



**v**orgespräch<sup>TM</sup>

Give your success the language it needs!

## Success with technology profits from successful communication!



More success with your technical products and solutions will be the result if you precisely tailor the continuous technological developments to the demands of your customers.



For this tailor work the internal and external communication is your key to business success; especially in the technical sector sensible communication leads to promising competitive advantages.



Key situations of your daily technical business can specifically be prepared, communicative skills can systematically be developed.  
We are the right partner for your technical company.

Success speaks for itself!



## Special characteristics of our services

With all our services we support you with regard to your business communication. The basis of our work is your practical use and your business success!

The following attributes specify our services:



Made by technicians for technicians

We are technicians ourselves; all vorgespräch team members have a qualified professional technical background and it is vital for us to keep in constant touch with technical innovation.



Focused on the practice of your daily technical business

All our custom-tailored services enable you to communicate and work successfully in your daily technical business. The results of our consulting offers are characterized by their good translation into practice.



Individually tailored to your particular needs

You receive exactly what you need – nothing else. We entirely tailor our services with regard to contents and methods to your particular individual needs.



Various, flexible and up-to-date methods

We combine methods from consulting, coaching, training, mediation and organizational development. With pleasure we help you to decide whether your intention will be realized best by our on-site service, our virtual online service or a combination of both.



Intercultural communication

We have experience in consultancy work all over the world with persons of very different cultural background – on-site and online. Dealing with intercultural groups and issues is a satisfying and motivating challenge for us.



Modern learning technology

We use modern service methods and technology including different kinds of virtual online services. The decision which technology will be used depends on its suitability for the special learning process.



Experience

We understand our business, are well-trained and experienced in what we are doing. Our vorgespräch team has successfully been cooperating for years.



Confidence

Mutual confidence between you and us is an essential success factor of our services for you.

Our trial offers facilitate a risk-free start for you into a good cooperation with us.

We offer our services to you for the following communication subjects:

#### TRANSFER POINT COMMUNICATION

The communication is mainly led by one central person or one central team. An important factor of high-quality transfer point communication is to concentrate on the interests of the audience and at the same time to make your own motivation for the topic perceptible.

*Topics of transfer point communication are*

- Presentation
- Knowledge Transfer ("Train the Trainer")

#### POINT TO POINT COMMUNICATION

The communication mainly takes place between two or more parties (persons, teams or groups). An important factor of high-quality point to point communication is to find solutions which support a productive, sustainable business development on the basis of mutual interests.

*Topics of point to point communication are*

- Business Conversations
- Conflict Management
- Conduct of Negotiations

#### MULTIPOINT COMMUNICATION

The communication takes place between several individuals. An important factor of high-quality multipoint communication is to focus so successfully on each single competence that a real additional value for all will be the result.

*Topics of multipoint communication are*

- Team Development
- Meeting



## Our fundamental service formats for technical companies:

### Consulting & Coaching

With this service format we prepare professionally induced situations of your business practice with regard to the requirements. Our support for you is consultative and process-orientated at the same time.

Our pioneering online service for conversation preparation, e.vorgespräch, is our premium consulting and coaching service for you.

### Training & Workshop

Training means a planned education activity under a specific topic. Although our trainings give opportunities for spontaneous wishes, they are more pre-structured than our workshops.

Within our workshops, the participating group shall use and develop its own resources and competences in optimized manner and under our guidance. The resulting process will be accompanied by us with enough time and within a creative frame.

### Mediation & Discussion leading

Mediation is used for conflict resolution. It supports the involved parties in finding solutions which take the interests of all participants into consideration.

When we lead a discussion, we structurally intervene in order to support the success of for example a meeting or a negotiation. We help to bring the contributions of the participants together and to give the discussion a target-orientated direction.

### Communication projects

If desired, we offer a tailor-made communication project which combines several of our service formats. This package can be further expanded by external offers. Whether you decide to choose "small solutions" or "big solutions" – we deliver according to your needs and wishes.

Principally, you can receive our vorgespräch services in form of an on-site service, an online solution or in a setting which combines both ("Blended Learning"). With pleasure we help you to find the best solution.



## Our team at vorgespräch

We are a “small but mighty” consulting company consisting of three persons. With high commitment and mutual appreciation we bring our various qualifications into our work. Our cooperation has already been proved in many projects.

Our team members are:

Dipl.-Ing. Dipl.-Berufspäd. Georg Steffen

**Consultant for Conflict Communication**

Graduate Electrical Engineer (HAW)

Graduate Vocational Pedagogue (TU)

Business Mediator (BMWA)

Online Consultant (DGOB)

Master Programme in European Human Resource Management (Univ.)

Dipl.-Ing. Katrin Mehrer

**Co-Consultant for Conflict Communication**

Graduate Landscaping Engineer (TU)

Dipl.-Phys. Armin Steffen

**Consultant for Online Collaboration & Media Designer**

Graduate Physicist (Univ.)

*Our vorgespräch network will be included if useful for your project.*





## Are you a staff member of a technical company?

You can take immediate profit from our non-binding **trial offers**! They give you the opportunity to gain first confidence in us and our work and at the same time to take immediate profit. The trial offers can be adjusted to various situations of your daily technical business like e.g. speeches, conversations, negotiations or meetings:

- **e.vorgespräch introductory session** – prepare one of your future communicative business situations, using our unique online approach: e.vorgespräch.
- **Feedback service** – our professional feedback concerning one of your communicative business situations.
- **Email consulting** – our suggestions for you in order to prepare for the challenges of a communicative business situation.
- **Flash Conversation Preparer** – a helpful tool for you, if you like to work on your business conversation yourself.

*Could we arouse your interest? Then we are looking forward to receiving your contact request.*



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 Your success is our standard.  
**Success speaks for itself!**

