



SECURITY ISLAND

E-LEARNING CATALOG 2020

E-LEARNING CONTENT FOR YOUR LMS

ABOUT US

mybreev



“

“Increasing numbers of companies are combining security, anti-fraud, risk, and compliance.

We are embracing this change at Security Island.”

Uwe Röniger, Managing Director mybreev GmbH



E-Learning with mybreev

Knowledge that helps you advance

How can we ensure that all employees in the company are aware of new topics and can pass on this information?

For 20 years, mybreev has been handling this question.

It's all in the mix: What makes us special

Whether it's business topics, technical connections, security or legal details: mybreev courses explain even the most abstract and complex issues comprehensively and clearly, step by step and with clear examples. We take great pride in the fact that our content is intensively researched and scientifically tested. That is why we choose our experts and authors carefully: they are the professionals who structure the complex issues clearly and get to the heart of the matter in a way that is easy to understand. It's because there is one thing that is important to us in our training courses: You need to understand and enjoy what you're learning.

Didactic edutainment: Well entertained, well trained

We are convinced that knowledge is sustainable if you are entertained while you learn. That's why we pack well-structured information into comprehensive examples, stories or infographics. We deliberately focus on a variety of methods, from videos and cartoons to text lessons and learning games, and even a virtual learning environment in which you can immerse yourself with VR glasses. Each topic is delivered the way it is best communicated and remembered. With this didactic approach, we support our users to remember content quickly and retain it in the long term.

Digital pioneers: Who we are, and where we come from

We have grown with the Internet: As digital pioneers, we founded our e-learning academy back in 1998 so that you can learn anytime, anywhere. Through our many years of experience, mybreev has pioneered digital learning.

The name mybreev is a word we created, standing for "My Briefing". We provide our users with the most important information in a comprehensive way, and as concisely as possible. We give importance to meeting your individual needs and requirements. That's why our e-learning academy comprises of numerous channels that convey topics relating to safety, health, and collaboration using different learning formats.

Individual content: Learning at your own pace

Our customers' individual needs are our motivation. Over the decades, we have continuously expanded our portfolio and developed numerous courses on critical issues in the workplace. We respond immediately to special customer requirements, changed legal situations or new social developments with an appropriate e-learning offer.

DISCOVER SECURITY ISLAND

Security Island - The mybreev E-Learning Island	6
Our Technical Authors	8
E-Learning Studio - 5 steps to individual training	10
mybreev Online Academy	12

01 Cyber Security 16

Phishing – Staying Safe from Digital Data Theft.....	18
Social Engineering - Human Security Risk.....	19
Information Security while Traveling - Working safely on the road.....	20
Working in a Home Office - Security at home.....	21
Working with E-Mail - Digital communication for professionals	22
Secure Passwords - Staying protected on the Internet.....	23
Secure Handling of Information - Understanding information classification	24
Working with Mobile Devices - Safety on the road	25
Dealing with Social Media - Safe handling of the digital world.....	26

02 Digitization 27

03 Data Protection 28

DSGVO - Protecting Data Correctly	30
Data Protection in Everyday Office Life - Information confidentiality.....	31
Data Protection in Marketing - Trust as part of your brand.....	32

04 Visitor Management 33

05 Compliance 34

Introduction to Compliance - Clear rules for a successful company.....	36
Anti-Bribery and Corruption in the Workplace.....	37
Third-Party Compliance - Safe trading with other companies.....	38
Anti-Money Laundering Compliance Trading Integers with each other.....	39
Trade Compliance - International cooperation under control	40
Competition Compliance - Shaping competition fairly.....	41
Whistleblowing - Protecting informants and preventing scandals.....	42

06 Combating Economic Crime 43

07 Labour Law in the Company 44

Labour Law for Managers - Deciding legal sovereignty.....	46
AGG - Anti Discrimination - Working together fairly.....	47
Workin Time Act - Working in balance.....	48

08 Violence in the Workplace 49

09 Health & Safety 50

Occupational Safety in the Office - Your annual compulsory, concise training	52
Occupational Safety in Production - Preventing occupational accidents.....	53
Retail - Occupational Safety	54
Occupational Health and Safety for small and medium-sized enterprises - No risk.....	55
Hygiene Training according to Regulation 852(EU)200456	56
First-aid Instructions - A Guide to the Right Actions	57
Accident Management in the Company – Correct emergency response	58
Visitor Safety at Events - Keeping events safe with trained personnel	59

10	Mental Stress in the Workplace	60
11	Fire Protection	61
12	Sustainability	62
	Operational Health Management - Healthy and fit at work.....	64
	Corporate Social Responsibility - Helping to shape the future and taking responsibility.....	65
	Environmental Protection in the Company - A little greener every day.....	66
	Energy Management in the Company - Simply switching off.....	67

13	Travel Security	68
	Introduction to Traveling Safety - Safety on the road.....	70
	Behavioral Training for Risk Situations - Correct responses in delicate situations.....	71
	Behavioral Training for Exceptional Situations - Confidence in difficult situations.....	72
	Travel Safety for Women - Preventing Critical Situations.....	73
	Behavior in a Terrorist Attack - Being mentally prepared for an emergency.....	74
	Behavior in Case of Kidnapping - Minimizing risks in case of emergency.....	75

14 **Crisis Management**

15 **Business Continuity Management** **77**

SECURITY ISLAND

THE E-LEARNING ISLAND OF MYBREEV

„Ready for the island“

Sometimes our memory needs a little refreshing. This also applies to safety instructions, which is why legislators require companies to train their employees regularly and thus protect them from the dangers of their everyday work. To ensure that our safety training is more than just compliance, we give employees a place where they enjoy: We send them to the island.

Security Island prepares employees for difficult situations and helps them to minimize dangers and risks. On the island, the security-relevant sites are close together: IT security, occupational safety, and compliance are interlinked to form a holistic and cross-departmental security package.

Modern design

mybreev prioritizes regular content updates. This is why we have created a learning environment that encourages continuous learning. The modern graphic display serves as a travel guide and provides an excellent overview of Security Island. Whether it is data protection, social engineering or travel security: on the island, employees learn important information in an entertaining way. The user interface is strategically designed to be intuitive, like a video streaming portal. This creates a safe, interactive space that we can learn in, and a place we want users to come back to because of this. On Security Island, learning becomes an adventure, which makes the content memorable. mybreev's didactic concept is effective: our training courses have been proven to lead to a positive change in employee behavior. With Security Island, companies fulfill their legal obligations and can achieve a sustainable study program for all their employees.

A quick overview of all important topics

On the island, the learner is our focus and we make sure their stay is enjoyable. As soon as they land on Security Island, they can see which areas are part of their company's program. Visitors to the island quickly realize that these various aspects have to be combined for a full understanding of the concept

The travelers reach their training sessions via individual topics or the „sights“ on Security Island. Experienced specialists and authors will host individual topics, for example, explaining how a bad working environment can make work more difficult and why a found USB stick should not simply be opened with a company computer. The mybreev author pool has the right expert for every topic.

Whether it's a short day trip to the most important sights or an extensive tour through all the corners of the island: the mybreev Security Island flexibly adapts to the needs of travelers. Companies can customize the cloud service so that their employees can learn exactly the topics that are relevant to their roles, so they always travel with the right luggage and that they are always safe on the road.

YOUR CONTACT PERSONS



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MYBREEV IN FIGURES



1 E-Learning-Academy



75 Learning Modules



3 Million Users



3 Studios

Creative Lab, Cut & Animate, Click & Learn



In Use in 30 Countries

OUR TECHNICAL AUTHORS

What makes for high-quality e-learning?

In addition to a strong audiovisual media approach, our meaningful and relevant content plays a key role. Our specialist authors have many years of expertise in their subjects and ensure that our training solutions make your organization more secure. Get to know our authors here.



Holger Berens

**Labor Law, Compliance,
Cyber Security**

Holger Berens is head of the business law course, the compliance course, and Corporate Security (LL.M.) at the Rheinische Fachhochschule Köln. He is also head of the Competence Centre for International Security at the Rhenish University of Applied Sciences Cologne. For 25 years he has been advising not only international companies but also SMEs in all areas.



Dr. Bernhard Bachmann

**Compliance, CSR, Sustainability,
Business Ethics**

Dr. Bernhard Bachmann is highly qualified and is a pioneer for modern education and training as well as lifelong learning. He is a trainer and analyst as well as a specialist in learning needs analysis and learning success controls. He has developed countless training and e-learning courses, paying particular attention to the subjects of compliance, CSR and sustainability.



Sven Leidel

Travel Security

Sven Leidel is a specialist lecturer, author, security consultant and expert in the field of travel security and is intensively involved in the specialist topic "protection of endangered persons". He has extensive expertise from more than 25 years of industry and professional experience. Operationally he has been on numerous foreign assignments and projects throughout Europe.



Friederike Scholz

Date Protection & IT Law

Friederike Scholz is a lawyer and expert in all matters relating to data protection and IT law. In addition to her professional focus in these areas of law, she is a TÜV-certified data protection officer and lecturer for IT law at the Rheinische Fachhochschule Köln.



Kurt Ramin

Fighting against Economic Crime

Kurt Ramin is an authorized trainer for the CFE Review Course of the Association of Certified Fraud Examiners, ACFE. He is also a lecturer at the Rheinische University of Applied Sciences (RFH) in Cologne and at the Steinbeis University in Berlin.



Karl-Heinz Röniger

Health & Safety and Fire Protection

Karl-Heinz Röniger is a long-standing expert in the field of occupational safety. In his professional career, he has worked in numerous organizations as a senior manager for the field of occupational safety. He has over 20 years of experience in the field of prevention. Since 2012, he has been responsible for occupational safety for e-learning provider mybreev.



Matthias Rosenberg

Business Continuity Management

Matthias Rosenberg is a member of the board and founder of Controllit AG in Hamburg. The company specializes in business Continuity management, IT service continuity management and crisis management. He has been in the field of BCM / ITSCM and crisis management for more than 20 years and teaches BCM at several universities. He is also the managing director and trainer of the BCM Academy GmbH, which he founded in 2007.



Martina Effmert

Personnel Development & Psychological stress in the workplace

Martina Effmert has 27 years of experience in leading management positions in renowned companies. She is a certified business coach, naturopath and alternative practitioner for psychotherapy and has completed studies in conversational therapy as well as various training and further education courses in modern medical hypnotherapy. She has been self-employed for over 10 years.



Dietmar Pokoyski

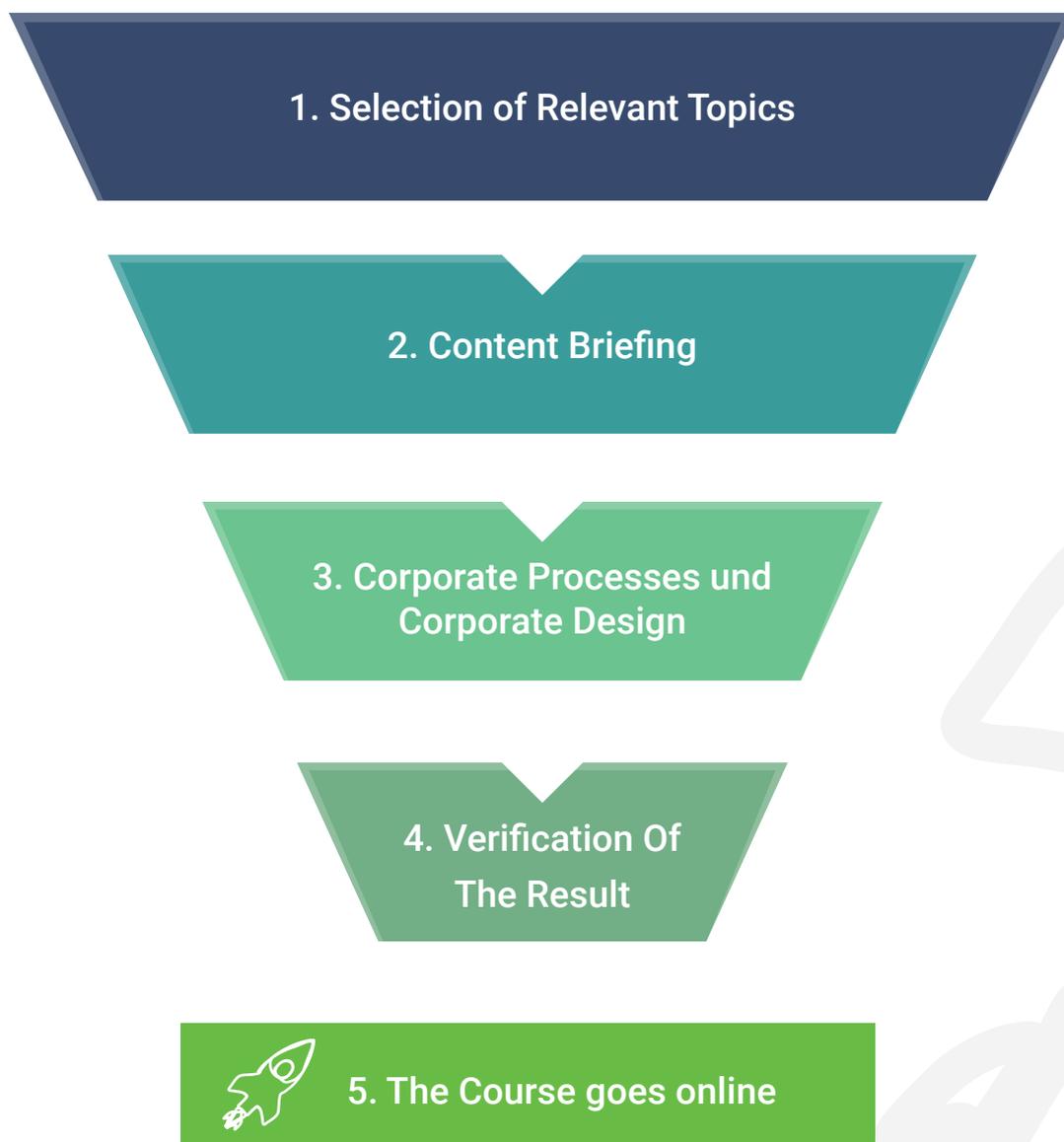
Security Awareness

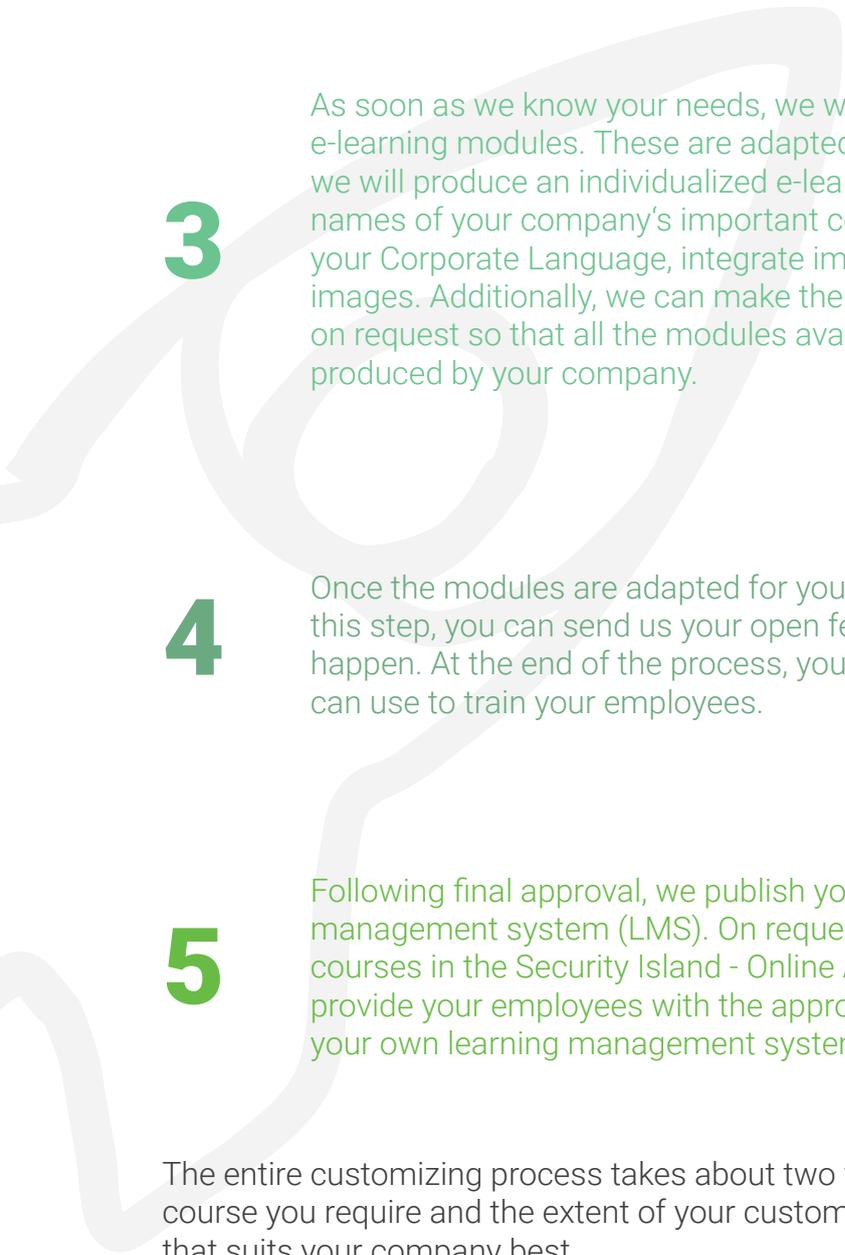
Dietmar Pokoyski is the managing director of the awareness agency known_sense and, together with Michael Helisch, author of the only reference book on the subject of "Security Awareness" in Germany. Since 2005 he has created numerous Awareness Games and campaigns as the Trainer and Supervisor for Game-Based Security Events in 60 countries and 30 languages.

