

COMMUNICATION SKILLS DEVELOPMENT

Topic	Duration			Participants	
	Half-day	1-day	2-day	Individual	Group size
Assertive communication: Get your message across	✓	✓	✓	✓	2-10
Cross-cultural communication	✓	✓	✓	✓	2-10
Presenting to an international audience			✓	✓	2-5 (up to 10*)
NEW: Ready for the next trade fair?		✓		✓	2-8
International negotiations		✓	✓	✓	2-8
Leading meetings with success		✓	✓	✓	4-10

* Subject to available infrastructure

LEADERSHIP SKILLS DEVELOPMENT

Topic	Duration			Participants	
	Half-day	1-day	2-day	Individual	Group size
Management vs. Leadership	✓	✓	✓	✓	2-10
The first 90 days in a new role	✓ *		✓ *	✓	2-5
Building and leading a successful team		✓	✓	✓	4-10
Leading a multicultural team		✓	✓	✓	4-10
Leading a virtual team		✓	✓	✓	4-10
Motivating team members		✓	✓	✓	2-10
Coaching style management		✓	✓	✓	2-10
Empowerment	✓	✓		✓	2-10
Delegation and control	✓	✓		✓	2-10
Time management	✓	✓		✓	2-10
Project and program management		✓	✓	✓	2-10
NEW: Stakeholder Management		✓	✓	✓	4-10

* A series of 3-5 sessions, each with duration of 2-4 hours.

BUSINESS CONSULTING AREAS

Business process design & redesign in:

- ✓ Human Resources Management
- ✓ Finance and Accounting
- ✓ Purchasing and Logistics
- ✓ Information Technology
- ✓ General Business Administration

"How to..." preparation for:

- ✓ Job interviews: company & candidate side
- ✓ Outsourcing projects
- ✓ Shared Service transition
- ✓ Organisational change programs
- ✓ Culture change & diversity programs

COACHING SPECIALTY AREAS

- ✓ Managing change, facing new challenges
- ✓ Career change and job search
- ✓ Women in management
- ✓ Expatriates/impatriates, cultural integration

LANGUAGES

- ✓ English
- ✓ German
- ✓ Hungarian



LEADING MEETINGS WITH SUCCESS

Workshop to Improve Meeting Facilitation Skills

Are you successful at making yourself understood by your business partners?

Can you drive your meetings to maximise their outcome?

Your ability to lead effective meetings is a key skill for your business success.

<p>Workshop Objective</p> <p>WHAT FOR?</p>	<p>This one-day workshop will help you increase the effectiveness of meetings by allowing you to:</p> <ul style="list-style-type: none"> - Identify key success factors for effective meetings - Understand typical behavior's & communication styles - Practice meeting facilitation skills - Understand cross-cultural differences in meetings
<p>Target Audience</p> <p>WHO FOR?</p>	<p>Professionals at any level within the organisation aiming to improve the effectiveness of meetings. Prerequisites are:</p> <ol style="list-style-type: none"> 1) Willingness to participate in exercises 2) Proficiency in the workshop language (English) <p>Group size: 4-12 participants</p>
<p>Contents</p> <p>DO WHAT?</p>	<p>After analyzing your business needs, your customized workshop will be designed using the following building blocks:</p> <p>Module 1: What makes an effective meeting?</p> <ul style="list-style-type: none"> - <i>Why meet at all?</i> Types and objectives of meetings - Agenda is key: organising & preparing for an effective meeting <p>Module 2: Meeting logistics – the basics</p> <ul style="list-style-type: none"> - Participants, goals, contributions, outcomes, next steps - Meeting minutes, Action Plans and other meeting outputs <p>Module 3: Leading an effective meeting</p> <ul style="list-style-type: none"> - Assertive communication: interaction with participants - How to handle difficult situations & participants - Cross-cultural aspects of meetings: small talk, tea time and other “time-wasting” ceremonies <p>Module 4: Problem solving & decision making in a team</p> <ul style="list-style-type: none"> - Structured and creative problem solving approaches - Decision making in teams: is a majority vote good enough? <p><i>Additional modules may be added as necessary for areas of targeted improvement. Individual coaching is also available.</i></p>
<p>Logistics</p> <p>HOW?</p>	<p>This one-day workshop is based on Experiential Learning methodology and can be conducted at your company in-house or at a location of your choice. Contact me for details.</p>



GET YOUR MESSAGE ACROSS

Workshop to Improve Assertive Communication Skills

"The way we communicate with others and with ourselves ultimately determines the quality of our lives."

