PLANIT // PRIMA

3D E-LEARNING

Course Catalog

April 2024

PLANIT // TECH

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CONTENT

Compliance

3D E-Learning Course

Code of Conduct

The Code of Conduct reflects the values of your company and offers guidance for ethical and legally correct behavior. This compliance guideline should play an important role in every company and serve as an essential guideline for all employees.

To this end, this staff training offers relevant information on correct behavior, which will be beneficial to both your employees and your company. Furthermore, in the course of this training, you will receive valuable practical tips which will help you recognize and avoid violations.

20min
German and English
Online training via **PLANIT //** PRIMA with certificate
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3D E-Learning Course

Whistleblowing

You've witnessed something wrong in your work environment and would like to expose it so that you and others avoid the potential consequences that might arise. However, you wonder if whistleblowing will help or harm you. You worry there might be personal consequences. But fear not: the EU whistleblowing directive and its national implementations entitle you to special protections as a whistleblower. In this course you will find out what you can report, how to report, and what protections surround you in doing both.

15min
German and English
Online training via **PLANIT //** PRIMA with certificate
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Compliance

Compliance, meaning conformity with legal provisions and company-internal regulations, is essential in every company. By paying heed to information regarding compliance as well as fair business practices, your employees can protect themselves from criminal prosecution and also prevent reputational damage and drops in sales and stock prices for your company.

In this interactive staff training, your workforce will learn how to act in accordance with laws and regulations and which legal provisions they have to bear in mind regarding antitrust or anti-corruption laws. You can also add your company's own Code of Conduct to this web-based training and in this way adapt it to your needs.

25min
German and English
Online training via **PLANIT //** PRIMA with certificate
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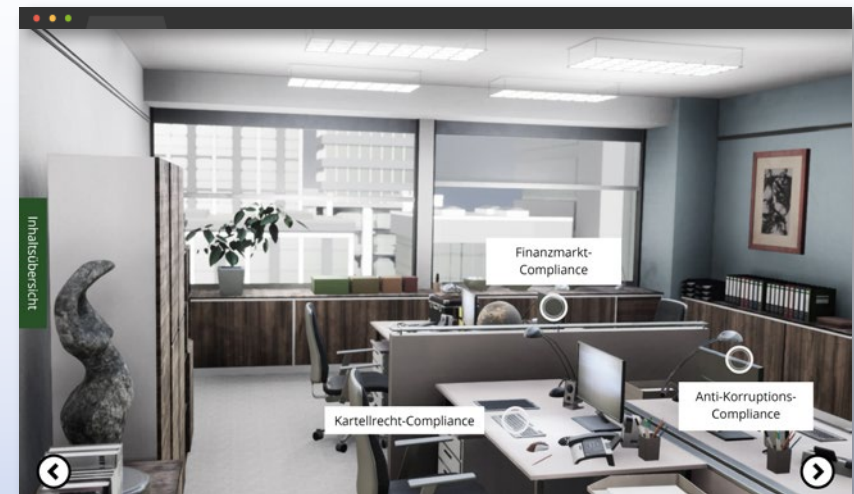
General Act on Equal Treatment

Regardless of ethnic origin, gender, religion, ideology, disability, age or sexual identity - every person is equal and also has the same rights. The General Equal Treatment Act was passed in 2006 to eliminate discrimination and disadvantages in the workplace. The aim is to create a discrimination-free zone in working life.

With this interactive training, you sensitize your employees around this important topic and thereby promote correct behavior. The learning content consists of important background information as well as relevant guidelines on correct behavior.

20min
German
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3D E-Learning Course

Antitrust Law

Violations of antitrust law not only restrain free competition but also entail serious consequences for your company. To help you avoid infringements of this kind, this staff training familiarizes your employees with the essential legislation in this area, such as EU law (Art. 101 and 102 TFEU), the German Act against Restraints of Competition (GWB) and the Austrian Cartel Law (KartG). With a wide range of interactive contents, your workforce will learn how to recognize violations of antitrust law and how to act in the right way.

35min
German and English
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3D E-Learning Course

Prevention of Harassment in the Workplace

Ensuring you and your employees are well-informed about harassment in the workplace is essential for creating a respectful and comfortable work atmosphere in your company. This staff training uses appealing visuals to teach your employees all the essentials regarding harassment in the workplace. Furthermore, this course provides your workforce with useful tips on how to recognize and prevent harassment and how to act in critical cases.

12min
German and English
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Financial Markets Compliance

To ensure fair and correct trading in stocks and securities, all market players must follow the rules. Any form of insider dealing or market manipulation is completely prohibited. The Financial Markets Compliance Regulation, the European Market Abuse Regulation (MAR) and the European Market Abuse Directive (MAD) were created to prevent market abuse.

This interactive Financial Markets Compliance training familiarizes your employees with correct conduct in securities trading and in this way also protects your company. The educational contents of this course comprise both background information.

15min
German
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3D E-Learning Course

Prevention of Money Laundering

The Financial Markets Anti-Money Laundering Act (FM-GwG) serves as the legal basis for measures to prevent money laundering and terrorist financing in the financial sector. Taking into account the differences between German and Austrian legislation, this staff training provides your employees with the essential legal basics as well as examples and information for practical implementation. This web-based training places special emphasis on the legal duties of care and the Know Your Customer Principle.

30min
German and English
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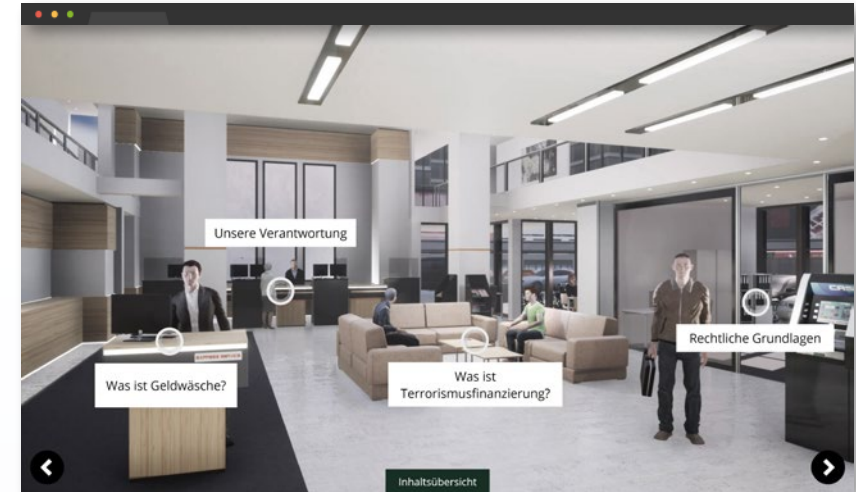
Preventing Corruption

In essence, Compliance means abiding by laws and company guidelines and – at the same time – taking into account moral and ethical standards. Compliance guidelines are often violated out of sheer lack of awareness. For this reason, trainings can help prevent corruption and in this way protect your employees from negative consequences and your company from reputational damage and resulting drops in sales. With the interactive web-based training "Preventing Corruption", you can familiarize your employees with these topics. The educational contents of this course include important background information and relevant guidelines on correct behavior.

