Landscaping</b>	Learn techniques for creating beautiful gardens and landscapes.
<b>Gastronomy Guide</b>	Discover typical and exotic recipes and dishes from Gastronomy.
<b>Global Postural Reeducation</b>	Discover effective Global Postural Reeducation techniques.
<b>Google Tools</b>	Google Drive, Docs, Sheets and Meet in one course.
<b>Hairdresser</b>	Learn how to do treatments, cuts and hairstyles.
<b>Health Surveillance</b>	Health Surveillance in different contexts, its legal and organizational aspects.
<b>HoReCa - LSP Language for specific purposes</b>	Vocabulary and phrases for customer service in any language.
<b>Hospital Management</b>	Learn to run, manage and organize hospitals.
<b>Hospital Pedagogy</b>	Understand the importance of the pedagogue in the hospital environment.
<b>Hospital Receptionist</b>	Understand what the main activities of a hospital receptionist are.
<b>Hotel Management</b>	Learn how to manage all areas of Hotels, Inns, Resorts, etc.
<b>Hotel Receptionist</b>	Learn techniques and procedures for working at a hotel reception.
<b>HTML5</b>	Create quality websites using HTML5 technology
<b>Human Resources Department</b>	Learn how to calculate vacations, salaries, admissions, terminations, among others.
<b>Human Rights</b>	Know the basic rights of all human beings.
<b>Illustrator</b>	Learn how to use the main features of Adobe Illustrator.
<b>Internet Security</b>	Learn how to protect yourself from hacking, how to avoid password theft, etc.
<b>ISO 9001</b>	Discover ISO 9001, an important tool for quality management.
<b>IT basic - Word and Excel</b>	Learn how to format texts, create spreadsheets, formulas, etc.
<b>Job and Salary Analysis</b>	How to develop a fair compensation policy for your company.

## Certified courses for personal and professional development (All Languages)

<b>Labor Calculations</b>	Learn how to perform Labor Calculations correctly.
<b>Language courses - all languages of the world</b>	The Language Course adapted to your level, personalized with topics that interest you.
<b>Learn to Speak in Public</b>	Simple and effective techniques to control nervousness and speak well in public.
<b>Learning Disabilities</b>	Learn how to Identify, Deal with and Treat Learning Disorders and Difficulties.
<b>Linux</b>	Learn how to install, configure and use Linux.
<b>Literacy</b>	Learn about and know how to apply the different literacy methods.
<b>Logical Reasoning</b>	Learn what Logical Reasoning is and how to develop it.
<b>Logistics</b>	Learn Logistics techniques, from manufacturing to transportation.
<b>Lymphatic Drainage</b>	Learn and know how to apply Lymphatic Drainage techniques
<b>Makeup</b>	Discover simple and effective makeup techniques.
<b>Management and Leadership</b>	Learn to delegate, motivate, praise, reprimand, among others.
<b>Market research</b>	Learn important application techniques in market research.
<b>Massage therapy</b>	Learn about Massage Therapy and Massages in general, as well as their applications.
<b>Meditation</b>	Learn about the states of the human mind, discipline and teachings of Meditation.
<b>Memorization and Dynamic Reading</b>	Learn how to read quickly and memorize texts, dates, numbers.
<b>MS Project 2007</b>	Learn how to use Project to create and manage your projects.
<b>Nail Art</b>	Discover different practices to beautify and decorate your nails.
<b>Negotiation</b>	Effective techniques for persuading and making great negotiations.
<b>Networks and Hardware Basics</b>	Learn how to set up and configure Computer Networks.
<b>Neuropedagogy</b>	The relationship between the child's brain and the teaching and learning process.
<b>New Media in Education</b>	Learn about the role and how to use new media in the education process.
<b>Nursery teacher</b>	Learn procedures and techniques for caring for babies and children (baby-sitter).
<b>Nursing</b>	Learn about the profession and routine of a professional Nurse.
<b>Nutritional Assessment</b>	Discover the main concepts in the Nutritional Assessment process.
<b>Occupational Nursing</b>	Learn about the duties and responsibilities of Occupational Health Nurses.
<b>Occupational Safety</b>	Learn the duties of an Occupational Safety professional.
<b>Oil and Gas</b>	Learn about the implementation and operational processes of this growing area.
<b>Online Journalism</b>	Discover the trends in Internet Journalism and learn how to write online articles.
<b>Organizational Climate Survey</b>	How to conduct organizational research in your workplace.
<b>Organizational Psychology</b>	Improve well-being in the workplace with concepts from psychology.
<b>Parapsychology</b>	Understand how psychology relates paranormal and psychic concepts.
<b>Pedagogical Coordination</b>	How to monitor and coordinate the Pedagogical area of an institution.
<b>Performance Evaluation</b>	Evaluate your company's Human Resources with this tool.
<b>Personal Finance</b>	Learn how to organize your finances and multiply your money.
<b>Personal Marketing</b>	Improve your personal and professional image by working on your Personal Marketing.
<b>Pharmacy Clerk</b>	Get to know the industry and learn how to be successful in this profession.
<b>Photoshop</b>	Learn how to create montages, edit photos and correct small defects.
<b>PHP and MySQL</b>	Learn how to create interactive pages with PHP and MySQL technology.
<b>Physical Education at School</b>	Learn about the importance of Physical Education at School and its current application
<b>Physiotherapy Practices</b>	The basics of Physiotherapy, most common injuries, treatments, etc.
<b>Pilates</b>	What are the uses of Pilates, its benefits and applications.
<b>Political Marketing</b>	Learn techniques for creating successful political campaigns.
<b>Power BI</b>	Build interactive reports for decision making.
<b>Power Point</b>	Make professional presentations with the features of Power Point
<b>Private Security</b>	How to protect people and property taking into account your own safety.
<b>Professional cleaning</b>	Learn skills, techniques and knowledge for cleaning with professional and safety standards.
<b>Professional Relocation</b>	Learn how to put together a good resume, how to behave during an interview, etc.
<b>Professional Success</b>	Discover effective techniques that can even lead to a promotion at work.
<b>Project Management</b>	Learn how to plan and execute projects of all sizes.
<b>Property Valuation</b>	Learn how to analyze and evaluate different types of properties.
<b>Psychoanalysis</b>	Learn the main concepts and techniques in Psychoanalysis.
<b>Psychomotricity</b>	Study cognitive and affective development through body movements.
<b>Psychopedagogy</b>	Combine pedagogical and psychological practices in the construction of knowledge.
<b>Psychotherapy</b>	Learn how to treat psychological problems through therapy.
<b>Public Management</b>	Essential course for those who are or intend to be a Public Servant.
<b>Public relations</b>	Learn how to create and promote the best image for organizations.
<b>Purchasing Management</b>	Know the procedures and know how to manage a Purchasing Department.

