



EKF®
Development System

Further qualification from the EKF®-System
A modular continuing education system for Human Resources

Your ticket to the improvement of your personal and professional skills!

MUNICH - LONDON - BOSTON - ISTANBUL - FRANKFURT

- The **EKF®-System**
- **EKF®-Module 01:** Self and people knowledge
- **EKF®-Module 02:** Mental and Body training (TUN®-Trainings)
- **EKF®-Module 03:** Individual – Rhetoric
- **EKF®-Module 04:** Market communication / Relations management
- **EKF®-Module 05:** Individual and Team coaching
- **EKF®-Module 06:** Presentation and Moderation
- **EKF®-Module 07:** Self and work organisation
- **EKF®-Module 08:** Management methods and Meeting culture
- **EKF®-Module 09:** Project and Quality management
- **EKF®-Module 10:** Human Performance- and Innovation management
- **EKF®-Literature:** Human Performance Management von Günther H. Schust

The way we see ourselves

There is no other question a manager asks himself so much, as: "What must I do today, in order to still be successfully different from the competition tomorrow?"

We will not let you decide this on your own. We have been working on this question - since 1991 - and we have been extremely successful. It is what we have been developing for general managers, executives as well as for people that want individual qualification programmes.

The Reason

As we understand it managers are people that steer the skills of a company. They act carefully and quickly in global networks. Their most important KEY-SKILLS in the future apart from task-orientated specialised knowledge (specialist and process skills) will be: social skills, personality as well as leadership abilities.

According to our experience, we have seen that two „open“ seminars a year are not enough, to train people well in matters of people/project management and behavioural changes. It is only a question of time until people fall back into the "old ways". The new behaviour is suspended and does not become part of the personality.

Your Advantage

Therefore, we are offering you a qualification programme for managers as well as trainee managers. It is directly tailored to your position and company interests. Several qualification

sessions will be spread out over the year's quarters. This guarantees that you and your employees as well as future managers will be accompanied with an on-going process, personal cooperation in the team is optimised and, therefore, your personalities will be educated "absolutely".

The Method

This development programme will be carried out using the EKF®-Method that is focused on the three most important key skills: **Method / Process skills + Social / cultural skills = Personality skills**. The time you devote to this is spread out over the calendar year in several sessions that last between max. 2 to 3 days each.

The Procedure

We ask you the right questions in advance. One person is interested to know how to motivate a team, another would like to know, the best way to have a discussion with an employee. It is you that decides together with your team how you develop and how much time and energy you want to invest in your necessary skills.

Our qualification programme is constructed in such a way that the necessary contents and training can be offered for each of the key skills. The trainer instructs and shows through simulations how the participants approach new kinds of behaviour case by case. Then this must also be tested in everyday situations. One's own behaviour determines present and future SUCCESS!

The **EKF®**-System. Straight to the point.

The EKF®-System is a modular-constructed continuing education cycle for the systematic development of an „efficient communication and management culture (EKF)“. With the EKF®-System social and method skills for executives are built up step-by-step and developed.

Knowledge transfer and learning efficiency as well as practical implementation is assured by using education-controlling measures. These create experiences by “learning by doing”. They reflect your own learning and management behaviour.

You can find out how others deal with the same questions or challenges. You discard your own management behaviour pattern. It is important, to be honest with yourself and work on your own strengths, building them up intelligently and flexibly.

With our modular EKF®-Continuing education system you should become more sensitive, trained and so optimised for practice in your orientation concerning values, customers and employees as well as awareness of business culture, low-cost innovations and changes.

Analyses, interpretations and success checks will be represented with different EKF□-Tools including videos that are available for you personally as feedback. Professional trainers and coaches support and accompany you during the continuing education process.

The **EKF®-System** – Efficient Communication and Management Culture

A modular development system for Human Resources – from Scheibel & Schust

Method/Process Skills



Social--/Cultural Skills

= Personality Skills

EKF®-Module 01

Self and people knowledge with the bio structure-analysis

Goal

To be able to realistically assess yourself and your interlocutor. This is an important prerequisite for success in private life and particularly for all work that uses communication.

Uses

The participants will see how long lasting communication success for self and people knowledge can be achieved. According to the scientific results of the brain researcher Paul D. Maclean, MD, Bethesda/Maryland, USA, essential, personality characteristics of a person depend on his individual brain structure. In the seminar, the participants experience their individual core and build up from this an important efficiency increase in all their further qualification measures.