E-LEARNING STUDIO

In 5 steps to individual training

In addition to our Security Island, there is another way to use the proven mybreev security training: All mybreev modules can be easily integrated into your existing training system. In just 5 steps we create individualized training tailored for you.





1

To enrich your existing learning platform with mybreev modules, simply select the appropriate modules from our catalog. We are happy to advise you on which modules include the content you need and we will then adapt these to your individual needs.

2

Together we will prepare the briefing: by telephone, in a web meeting or a workshop at your site. We will determine which target group the modules should reach and what special adjustments should be made to the respective courses to ensure that they correspond to your corporate language and your individual needs.

3

As soon as we know your needs, we will make necessary adjustments to the e-learning modules. These are adapted for your company-specific processes and we will produce an individualized e-learning course. In addition, we will insert the names of your company's important contact persons, change terms to the tone of your Corporate Language, integrate important forms, PDFs, and use your company images. Additionally, we can make the mybreev modules fit your corporate design on request so that all the modules available to your employees appear as if it was produced by your company.

4

Once the modules are adapted for you, you can put them through their paces. In this step, you can send us your open feedback and we'll make your suggestions happen. At the end of the process, you'll also have the finished e-learning, which you can use to train your employees.

5

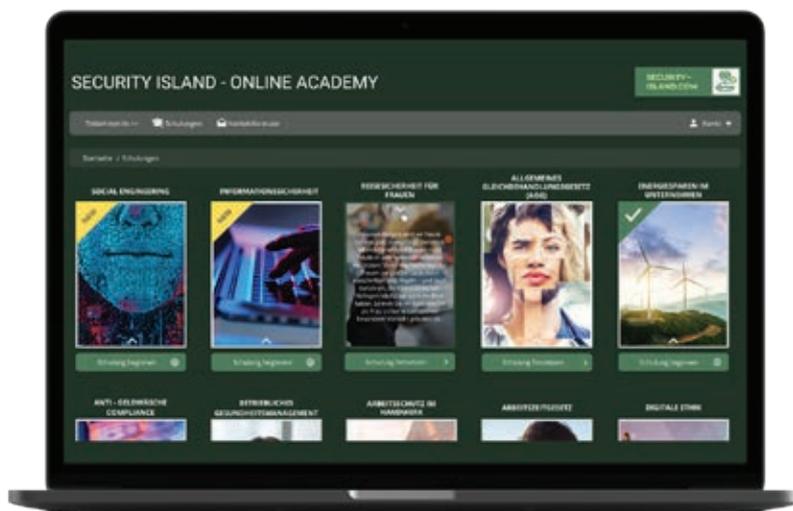
Following final approval, we publish your modules for integration into your learning management system (LMS). On request, we can alternatively provide you with the courses in the Security Island - Online Academy. With this cloud solution, you can provide your employees with the appropriate courses and modules even without your own learning management system.

The entire customizing process takes about two weeks, depending on the scope of the course you require and the extent of your customizations. Together we create the e-learning that suits your company best.

THE MYBREEV ONLINE ACADEMY

From the user's perspective

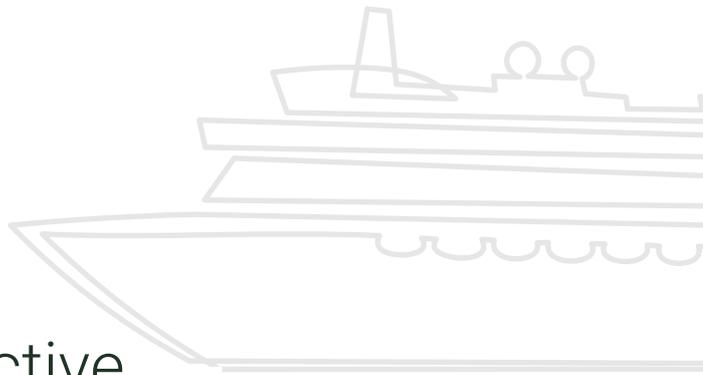
Your users profit from a clearly laid out training platform that is fun!



- ✓ **Information:** New courses are available immediately after the trainer is assigned.
- ✓ **Support:** If you have questions, simply contact the trainer or the person responsible for training.
- ✓ Automatic generation of **Training Certificates**.

- ✓ **Intuitive user interface** and simple operation.
- ✓ Do you have to stop in the middle of **e-learning**? No problem. Easily pick up where you left off.





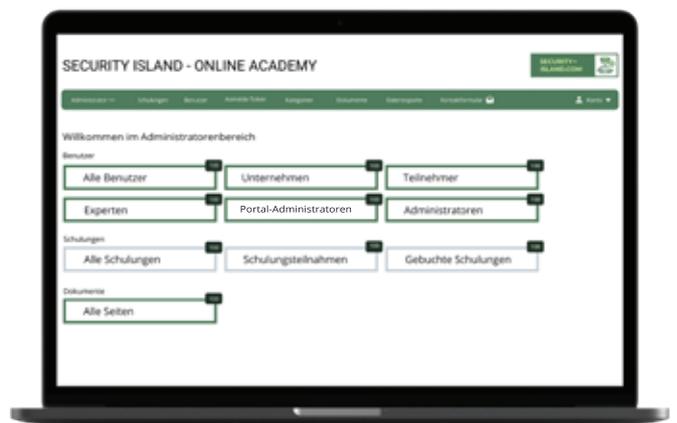
From the trainer's perspective

Benefit from a variety of functions and the simple functionality of the mybreev Online Academy.



- ✔ Select from the mybreev catalogue the training relevant for your company/ organization.
- ✔ **Dashboard:** Create your employees in the system and assign them training courses.

- ✔ Review and monitor the training status of course participants.
- ✔ Upload documents and guides.
- ✔ What date is the training due? Create deadlines for when your users must complete the training.
- ✔ No courses are forgotten: Automatic reminder emails sent to user.



HOW WE LEARN NEW THINGS

Every person learns differently

“The mind slowly forgets something only when it has taken a long time to learn it,” the philosopher Seneca is said to have said. Modern research proves him right: how we learn determines whether and how long we remember things - and whether we remember it even years later.

Scientists theorize that there are essentially four different types of learners who acquire knowledge in different ways:

The auditory learning type:

Auditive learners remember content best when they listen to it - whether they are reading it to themselves or listening to a podcast or lecture about it.

The haptic learning type:

Experts describe as haptic learners people who prefer to remember what they can touch and apply in practice. Their memory loves movement.

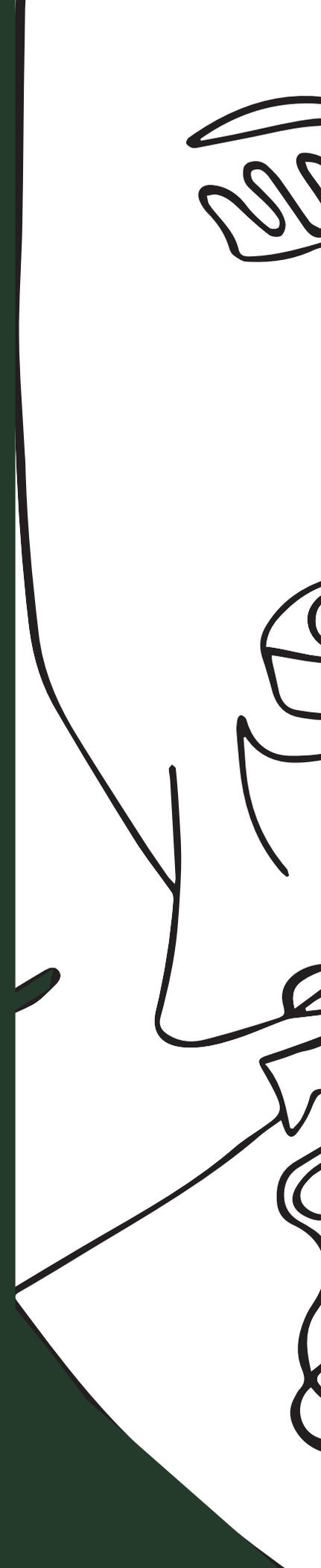
The visual learning type:

The visual learner retains best what they see: When they read something, look at a graph or look at a table, it remains in their memory.

The communicative learning type:

For communicative learners, learning lies in group situations. When they have developed and discussed knowledge in a team, they retain it.

Most people have several different learning types, which are more or less pronounced in them. This classification is intended to illustrate that we learn with different senses - and we can use this for our own benefit. With a mix of the different forms of learning, we support our brain in remembering.





CYBER SECURITY

Ongoing digitalization has created many business opportunities. However, the increased use of IT has also led to a significant increase in threats from hackers and cybercriminals. At present, cyber-attacks are among the greatest risks for companies. With the mybreev e-learning series “IT Security”, your employees learn how to handle information and information technology securely.

Course overview

1. Phishing – staying safe from digital data theft
2. Social Engineering - human safety risks
3. Information Security when Traveling - working safely on the road
4. Working in the Home Office – staying protected at home
5. Working with E-Mail - digital communication for professionals
6. Secure Passwords – being protected on the Internet
7. Safe Handling of Information - understanding information classifications
8. Working with Mobile Devices – working safely on the road
9. Dealing with Social Media - Safe handling in the digital world

Technical Author



HOLGER BERENS

Labor Law, Compliance, Cyber Security

Holger Berens is Head of the Business Law course and Head of the Compliance and Corporate Security (LL.M.) course at He is head of the Competence Centre for International Security at the Rhenish University of Applied Sciences Cologne. For 25 years he has been advising international companies, but also SMEs in all areas.



Technical information about the courses



Format

HTML5 & SCORM 1.2



Languages

German, English
*Other languages on request



Implementation

In your LMS or in the mybreev Online Academy



Knowledge test

including a quiz on all courses & modules



Terminals

Desktop, Tablet,
optional Smartphone

Cyber Security

Phishing

Safe from digital data theft

Not everything that looks real is real. Cybercriminals use phony emails to lure you to fake websites. There, they either access your data or infect your device with malware. Experts call this method phishing and it is used to gain access to credit card data, sensitive information and passwords. Even in the workplace, you are not safe. In this course you will learn how to detect and prevent phishing.



What you get out of this course:

- Clearways to **detect phishing**
- Practical tips to **protect** yourself and your data
- Clear information about **what victims of phishing can do**
- Clear ways to **identify fake e-mails**
- Effective ways to **create more security awareness**

Modules | The course consists of the following modules:

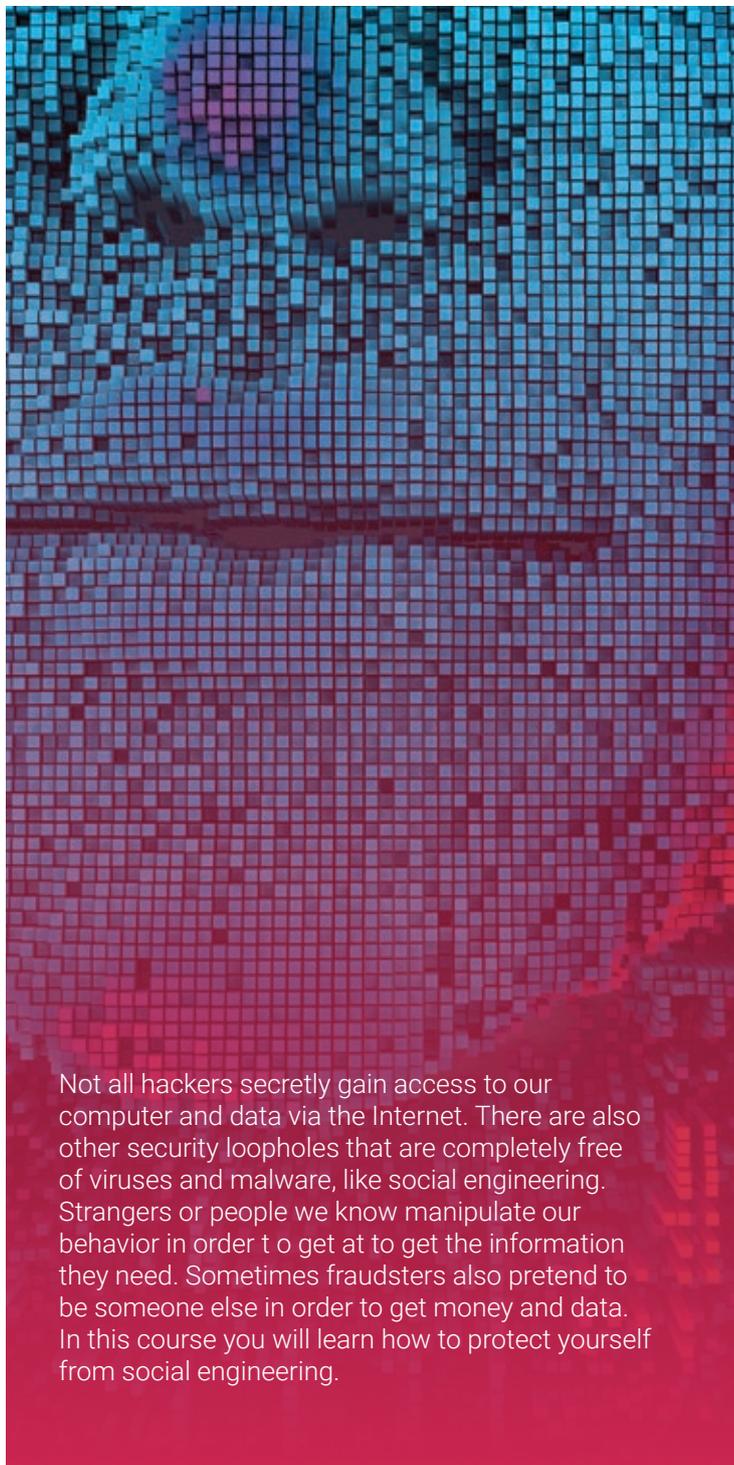
1. Phishing and Social Engineering
2. Various forms of phishing
3. The attackers' methods
4. Detect fake e-mails
5. Secure e-mail behavior
6. What to do after a fraud case
7. IT security and awareness in the company



Cyber Security

Social Engineering

Human safety risk



Not all hackers secretly gain access to our computer and data via the Internet. There are also other security loopholes that are completely free of viruses and malware, like social engineering. Strangers or people we know manipulate our behavior in order to get at to get the information they need. Sometimes fraudsters also pretend to be someone else in order to get money and data. In this course you will learn how to protect yourself from social engineering.

