

## Skills for your staff: Soft-skills training

Methodological security for every employee

### **Your Needs = Our Challenge**

Soft skills or social competence includes skills necessary and useful for social interaction. This also includes the essential methodological skills that every leader, every manager but also every employee needs daily. The bad news: Social competence is often missing in basic training. The good news: Soft skills can be learned and then practice, practice, practice ...

### **Our Experience = Your Advantage**

Since many years APPLICATIO is implementing successful soft-skills trainings for SMEs, organisations, institutions and projects of international cooperation. About 500 participants have participated in these training programmes and they have been able to contribute their new skills in their daily work successfully.

### **Our Service = Your Key to Success**

On the basis of a detailed needs analysis (by APPLICATIO experts or the client himself) APPLICATIO develops a demand-driven, practice-oriented training programme. This will pick up the participants exactly where they are and bring them to where they want to be. The main themes include regularly:

- Team work and motivation
- Negotiation techniques

- Self-marketing and personal development
- Communication techniques
- Moderation techniques
- Presentation techniques
- Intercultural team-management
- Work organisation and time management
- Conflict management
- Setting targets/pursuing strategies

#### **An example:**

For the Mongolia country office of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) and its approximately 50 employees APPLICATIO conducted in 2012 a three-week soft skills training. Dependent on their needs the 30 participants took part in different modules to eight subjects. The practice-oriented workshops were implemented in the form of short introductions and many role plays, video analyses and exercises. Between and after the workshops APPLICATIO supported the participants in its e-Academy and by online coaching... a great success!

This offer/service represents an example. All services of APPLICATIO are generally tailor-made based on the individual needs of the clients.

For more information please contact:

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