

CONTENTS

Contents	3
PREFACE	5
SELF-STUDY TIPS AND TRICKS	6
UNIT 1 – A CRISIS MANAGER	8
UNIT 2 - YOUR LIFE PASSION	16
UNIT 3 - MULTIGENERATIONAL BUSINESSES	23
UNIT 4 - HOW TO COPE WITH FAILURES	28
UNIT 5 - GENDER PAY GAP.....	37
UNIT 6 - LEADERSHIP	45
UNIT 7 - HOW TO RESOLVE CONFLICTS	51
UNIT 8 - CUTTING BUSINESS COSTS.....	57
UNIT 9 - A HAPPY WORKPLACE	64
UNIT 10 - OPENING YOUR OWN RESTAURANT	71
UNIT 11 - CRITICAL THINKING.....	77
UNIT 12 – COGNITIVE DISTORTIONS	83
UNIT 13 - FALLACIES I.....	90
UNIT 14 - FALLACIES II.....	96
UNIT 15 - HUMAN BODY AND DISEASES	104
UNIT 16 – FIRST AID I.....	113
UNIT 17 – FIRST AID II.....	119
UNIT 18 - FIRST AID III.....	129
UNIT 19 – INTEGRATED RESCUE SYSTEM IN SLOVAKIA.....	140
UNIT 20 – MASS CASUALTY INCIDENTS	148
Additional activities.....	155
Key.....	162