What you get out of this course:

- A comprehensive introduction to the **psychological basis of social engineering**
- Concrete examples of **social engineering attacks**
- Practical tips for **detecting manipulation**
- Clearer connections between **IT security and human behavior**
- Effective strategies to **create more security awareness**
- Simple instructions for **secure communications**

Modules | The course consists of the following modules:

1. Social Engineering and Social Hacking
2. Social engineering vs. fraud
3. The attackers' approach
4. IT security and human behavior
5. Tips for secure communication
6. IT security and awareness in the company



Cyber Security

Information Security while Traveling

Work safely on the road



Conveniently check your e-mails at the airport, download a dossier on public WLAN or upload a photo with your smartphone. Our technical companions make it easier for us to work productively on the road. However, cybercriminals have discovered that mobile work culture is also an easy target. This course provides valuable tips and information so that you and your employees can work safely on business trips or on the way to work.

What you get out of this course:

- A comprehensive overview of the **various risks**
- Concrete examples of **cyber-attacks while traveling**
- Practical tips for **detecting manipulation**
- Clearer connections between **IT security and human behavior**
- Step-by-step instructions for **safe behavior before, after and during the journey**
- Simple instructions for **secure communication**

Modules | The course consists of the following modules:

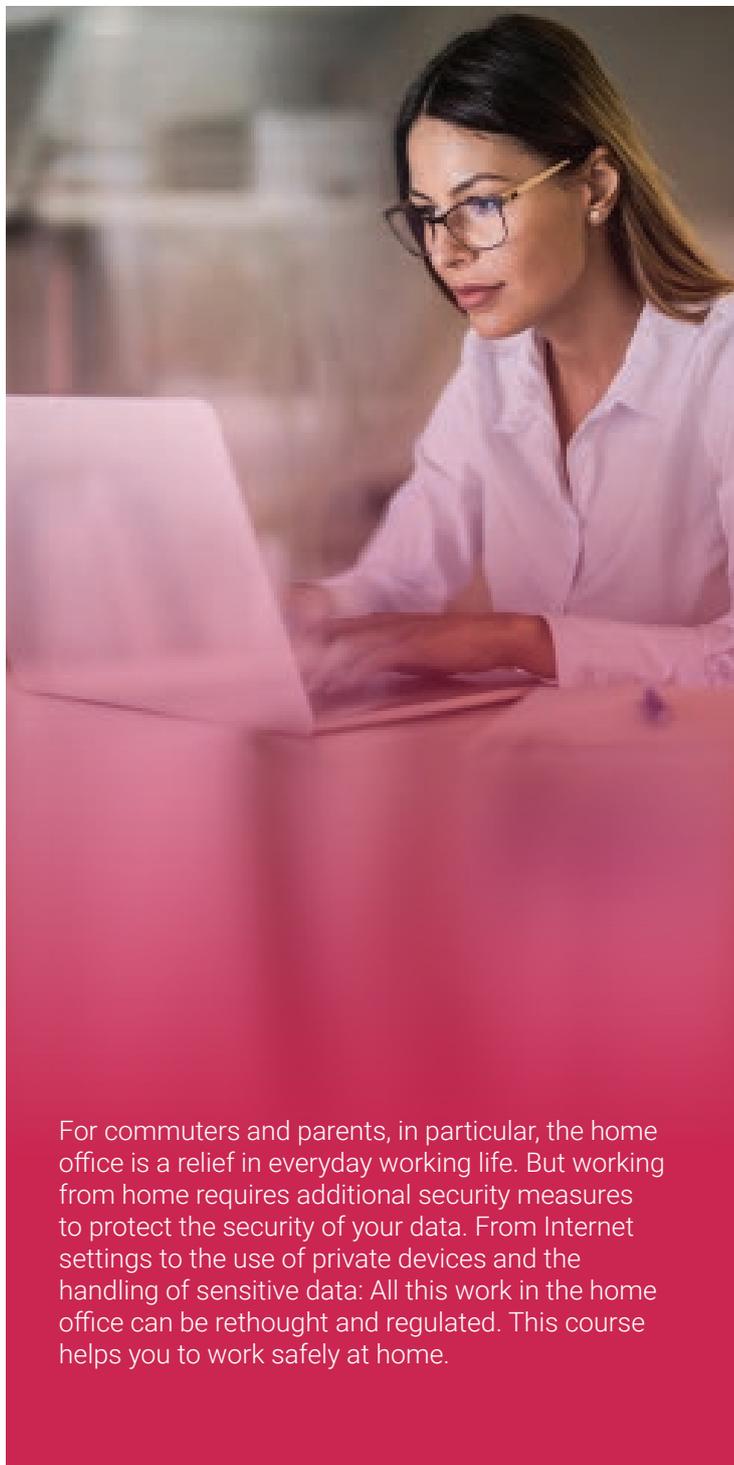
1. Software, backups, and updates
2. Hardware loss, emergency calls, and block numbers
3. Passwords and authentication
4. Bluetooth, encryption, and VPN
5. Social media and privacy
6. After the journey



Cyber Security

Working in the Home Office

Well protected at home



What you get out of this course:

- Information on the **special needs in the home office**
- Concrete examples to illustrate recognizable **dangers in the home office**
- Understandable basics for **safe work at home**
- Practical tips and **technical security measures**
- A structured overview of the **dos and Don'ts at the home office**

Modules | The course consists of the following modules:

1. Typical dangers in the home office
2. Using private end devices securely (BYOD)
3. Security software, patches and endpoint protection
4. Secure Internet and firewall settings
5. Secure access, remote access, and VPN
6. Secure passwords and Multifactor authentication
7. Secure handling of documents and data
8. Clear Desk Policy at home



Cyber Security

Working with E-Mails

Digital communication for professionals



Only a few cyberattacks start with a virus: 99 percent of all cyberattacks begin with an e-mail. For this the criminals need your help: they copy known e-mail layouts, such as those of online retailers or dispatch service providers and put links or attachments in the mail and either you are taken to a fake website or the computer is infected with malware. This course helps you to handle e-mails safely.

What you get out of this course:

- Concrete examples to illustrate the **dangers of dealing with e-mail**
- Background on the **routes of infiltration by cybercriminals**
- Practical tips for **detecting suspicious or fake e-mails**
- Helpful hints for checking a possibly **forged sender address**
- Comprehensive instructions for **encrypting confidential e-mails**
- Applicable information on **private mail handling** and **corporate compliance**

Modules | The course consists of the following modules:

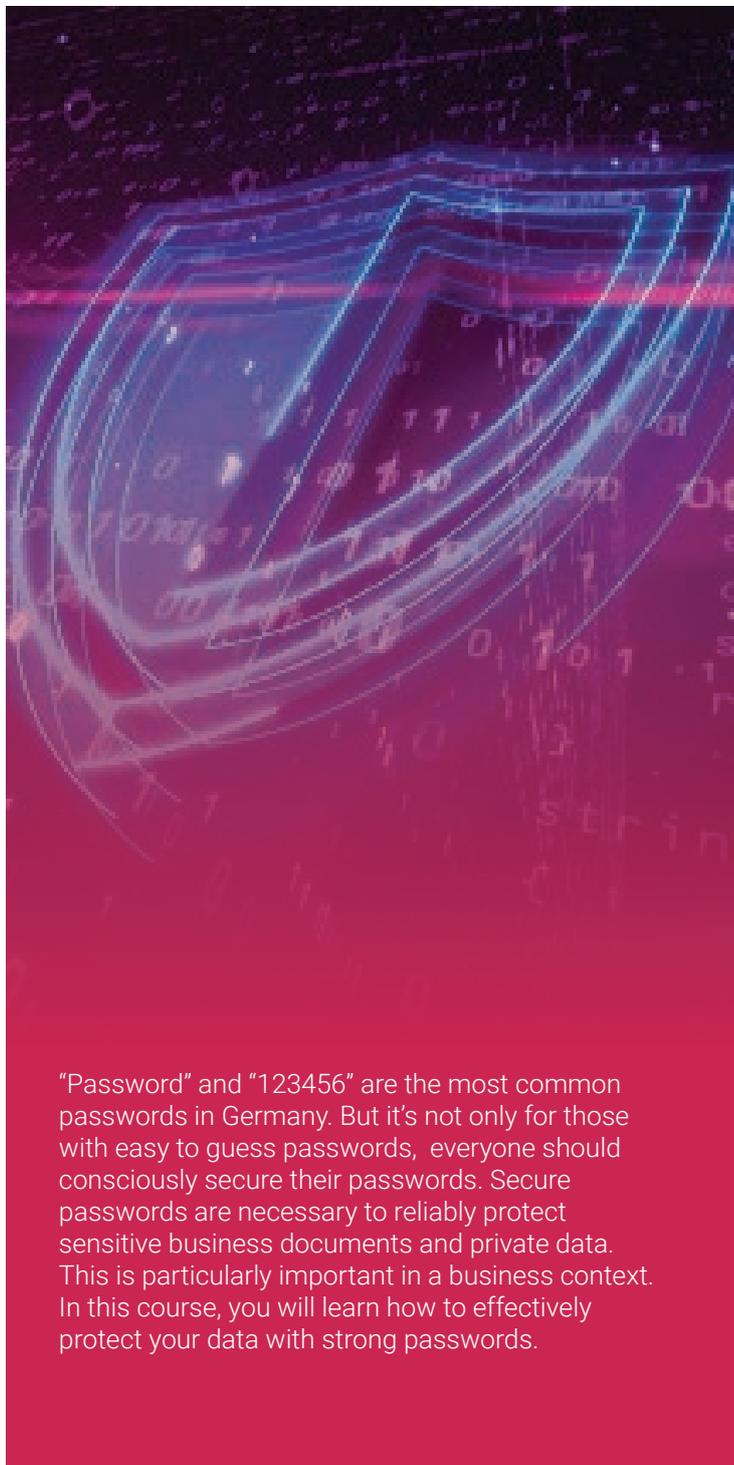
1. Spam, phishing, social engineering: attack routes via e-mail
2. Incidental paths of malware via e-mail
3. Detect suspicious e-mails
4. Expose fake sender addresses
5. Securely encrypt confidential e-mails
6. Private email and corporate compliance



Cyber Security

Secure Passwords

Stay well protected on the Internet



What you get out of this course:

- Understandable background on the **necessity of secure passwords**
- Concrete information about the **approach of the attackers**
- A practical guide to **creating and remembering strong passwords**
- Helpful tips on how to **behave in case of password theft**
- Comprehensive examples of **risks** and how they can be avoided

Modules | The course consists of the following modules:

1. Risks and how attackers approach.
2. Necessity and advantages of secure passwords
3. Authentication
4. Features of strong passwords
5. Save and store passwords securely
6. Behavior in case of password theft



Cyber Security

Secure Handling of Information

Understanding information classification

Top secret, confidential or classified: When it comes to sensitive data, there are many uncertainties. For data classifications there are various specifications, laws, and standards that must be understood and differentiated. In this course, you will learn how to handle sensitive data securely and how to integrate this knowledge into your daily work. This also includes the facts about the classification of information - because you decide who sees your data.



What you get out of this course:

- Structured knowledge about the **definition of information**
- Comprehensive differentiation between **information protection** and **IT security**
- A comprehensive presentation of the **objectives of information security**
- Solid knowledge for secure **handling of information**
- Concrete examples of potential **risks in handling information**
- Clear definition of the **classification of information**

Modules | The course consists of the following modules:

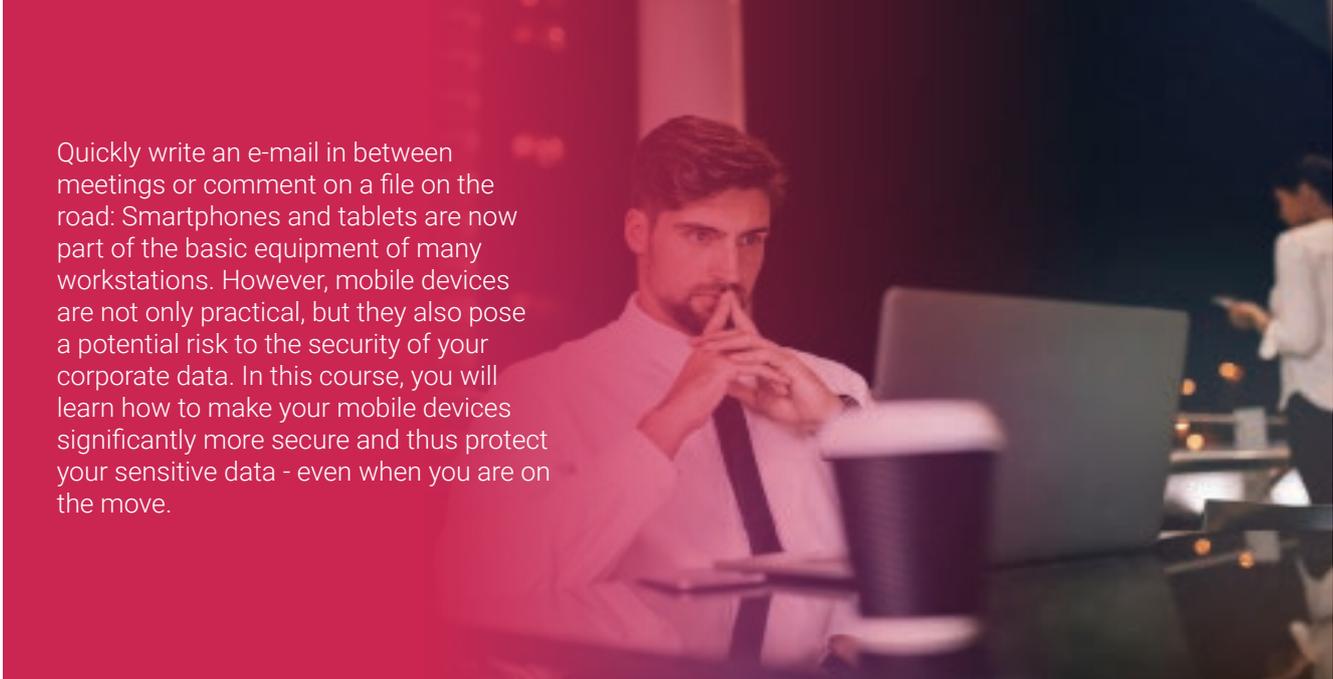
1. Definition of information
2. Risks to information and protective measures
3. Information security, confidentiality, and know-how protection
4. Principles of information protection
5. Classification of information
6. Marking of an information
7. Store, manage and share information
8. Dealing with a loss of information



Cyber Security

Working with Mobile Devices

Staying safe on the road



Quickly write an e-mail in between meetings or comment on a file on the road: Smartphones and tablets are now part of the basic equipment of many workstations. However, mobile devices are not only practical, but they also pose a potential risk to the security of your corporate data. In this course, you will learn how to make your mobile devices significantly more secure and thus protect your sensitive data - even when you are on the move.

What the course brings you:

- A comprehensive introduction to the **risks of mobile work habits**
- Concrete examples of **risky behavior and its consequences**
- Practical tips to **minimize dangers**
- Effective strategies to **create more security awareness**
- Simple instructions for **safe mobile working**

Modules | The course consists of the following modules:

1. Recognize risks
2. Security software
3. Privacy settings
4. PIN, Passwords, and Encryption
5. Public telephone calls
6. Public W-LAN and mobile VPN
7. BOYD in corporate compliance
8. Behavior in case of loss of a mobile device



Cyber Security

Social Media Skills

Safe handling of the digital world



Messages to friends, family and colleagues or photos from your holiday destination: Social media offers us the opportunity to communicate across timezones and borders to the outside world. But living and working in the digital age has its dark side: With internet scandals, cyberbullying and identity theft, social media poses completely new dangers. In this course, you will learn how to use social media safely.

What you get out of this course:

- Concrete examples of possible **risks in social media dealings**
- Helpful tips for a **strong outlook in social networks**
- Clear guidelines for the **separation of private and professional appearances on the net**
- Reliable information on **secure privacy settings**
- Valuable information on how to **deal with negative reactions** in social media

Modules | The course consists of the following modules:

1. Introduction to the use of social media
2. Image and PR in social media
3. Passwords and authentications
4. Secure installation and setup of apps, add-ons or plug-ins
5. Protection of privacy and against identity theft
6. Contact requests, likes and other reactions
7. Internet scandals, cyber-attacks, and Hate-Speech
8. Privacy policy



E-LEARNING: DIGITIZATION

Digitization has created a new reality in recent decades. We now live in an analog and a digital world, which are intertwined in many places. The digital transformation is particularly noticeable in the workplace, with many professions and processes changing significantly. In doing so, many companies are only at the beginning of their digitalization process, which brings a multitude of different challenges and opportunities going beyond the technical aspect. This course deals with the different elements of digitization and provides a comprehensive orientation for your digital transformation.