15min
German
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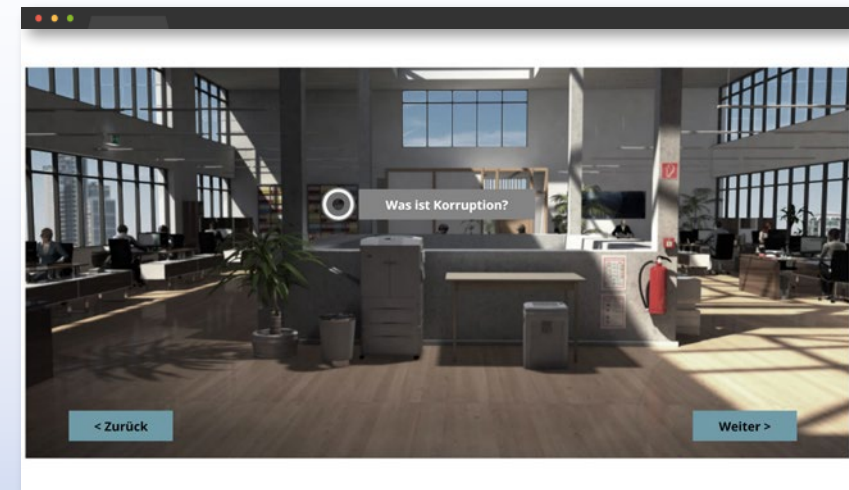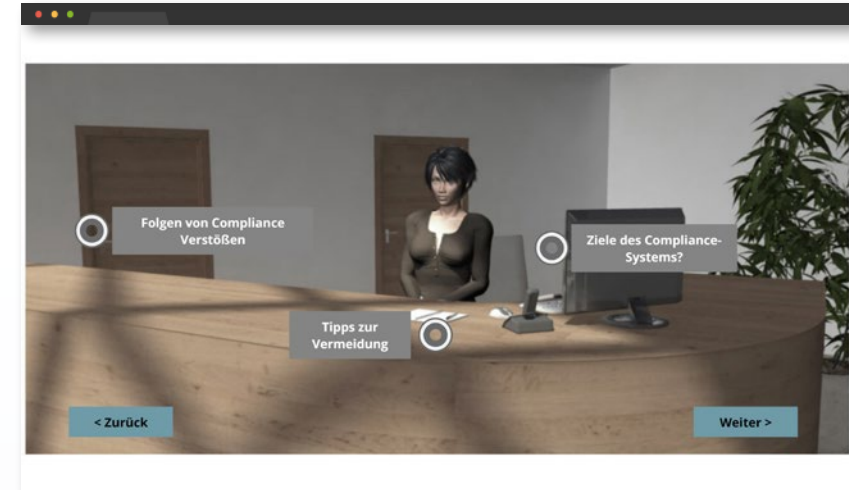
Food-handling Hygiene

In any company – especially in the food sector – the right measures of hygiene should be clearly defined. This helps prevent any kind of infection and protects your employees and customers against disease. In this training, your employees will get to know all the essentials regarding hygiene. They will also receive valuable tips – for instance on hand hygiene – to prepare themselves and your company against infections. With this knowledge, potential dangers in food production (e.g. salmonella) can be avoided.

20min

German and English

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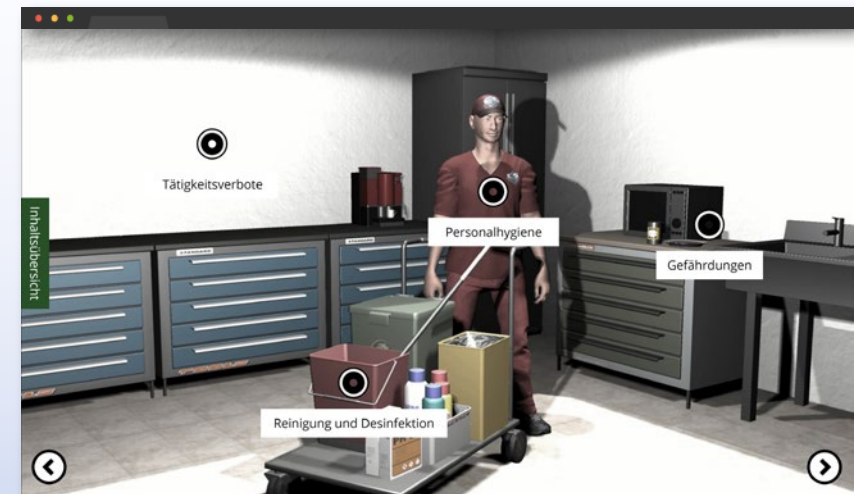
PSD 2 - Payment Services Directive

The EU's Second Payment Services Directive (PSD 2) is intended to increase competition in payment transactions, but also to improve consumer protection. To achieve this, the directive regulates the rights and obligations of payment service providers and users, as well as account-holding service providers such as banks. This training uses numerous examples and interactive content to teach your employees the key points of the directive. It also provides an overview of the most important legal foundations, such as the Austrian Payment Services Act 2018 (ZaDiG 2018) and the German Act Implementing the Second Payment Services Directive.

25min
German
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What is the PSD 2 Directive?

Legal basis

Regulated by the PSD 2 Directive

Actors

Payment service users

Authentication

Payment service provider

Charges

Payment initiation service provider

Account information service provider

Account servicing payment service

Framework contracts

Data Protection

Quiz
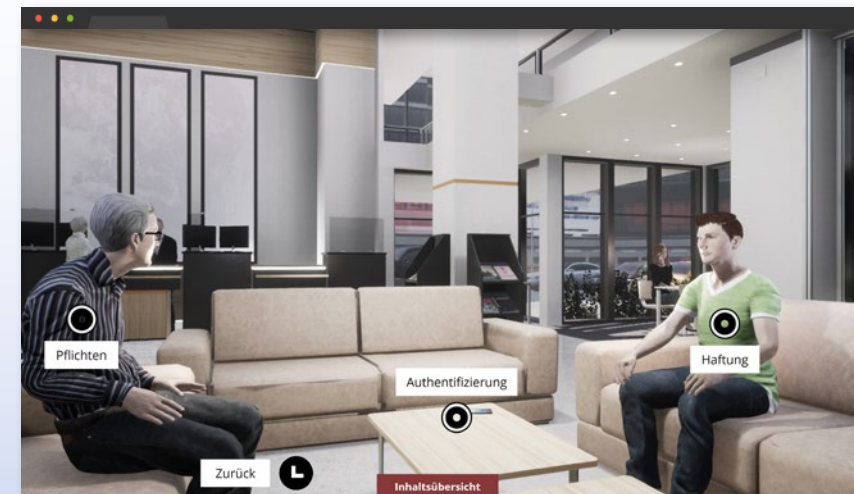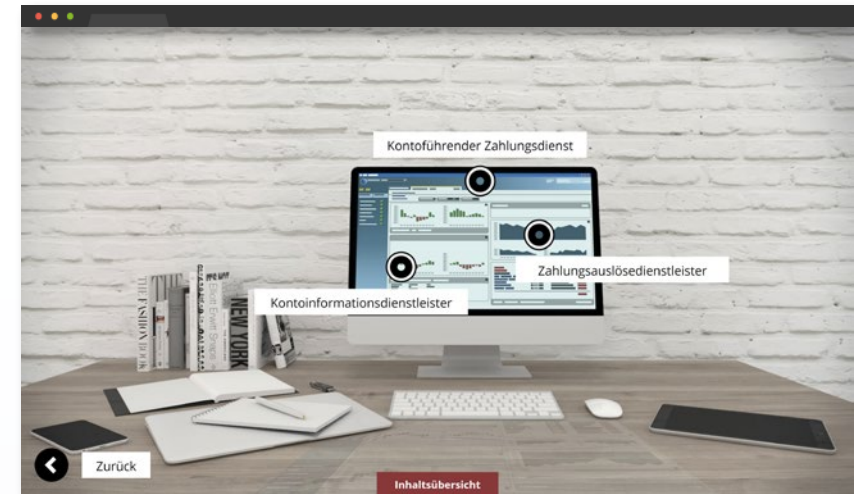
Cyber Security

Information Security

In the course of a gripping, interactive story, this 3D training familiarizes your employees with the topic of information security. It provides important background information and teaches your staff how to handle sensitive data correctly in everyday situations. While accompanying Lisa at her day at work, users get to know all the essentials of information security. They experience practical situations which put their security awareness to the test, in areas such as social engineering, phishing or password security.