EKF®-Module 02

Mental and Body training (TUN®-Trainings)

Goal

Today we know that, nearly 95% of all illnesses have psychosomatic causes. An effective method where employees help themselves and act to prevent this is mental training. The break down of negative stress symptoms is guaranteed. A correct level of physical strain increases the intellectual capacity.

Uses

Participants will be shown how long lasting success, best health and increased ability to cope with pressure can be developed and stabilised through mental and physical fitness. From the iterative process imagination- behaviour - habit- confirmation/result, the participant develops skills that allow him be to be at his best in any everyday situation.

EKF®-Module 03

Individual – Rhetoric

Goal

In competition the employee often needs not only specialised skills, but also to a large extent social skills. This involves the “gift of the gab”, called rhetoric, whose implementation gives ones own ideas an ever bigger role.

Uses

Better rhetoric brings with it better personal skills. Breaking down inhibitions and stage fright, more self-confidence, self-awareness and strength of conviction. The skill to better motivate others and to implement ideas.

EKF®-Module 04

Market communication/Relations management

Goal

Competition is more intensive, even hostile. So many companies look for salvation in the thrust of the global market. Yet the selling power of a good product or service is based on the image, the attractiveness and perception of the purchaser in his country and abroad. The challenge of next year lies in manufacturing products that are not only high in quality, but also produce even more customer profits and with it new growth.

Uses

The participants will learn how long-lasting market success and with it new company growth in professional sales/purchasing can be achieved. They make themselves a win-win-strategy, so as not to put an end to the trend for „intimate relations“ between companies and customers.

EKF®-Module 05

Individual and Team coaching (Personal Training)

Goal

Coaching goes beyond the long-established concept of continuing education. It is about teams or about the specialist and executive personnel, the entrepreneurs and managers. It is about chances, accompanied by a coach, to learn about all levels of the personality, thought and behaviour, attitudes and behaviour with simultaneous physical and psychological regeneration.

Uses

The coach is a social mirror, he informs the participants of his reactions to their behaviour and deliberations critically and without being afraid. He provides the future orientation of the development process of the interlocutor/team.

EKF®-Module 06

Presentation and Moderation

Goal

Cooperating in groups/teams should be fun and should bring via creative processes, group-orientated results. Group dynamics, responsibility, objectives, methods and the kind of implementation as well as the representation of the results are decisive factors for successful management.

Uses

Personal responsibility, involvement in the group, using your initiative, finding solutions, preparation for the workshop, the rules for implementation, the tasks and the behaviour of a presenter will be passed on in active exercise units. Moreover, participants will be shown how to use required equipment (e.g. presenters case, overhead projector, video projector, meta plan boards, etc.). The participants are to be presented after the training as independent units.

EKF®-Module 07

Self and work organisation

Goal

Passing on the skills for productive organisation of daily work with the help of proven methods and techniques, like for example, goal formulation, recognising time wasting, setting priorities, using delegation techniques.

Uses

We cannot manage time; it passes, whether we use it effectively or not. But we can make progress with ourselves and our goals (professional or private). Through this participants receive new impulses from a well-versed trainer.

EKF®-Module 08

Management methods and Meeting culture

Goal

Performance of management – the skill of adequately dealing with employees and leading them to success so as to gain ever more significance in the company. It is imperative to further develop the most important key skills:

- awareness and feedback skills
- communication and decision-making abilities
- anticipatory and interconnected thinking.

Uses

Altogether the participants will be taught about the personality structure, the skills and methods, so as to be aware of these change processes better in the future. Practical exercises are at the fore.

EKF®-Module 09

Project and Quality management

Goal

With growing pressure to innovate comes the clear trend for companies to have an unbureaucratic and reduced interface management system. This goal is implemented more and more through flexible project organisation. For the project organisation experts are needed that have the required social and method skills for „High-Touch“-team work.

Uses

The participants are taught the most important skills for this:

- Efficiency and quality in thought and action
- Method, quality and team skills
- Problem solving techniques and conflict management

Together with rather technical and methodical extensions (IT-Tools) above all also social and psychological aspects of communication and conflict management will be dealt with.

EKF®-Module 10

Human Performance- and Innovation management

Goal

Discussion of the types of orientated business management of employees and customers that presents the employees as decisive innovation and value creating factors at the central point of company objectives.

Uses

Important key skills are imparted:

- ethics and trust creation
- sustainable leadership management
- anticipatory and interconnected thinking
- innovation and management methods skills
- value-orientated service and management culture with „new game rules“
- modular work time and salary systems
- change management and mental and culture change items in practice.

Please inquire regarding an appointment or contact us
if you need any further information about our **EKF®** seminars.



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