

Overview of Topics Seminar / Training Courses / Workshops

On the next page you will find an overview of the subjects we cover in our seminars and training courses. These support executives, consultants and salespeople in their personal development, as well as in their communication and managerial skills. For all these topics, the Kissling Institute has developed training modules which, with your close cooperation, are geared to your specific corporate objectives and ensure optimum efficiency in regard to practical benefit and learning.

We would be more than happy if we could engage in a productive dialogue with you.

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SUMMARY OF CONTENTS

1. COACHING AND PERSONALITY TRAINING
 - 1.1. Individual Coaching.
 - 1.2. "On-The-Job" Training.
 - 1.3. Work - Life-Balance, Maintenance and Enhancement of your Capability.

2. COMMUNICATION TRAINING
 - 2.1. Symposium on the Culture of Communication.
 - 2.2. Rhetoric: Fascination - Communication.
 - 2.3. Advanced Training in Rhetoric and Presentation Technique.
 - 2.4. Professional Presentation Skills.
 - 2.5. How to conduct a Conversation dialectically: Convince factually - Negotiate dynamically – Gain emotionally.
 - 2.6. Active and clever Methodology in Meetings (conferences) / Negotiating in Delegations.
 - 2.7. Media Training (Foundation).
 - 2.8. Media Training (Advanced).
 - 2.9. Professional Client Events and Business-Talk.

3. DIDACTICS: "TRAIN THE TRAINER" COURSES
 - 3.1. Basis for Creation of Learning Processes.
 - 3.2. The Executives as Coaches of their Staff.
 - 3.3. Systematic Development of Training Sequences.

4. SALES TRAINING
 - 4.1. Trustworthiness on the Phone.
 - 4.2. Communication with Challenging Partners, Course No. 1: Canvassing with Top-Executives.
 - 4.3. Communication with Challenging Partners, Course No. 2: The Managerial Appearance.
 - 4.4. Communication with Challenging Partners, Course No. 3: Canvassing and Conversation Training.
 - 4.5. Refresher: Appearance and Communication Competence (WKR)
 - 4.6. Trade Fair Training.
 - 4.7. Communication Training for Personnel of the Service Department.

5. LEADERSHIP TRAINING
 - 5.1. Team-Coaching: Success and Entrepreneurial Competence (Workshop in 5 Units).
 - 5.2. Leadership Competence: Promotion / Demand / Motivation / Growth.
 - 5.3. Creative Reorientation.
 - 5.4. Workshop: Communication with TOP-Executives.

6. QUALITY MANAGEMENT AND ORGANIZATIONAL TRAINING
 - 6.1. ISO- and TQM – Preparation Seminar.
 - 6.2. Project Management.
 - 6.3. Time Management: Success through Systematic Planning and Consistent Action.

7. MARKETING SEMINARS
 - 7.1. Corporate Plan Game in Business Management.

8. ANALOGY WITH TOP ATHLETES (Swiss - Coaching)
 - 8.1. Basic Seminar: Winning Mentality & Acting.
 - 8.2. Workshop No. 1: Heart, Fire, Passion.
 - 8.3. Workshop No. 2: Feedback and Analysis.

- 8.4. Workshop No. 3: "McEnroe" - Winning Mentality & Acting.
- 8.5. Workshop No. 4: "Nor-WAY-s" - Winning Mentality & Acting.
- 8.6. Workshop No. 5: "?"
- 8.7. Leadership Seminar: Train-The-Trainer.

- 9. TEAM FORMATION AND CHANGE MANAGEMENT
- 9.1. Leadership and Team Constitution.