20 min

German and English

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Working from Home

In this 3D training, your employees will learn how to implement important information security guidelines when working from home. In an entertaining, interactive story, this course familiarizes your staff with all the essentials. Moreover, various elements placed in the 3D environment provide expert knowledge on topics such as clear desk policy, file destruction, updates or router and printer settings.

In this way, with the help of concrete practical examples, your employees will find out how to protect data in the best possible way and keep your company from harm.

20min
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3D E-Learning Course

Cyber Security in Public

In this course, your employees will learn what they need to pay attention to in order to be able to work safely in public. Topics covered include shoulder surfing, access protection, internet, VPN, public charging stations and much more.

10min

German

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In the apartment

Bringing IT equipment and documents

Shoulder Surfing

Access protection

Internet

VPN

Public charging stations

Conversations in public

Forgotten and unattended items

End of course

Quiz

Cyber Security and Customer Meetings

The aim of this course is to impart knowledge on how to behave safely at customer meetings. The course covers not only the meeting itself, but also the preparation and follow-up.

7min

German

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Phishing, Spear-Phishing and Ransomware

In cases of "Phishing", attackers try to gain access to sensitive information or install malicious software via various channels of communication (e-mail, phone, text message). The criminals pretend to be trustworthy individuals or companies and – if they are successful – may cause considerable harm to your company. In this staff training, your employees will get to know different kinds of attacks, such as spear phishing, whaling, vishing, smishing or blackmail via e-mail, in the course of an interactive story.

They will learn not only how to recognize attacks but also how to counter them. In this way, this web-based training can increase your company's IT security and contribute to protecting sensitive company-internal data.

40 min
German and English
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Ich habe schon wieder eine dieser lästigen Phishing-Mails bekommen.

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Attacks via E-Mail (Phishing)

What Is Phishing and What Are Attackers' Intentions?

Possible Targets

Types of Phishing

Recognizing Phishing Mails and Acting in the Right Way
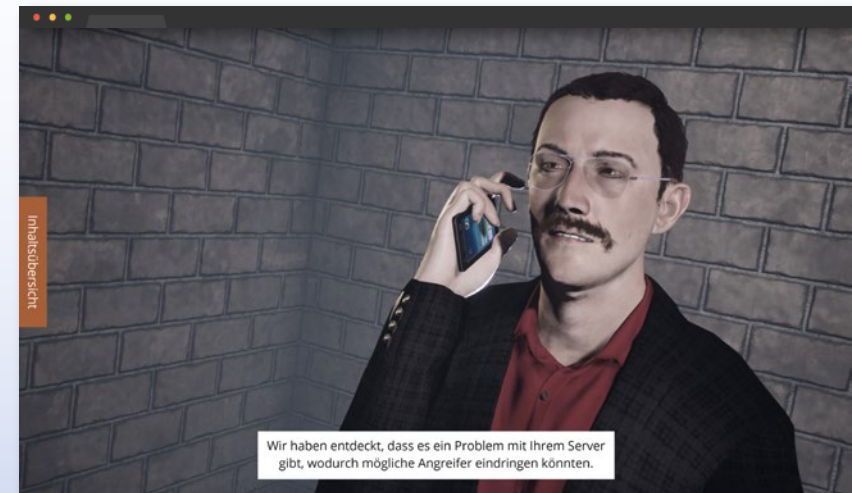
Ransomware

Blackmail via E-Mail

Attacks via Phone (Vishing)

Attacks via Text Message or Messenger (Smishing)

Checklists

Quiz

Wir haben entdeckt, dass es ein Problem mit Ihrem Server gibt, wodurch mögliche Angreifer eindringen könnten.

Social Engineering

The term "Social Engineering" refers to the intended manipulation of people with the goal of obtaining sensitive information and data. In the course of a continuous story, this staff training sheds light on the most common points of attack. Under false pretenses, attackers try to take advantage of typical inter-personal behaviors like being helpful or customer-friendly. Attacks can be carried out in a number of ways: via phone, via e-mail or in an ordinary conversation.

This web-based training teaches your employees in a number of interactive exercises and quizzes how to act correctly in case of Social Engineering attacks like Phishing, Vishing and Social Media Mining and how to work safely in public places.

35 min
German and English
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Information Security for Production Staff

The security of confidential information and data is of paramount importance for companies in the field of industrial production too. Information security has an important role to play in ensuring smooth business operations. This staff training – aimed at production staff – will familiarize your employees with all the essentials regarding this topic and the special requirements of the industrial sector. In this way, you can reduce the risk of industrial espionage and production downtime.

25 min
German and English
Online training via **PLANIT //** PRIMAwith certificate
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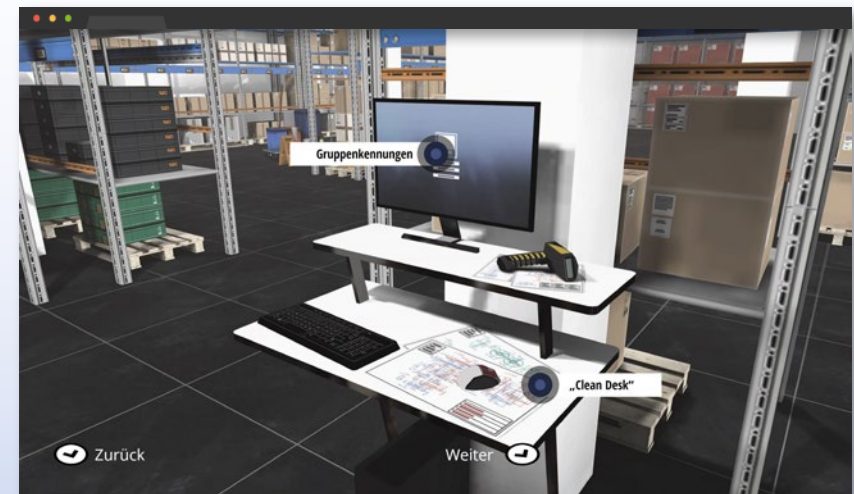
Surfing the Internet Safely

By means of an entertaining, interactive story, this 3D training familiarizes your employees with the topic of online safety. It provides them with valuable tips to protect themselves from malware, scams, data theft or cybermobbing, both in their professional and private life. While accompanying protagonist Tim during his day at work, your employees learn – among other things – how to recognize dangerous websites, what to bear in mind when working on the go and which file endings might pose a threat.

20 min
German and English
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Data Classification

Mandatory practices for handling sensitive data ensure the protection of sensitive information. For instance, documents, data and data carriers have to be labeled with their respective level of classification. Increasing information security in this way, helps protect data from unauthorized access.

