



# CAPERA Personnel Development

**CAPERA** » GRUPPE  
Personalberatung & Personalentwicklung

# „Successful development and lasting chance“

## » PERSONNEL DEVELOPMENT

Our team of personnel developers and trainers will strategically and competently stand beside you as you develop staff goals. Individually tailored to your needs, we assist you in supporting your technical and management teams. Also for individuals, we give counseling and career development for personal and private growth.

Our experienced team supports you in the following areas:

- » **Management:** basics of personnel management, feedback, goal-setting, team discussion and employee review
- » **Communication:** conflict management, group leadership, presentation techniques and public speaking skills, group dynamics and confidence building
- » **Organization:** time management, organization, self discipline, improved meetings, project management and teamwork
- » **Workplace Health Management:** stress and burnout prevention, anti-stress training and healthy leadership
- » **Marketing:** sales training, negotiation, pricing, customer orientation, complaint handling, reasoning and persuasion

For further information on these themes, send an e-mail to [personalentwicklung@capera.de](mailto:personalentwicklung@capera.de) or call us at +49 561 400 859 20.

## Sustainability through SiT plus

Our follow-up webinar seminars and personal coaching by phone are especially useful for all participants.

**SiT plus**  
Stark im Transfer

## Project Sequence

### Needs Analysis

During a thorough discussion, we will work together to establish a goal and develop means to reach it.

### Concept Introduction and Development

After the first concepts have been introduced, we will work with you to establish which building blocks are workable and which you wish to alter.

### Contract Agreement

Once you have placed your contract with us, we will work together with you and your staff to develop a concrete training plan.

### Organization

As we organize seminars, we can help you with logistics such as location and room selection, space layout and equipment, plus invitation language.

### Execution

The training will take place as agreed.

### Evaluation

After the seminar, we will provide an evaluation form on online or on paper (per your instructions) to receive feedback as to how the training was received.

### Maintenance

In order to assure long-term results, we offer a webinar for the entire group 4 to 6 weeks after the seminar as to how the training was received.

### Final feedback

At the end of the webinar, you will get information about the relevant topics and of themes of further interest to your team.

[www.capera.de](http://www.capera.de)



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