DATA PROTECTION (GDPR)



Information relating to an identified or identifiable natural person requires special protection. For this reason, legislation places specific requirements on data protection when processing so-called personal data. With the General Data Protection Regulation (GDPR), uniform EU-wide data protection regulations have been in force since May 2018. There are minimum standards to ensure data protection and free movement of data.

Course overview

1. GDPR - Protect Data Correctly
2. Data Protection in Everyday Office Life - Information under control
3. Privacy in Marketing - Trust as part of the brand

Technical Author



FRIEDERIKE SCHOLZ

Data Protection and IT Law

Friederike Scholz is a lawyer and expert in all aspects of data protection and IT law. In addition to her professional focus in these areas of law, she is a TÜV-certified data protection officer and lecturer for IT law at the Rheinische Fachhochschule Köln.

Technical information about the courses



Format

HTML5 & SCORM 1.2



Languages

German, English
*Other languages on request



Implementation

In your LMS or in the
mybreev Online Academy



Knowledge test

including a quiz on all
courses & modules



Terminals

Desktop, Tablet,
optional Smartphone

Data Protection (GDPR)

GDPR

Properly protect data

The aim of the General Data Protection Regulation (GDPR) is to better protect data and create clear rules. But since its introduction, GDPR has caused confusion and uncertainty in dealing with customers, their data or photos in press and public relations work. In this course, you will learn the advantages of GDPR and what you have to pay specific attention to. In simple steps, our experts explain how to keep GDPR safely under control.



What you get out of this course:

- Comprehensive insights into the most important parts of the law
- Clear information on the objectives of GDPR
- Practical tips to effectively prevent penalties and warnings
- Concrete instructions to promote operational data protection
- Firm examples of the practical implementation of GDPR in companies

Modules | The course consists of the following modules:

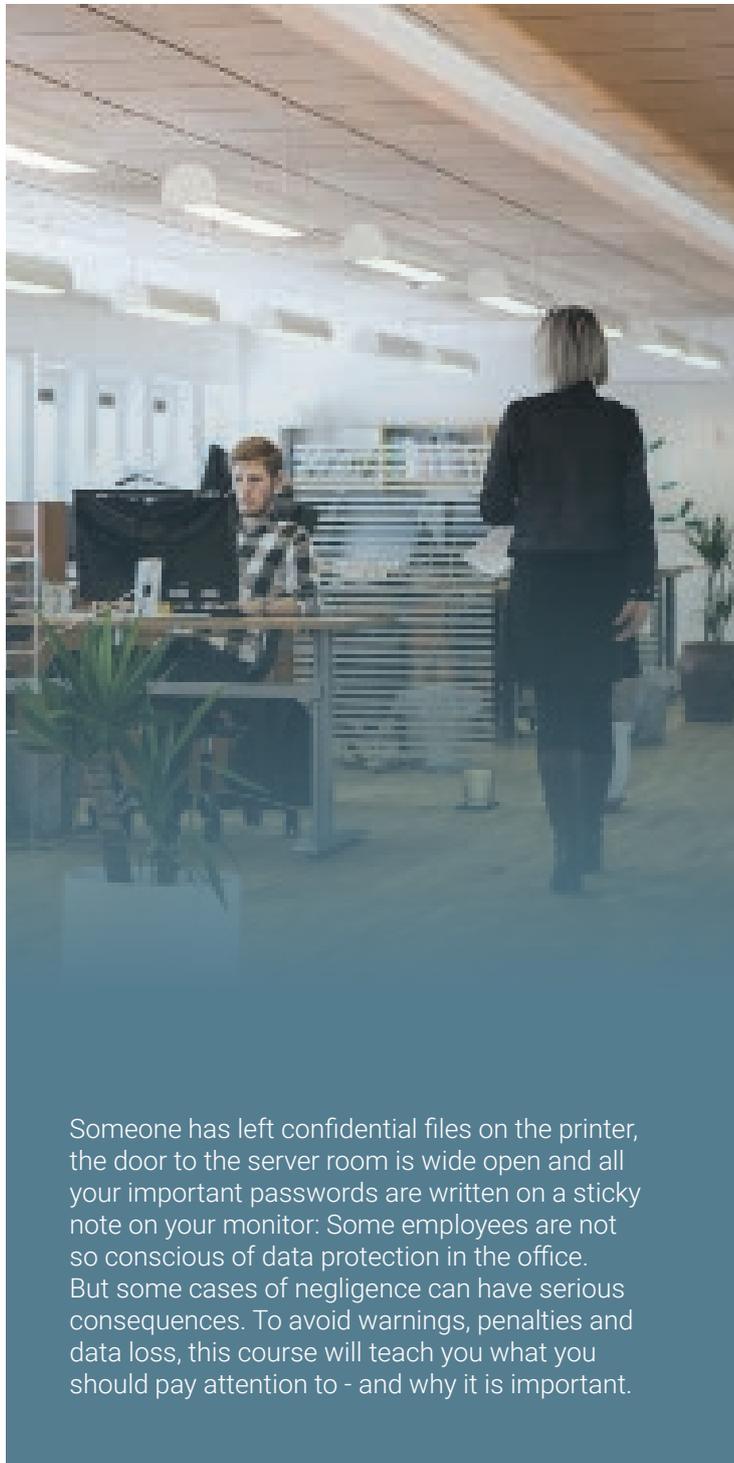
1. Introduction to GDPR
2. Obligations of the company
3. Penalties and warnings
4. Rights of data subjects
5. Declarations of consent and revocation
6. Practicality and data poverty
7. Principles of commissioned data processing
8. Anonymization and pseudonymization



Data Protection (GDPR)

Data Protection in Everyday Office Life

Have information under control



Someone has left confidential files on the printer, the door to the server room is wide open and all your important passwords are written on a sticky note on your monitor: Some employees are not so conscious of data protection in the office. But some cases of negligence can have serious consequences. To avoid warnings, penalties and data loss, this course will teach you what you should pay attention to - and why it is important.

What you get out of this course:

- Comprehensive insights into the most important regulations and laws
- Concrete examples of possible risks and how to avoid them
- Clear information on sanctions and possible consequences
- Practical tips to ensure data protection in the office

Modules | The course consists of the following modules:

1. Basics of data protection
2. Relevant laws and possible sanctions
3. Personal data and internal company information
4. Order processing and information obligations
5. PC workstation, passwords, and IT security
6. Printed documents, copies and their safekeeping
7. Social engineering by phone and e-mail
8. Handling of data of employees and colleagues

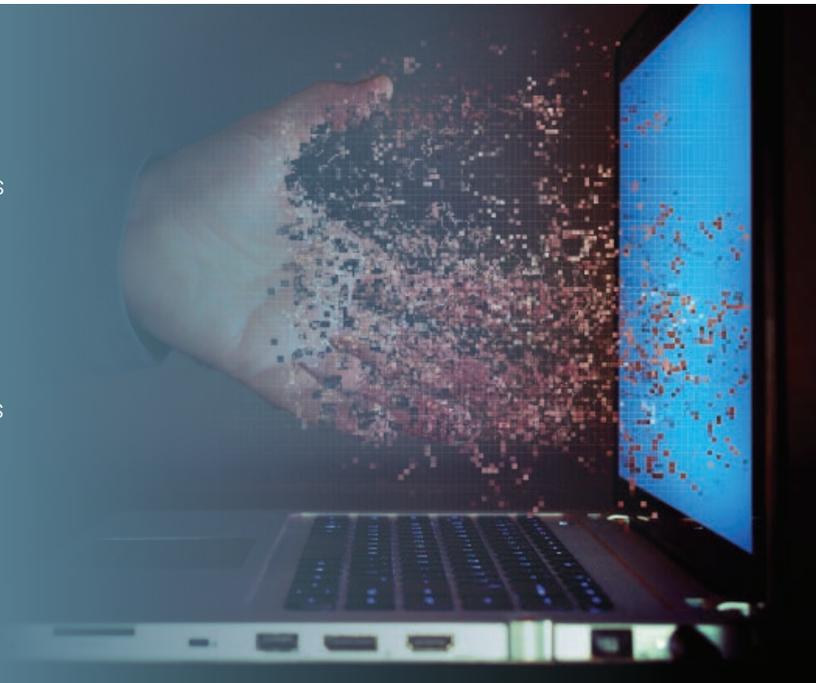


Data Protection (GDPR)

Data Protection in Marketing

Trust as part of your brand

Whether a newsletter, access statistics or ads: Almost all marketing methods use personal data - after all, every good marketing manager wants to reach their target group as best as possible. However, how they get information about their target group and how they address it are not always compatible with data protection. In this course, you will learn what is allowed in marketing and where data protection sets clear limits.



What you get out of this course:

- Comprehensive insights into the most important regulations and laws
- Clear information about why data protection is important in marketing
- Practical tips to effectively prevent penalties and sanctions
- Concrete examples to promote the protection of personal data
- Good examples of possible risks and how to avoid them

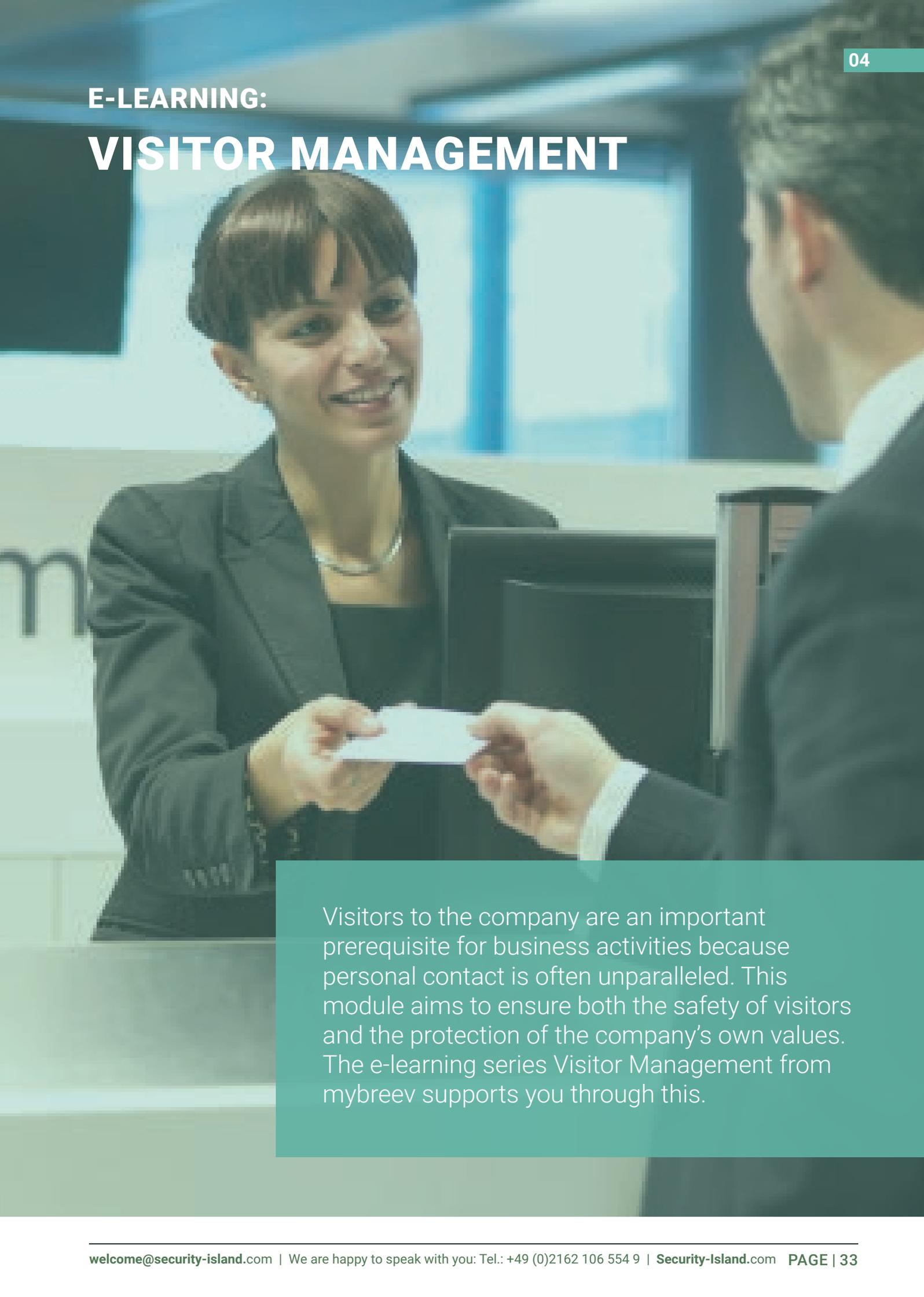
Modules | The course consists of the following modules:

1. Introduction to the most important rules and laws
2. Processing of personal data
3. Promotional calls and acquisition
4. Online marketing and advertising on the Internet
5. Google AdSense, banners and web ads
6. Tracking, targeting, and evaluation of user data
7. Consent and revocation
8. Handling photos and images



E-LEARNING:

VISITOR MANAGEMENT

A woman with short brown hair, wearing a dark blazer and a necklace, is smiling and handing a white card to a man in a dark suit. They are in an office setting with a computer monitor and a desk visible. The background is slightly blurred, showing office windows and a desk with a chair.

Visitors to the company are an important prerequisite for business activities because personal contact is often unparalleled. This module aims to ensure both the safety of visitors and the protection of the company's own values. The e-learning series Visitor Management from mybreev supports you through this.

COMPLIANCE



Compliance means “adherence to the rules” and also the observance of all applicable legal regulations and internal company rules. Those who do not comply with them risk criminal and civil liability consequences.

To ensure compliance, companies rely on an overarching compliance management system. The training of our employees and managers is a central element.

Course overview

1. Introduction to Compliance - Clear rules for a successful company
2. Anti-Bribery and Anti-Corruption- Guidelines for the workplace
3. Third-Party Compliance - Trade securely with other companies
4. Anti-Money Laundering Compliance - Acting with integrity
5. Trade Compliance - International cooperation under control
6. Competition Compliance - Fair competition
7. Whistleblowing - Protect informants and prevent scandals

Technical Author



BERNHARD BACHMANN

Compliance, Sustainability,
Business Ethics

Dr. Bernhard Bachmann is highly certified and is a pioneer for modern education and training as well as lifelong learning. He is a trainer and analyst as well as a specialist for learning needs analysis and learning success monitoring and has developed countless training courses and e-learning solutions. His special focus is on the topics of compliance, CSR and sustainability.



Technical information about the courses



Format

HTML5 & SCORM 1.2



Languages

German, English
*Other languages on request



Implementation

In your LMS or in the
mybreev Online Academy



Knowledge test

including a quiz on all
courses & modules



Terminals

Desktop, Tablet,
optional Smartphone

Compliance

Introduction to Compliance

Clear rules for a successful company



Of course, you're going to follow the rules - right? With the multitude of rules and laws that companies have to adhere to, compliance helps to keep a handy overview of these. It also sets out individual agreements to which a company and its employees maintain. In this course, you will learn the basics: what compliance is, why it is important and how to implement the guidelines in your company.

What you get out of this course:

- A comprehensive overview of the [tasks and objectives of compliance](#)
- Legal compliance information on [laws and regulations to be observed](#)
- Clear information on [structural, procedural, and personal compliance](#)
- Clear information on the [liability risks of a company](#)
- Concrete examples of the [importance and use of compliance](#)
- Practical tips to create solid [compliance guidelines](#)
- Clear guidelines on the components of a compliance management system

Modules | The course consists of the following modules:

1. Compliance: What it is and what it brings
2. Risks: What problems does compliance solve?
3. Liability: Who is liable in a situation and when sanctions are threatened
4. Corruption: How to avoid risks
5. Trade: How compliance protects competition
6. Cooperation: How compliance makes trading with others safer
7. Whistleblowing: How whistleblowers help the company
8. Implementation: How compliance succeeds in the company



Compliance

Anti-Corruption

Incorruptible on the job



A bottle of wine or a luxury trip to Ibiza: What gifts can I accept? Even a supposedly harmless interaction can quickly be perceived as a bribe. Corruption has many faces. Particularly in sales and purchasing, but also in the allocation of public funds, cunning companies will try to gain an advantage through corruption. Learn how to identify and prevent corruption.