This staff training provides your employees with an introduction into the secrecy requirements of sensitive information and offers not only important background knowledge but also a number of interactive practical examples.

20 min
German and English
Online training via **PLANIT //** PRIMA with certificate
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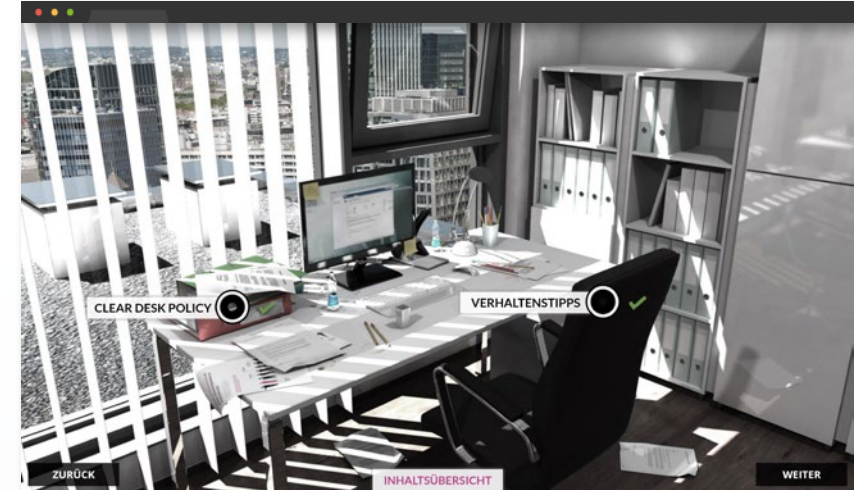
Secure Use of Mobile Devices

Whether smartphones, tablet PCs, notebooks etc. are used for work or private life, they often contain important and sensitive information and customer data. Insufficient protection, theft or loss of mobile devices may entail legal consequences for your company or your employees. This staff training provides information on common risks and teaches your workforce how to use portable IT devices in the right way. Some of the topics covered in this web-based training are backup creation, PIN and password protection and the prevention of shoulder surfing.

15 min
German and English
Online training via **PLANIT //** PRIMA with certificate
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3D E-Learning Course
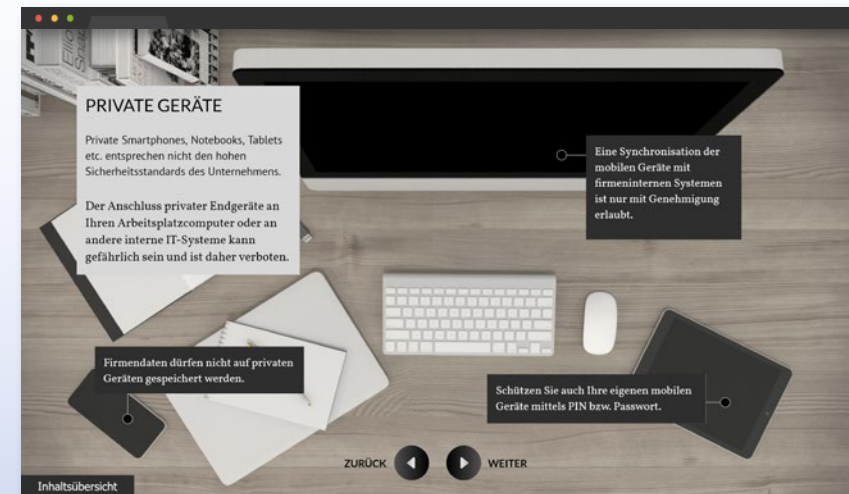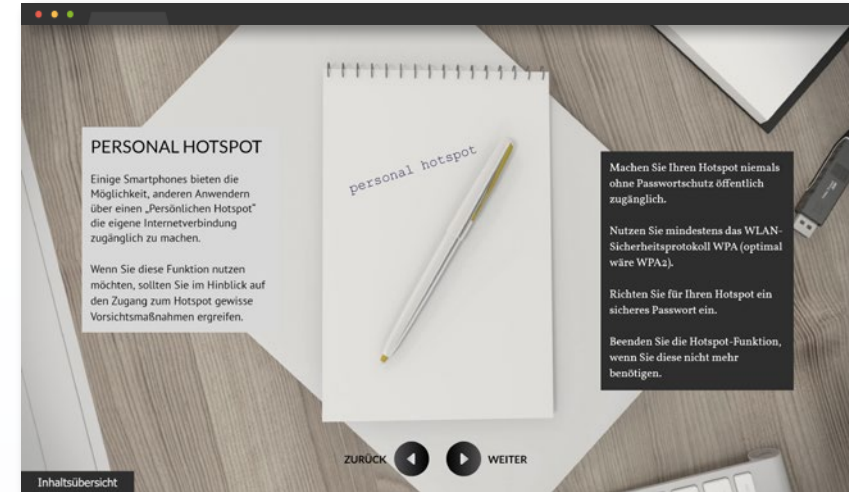
Password Security

In this web-based training, your employees get to know all the essentials regarding password protection. It will help you both protect your systems and data from unauthorized access and keep your company from harm. This course teaches your 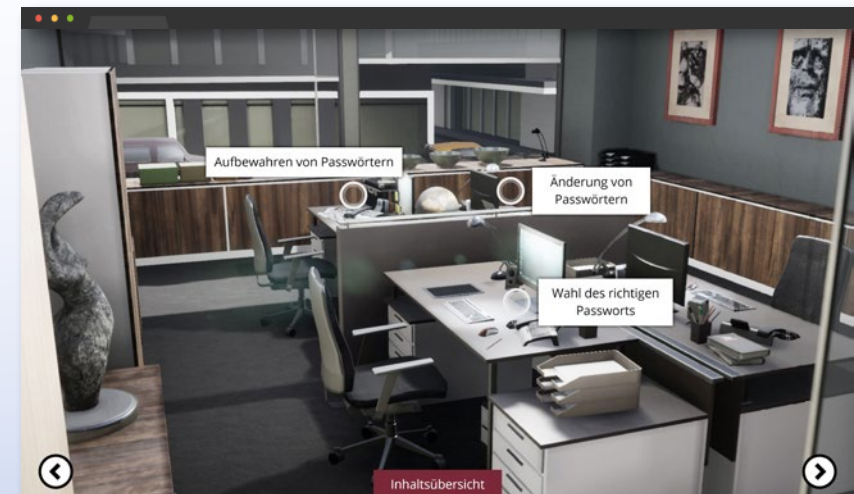staff not only how to create a secure password but also shows how to keep it safe. In a number of interactive exercises, your employees will get to know the most common forms of attacks – such as Phishing, Shoulder Surfing or Social Engineering – and will also receive useful tips for protecting mobile devices (mobile phones or tablet computers).

30 min
German, English, Czech, Romanian, Chinese
Online training via **PLANIT //** PRIMA with certificate
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3D E-Learning Course

CEO Fraud

CEO Fraud is a worldwide phenomenon. This impersonation scam originated in the USA where criminals made billions of dollars by posing as company CEOs. Since 2016, this kind of fraud has become increasingly common in Europe too. Various companies have lost millions to this scam. In this interactive training, your employees will get to know all the essentials regarding CEO Fraud and learn how to avoid falling into this trap. The educational contents in this web-based training consist of important background information and relevant regulations for correct behavior.