## Certified courses for personal and professional development (All Languages)

<b>Quality Management</b>	Learn about important processes and practices focused on Quality Management.
<b>Quality of Life at Work</b>	Learn how to implement Quality of Life at Work - QVT programs.
<b>Real Estate Business</b>	How to persuade, present and negotiate different properties.
<b>Recruitment and Selection</b>	Learn how to identify the best talents, apply Dynamics and Interviews.
<b>Recycling and Renewable Energies</b>	Learn about Recycling processes and the different sources of Renewable Energy.
<b>Reducing Massage</b>	Find out what Reducing Massage is and how to apply techniques.
<b>Reiki</b>	Learn how to practice Reiki techniques to improve your quality of life.
<b>Relationship Marketing</b>	Learn the best customer and supplier relationship techniques.
<b>Religious Education</b>	Learn about the pillars of Religious Education and the professional profile of the area.
<b>Sales Techniques</b>	Discover simple and efficient techniques to be successful in sales.
<b>School Inspector</b>	Learn about the day-to-day life of a School Inspector and the job market in this area.
<b>School Management</b>	Learn how to manage a school institution, learn about the problems and solutions.
<b>School Secretariat</b>	Learn about the routines and procedures in a school office.
<b>Self-makeup</b>	Learn how to enhance your beauty with self-makeup techniques.
<b>Sex Education</b>	Learn how to deal with this issue correctly with children and teenagers.
<b>Social and Business Etiquette</b>	Know how to behave and what to wear at all events and occasions.
<b>Social Marketing</b>	Learn what Social Marketing is and how to develop actions.
<b>Social Worker</b>	Learn everything about the promising profession of Social Worker.
<b>Sommelier</b>	Discover details about wines, their particularities and pairing techniques.
<b>Special Education</b>	Learn about and prepare for Inclusive Special Education.
<b>Sports Nutrition</b>	Learn how to optimize sports performance through nutrition.
<b>Sports Physiotherapy</b>	Learn about the tools used in physiotherapy for athlete recovery.
<b>Statistic</b>	Learn about Statistics and its applicability today.
<b>Stock exchange</b>	Learn how to start investing in the stock market. Learn how to choose the best stocks.
<b>Storytellers</b>	Learn how to spark children's interest and creativity.
<b>Strategic Planning</b>	Learn Strategic Planning techniques and methods.
<b>Sustainability</b>	Learn about the concept of Sustainability and how to apply it.
<b>Teaching Planning</b>	Learn how to make a successful Teaching Plan
<b>Team Management</b>	How to manage professionals seeking high performance.
<b>Tenders and Contracts</b>	How Tenders work and their different stages.
<b>Theology</b>	Know and understand the concepts behind religions.
<b>Time Management</b>	Learn how to optimize your time and improve your quality of life.
<b>Tour guide</b>	Learn about the Profession and find out how to become a Tour Guide.
<b>Toy library</b>	Understand the importance of the toy library in child development.
<b>Travel Agent</b>	Learn how to become a successful Travel Agent.
<b>Typing Course</b>	Learn to type quickly and quickly with interactive games.
<b>Vegetarianism</b>	Learn how to have a healthy and balanced life with this diet.
<b>Warehouse</b>	Learn how to set up and manage warehouses.
<b>Webmaster</b>	Learn how to create your own website quickly and easily.
<b>Window dressing</b>	How to design shop windows that boost sales.
<b>Word</b>	Discover the features and new features of Word 2013.
<b>Writing and Editing</b>	Learn how to better write different types of texts and essays.
<b>Youth and Adult Education</b>	Recommended for Teachers and Educators. How to work in Youth and Adult Education.



## **OHC- Office House Capellen ASBL Luxembourg**

Nous sommes un Organisme de Formation Professionnelle Continue certifié par le Ministère de l'Éducation nationale, de l'Enfance et de la Jeunesse qui collabore avec des institutions nationales et internationales, afin d'offrir aux apprenants une éducation inclusive et de qualité pour tous par notre plateforme de formation e-learning (EU24h) disponible 24h/24h, des cours professionnels et linguistiques, de manière flexible et efficace.

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# eu24h



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