What you get out of this course:

- Practical tips to help you [identify corruption](#)
- Simple features to distinguish [gifts and donations from corruption](#)
- A clear background on the [current legal situation](#)
- Clear indicators to detect [corruption in tendering](#)
- Detailed recommendations for employees in [purchasing and sales](#)
- Important information on [which countries](#) you should be particularly vigilant with
- Clear instructions on how to prevent corruption with [compliance guidelines](#)

The course consists of the following modules:

1. Informed: International regulations and laws
2. Attentive: Identifying corruption
3. International: Countries with special risks
4. Risky: Risky industries and markets
5. Bought it: Corruption in purchasing and sales
6. Gifted: Dealing with gifts and donations
7. Public: Special features of public funds
8. Exemplary: prevention and whistleblowing



Compliance

Third-Party-Compliance

Trading safely with other companies



We live in a networked world. Globalization and digitalization mean that no company is isolated on the market anymore. This creates countless new opportunities but also risks if your company is involved with third parties. Third-Party-Compliance sets the standard for this. In this, you ensure that third parties act per your company's guidelines during collaborations. In this course, you will learn all the essentials.

What you get out of this course:

- A comprehensive introduction to all relevant [laws and standards](#)
- Legally compliant information to assess the [risk with third parties for compliance issues](#)
- The legal information with [background and integrity checks](#)
- Clear insights into [risk-based processes and due diligence audits](#)
- Clear examples of [third-party compliance incidents](#)
- Solid knowledge of how to deal with [sanctions and embargo regulations](#)
- Reliable tips on how to comply with the [Money Laundering Act](#)
- Concrete instructions so that [third parties](#) also [implement the compliance guidelines](#)

Modules | The course consists of the following modules:

1. Cooperate: Dealing with third parties outside the company
2. Recognize: Compliance risks of business partners and suppliers
3. Understand: Introduction to the Money Laundering Act
4. Analyze: Risk-based assessment processes and due diligence reviews
5. Checking: Monitoring the compliance of business partners and suppliers
6. Internationalize: Compliance in foreign trade law
7. Prevention: Avoiding liability for third party misconduct



Compliance

Anti-Money Laundering Compliance

Act with integrity



How well do I know my customers? This is the question that companies have to ask themselves since the new money laundering law came into force in 2017. To prevent money laundering, companies must strictly check their customers and clarify the origin of funds. This also applies to companies that do not belong to the financial sector. In this course, you will learn which safety measures are necessary and what to pay attention to.

What you get out of this course:

- Comprehensive insights into the [current legal situation](#)
- Clear instructions to help [identify money laundering](#)
- Practical tips to [avoid involvement in money laundering](#)
- Concrete instructions to help customers and examine [financial transactions](#)
- Helpful information for the [verification of third parties external to the company](#)
- Comprehensive information to [integrate the measures into the compliance process](#)

Modules | The course consists of the following modules:

1. Recognize: What money laundering is and how it takes place
2. Avoid: How to recognize money laundering at first sight
3. Liability: Who is liable in an emergency and what sanctions are threatened
4. Check: Know your Customer (KYC)
5. Analyze: Securing financial transactions
6. Insert: Anti-Money Laundering Guidelines in Compliance



Compliance

Trade-Compliance

International cooperation under control



We live and act globally: every day, companies import and export goods, services and knowledge. Trade Compliance lays down the conditions for trade between different countries. These include rules for the classification of goods, provisions on taxes and customs duties and various special national arrangements. Learn how Trade Compliance helps your company comply with all regulations and laws.

What you get out of this course:

- Comprehensive insights into the most important **directives and standards**
- Clear information on compliances for **import and export**
- A clear list of countries in which **special rules** and **certain risks** prevail
- Solid knowledge of what **liability risks** exist
- Concrete instructions for **setting up an export control compliance organization**

Modules | The course consists of the following modules:

1. Understand: Foreign Trade Act, Foreign Trade and EU Regulation
2. Avoid: Compliance risks in purchasing and sales
3. Understand: Taxes, quotas, and duties
4. Distinguish: Countries and markets with special corruption risks
5. Prevention: Embargo and sanctions regulations
6. Fighting: arms dealing, Terrorist financing and money laundering
7. Set up: Export control compliance organization
8. Extend: Additional Compliance Requirements



Compliance

Competition Compliance

Shaping competition fairly

"All's fair in love and war" - in contrast, fair play is required in market competition. To protect consumers and the free market, legislators have created provisions for companies. This means that price-fixing, industrial espionage, and cartels are just as much punishable offense as the theft of ideas and the brazen copying of products. In this course, you will learn the central rules and regulations of competition compliance.



What you get out of this course:

- A comprehensive overview of [possible liability risks](#)
- Practical examples and the definition of the [unfair competition](#)
- Clear information on [illegal agreements](#)
- Structured insights into [antitrust law](#)
- Reliable tips to avoid [unintentional arrangements](#)
- The legal information on [insider trading and industrial espionage](#)
- Quality information about [illegal pricing](#)
- Concrete instructions for the [protection of intellectual property and against counterfeiting](#)

Modules: The course consists of the following modules:

1. Understand: Fair competition
2. Cutting in front: Unfair competition
3. Concocting: Agreements and price-fixing
4. Taking advantage: Abuse of a dominant position
5. Arrange it: Cartel law and unintentional cartel formation
6. Taking advantage: Insider trading and industrial espionage
7. Copy: Intellectual property and counterfeiting
8. Regulate: Intervention in competition



Compliance

Whistleblowing

Protect informants and prevent scandals



Whether it's data protection or an emissions scandal, often it is employees who bring explosive information to the public. By exposing crimes and abuses, they risk their jobs and their safety. Therefore there is a whistleblower law. Instead of hoping for the loyalty of employees, many companies create the possibility to give anonymous tips. In this course, you will learn how to integrate whistleblowing into your compliance.

What you get out of this course:

- Comprehensive insights into the [international guidelines](#) on whistleblowing
- Concrete examples of [whistleblowing and how to use it](#)
- Legally compliant information on [whistleblowing as an essential part of compliance](#)
- Clear information on the [integration of whistleblowing into the compliance guidelines](#)
- A comprehensive overview of [whistleblower models](#)
- Clear instructions on the [structure of a whistleblower system](#)
- Practical tips for integrating the [requirements into the compliance guidelines](#)

Modules | The course consists of the following modules:

1. Know: International guidelines on whistleblowing
2. Understand: Whistleblowing processes
3. Distinguish: Whistleblower models
4. Set up: Whistleblowing systems in the company
5. Trust: Anonymity and risks of the whistleblower
6. Integrate: Whistleblowing as part of compliance



E-LEARNING: FIGHTING AGAINST ECONOMIC CRIME

The larger your company, the greater the likelihood that you will become a victim of white-collar crime: When structures, procedures, and processes become more multilayered and complex, and in cooperation with third parties, criminals can take advantage of this. In this course, you will learn how to prevent white-collar crime in your company and thus avoid financial losses.

LABOUR LAW IN THE COMPANY



Companies and their employees are faced with a multitude of internal and external regulations. These are constantly changing. As an executive or human resources manager, you often deal with questions about employment law. Extensive knowledge in this area is a basis for professional personnel dealings. The e-learning series Company Labor Law offers this.

Course overview

1. Labor Law for Managers - Legally Efficient decision-making
2. ADA- Anti Discrimination Act - Working together fairly
3. Working Time Act - Working in Balance

Technical Author



HOLGER BERENS

Labor Law, Compliance, Cyber Security

Holger Berens is Head of the Business Law course and Head of the Compliance and Corporate Security (LL.M.) course at He is head of the Competence Centre for International Security at the Rhenish University of Applied Sciences Cologne. For 25 years he has been advising international companies, but also SMEs in all areas.



Technical information about the courses



Format

HTML5 & SCORM 1.2



Languages

German, English
*Other languages on request



Implementation

In your LMS or in the mybreev Online Academy



Knowledge test

including a quiz on all courses & modules



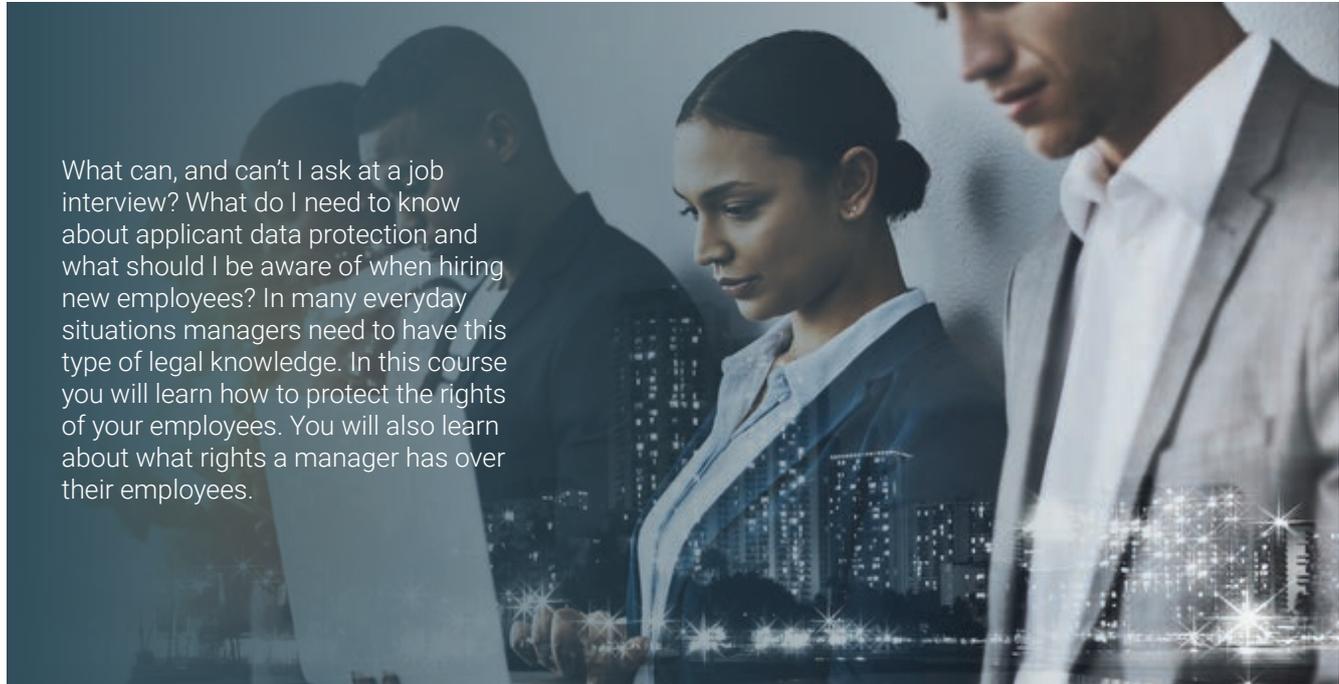
Terminals

Desktop, Tablet, optional Smartphone

Labor Law in the Company

Labor Law for Managers

Efficient and legal decisions



What can, and can't I ask at a job interview? What do I need to know about applicant data protection and what should I be aware of when hiring new employees? In many everyday situations managers need to have this type of legal knowledge. In this course you will learn how to protect the rights of your employees. You will also learn about what rights a manager has over their employees.

What you get out of this course:

- Understandable insights into the current labor law
- Solid knowledge of application procedures, employment contracts, and fixed-term contracts
- Clear information on collective agreements, social security contributions and company agreements
- Reliable tips for dealing with external service providers and pseudo-self-employed contractors
- Clear information about rights and obligations of workers
- Legal tips to avoid discrimination
- Legally binding information on holiday entitlements and working hours
- Well-grounded information on warnings and notices
- Concrete instructions for compliance organization under labor law

Modules | The course consists of the following modules:

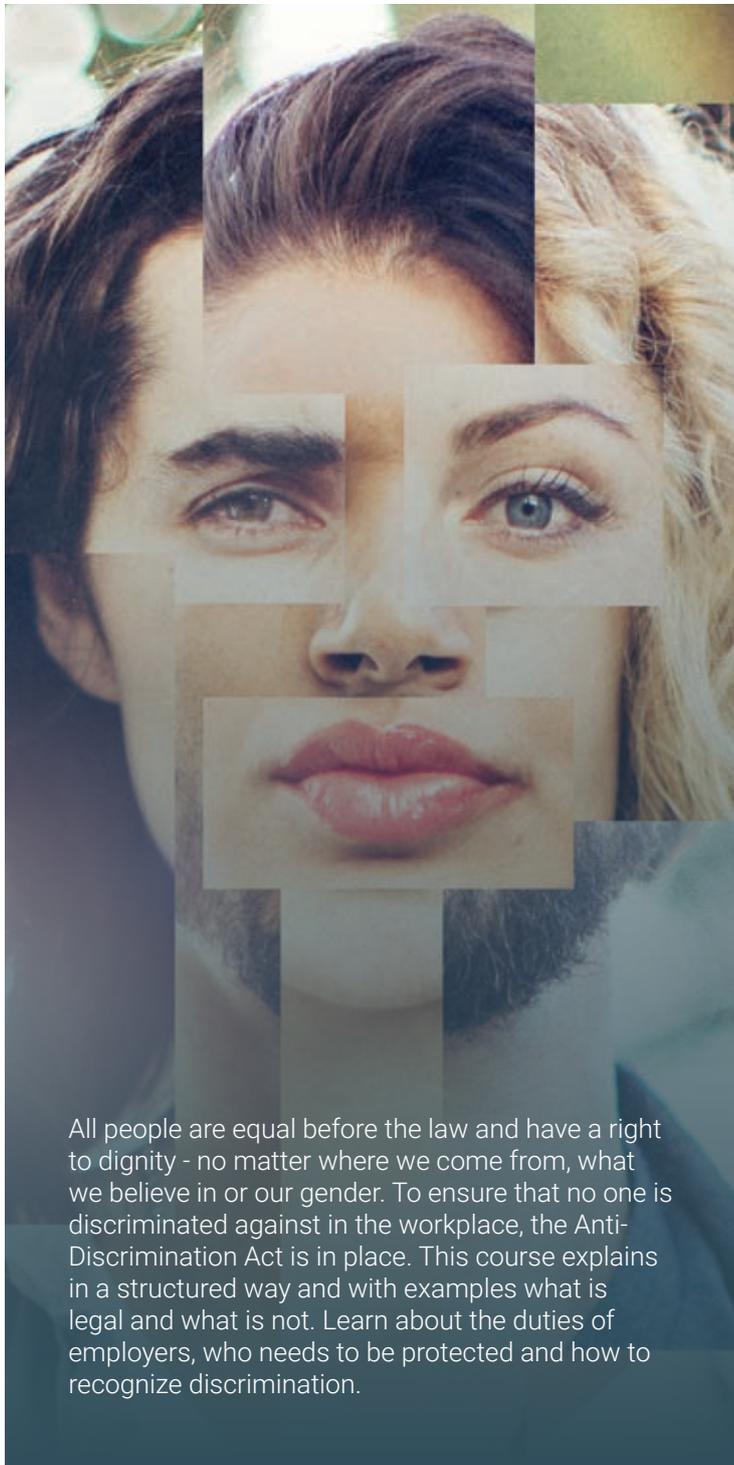
1. Understand: Introduction to labor law
2. Fix it: Employment contracts, fixed-term contracts, and contracts for work with external service providers
3. Agree: Information on social security contributions, collective agreements, and company agreements
4. Equal: Agreements against discrimination in the workplace
5. Working: Rights and obligations of employees and self-employed persons
6. Report back: Legal information about warnings and notices
7. Recreation: regulations on holidays and working hours
8. Integrate: Notes on the compliance organization under labor law



Labor Law in the Company

Anti-Discrimination Act

Working together fairly



All people are equal before the law and have a right to dignity - no matter where we come from, what we believe in or our gender. To ensure that no one is discriminated against in the workplace, the Anti-Discrimination Act is in place. This course explains in a structured way and with examples what is legal and what is not. Learn about the duties of employers, who needs to be protected and how to recognize discrimination.

