

INSPIRING-TRAINER



Training Brochure

Inspiring-Trainer offer a large variety of training sessions and workshops for local and international organisations run by our **experienced trainers** who aim not only to inspire and motivate participants but also to develop and enhance their individual skills.

Topics covered

A list of topics is given hereafter. Additional topics can also be offered by request if the relevant trainer is available within the Inspiring-Trainer's portfolio.

Q: What is the length of the training session or workshop?

A: The length of our training sessions and workshops is customized to meet the needs of the customer: they can be **from 4 hours up to several days**.

Q: What language are the sessions?

A: Most of our seminars are available in three languages: French, English and German.

“Providing an inspiring trainer that meets your needs”

For our special offer of training sessions and workshops please see page 11.



Artur Sosna—Founder and owner of Inspiring-Trainer

In This Brochure

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PRESENTATIONS

- ✓ Use of PowerPoint and other media tools at work
 - ✓ Techniques for making presentation convincing and professional
 - ✓ PowerPoint presentation: body language and verbal expression
 - ✓ PowerPoint in practice – group exercise
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HOW TO SOLVE CONFLICT

- ✓ Characteristics of potential conflicts in a professional setting
 - ✓ Analysis of participants' behaviour during conflict
 - ✓ Techniques improving solution-oriented communication skills
 - ✓ Preventing conflict – strategies
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FACILITATION OF WORKSHOPS & MEETINGS

- ✓ Role of moderator and participants in successful workshops or meetings
- ✓ Applicable techniques for creating goal-oriented meetings
- ✓ Running a stimulating discussion with participants
- ✓ Meeting types – making them interactive

TEAMWORK

- ✓ Teamwork tools
- ✓ Enhancing team dynamics in a positive way
- ✓ Making teams work effectively
- ✓ Establishing successful teams

WORK IN VIRTUAL TEAMS

- ✓ Characteristics of virtual communication
- ✓ Opportunities of virtual cooperation
- ✓ Strategies for creating successful virtual teams
- ✓ Tips for successful avoidance of intercultural differences

PROBLEM SOLVING & DECISION MAKING

- ✓ Complex analysis of potential problems
- ✓ Solution scoping
- ✓ Decision making models for individuals and groups
- ✓ Taking responsibility for a decision

CHANGE MANAGEMENT

- ✓ Characteristics of change management
- ✓ Pros and cons of change
- ✓ Skills to manage change
- ✓ Making an effective and successful change

CONDUCTING FEEDBACK

- ✓ Role of feedback in team development
- ✓ Expressing and receiving feedback
- ✓ Feedback in the communication processes – provider and recipient
- ✓ Motivational aspects of constructive feedback

INFLUENCING WITHOUT AUTHORITY

- ✓ Avoidance of hierarchical authority in influencing people
- ✓ Understanding other's needs in building relationships
- ✓ How to avoid conflict
- ✓ Influencing skills

TIME MANAGEMENT

- ✓ Role of time management in successful work
- ✓ Prioritisation tools and time planning
- ✓ Effective usage of time and energy
- ✓ Techniques to reduce stress during time constraints

STRESS MANAGEMENT

- ✓ Impact of stress on work and health
- ✓ Reducing stress using relaxation techniques
- ✓ Mindfulness based stress reduction
- ✓ Role and Importance of stress reduction in creating work efficiency

SELF COACHING

- ✓ Role of self-coaching in improving quality of life and work efficiency
- ✓ Self-coaching techniques
- ✓ Practical aspects of personal change
- ✓ Self-motivation and its influence on achieving goals



SPEED READING

- ✓ Importance of speed reading in work efficiency
- ✓ Speed reading techniques
- ✓ Reading comprehension methods
- ✓ Strategies to avoid distraction whilst reading

MEMORISATION TECHNIQUES

- ✓ Disturbances in the memorising processes
- ✓ Trusted methods of improving concentration skills
- ✓ Mnemotechnic exercises—how to improve your memory
- ✓ Role of motivation and relaxation in successful learning



EFFECTIVE SALES TECHNIQUES

- ✓ Acquiring a customer
- ✓ Establishing good customer relations
- ✓ Dealing with “difficult customers”
- ✓ Successful sales techniques

NEGOTIATIONS

- ✓ Analysis of different negotiation styles
- ✓ Importance of mutual agreement in the negotiation process
- ✓ Art of argumentation and persuasion – strategies
- ✓ Managing difficult negotiations

CUSTOMER COMPLAINTS MANAGEMENT

- ✓ Analysis of complaint situation
- ✓ Potential complaint situations in practice
- ✓ Techniques improving solution-oriented communication skills
- ✓ Keeping a customer – finding a compromise

INTERCULTURAL COMPETENCE

- ✓ Characteristics of working methods in different cultures and countries (Germany, France, Japan, China, USA and many more)
- ✓ Influence of cultural background on the business cooperation
- ✓ Strategies for making intercultural communication efficient
- ✓ Tips for avoiding intercultural differences

TRAIN THE SPEAKER

- ✓ Great ways to create excitement from the platform
- ✓ A simple method to create and structure your keynotes
- ✓ The secrets of the world's best speakers
- ✓ The best vocalisation exercises to practice

BE A GREAT PITCHER

- ✓ How to convince your partner within less than 2 minutes
- ✓ How to sell an idea or project when time is limited
- ✓ Know-how of presenting ideas in a convincing way
- ✓ How to overcome a resistance of your interlocutor

TRAIN YOUR VOICE

- ✓ How to find your strongest voice
- ✓ How to feel comfortable and confident with your voice
- ✓ Intense speed date with your voice
- ✓ Basics of body, breath, voice and pronunciation

MEET OUR TRAINERS



MATHIAS HAAS

Mathias Haas is THE TRENDWATCHER. He entirely lives and works Here & Now. His business is not about fantasy, but about reality.