11 min

German and English

Online training via **PLANIT //** PRIMA with certificate

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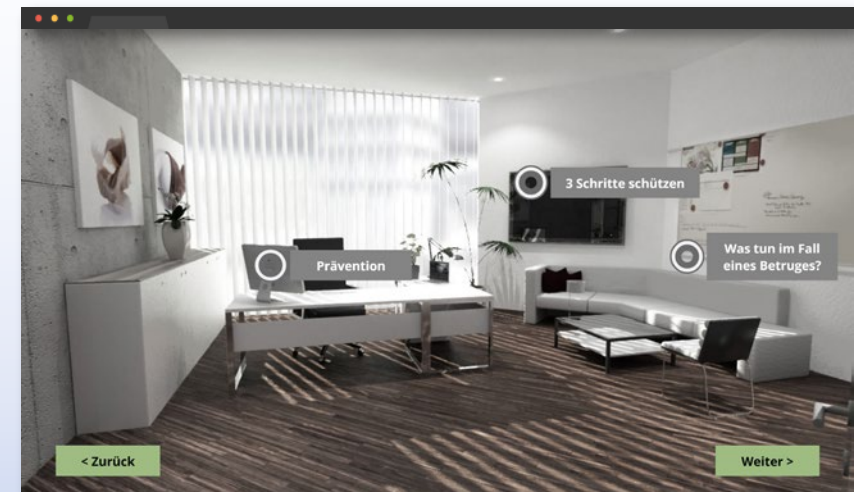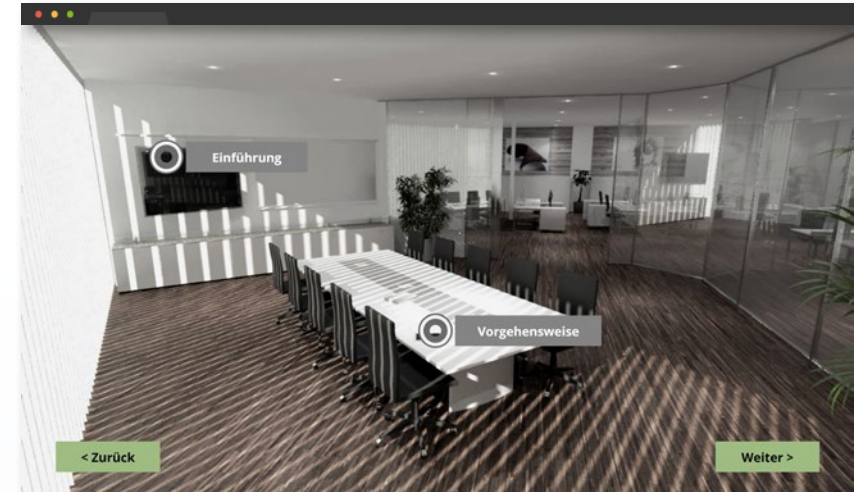
Information Security Advanced

In a visually appealing way, this staff training teaches your employees all the essentials about risks and issues regarding information security in the company. The texts and instructions in the course are rather general to ensure that they apply to a wide range of different companies and can be adapted or extended easily. The goal of this web-based training is to familiarize your employees with the right behavior concerning cyber security and security awareness and in this way protect your company.

20 min

German, English, Czech, Romanian, Chinese

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Core Values of Information Security

Role of Information Technology (IT) in Information

Security

Security Incidents

Examples of Information Security Failures

Data Protection

Personal Data

Social Engineering

Mobile IT Devices

Visitors

Safe Surfing

Data Classification

Password Protection

Social Networks

Quiz
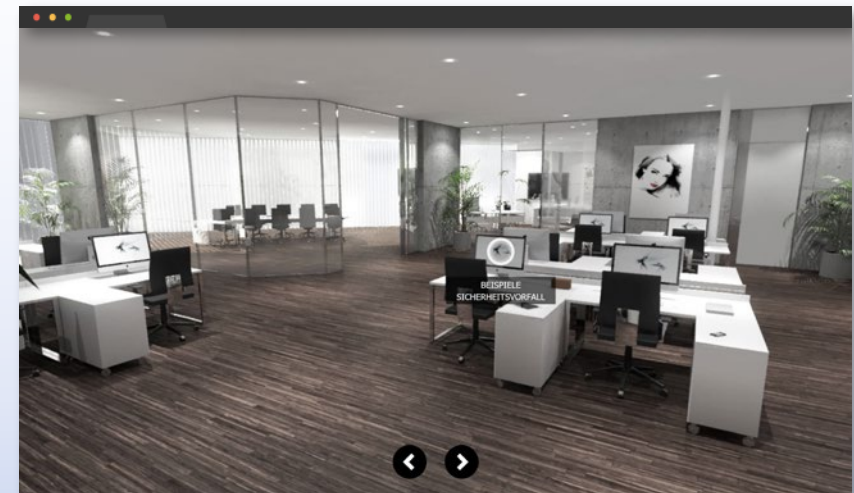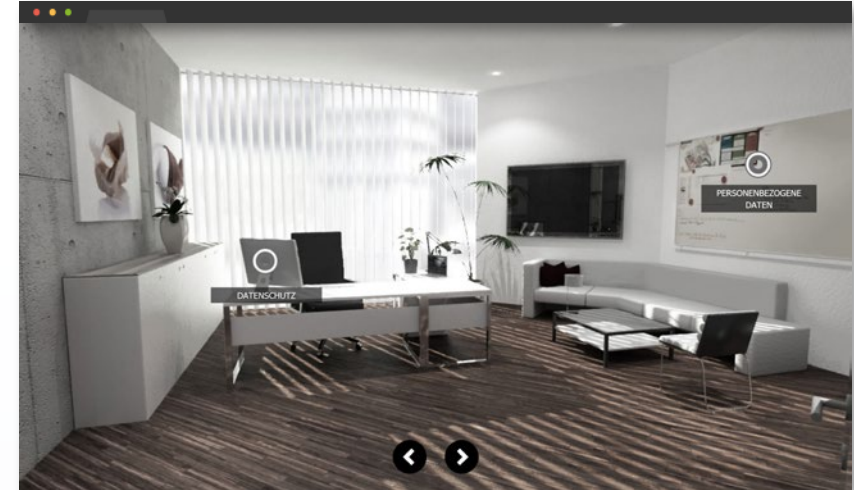
Information Security while Traveling

Many employees are mobile and travel to customers and partner companies to conduct their business. In order to fulfil the complex requirements regarding information and data protection in a company, high security awareness is essential. In an effective and memorable way, this staff training will provide your employees with relevant background information and behavioral tips regarding information security while traveling. Thanks to its multimedia approach, this web-based training helps your employees put everything they have learned into practice.