What you get out of this course:

- Strong insights into the Anti-Discrimination Act (ADA)
- A clear list of who belongs to a protected group of persons
- Legal information on employer obligations
- Definite characteristics of how discrimination can be identified
- Sound knowledge of what discrimination is prohibited and what is lawful
- Comprehensive case studies on job interviews, company parties, and bullying

Modules | The course consists of the following modules:

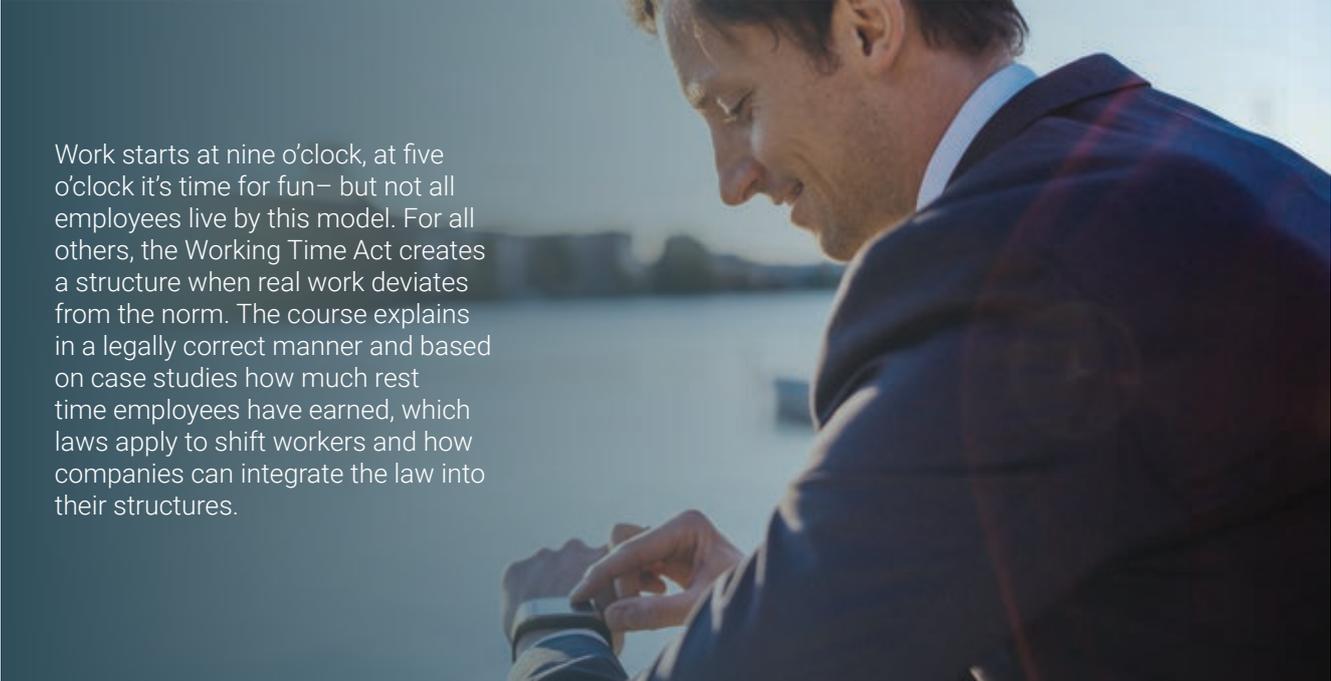
1. Basics: Introduction to the Anti-Discrimination Act (ADA)
2. Awareness-raising: Discrimination in the sense of the ADA
3. Obligation: Employer obligations
4. Responsibility: Equality regulation
5. Exceptions: Justified unequal treatment
6. Compensation: Time limits for actions and claims



Labor Law in the Company

The Working Time Act in the Company

Work in balance



Work starts at nine o'clock, at five o'clock it's time for fun– but not all employees live by this model. For all others, the Working Time Act creates a structure when real work deviates from the norm. The course explains in a legally correct manner and based on case studies how much rest time employees have earned, which laws apply to shift workers and how companies can integrate the law into their structures.

What you will get out of this course:

- A comprehensive overview of the Working Time Act in labor law
- Clear information on the maximum length of shifts and working days
- Compliant information on rest periods, free time and rest breaks
- Specific examples of overtime, business trips and regulations for trainees
- Comprehensive notes on exceptions in special cases
- Practical tips for integrating the requirements into the compliance guidelines

Modules | The course consists of the following modules:

1. Basics: Introduction to the Working Time Act
2. Limitation: Overtime rules and maximum duration of working time
3. Regulation: Dealing with night and shift work
4. Recreation: Specifications for Sundays and public holidays, breaks and rest periods
5. Remuneration: Guidelines for dealing with business trips
6. Education: Special provisions for trainees
7. Differentiation: Exceptions in special cases
8. Agreement: Integration of the specifications into the collective agreement or the works agreement



E-LEARNING:

VIOLENCE AT WORK

Anyone who is insulted, threatened or physically assaulted at work is a victim of violence. This particular form of violence can be from colleagues and superiors as well as from third parties such as guests, clients or customers. In this course, you will learn how to recognize different forms of violence and their victims, how to intervene and de-escalate, mediation and how to provide the victim with the help they need in the respective situations. In this way, you protect your employees as well as the reputation and working atmosphere of your company.

HEALTH & SAFETY



Occupational health and safety has a long tradition in Germany and aims to protect the health of employees. To ensure this, occupational health and safety covers a wide range of preventive and reactive measures. In this way, hazards in the workplace can be identified and the company's personnel can be effectively protected against them.

Course overview

1. Occupational Safety in the Office - The annual compulsory review made compact and concise
2. Occupational Safety in Production - Prevention of occupational accidents
3. Retail – Condensed workplace health and safety
4. Occupational Health and Safety for Small and Medium-sized Enterprises – Take no risks
5. Hygiene training according to regulation 852(EU)2004
6. First aid Guide - A guide to the right processes
7. Accident Management in the Company – Appropriate reactions in emergency situations
8. Visitor Safety at Events – A safe event with trained personnel

Technical Author



KARL-HEINZ RÖNIGER

Industrial Safety, Fire Protection

Karl-Heinz Röniger is a long-standing expert in the field of occupational safety. In his professional career he has worked in numerous organizations as a senior executive in the field of occupational safety and has 20 years of experience in prevention. Since 2012, he has been responsible for occupational health and safety issues at E-Learning provider mybreev.

Technical information about the courses



Format

HTML5 & SCORM 1.2



Languages

German, English
*Other languages on request



Implementation

In your LMS or in the mybreev Online Academy



Knowledge test

including a quiz on all courses & modules



Terminals

Desktop, Tablet, optional Smartphone

Health & Safety

Office Safety

The annual compulsory review made compact and concise

People who work in an office do not need to handle chemicals or chain saws nor do they need to wear protective clothing or move heavy objects. But office workers should also be aware of safety at their workplace and respect their health. Working at a computer screen and sitting for long periods as well as commuting to the workplace also pose risks. In this course, employees learn how to prevent risks and react confidently in an emergency.



What you get out of this course:

- An efficient and complete solution including verification documentation of the legally required [annual review](#)
- Practical tips on how to avoid [typical workplace illnesses](#)
- Concrete knowledge on how to [prevent accidents in everyday work](#)
- Concrete tips to [sensitize your employees to the topic of security](#)

Modules | The course consists of the following modules:

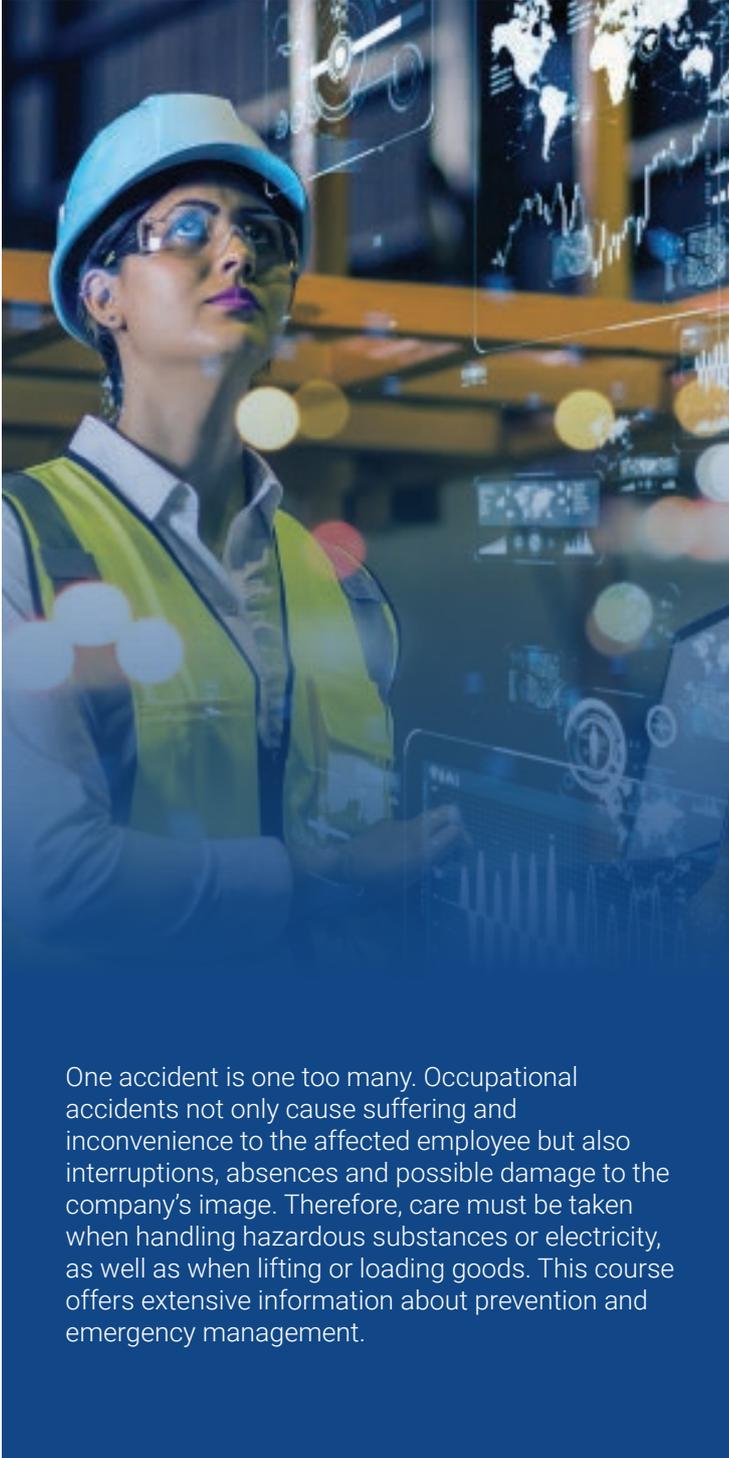
1. Occupational safety for everyday office life
2. Typical hazards in the office
3. Correct reporting of occupational and commuting accidents
4. The ergonomic office and computer workstation
5. Basics of occupational medical prevention
6. The fundamentals of first aid and fire protection
7. How to react in an emergency



Health & Safety

Occupational Safety in Production

Prevention of occupational accidents



One accident is one too many. Occupational accidents not only cause suffering and inconvenience to the affected employee but also interruptions, absences and possible damage to the company's image. Therefore, care must be taken when handling hazardous substances or electricity, as well as when lifting or loading goods. This course offers extensive information about prevention and emergency management.

What you get out of this course:

- Efficient and complete solution including verification documentation of the legally required annual review
- Overview of the most important regulations and laws
- Practical advice on how to respond correctly in the case of emergencies and accidents
- Simple tips for disease prevention
- Clear examples of how to identify and avoid dangers
- Comprehensive information on protection against infections
- Structured information on personal protective equipment
- Safe handling of work equipment, devices, and hazardous substances
- Clear key points for the use of vehicles and load securing

Modules | The course consists of the following modules:

1. Laws, rights and obligations
2. Life-saving emergency measures and accident reporting
3. Protective clothing, protective gloves, safety shoes
4. Hygiene, detergents, and disinfectants
5. Safe handling and storage of work equipment
6. Operating instructions and risk assessments
7. Working and hazardous materials
8. Ergonomic working



Health & Safety

Retail – Condensed Workplace Health and Safety

The annual compulsory review as a basis for safe working

The retail trade is one of the strongest economic sectors: about 3.5 million people work in the retail trade in Germany alone. Your tasks are as varied as the potential dangers you face every day when you fulfill the needs of your customers. Especially physically, working in retail can be demanding. Those who take care of themselves can effectively prevent physical problems. This course gives you the necessary know-how.



What you get out of this course:

- An efficient and complete solution that includes verification documentation of the legally required [annual review](#)
- Concrete examples to identify possible risks and dangers
- Practical tips on how to avoid typical workplace accidents
- Concrete tips to sensitize your employees to safety

The course consists of the following modules:

1. Receiving and storage of goods: packing, lifting, carrying
2. Safety in the salesroom: avoid stumbling, slipping, falling
3. Office activities: typical accidents and how to avoid them
4. Robbery prevention: working in the cash desk area
5. Correct behavior in an emergency: first aid, fire protection, evacuation
6. Standing for a long time: Protect spine and circulation



Health & Safety

Occupational H&S for Small and Medium-sized Enterprises

Take no risks

If there is an abundance of notifiable accidents at work in the company or if an employee is seriously injured, this is not only dangerous and unpleasant for the workforce: the company can also get into serious trouble. This course offers extensive training which employees in small and medium-sized companies can use to work safely. Many risks can easily be eliminated with the right know-how.



What you get out of this course:

- An efficient, complete training solution including verification documentation for the legally required **annual review**
- A comprehensive overview of the **relevant legal situations**
- Simple tips on how to **identify hazards on the job**
- Practical tips for sustainable prevention of **health risks**
- Clear instructions for **handling hazardous substances or equipment**
- Solid knowledge to **act correctly in and after an emergency**
- Concrete tips to make sure your employees are **safety conscious**

Modules | The course consists of the following modules:

1. Laws, rights and obligations
2. Operating instructions and risk assessments
3. Safe handling of working and operating materials
4. Accident management, first aid and accident reporting
5. Company health promotion and health management
6. Ergonomic working
7. Security in corporate compliance



Health & Safety

Hygiene Training according to Regulation 852(EU)2004

Follow-up training in accordance with the food hygiene protection law

Whether it's the ketchup for kindergarten kids or the 5-star menu in a top-class gastronomy restaurant, anyone who works with food has to know about hygiene. What pathogens can hide in food? What is the correct way to clean work surfaces and how can infections and other dangers be avoided? The course provides interesting information about the topics of industrial, product and personal hygiene.



