

Training process

A structured and professional way to success

In the following you will see how a typical training project looks like

1. Cost-neutral preliminary talk with the client

After personal introductions the following questions are dealt with:

- What is the objective / topic of the desired change?
- What are the general conditions at the company (organization, culture, other restrictions)?
- What has already been done, how successful was it?
- What precisely is supposed to be different after the training?
- What are the training specifications (number of participants, period of time, place)?
- What does the cost and time budget look like?

2. Contract negotiation and conclusion

- Presentation of the basic concept
- Definition of the framework conditions (e.g. in-house / out-house)

3. Individual interviews

- Individual interviews with participants and others involved in the topic
- The structured interviews are based on coaching techniques and oriented to the agreed topic of the training

4. Summary of results

- Summary of information from steps 1 + 3
- Recommendation for the client
- Agreement on the process

5. Preparation of the training concept

- Preparation of the training concept

6. The training is taking place

7. Evaluation of the training

- Evaluation of participants' assessments

- Evaluation by the trainers
- Training report for the client
- Recommendations for everyday practice

8. Follow-up in practice (optional):

- Individual coaching
- Team coaching
- Workshop for reflection on success of implemented measures
- Individual advice for the client