

■ **Open Course on November 9-10, 2017 in Heidelberg**

GERMANY for Impats & Spouses
Cross-Cultural Management Training



In this seminar you will learn how to adapt to German life and your new working environment. Using well-tested role plays and case studies as well as your personal experiences we will discuss and try out how to put the best of your own and the German culture into practice at your workplace or with German friends.



Christian Goedel
Head of Sales and Cross-cultural
trainer at SinaLingua

As SinaLingua's Head of Sales, Mr. Goedel develops individual training concepts for human resource managers around the world. He gains direct insight into the customer needs and dynamics of cross-cultural trainings in Germany and other countries. Having worked and lived abroad himself, he has personal experiences about international business communication and expat life.

Topics

- Stereotypes and perceptions: How do Germans think we are?
- Patterns of German society
- Communication with your German colleagues and business partners
- Everyday life in Germany
- Dealing with conflicts
- Leadership and project and team work
- Negotiating with German business partners

This seminar builds upon interactive methods like role-plays, case studies, videos or discussions. It is especially designed for international specialists and executive staff who work in Germany and like to prepare or reflect their projects in Germany. Spouses or partners are very welcome.

Optionally, this seminar can be held in another language (e.g. Chinese, Japanese, Russian) and with another trainer if only participants from one culture register.

Guaranteed to take place with 1-2 participants!
(as a 1-day intensive course)

■ Program

Day 1

- 9.00 **Opening and welcome**
Participants' introduction and clarifying expectations
- 9.30 **Goals and limits of a cross-cultural training**
- 9.45 **Stereotypes and perceptions: How do Germans think we are?**
Self-assessment exercise
- Possible topics:
- How do Germans expect foreign colleagues and employees to be?
 - Fears and expectations
 - Possible historical and social reasons for the German perceptions
 - Cultural dimensions and values
 - What do I expect from my German colleagues?
- 10.45 Coffee break
- 11.00 **Patterns of German society**
Lecture
- Topics:
- Historical, sociological, and philosophical background information
 - German culture standards - Individualism
 - Hierarchy
 - Order and uncertainty avoidance
 - Quality
- 12.30 Lunch
- 13.30 **Communication with your German colleagues and business partners**
Role play
- Topics:
- How do I present myself in Germany
 - Topics of conversation, business cards, names and forms of address
 - Non-verbal communication
 - Task vs. person orientation
 - Direct vs. indirect communication
- 15.00 Coffee break

15.15 **Everyday life in Germany**

Lecture, discussion

Topics:

- Challenges and chances of my stay in Germany
- Shopping, housing, public transport, restaurants, etc.
- Culture shock
- Contact with Germans
- Forms of politeness
- Questions of the participant

17.00 End of day 1

Day 2

9.00 **Dealing with conflicts**

Critical incident

Topics:

- Agreement and disagreement
- Reasons for conflict and dealing with conflicts
- Escalation of conflicts
- Solving conflicts

10.00 Coffee break

10.15 **Working in German project teams**

Critical incident

Topics:

- Planning and decision making in Germany
- Planning and controlling
- German time management
- Meeting culture
- Voicing your opinion

12.00 Lunch

13.00 **Leadership styles in Germany**

Critical incident

Topics:

- Role and status of a German superior
- Delegation and control
- Dealing with German superiors
- Feedback culture

14.30 Lunch

14.45 **Negotiating with German business partners:
Styles and strategies**

Exercise

Topics:

- Preparation for negotiations
- Negotiating strategies
- Communication skills
- Minutes
- Establishing a relationship

16.30 **Developing strategies for living and working in
Germany**

17.00 End of training

Customer feedback

„This was a great learning session for me! It contained lots of tips and useful practices to avoid many unforeseen hurdles while going forward with our business! Thank you!

- Managing Director of the Indian subsidiary of a German machine-tool provider

Konditionen

■ Seminarleistung

EUR 1.290,- netto zzgl. 19% MwSt. p.P.
Im Preis enthalten sind die Durchführung und die Unterlagen, Kaffeepausen und ein Mittagessen inkl. Softgetränk pro Seminartag.

■ Teilnehmerzahl

Die maximale Teilnehmerzahl ist auf 14 Personen begrenzt. Anmeldungen werden in der Reihenfolge ihres Eingangs berücksichtigt.

■ An- und Abreise, Unterkunft

An- und Abreise sowie Unterbringung erfolgen in Eigenregie der Seminarteilnehmer.

■ Anmeldefristen / Stornierung / Absage

Bitte melden Sie sich bis zu einem Monat vor dem Seminartermin verbindlich an.

Bei einer Abmeldung ab 3 Wochen vor Seminarbeginn werden 50 % der Seminargebühren, bei 13 – 7 Tage vor Seminarbeginn werden 80 % der Seminargebühren und danach bzw. bei Nichterscheinen die vollen Seminargebühren berechnet. Die Benennung eines Ersatzteilnehmers ist jederzeit möglich.

Bei nicht genügend Anmeldungen, Erkrankung des Referenten, höherer Gewalt o.ä. behalten wir uns vor, das Seminar zu verschieben oder abzusagen. Über Änderungen informieren wir Sie umgehend und erstatten die Teilnahmegebühr unverzüglich.

■ Inhouse-Seminare

Wir bieten alle Seminare auch als Inhouse-Seminare an. Für ein individuelles Angebot wenden Sie sich gerne an uns.

■ Ihr Ansprechpartner bei SinaLingua

Mathias Hanf
Account Manager

fon 06221 588098-0
Hanf@SinaLingua.de



■ Stattfindegarantie unserer offenen Seminare

Bei 1-2 Teilnehmeranmeldungen garantieren wir Ihnen die Durchführung in Form eines 1-tägigen Intensivtrainings zum gleichen Preis.

Anmeldung per [E-Mail](#)

oder

Anmeldung per Fax an: 06221 588098-9

Kursname: _____

Kursdatum: _____

Teilnehmer: _____

Firma: _____

Abteilung: _____

Straße: _____

Ort: _____

Fon: _____

E-Mail: _____

Wie haben Sie von diesem Seminar erfahren?

Unterschrift, Stempel: _____



Sina Lingua[®]
Cross-Cultural Management

SinaLingua e.K.
Rohrbacher Str. 18
D-69115 Heidelberg

fon 06221 588098-0
fax 06221 588098-9
info@SinaLingua.de