What you get out of this course:

- Efficient complete solution including verification documentation of the legally required [annual review](#)
- Extensive knowledge of the [safe handling of food](#)
- Understandable background information on [germs and pathogens in food](#)
- Practical tips for [working with and storing food](#)
- Simple instructions for [cleanliness and waste disposal](#)
- Clear information on hand and body hygiene
- Firm examples to identify and prevent risks

Modules | The course consists of the following modules:

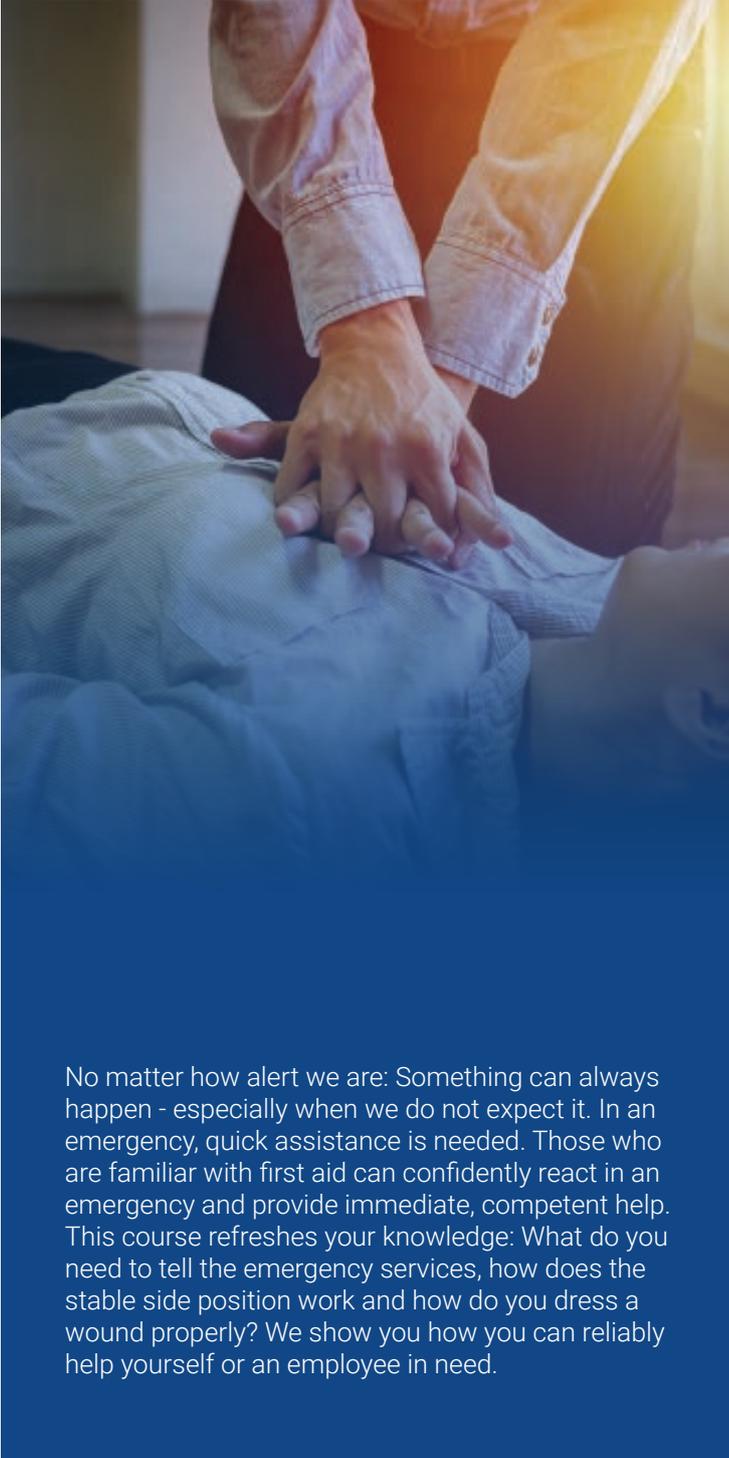
1. Introduction: Industrial hygiene and handling of food
2. Hand, body and workplace hygiene
3. Work clothing and infection protection
4. Storage, processing, and disposal of food
5. Hygiene during transport and serving
6. Cleaning and disinfection: procedure, plan, and products
7. Germ and pest control



Health & Safety

First-aid Instructions

A guide to the correct action to take when an injured person is found



No matter how alert we are: Something can always happen - especially when we do not expect it. In an emergency, quick assistance is needed. Those who are familiar with first aid can confidently react in an emergency and provide immediate, competent help. This course refreshes your knowledge: What do you need to tell the emergency services, how does the stable side position work and how do you dress a wound properly? We show you how you can reliably help yourself or an employee in need.

What you get out of this course:

- An efficient and complete solution including verification documentation for the legally required annual review
- Clear examples of possible hazards in different workplaces
- Concrete guidelines for avoiding typical workplace accidents
- Clear overview of the most important first aid measures
- Practical tips for the right behavior in an emergency

Modules | The course consists of the following modules:

1. Locating an injured person
2. Communication with the rescue service
3. Life-saving emergency measures
4. Bleeding and wound care
5. Poisoning, chemical burns, and burns
6. Shock and mental anguish
7. Electrical shock
8. Documentation of first aid procedures



Health & Safety

Accident Management in the Company

Reacting correctly in an emergency

If something suddenly happens to you or an employee, you must react quickly. A solid accident management system can save lives: In Germany alone, almost 800,000 people have an accident at work or on the way to work every year. Less suddenly than industrial accidents, most occupational diseases creep in. In this course you will learn how to prevent accidents and illnesses, what your duties are and how you can help in an emergency.



What you get out of this course:

- An efficient and complete training solution including verification documentation for the legally required [annual review](#)
- Comprehensive insights into the [most important regulations and laws](#)
- Legally binding instructions for [reporting and documenting accidents](#)
- Clear insights into possible [workplace diseases](#) and their prevention
- Clear [examples of accident situations](#) and how to deal with them
- Solid knowledge of [doctors in transit and professional associations](#)
- Reliable tips for acting calmly in an emergency
- Concrete tips to make your employees safety conscious

Modules | The course consists of the following modules:

1. Understand: Laws and duties in an accident
2. Responding to occupational and commuting accidents
3. Distinguishing events: Reportable, non-notifiable accidents and minor accidents
4. Coverage: Insurance through a professional association
5. Turn it on: The medical referee
6. Documentation: Accident investigation, accident report and accident evaluation
7. Prevention: Workplace diseases



Health & Safety

Visitor Safety at Events

The safe event with trained personnel



Concerts, conferences or large events: Before people can celebrate, learn or discuss together, the organizer must prepare service and security personnel in accordance with the law. In addition to information about the location, employees need a solid understanding of how to behave in dangerous situations and how risks and crises can be avoided in advance. With this course, any event will be a success.

What you get out of this course:

- A structured overview of the legal requirements
- A comprehensive presentation of key points for safety concepts
- Clear examples of human behavior in dangerous situations
- Clear instructions for correct communication in crisis situations
- A simple overview of work safety, hygiene and fire protection
- Practical examples of the basics of service friendliness

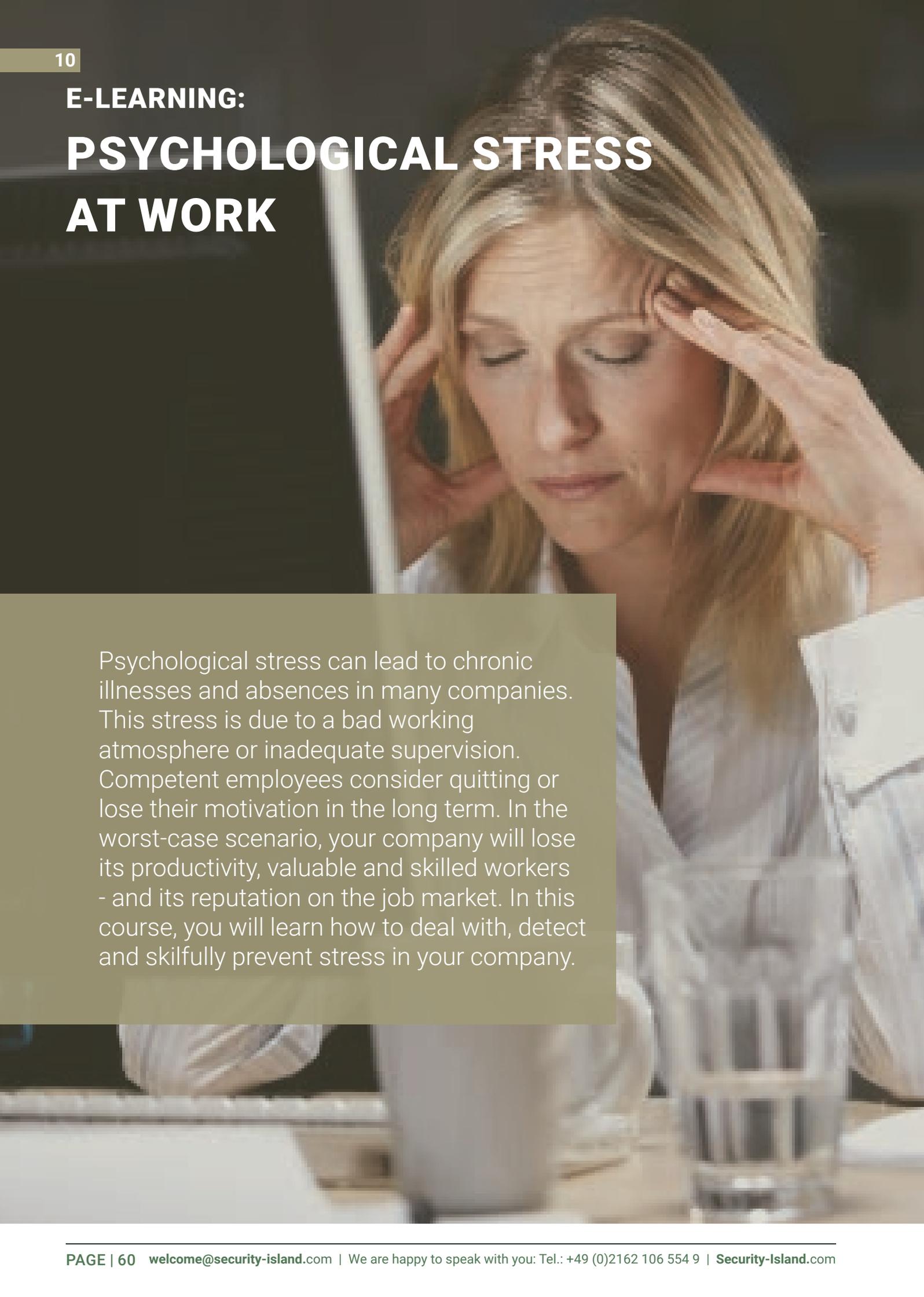
Modules | The course consists of the following modules:

1. Basics of event safety
2. Occupational safety for the event practice
3. Hygiene rules at a glance
4. Conflict management
5. Behavior in an emergency (first aid and fire protection)
6. Cooperation with medical service, fire brigade, and police



E-LEARNING:

PSYCHOLOGICAL STRESS AT WORK



Psychological stress can lead to chronic illnesses and absences in many companies. This stress is due to a bad working atmosphere or inadequate supervision. Competent employees consider quitting or lose their motivation in the long term. In the worst-case scenario, your company will lose its productivity, valuable and skilled workers - and its reputation on the job market. In this course, you will learn how to deal with, detect and skilfully prevent stress in your company.

E-LEARNING:

FIRE PROTECTION

Every year, around 200,000 fires are reported throughout Germany. The most frequent causes of fires in companies are the lack of instructions for employees and their lack of risk awareness. Therefore, basic knowledge of operational and organizational fire protection is essential. Through the e-learning series Fire Protection, your employees will recognize potential sources of danger and react appropriately in an emergency.

CORPORATE SUSTAINABILITY



Companies have a great responsibility to the environment. Valuable resources are becoming increasingly scarce. Sustainable handling of these resources and the environment is, therefore, becoming a success factor for companies. Customers and applicants are also increasingly paying attention to the ecological image of a company when making choices. With this e-learning series, you can promote the responsible use of resources by your employees and protect the environment.

Course overview

1. Operational Health Management
2. Corporate Social Responsibility - Basic Training
3. Environmental Protection in the Company
4. Energy Management in the Company

Technical Author



BERNHARD BACHMANN

Compliance, Sustainability,
Business Ethics

Dr. Bernhard Bachmann is highly certified and is a pioneer for modern education and training as well as lifelong learning. He is a trainer and analyst as well as a specialist for learning needs analysis and learning success monitoring and has developed countless training courses and e-learning solutions. His special focus is on the topics of compliance, CSR and sustainability.



Technical information about the courses



Format

HTML5 & SCORM 1.2



Languages

German, English
*Other languages on request



Implementation

In your LMS or in the
mybreev Online Academy



Knowledge test

including a quiz on all
courses & modules



Terminals

Desktop, Tablet,
optional Smartphone

Sustainability in the company

Operational Health Management

Healthy and fit at work

How do our employees stay healthy? This is the question that is at the heart of occupational health management (OHM). This includes companies need to create structures and processes and provide employees with a healthy working environment. In addition to interpersonal factors, these include psychological elements and various factors of physical health. In this course, you will learn how to establish an effective OHM in your company.



What you get out of this course:

- Comprehensive insights into the most important regulations and laws
- Clear information why OHM is important
- Examples of possible health risks
- Concrete tips to effectively prevent illnesses and absences from work
- A structured overview of BGM actors and measures

Modules | The course consists of the following modules:

1. Introduction to the legal basis
2. Typical problem areas and risks in operation
3. Advantages of the OHM
4. Occupational safety, BEM and promoting health
5. The OHM process
6. Players in OHM
7. Prevention measures



Sustainability in the company

Corporate Social Responsibility

Helping to shape the future and taking responsibility

Responsible management can have many safeguards: The spectrum ranges from an employee-oriented personnel policy to the economical use of natural resources to social commitment on site. Corporate Social Responsibility (CSR) companies show that they take responsibility for the social, ecological and economic consequences of their actions. In this course, you will learn how to create an ethical CSR and how to practically implement it.



What you get out of this course:

- A comprehensive definition of corporate social responsibility (CSR)
- Concrete examples of the areas in which CSR can be applied
- A simple overview of various CSR guidelines and principles
- Clear information on why CSR is beneficial for companies
- Practical tips for the introduction and implementation of a CSR

Modules | The course consists of the following modules:

1. What is CSR?
2. Areas of CSR
3. Stakeholder Concept
4. ILO, OECD and UN guiding principles
5. Sustainability
6. Social responsibility
7. CSR in the global economy
8. CSR Reporting



Sustainability in the company

Environmental Protection in the Company

A little greener every day



It's not only since Fridays for Future that are aware that environmental protection concerns us all. Companies can and must also make their contribution to sustainability: laws and regulations require they take their environmental protection into account in their daily work. In this course, you will learn which rules to observe, what you have to pay attention to and what operational environmental protection in your company can look like - for a greener future

What you get out of this course:

- Comprehensive insights into the most important regulations and laws
- Clear information on why environmental protection is also important for companies
- Practical tips to effectively prevent penalties and sanctions
- Concrete tips to promote environmental protection in the company
- Solid examples of the practical implementation of the laws in the company

Modules | The course consists of the following modules:

1. Basis: Introduction to corporate environmental protection
2. Legal situation: Regulations, laws, and penalties
3. Determination: Corporate Principles and Responsibilities
4. Implementation: Tasks of the Environmental Officer
5. Certification: The environmentally friendly company
6. Support: Support measures



Sustainability in the company

Saving energy in the Company

Just switch off

In summer the heating is up high, on weekends all the corridors are brightly lit and PCs use electricity even when they are not needed? Sometimes it's the little things that make it easier for some companies to save energy and costs. In this course, you will learn where your company can save energy, which laws you should observe and how you should motivate your employees to a sustainable future.