– Anthony Robbins

Are you successful at making yourself understood by your partners? Are you able to express your views, needs and emotions in an open, confident way?

And all this – in English?

<p>Workshop Objective</p> <p>WHAT FOR?</p>	<p>Assertive communication is the ability to express your ideas and feelings in an open, honest and confident way.</p> <p>This workshop will help you get your message across effectively to your communication partners by enabling you to:</p> <ul style="list-style-type: none"> - identify and exhibit assertive behaviour - practice assertive communication techniques - understand cross-cultural differences around assertiveness
<p>Target Audience</p> <p>WHO FOR?</p>	<p>Professionals at any level within the organisation aiming to improve their communication skills in English. Prerequisites are:</p> <ol style="list-style-type: none"> 3) Willingness to participate in exercises 4) Proficiency in the workshop language (English) <p>Group size: 2-12 participants</p>
<p>Contents</p> <p>DO WHAT?</p>	<p>After analyzing your business needs, your customized workshop will be designed using the following building blocks:</p> <p>Module 1: What makes you assertive?</p> <ul style="list-style-type: none"> – What is assertiveness? What makes us <i>unassertive</i>? – Behaviour scale from passive to aggressive. Behaviour types and their communication patterns <p>Module 2: What you say and how you say it</p> <ul style="list-style-type: none"> – Non-verbal communication: it's what you <i>don't</i> say that counts – Communication techniques to get your message across – Positive thinking + positive speaking = positive results <p>Module 3: Assertive communication techniques in practice</p> <ul style="list-style-type: none"> – Active listening: the other side of assertiveness – "Assertiveness is for Americans" – is that right? Cross-cultural aspects of assertive communication
<p>Logistics</p> <p>HOW?</p>	<p>This half to two-day workshop is based on Experiential Learning methodology and can be conducted at your company in-house or at a location of your choice. Contact me for details.</p>



PRESENTING TO AN INTERNATIONAL AUDIENCE

Presentation Skills Development Workshop

<p>Workshop Objective</p> <p>WHAT FOR?</p>	<p>This two-day workshop will enable participants to improve their personal presentation style.</p> <p>Working on the assumption that there is no „one-size-fits-all” or “perfect” presentation, participants have the opportunity to experiment with various techniques to find and practice what they feel most comfortable with.</p> <p>With a special focus on intercultural differences, participants learn to shape their presentations so that they can effectively get their message across to an international audience.</p>
<p>Target Audience</p> <p>WHO FOR?</p>	<p>Professionals at any level within the organisation aiming to improve their presentation style. Prerequisites are:</p> <ol style="list-style-type: none"> 1) Willingness to participate in exercises 2) Proficiency in the workshop language (English) <p>Group size: 2-6 or up to 12 participants (subject to infrastructure)</p>
<p>Contents</p> <p>DO WHAT?</p>	<p>After analyzing your business needs, your customized workshop will be designed using the following building blocks:</p> <p>Module 1: Getting started: what makes a good presentation?</p> <p>Module 2: Body language and using your voice</p> <p>Module 3: Releasing stress and managing your time</p> <p>Module 4: Structuring your presentation to the audience’s needs</p> <p>Module 5: The art of rhethoric: it’s not just words</p> <p>Module 6: Slides and visuals: the Good, the Bad and the Ugly</p> <p>Module 7: Interaction with the Audience</p> <p>Module 8: Additional Tips & Tricks. Closing</p> <p>Expert advice is offered on improving presentation content for professionalism and English wording for clarity.</p> <p>Each module addresses intercultural differences relevant to the specific participant group. <i>Additional modules may be added as necessary for areas of targeted improvement. Individual coaching is also available.</i></p>
<p>Logistics</p> <p>HOW?</p>	<p>This two-day workshop is based on Experiential Learning methodology and can be conducted at your company in-house or at a location of your choice. Contact me for details.</p>