In the course of his career, he participated in over one hundred product and service launches – a great base for knowledge and methods that help to identify and judge both existing and upcoming trends. His worldwide network of business masterminds and great thinkers allows him to scrutinise and verify his findings.

Yet, he continues to emphasise: “In theory, anyone who is willing to roam the world with his eyes open can become a TRENDWATCHER.”

Haas offers vivid transfer from the actual trend into the middle of the business case of his audience. Mega trends become tangible – how remote they may have ever seemed before. This way, a manufacturer of industrial cleaning equipment finds out why robots will be an essential business prospect. The car manufacturer can learn why it’s better to love people instead of engineering. In principle, trend is a headline for a new behaviour – and mega trends are the biggest headlines of all. No surprise that this can be an explosive mixture, but at the same time offers much room for new business models.

Mathias Haas’ speeches are tailored to the client’s business type and audience and will be full of product and service examples. Often, the latter seem somehow exotic – at least to those who consider the earth to be a disc and for decision makers who assume that there is lots of time until the future begins.

MEET OUR TRAINERS



DR MONIKA HEIN

Dr Monika Hein is passionate about her topic. You hear it! The experienced voice over artist, trainer and speaker knows how to embody the many aspects of the human voice on the stage. She lets you hear how powerful your voice can be and she shows in a very humorous way how a voice can also struggle at times – we’ve all heard it before.

In Monika's talks and trainings you learn how to find your strongest voice, you learn how to manage yourself so that you feel comfortable and safe with your voice and with what you say.

So, whether you are an “Intro” or an “Extro”, voice doesn’t have to be loud. A strong voice has nothing to do with screaming or pushing. The opposite is right – do less, so your voice can expand, to the ears and right into the hearts of your audience.

MEET OUR TRAINERS



CHRISTIAN BUCHHOLZ

Christian Buchholz is an engaging and passionate trainer about Innovation culture and leadership.

A self motivated effective communicator and leader he has proven leadership skills with a track record of successful international projects in 21 countries.

Being a entrepreneur and founder of several companies, Christian knows about the challenges of building a successful business. With his company educando human performance, situated in Germany, he brings this knowledge and value to his clients, supported by an international team of trainers and coaches.

Christian Buchholz received a number of international awards for his work and has a wide audience of readers on his blog about innovation and leadership.

On stage, his speeches are always highly interactive and tailored to the audience.

MEET OUR TRAINERS



PETER IVANOV

Peter Ivanov is a Virtual Teams Expert, Keynote Speaker and Executive Coach. He speaks 5 languages – English, German, Bulgarian, Russian, and Hungarian

Peter brings a genuine passion for People and Teamwork – inspiring cohesive unity with both the Audiences he speaks to – and the Virtual Teams he leads.

Teams led by Peter have been honoured with multiple prestigious corporate awards, among which “Best of the Best” in 2007 and the Global “IT Connect Award” in 2012.

He is founder of “Virtual Power Teams” – an International consultancy specialising in Virtual Teams Management and has led large Virtual Teams in Europe, Asia and Africa.

Peter’s method for managing Virtual Teams “The 10 Big Rocks” has been proven in the business, academically and the non-profit environment and has delivered outstanding results.

MEET OUR TRAINERS



FRANCIS ZENTZ

As a freelance, Francis Zentz has been worked with French, German and English speaking people. His major topics are Public speaking, Conflict Management, Time Management and Team Building.

He is a Certified Coach, MASTER in NLP, and Master in NVC (Non violent communication). Francis has been working as a freelance since 1998.

He has written a book in French on Conflict Management “Au Coeur des Conflits” and is now working on a book with the working title “Give luck a chance”.

Today he has gained expertise in public speaking. In the industry he helps CEOs and Managers to give convincing presentations.

MEET OUR TRAINERS



CHRISTINE MORLET

Christine Morlet's experience includes 20 years of success in influence & leadership coaching, negotiation, public speaking and leaders' coaching of fortune 500 companies, (among others) Peugeot, Millipore-Merck, Mars Chocolates, Disney, Capsugel-Pfizer Inc.

Christine Morlet has enabled hundreds of managers to improve their influence, leadership & negotiation skills and to create a much better impact with better results.

Her customers say that she can transform average communicators into uncontested leaders and basic negotiators into top earning superstars!

Her charisma and her master of public speaking skills captivate audiences all over Europe. She gives more than 100 conferences a year among others, on negotiation and presentation skills!

Christine earns the CSP award in the USA (since June 2012) which makes her become the first Certified Speaking Professional in France.

INSPIRING-TRAINER



Our services at a glance:

- We provide Trainers: "**Providing an inspiring trainer, that meets your needs**"
- We provide Speakers: "**The right speaker for the right event**"
- We provide a unique product: "**Combination of an inspiring speech and training**"
- We offer an unusual formula regarding Speaking: "**Lunch-Break Inspiring Speeches**"

Contact Us

Call for more information about our training and workshops

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