



## Coaching

Consistently growing and changing markets higher quality standards and expectations as well as on going pressure to cut costs are just a few of the aspects that confront managers and staff on a daily basis.

Success can only be realized if managers and staff pull in the same direction. An individual and ongoing coaching process will enable them to keep up with the continuously increasing demands found in the workplace today.

### Coaching topics:

- Development and stabilization of key management skills
- Coping with stress and conflict
- Succeeding with changes in an proactive and positive manner
- Efficient time and self-management
- Clear and direct lines of communication within the organization
- Creation of a Work-Life-Balance Model

### Coaching process:

#### Phase 1

- Clarification of the starting point
- Contractual partners

#### Phase 2

- Come together
- Setting

#### Phase 3

- Description of the procedural methods
- Analysis of the clients concerns

#### Phase 4

- Monitoring of background topics
- Planning of techniques and tools

#### Phase 5

- Transaction
- Analysis of the change effect

#### Phase 6

- Practical transfer
- Evaluation and feedback



## Consulting

### HR Consulting

Leadership is an indispensable component to create a mutual trust between managers and the staff. To ensure company prosperity, it is fundamental that high potentials are identified and promoted for keeping them as long as possible within the company. Therefore holistic and motivation-oriented consulting approaches are essential.

#### Consulting topics:

- Code of practice for conversations and discussions
- Analysis of potential capacity and matching profiles
- Team and change processes
- HR-Development programs
- Management by objectives
- Appraisal interviews
- Instruction dialog
- Disciplinary measure talk
- Delegation dialog



### Career Consulting

Companies pursue a lean management approach which means that positions with managerial responsibility are rare and the number of aspirants is high. Someone's career depends on expertise but also on skills like strength of purpose, personality, motivation and resilience. We go along with you on your individual career path.

#### Consulting components:

- Situation analysis und action plan
- Roots, strength and objectives
- Life motives and guide value
- Emotions
- Potential capacity
- Personality
- Motivation
- Creativity
- Resilience
- Work-Life-Balance



## Training

### Communication training

The quality and type of communication co-determines job-related and individual success. Self-marketing and the effective representation of the company are significantly affected by rhetorical professionalism.

#### Training topics:

- **Attributes and characteristics of an efficient communication style**
- **Reflection**
- **Interview situations**
- **Question techniques**
- **Conflict resolution**
- **Active listening**
- **Action plan for difficult conversations**
- **Teamwork**
- **Problem solving**
- **Feedback rules**
- **Code of practice: Do's & Don'ts**
- **Practical transfer**

### Team building

High performance can only be reached with team members who work together in a trustful and loyal way for pursuing common targets. A skilled and top-performing team is crucial for success or failure.

#### Training topics:

- **Characteristics of an efficient team**
- **Personality types and cultural aspects of team structures**
- **Group vs. team**
- **Structure and encouragement of top-performing teams**
- **Communication structures in teams**
- **Monitoring**
- **Team creativity**
- **Feedback rules**
- **Team challenges**
- **Team spirit and coherence**
- **Success factors**
- **Practical transfer**



## Training

### Leadership training

Managers of different hierarchical levels and operating in diverse business sectors do the daily balancing act of being an effective companion to the staff as well as a guarantor of success to the company.

#### Training topics:

- Leadership concepts
- Management style and efficiency
- Personality types
- Active listening
- Principles of motivation
- Strategies for junior managers
- Management by objectives
- Appraisal interviews
- Delegation process
- Decision-making
- Feedback
- Conflict management
- Practical transfer

### Change management

Employees search for life stability. However, changes belong to the daily grind. This conclusion calls for a target-oriented planning and monitoring of change processes and an efficient integration of the participating parties.

#### Training topics:

- Change processes
- Leadership
- Handling resistance
- Change dynamics
- Group processes
- Consolidation and integration of company cultures
- Compulsive aspects and crucial factors
- Advancement and change capability
- Commitment
- Change effects
- Success factors
- Practical transfer