What you get out of this course:

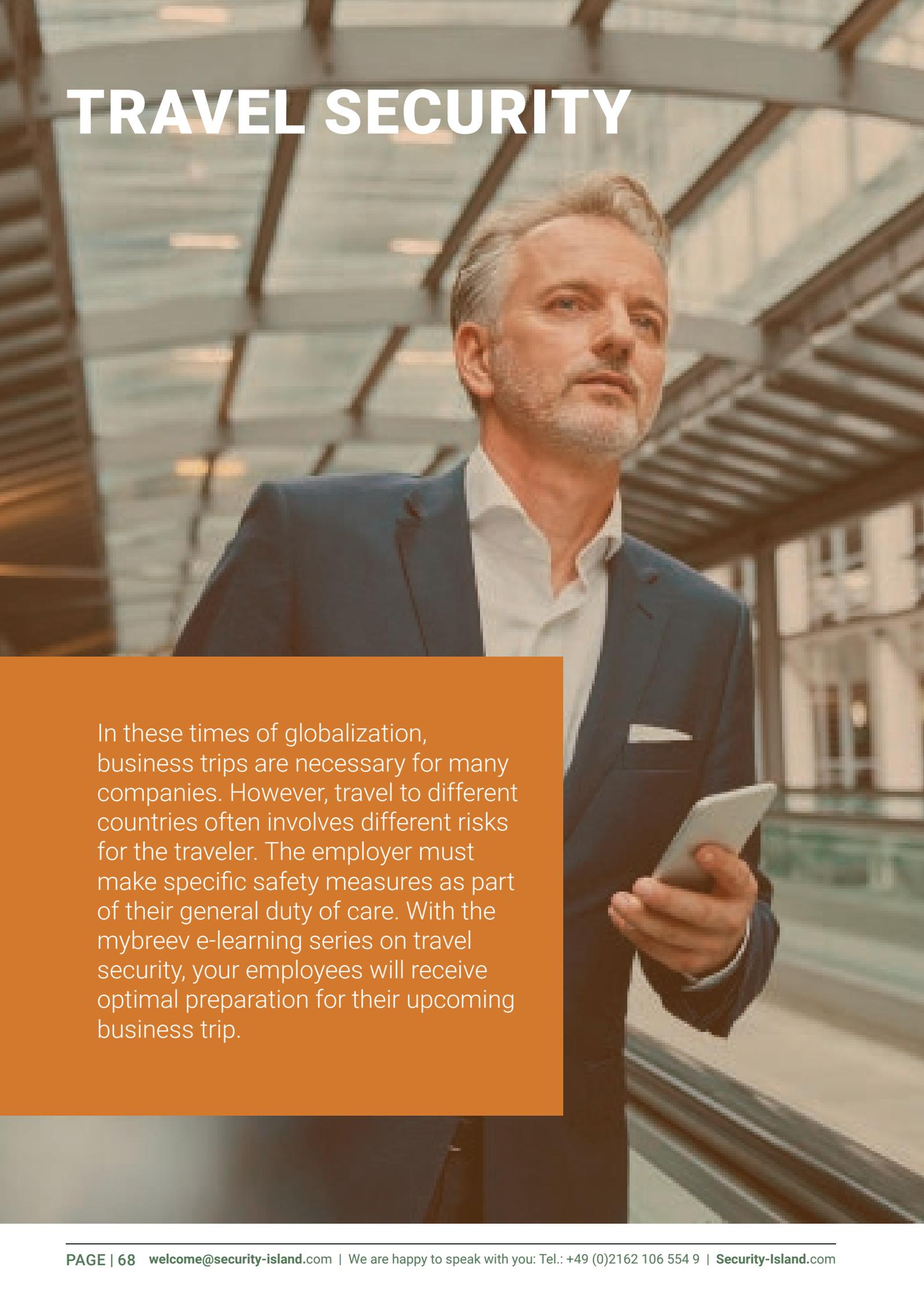
- Concrete instructions to save energy quickly and easily
- Illustrative examples of situations in which companies can save energy
- Clear insights into the legal situation regarding energy saving
- Reliable tips to motivate employees to save energy
- Solid knowledge of how energy saving can be integrated into your company's policy and mission statement

Modules | The course consists of the following modules:

1. Turn it on: Introduction to energy saving
2. Analyze: Energy consumption and potential savings in companies
3. Understand: Saving energy in the office
4. Manufacture: Saving energy in production
5. Rules: Laws and guidelines for companies
6. Define: Policies and mission statements
7. Relocate: Responsible persons in the company
8. Shut down: Your personal contribution



TRAVEL SECURITY



In these times of globalization, business trips are necessary for many companies. However, travel to different countries often involves different risks for the traveler. The employer must make specific safety measures as part of their general duty of care. With the mybreev e-learning series on travel security, your employees will receive optimal preparation for their upcoming business trip.

Course overview

1. Introduction to Travel Security - Safety on the road
2. Behavioral Training for Risk Situations – Responding correctly in delicate situations
3. Behavioral Training for Exceptional Situations - Confident in difficult situations
4. Travel Safety for Women - Preventing critical situations
5. Behavior in the Event of a Terrorist Attack - Being mentally prepared for an emergency
6. Behavior in Case of Kidnapping - Minimise risks in case of emergency

Technical Author



SVEN LEIDEL

Travel Security

Sven Leidel is a specialist lecturer, author, security consultant and expert in the field of travel security and is also intensively involved in the special topic of “protection of vulnerable persons”. He has extensive expertise in more than 25 years of Industry and professional experience. Operationally, he was involved in numerous foreign assignments and projects throughout Europe, North and Latin America and large parts of Asia.

Technical information about the courses



Format

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Languages

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*Other languages on request



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Knowledge test

including a quiz on all
courses & modules



Terminals

Desktop, Tablet,
optional Smartphone

Travel Security

Introduction to Travel Security

Safe on the road



Do I get the visa upon entry or do I have to apply for it months in advance? What do I do if I get sick abroad, or if I am attacked by someone? A business trip overseas usually requires a lot of planning and knowledge about local regulations, the political situation and the culture of the destination. This course helps you to leave home well informed and prepared for all eventualities, and return safe and sound.

What you get out of this course:

- A comprehensive introduction to all **important aspects of travel security**
- Concrete instructions for the **preparation of the journey**
- Clear insights into **possible dangers** and how to avoid them
- Examples that clearly demonstrate **problems on business trips and their solutions**
- Solid information about **return transport** in case they fall ill during the journey
- Reliable tips on how to be safe on the **road at all times**

Modules | The course consists of the following modules:

1. Introduction: What you should know about travel safety
2. Preparation: What you should do first
3. Equipment: What you should always have with you
4. Arrival: What you should do first at your destination
5. Do: What to look out for on the way
6. Return: How to return in case of illness

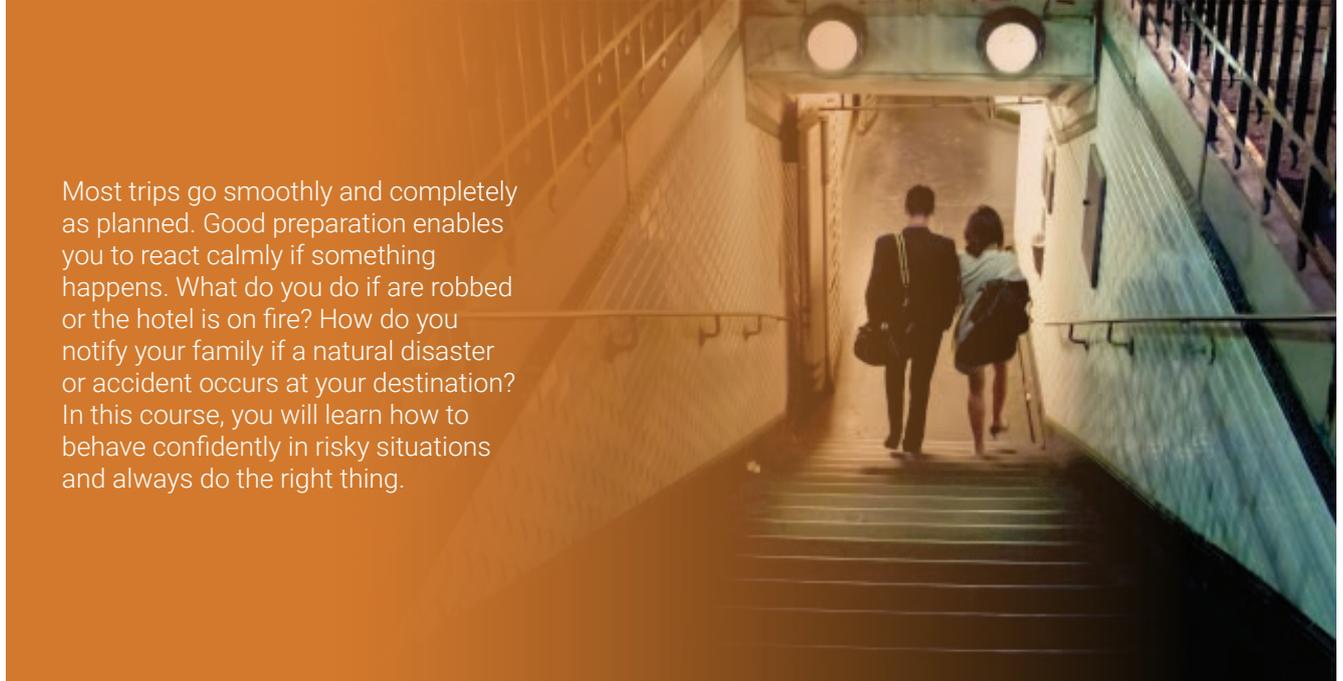


Travel Security

Behavioral Training for Risky Situations

Reacting correctly in delicate situations

Most trips go smoothly and completely as planned. Good preparation enables you to react calmly if something happens. What do you do if are robbed or the hotel is on fire? How do you notify your family if a natural disaster or accident occurs at your destination? In this course, you will learn how to behave confidently in risky situations and always do the right thing.



What you get out of this course:

- Clear insights into the **most important precautions**
- Practical tips on what to do if you **are robbed, cheated or robbed**
- Concrete advice on what to do in the event of **civil unrest, accidents or natural disasters**
- Solid knowledge of how to behave as a **witness to a crime or accident**

Modules | The course consists of the following modules:

1. Ready: Prevention and basic precautions
2. Stolen: Theft and robbery
3. Cheated: Fraudsters and petty criminals
4. Observed: Witness to a crime
5. Escalated: Civil unrest
6. Accidents: Car accidents and other misfortunes
7. Ignited: Fire in the hotel



Travel Security

Behavioral Training for Exceptional Situations

Survival in difficult situations

A deadly virus has broken out, a terrorist has planted a bomb in the subway, or you are taken hostage. There are regions and countries where your safety is particularly at risk. Even though some events can seem impossible they still sometimes will occur. This course will help you to be well prepared even for exceptional situations and is based on examples so you learn behaviors that will help you in dangerous situations.



What you get out of this course:

- A comprehensive overview of **possible dangers in exceptional situations**
- Practical examples of different **hazard scenarios and their solutions**
- Clear information on what to do if you are the victim of a **hostage situation or kidnapping**
- Structured insights into the legal situation regarding the **abuse of drugs or medication**
- Reliable tips to **protect** yourself against **infectious diseases**
- Solid knowledge on how to **keep a cool head** even in **exceptional situations**

Modules | The course consists of the following modules:

1. Prevention: Preparation and precautions
2. Weapons: Shooting and armed violence
3. Terror: Bomb and terrorist attacks
4. Kidnapping: Hostage-taking and carjacking
5. Justice: Arrest abroad
6. Laws: Alcohol and drug abuse
7. Medicine: Communicable diseases and epidemics



Travel Security

Travel Security for Women

Preventing critical situations

In many areas, men and women already enjoy equal rights. However, this is not universal and does not apply equally everywhere. In many places, there are numerous special rules and regulations for women - and also dangers that men often don't even consider. Learn, in this course, how to travel safely as a woman and where special caution is required. Learn how you can confidently prevent critical situations.



What you get out of this course:

- Clear advice on **travel preparations, clothing, and first-aid kit**
- Profound insights into **political, cultural and religious conditions**
- Practical tips on **understanding** and dealing with **gender roles in other countries**
- Concrete examples for **dealing with difficult situations**
- A comprehensive overview of **tactics and measures to avert danger**
- Clear information on what to **do in an emergency situation**.

Modules | The course consists of the following modules:

1. Preparation: General precautions
2. Luggage: The selection of luggage, clothing and first aid kit
3. Culture: Understanding of roles and cultural characteristics
4. Accommodation: Choosing a safe place to stay
5. Mobility: Safe on the road
6. Protection: Safety in leisure time
7. Tactics: Behavior in an emergency



Travel Security

Conduct in the Event of a Terrorist Attack

Mentally prepared for the case of emergency

It happens without warning. A fire, an explosion, or a car driving into a crowd: terrorists usually plan their attacks in such a way that they completely and unexpectedly create chaos in everyday life. We cannot protect ourselves from terror - but we can learn how to act correctly in an emergency. In this course, you will learn how to stay calm and protect yourself in various extreme situations.

What you get out of this course:

- Comprehensive insight into **basic precautions**
- Clear tips to help you **control** your own **fear** and remain capable of acting
- Clear information on **how to behave in various terrorist scenarios**
- Practical tip on how to **get help in the face of terrorism**
- Vital information to **protect your own safety**

Modules | The course consists of the following modules:

1. Introduction: Basic precautions
2. Insight: Seeing into the behavior of the perpetrators
3. Emergency: Run, hide and report
4. Psychology: Dealing with your own fear
5. Behavior: Fire, bombs and other weapons
6. Terrain: Attacks outdoors, in the hotel and in other buildings
7. Help: Getting yourself and others to safety and getting help



Travel Security

Behavior in Case of Kidnapping

Minimize risks in case of emergency

In some countries, there are other dangers we are not so familiar with. In some regions of the world, the danger of being kidnapped on a business trip is much higher than in Central Europe. In this case, knowing this can eliminate dangers in advance and possibly save lives. This course provides you with helpful knowledge so that you know what to do in an emergency. If you react confidently, you can prevent numerous risks and minimize dangers in the course of a kidnapping.



What you get out of this course:

- Clear overview of **potentially dangerous regions**
- Clear information on **behavior in an emergency**
- Practical tips to **prevent a kidnapping if possible**
- Concrete instructions for safe **handling of kidnappers**
- Firm examples of **possible dangers and how to avoid them**

Modules | The course consists of the following modules:

1. Possible risk regions
2. Types of abduction and kidnappers
3. Perpetrators' actions and selection of victims
4. Precautions in buildings and on the road
5. Behavior in the event of an assault
6. Safe conduct as a hostage
7. Behavior and actions until you release
8. Post-release and return measures



E-LEARNING:

CRISIS MANAGEMENT

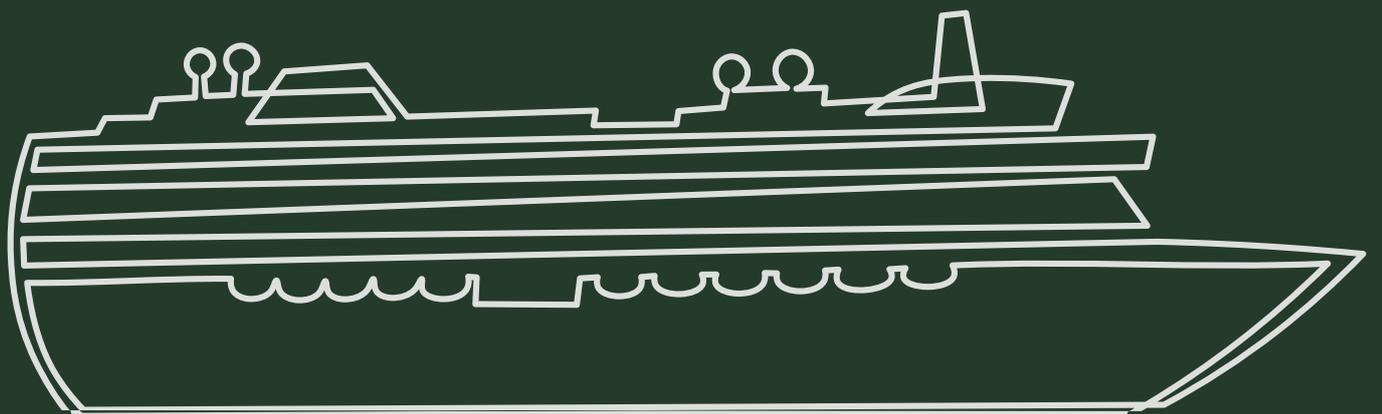
No company is safe from a crisis. For this reason, forward-looking corporate security is always combined with professional crisis management. In addition to the effective reactions in acute crises, this includes above all crisis prevention and continuous monitoring to identify potential crises at an early stage and how to prepare for them. In this module, you will learn how to increase the resistance of your company to crises, what to do in case of an emergency and how typical crises can ideally be prevented.

E-LEARNING:

BUSINESS CONTINUITY MANAGEMENT

**WHAT'S
YOUR
PLAN B?**

A solid Business Continuity Management Plan (BCM) ensures that you can continue your business processes without interruption. BCM strategically looks for potential risks that could endanger the company and analyzes its possible effects. With BCM, dangers are quickly recognized and can usually be avoided before they occur. In this way, BCM increases your resilience and your resistance to weak economic situations, damage to your reputation or financial crises and ensures the continued existence of your company. With this mybreev module, you create a professional BCM. This enables you to meet the legal requirements and at the same time establish an image of integrity as well as a trusting basis for long-term cooperation with your customers.





Our E-Learning Content:

Cyber Security | Digitization | Data Protection (DSGVO) | Visitor Management | Compliance | Fighting White-Collar Crime | Labor Law within the Company | Violence at the Workplace | Occupational Safety and Health | Mental Stress at the Workplace | Fire Protection | Sustainability | Travel Safety | Crisis Management | BCM

Do you have a question about our offer? - We are happy to advise you.

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