15 min
German and English
Online training via **PLANIT //** PRIMA with certificate
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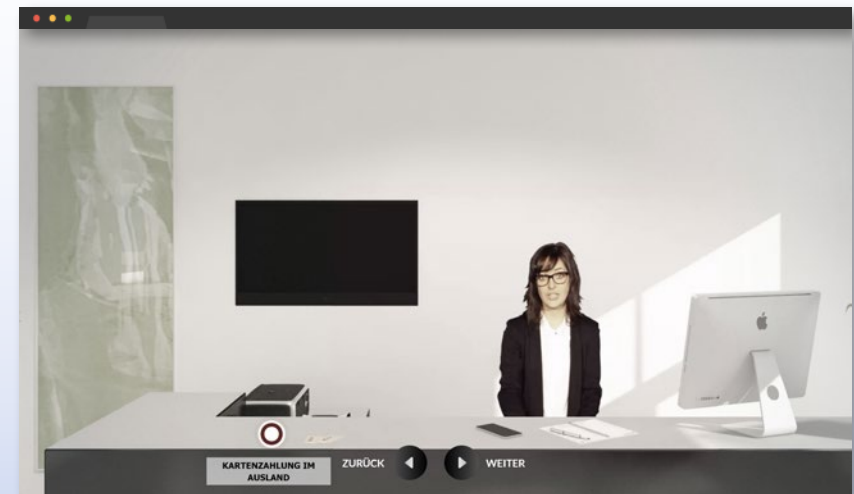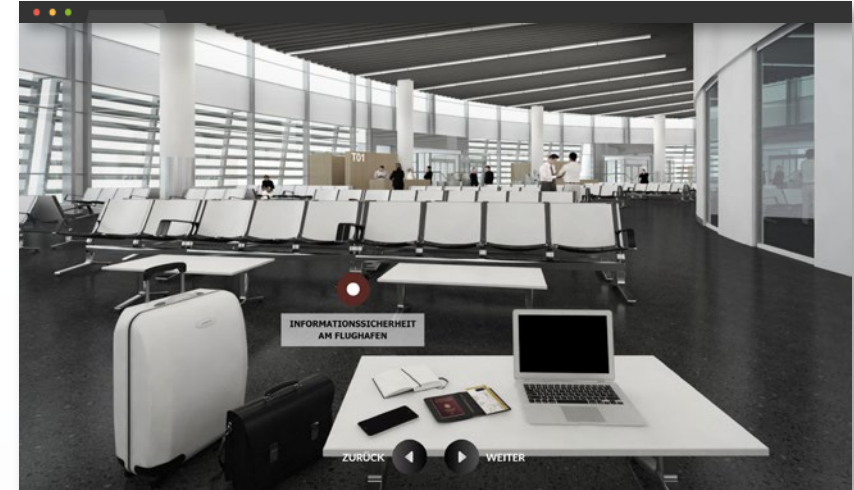
Secure Use of Social Media

Employees have an integral role to play in a company's public perception. They represent their employer and also serve as the voice of their company. To ensure the best possible corporate image and to protect valuable company-internal information, responsible usage of social networks is essential. In this staff training, your employees will learn how to use social media in the right way, both at work and in their private lives. Some of the topics covered in this web-based training are postings, security risks and privacy settings.

11 min
German and English
Online training via **PLANIT //** PRIMA with certificate
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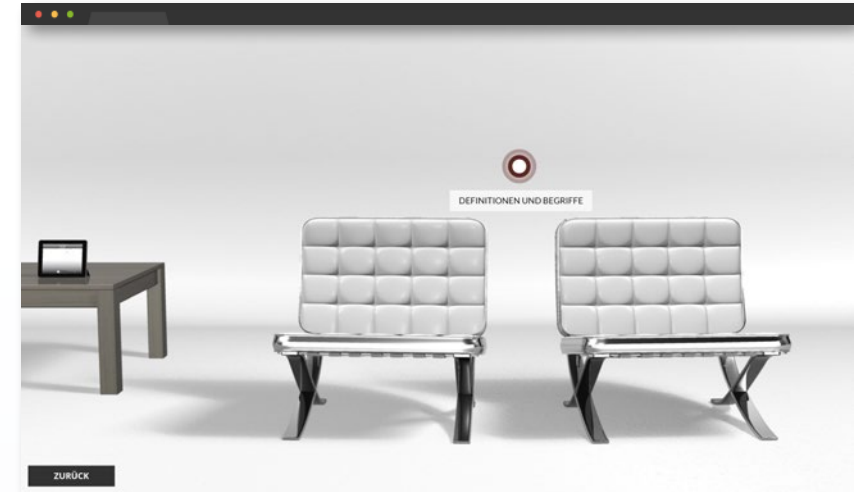
Working Remotely

More and more often, business activities take place outside the office, for instance during meetings or in public. This can be a serious threat to your company's information security. This staff training teaches your employees how to act appropriately outside of the office and how to protect company-internal information in the best possible way. Some of the topics covered are data processing, conversations in public and working with unknown wireless networks.

7 min
German and English
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Health and Safety

3D E-Learning Course

Office Ergonomics

Having proper and effective design in working environments is becoming increasingly important as we spend more time in offices, at desks, and in front of computers. This course will give you an insight into the basics of ergonomics by exploring the optimal arrangement of equipment, discussing how to promote health and productivity, and more.

15min

German and English

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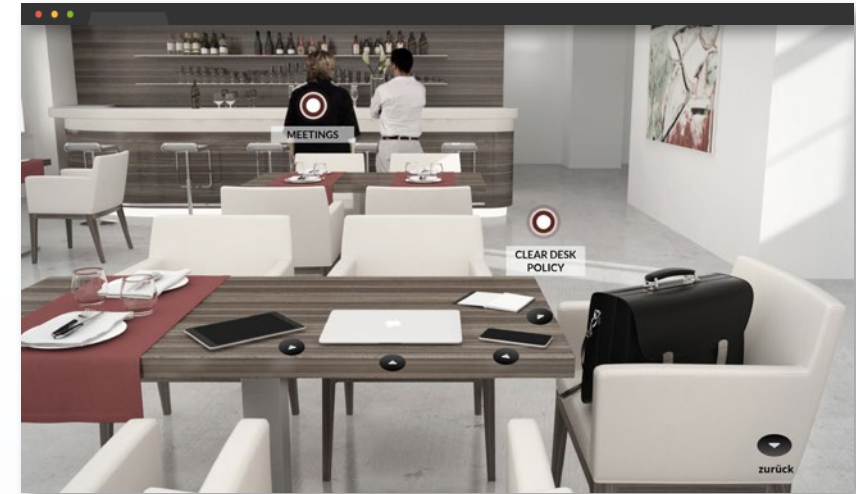Preview in **PLANIT //** PRIMA

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Sitting correctly

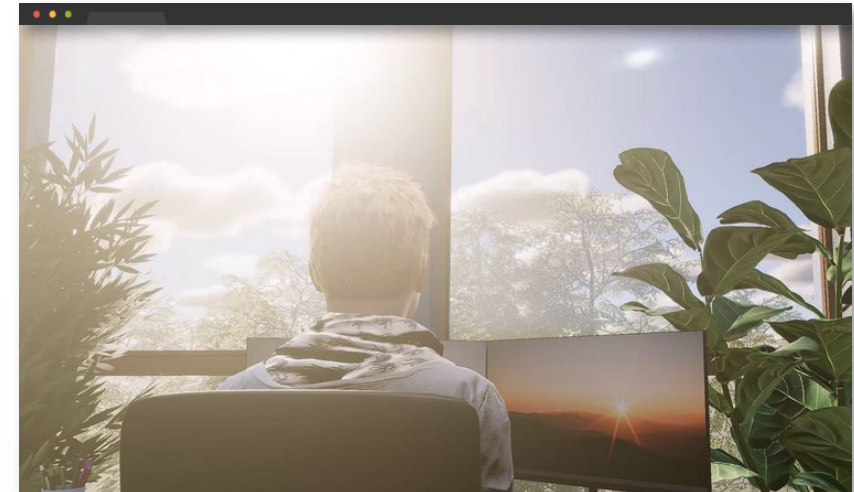Changing positions

Mouse and keyboard

Lighting

Temperature and air quality

Room and table size

Noise

Lift and carry

Quiz

3D E-Learning Course

Health and Safety in the Workplace

Regular trainings regarding safety in the workplace are both important and legally required – for instance in the German and Austrian occupational safety acts (ArbSchG and ASchG). This course contains all the essentials regarding measures for safety and protection in the workplace. These will help your employees prevent accidents and react in the right way if need be.

Some main aspects discussed in the course are employers' rights and duties, occupational safety, First Aid and fire safety. Thanks to the interactive exercises in this staff training, your employees will have the chance to consolidate what they have learned and put it into practice, for instance by choosing the right escape route.

35min
German and English
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3D E-Learning Course

Fire Safety

In this staff training, your employees will learn how to act in the right way in case of a fire. This includes the correct usage of extinguishing equipment and extinguishing agents as well as measures to prevent fires. In a 3D environment, this course explains all the essential symbols, signs and fire safety systems which are required to effectively instruct your workforce. Animated, interactive sequences give your employees the chance to test their behavior in case of a fire in a practical way. This web-based training is directed at all employees in private and public companies and other organizations.

35min

German and English

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Fire Safety Officer and Fire Safety Regulations	Treating Wounds
Emergency Numbers	Treating Shock
Fire Safety Systems	First Aiders
Fire Classes	Interactive Dialogue
Escape Routes	After the Fire
Keeping Escape Routes Clear	Preventing Fires
Elevator and Staircase	Flammable Waste
Helping Disabled Persons	Keeping Your Workplace Tidy
How to Act in Case of a Fire	No-Smoking Policy
3 Steps in Case of a Fire	Quiz
Acting in the Right Way in Case of a Fire	
First Aid	
Injured Persons	
Persons on Fire	

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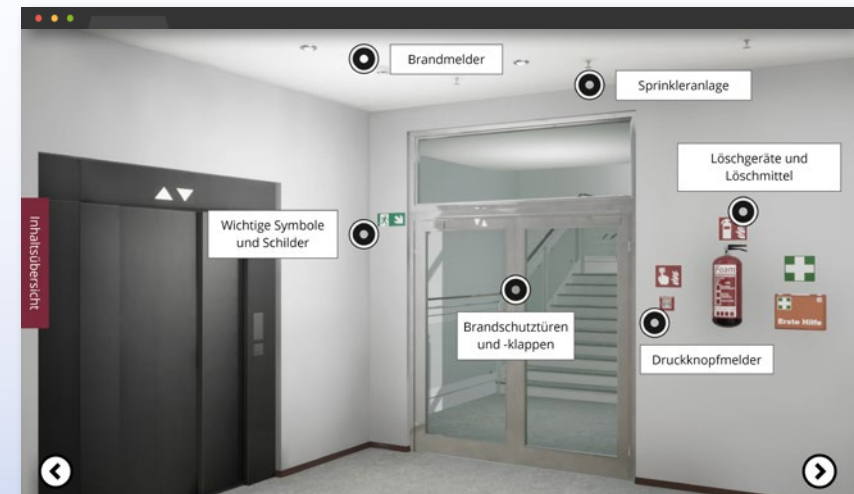
First Aid

With the help of this interactive 3D training, your employees will be familiarized with the topic of first aid in the course of a varied and exciting story. They will get to know terms such as emergency check, recovery position and CPR, but will also be made aware of topics like self-protection and securing the scene. In the e-learning course, your employees will witness various accidents at the side of the protagonists Lisa and Frank and will need to help them react correctly in an emergency.

This WBT serves to give your employees an understanding of first aid measures and to refresh their knowledge, but cannot replace a physical first aid course.

20min
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Car Accidents (Story Part 1)

Basic Principles

Self-protection and Securing the Accident Site

Emergency Call

Emergency Check

Electric Shock (Story Part 2)

Cardiac Arrest

Defibrillators

Recovery Position

Warehouse Accidents (Story Part 3)
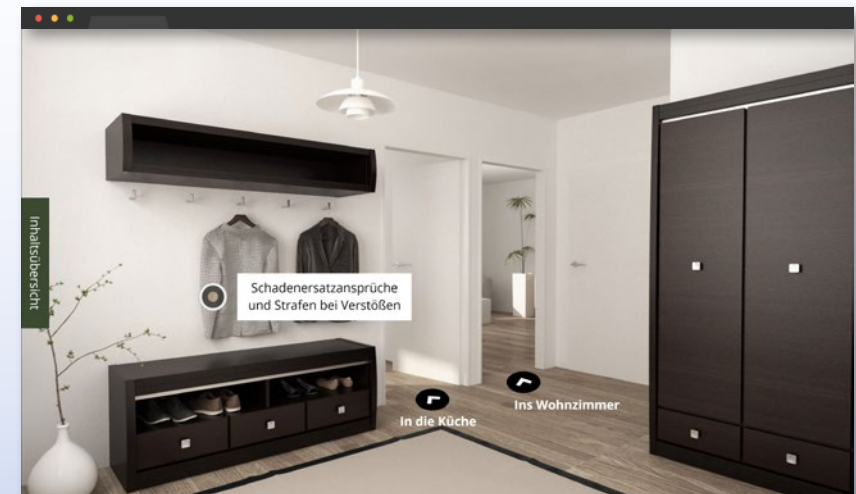
Basic Measures

Shock

Quiz

Data Protection

Data Protection Germany

With its entertaining, interactive story, this 3D training manages to make the topic of data protection easy to understand for your employees. Among other things, they learn everything they need to know about the principles for processing personal data, data-protection measures, the duties of the controller and the rights of the data subject.

30 min

German and English

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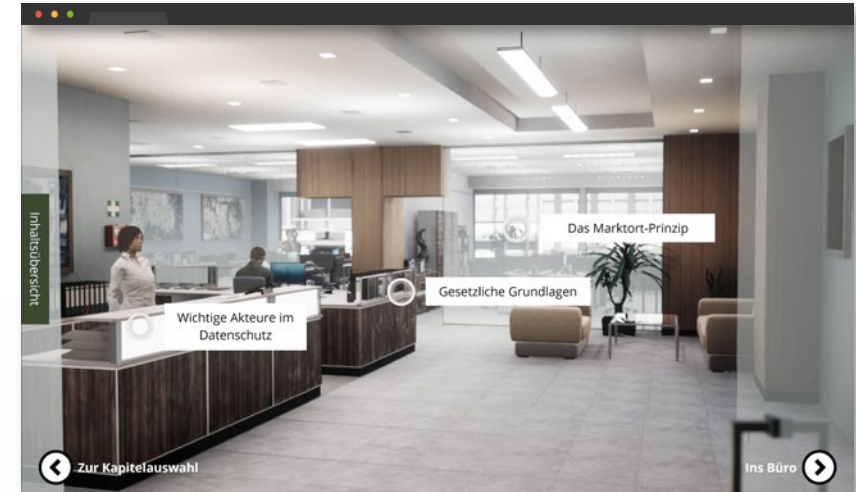

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Data Protection Austria

With its entertaining, interactive story, this 3D training manages to make the topic of data protection easy to understand for your employees. Among other things, they learn everything they need to know about the principles for processing personal data, data-protection measures, the duties of the controller and the rights of the data subject.

30 min

German and English

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Introduction

EU GDPR scope

The processing of personal data

The principles of processing personal data

Rights of the data subject

Data Transmission to Non-EU countries

Data protection authority

Controller and processor obligations

Data-protection measures

Video surveillance

Handout
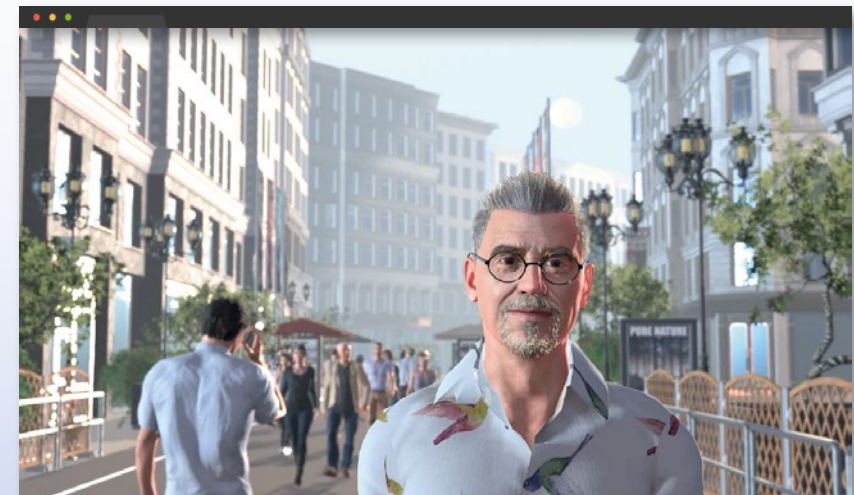
Quiz

Data Protection Switzerland

With its entertaining, interactive story, this 3D training manages to make the topic of data protection easy to understand for your employees. Among other things, they learn everything they need to know about the principles for processing personal data, data-protection measures, the duties of the controller and the rights of the data subject.

This WBT is suitable as a preparation for the new Swiss Federal Act on Data Protection.

25 min
German, Französisch, Italienisch und Englisch
Online training via **PLANIT** // PRIMA with certificate
Customizable on request
Preview in **PLANIT** // PRIMA

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3D E-Learning Course

The EU General Data Protection Regulation

The EU General Data Protection Regulation (GDPR) establishes a harmonized data protection law throughout the European Union. It applies to all organizations which process personal data of EU citizens. This staff training provides your employees with all the essentials regarding this legal provision and its practical implementation. Some of the topics covered in this web-based training are data security and confidentiality, the right to be informed, the right to deletion or the lawfulness of processing personal data.

20 min
German and English
Online training via **PLANIT //** PRIMA with certificate
Customizable on request
Preview in **PLANIT //** PRIMA

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Introduction to Data Protection

The EU General Data Protection Regulation

The Marketplace Principle

Example: Address List

Personal Data

Special Categories of Personal Data

Definitions: Data Subject, Controller, Recipient

Principles for the Processing of Personal Data

Rights of the Data Subject and Duties of the Controller

Data Transmission to Non-EU Countries

The Data Protection Officer

Quiz

AI-generated Works - Legal Gray Areas

When new, novel, and disruptive technologies enter the market legal ambiguity and gray areas are sure to arise. Are works generated by artificial intelligence (AI) subject to copyright? Are artificially generated portraits still personal data? Can personal rights be violated by utilizing AI? In this course you will find some explanations and tips on how to avoid unintentionally stumbling into legal hot water.

7min
German and English
Online training via **PLANIT //** PRIMA with certificate
Customizable on request
Preview in **PLANIT //** PRIMA

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Data Protection and IT Security

According to the EU General Data Protection Regulation (EU-GDPR), companies are obligated to take technical and organizational measures to ensure the protection of personal data. However, even the best safety precautions will not suffice if your employees fail to follow certain basic rules. This staff training will familiarize your employees with the essential information regarding data protection and IT security. A wide range of examples and interactive contents help them remember what they have learned and put it into practice. Some topics covered in this training are safe surfing on the web, social networks and mobile IT devices.

30min
German and English
Online training via **PLANIT //** PRIMA with certificate
Customizable on request
Preview in **PLANIT //** PRIMA

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Productivity

3D E-Learning Course

Staying focused at work

With its entertaining, interactive story, this 3D training shows how to best keep your focus at work. In various scenes from protagonist Chloe's day at work, course participants get to know the most common disruptive factors and receive valuable tips on how to avoid distractions and work more productively.

10min
German and English
Online training via **PLANIT //** PRIMA with certificate
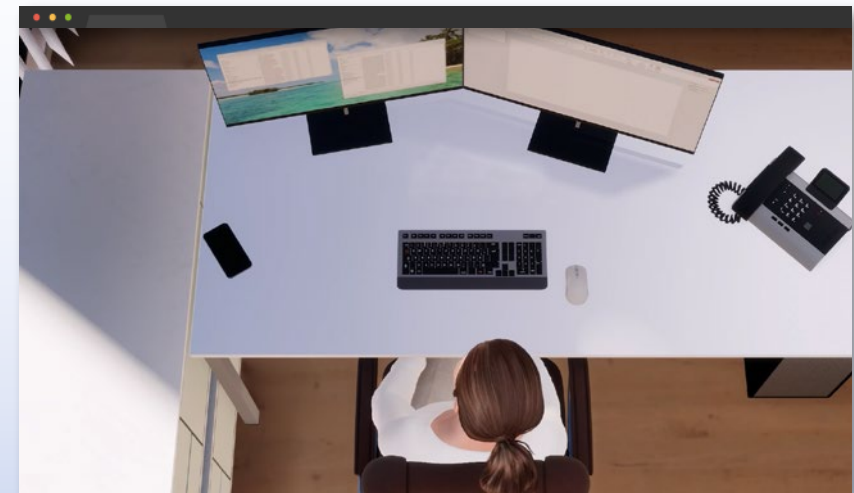Customizable on request
Preview in **PLANIT //** PRIMA

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Writing effective emails

This e-learning course offers practical tips for making email communication more effective for professionals. Interactive exercises encourage you to think about meaningful subject lines, target-oriented phrasing, and sensible email design.

10min
German and English
Online training via **PLANIT //** PRIMA with certificate
Customizable on request
Preview in **PLANIT //** PRIMA

The 80/20 Principle for Productivity & Time Management

Do you constantly struggle with a heavy workload? Do you find that the time you have is not enough to complete your tasks? The 80/20 principle can help you breathe freely again. This course will familiarize you with the 80/20 principle and provide you with practical tips and interactive exercises to reinforce what you have learned.

10min
German and English
Online training via **PLANIT //** PRIMA with certificate
Customizable on request
Preview in **PLANIT //** PRIMA

Sustainability

Sustainability at work

In this course you will learn what sustainability means, and also how your own choices can contribute to valuable and sustainable behavior in everyday work. Whether it's during your way to work, on business trips, or when properly managing waste.

15min
German and English
Online training via **PLANIT //** PRIMA with certificate
Customizable on request
Preview in **PLANIT //** PRIMA

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Diversity and Inclusion

3D E-Learning Course

Workplace Discrimination and Harassment

In most countries, laws clearly regulate the permissibility of unequal treatment in the workplace. In this 3D course, your employees will explore various forms of discrimination and understand the rights and responsibilities that should be acknowledged in this regard. The course includes numerous hands-on, interactive exercises, allowing participants to apply and enhance the knowledge they acquire.

15min
German and English
Online training via **PLANIT //** PRIMA with certificate
Customizable on request
Preview in **PLANIT //** PRIMA

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