

"Simply do it better!"
It works!



Frank Academy
More Productivity
More Success

Training catalog for Office Productivity

**Boost your personal office productivity
and win your day.**

Graduate Engineer Andreas Frank, MBA



You are very welcome

The Frank Academy offers **effective office productivity training**.

Many offices are in chaos these days due to the ever-increasing flood of information and lack of training. Employees are often stressed and have what feels like a "never-ending" to-do list in front of them. They are often helpless. Yet they want to do meaningful work and have time for their most important tasks in order to achieve their goals.

We know exactly how it feels when you have a lot to do and time is running out. You want to develop your employees. They deserve important productivity knowledge to master upcoming challenges in the office.

That's why we offer you multimedia training that unlocks the secret of how to increase your office productivity. We have a plan:

1. Choose a training/ workshop/ day before, etc.
2. Let the participants learn and practice the secrets of productivity.
3. Achieve outstanding results with satisfied, productive employees.

Satisfied and productive employees are critical to your company's success. Lack of skills can lead to stress, burnout, low satisfaction and low performance. Our training courses help to achieve excellent performance.

I promise you more productivity and success, as well as more satisfaction for your employees in their (working) lives.

Yours sincerely

Graduate Engineer Andreas Frank, MBA



What is it about?

The **main goal** of a company must be to **generate profits**. High profitability can only be achieved with the **involvement of all employees**, whose **productivity (performance)** has a direct influence on the **profit maximization** of a company and thus ensures the **long-term economic success** of the company.

Every employee therefore needs **productivity competencies** in order to do an excellent job. An employee must learn these, train them and use them effectively.

Why do you need a plan?

Only very few people are so talented that they do "everything right" in the office. Most of the time, these people are unaware of their own abilities. If this person is then your boss, it can be difficult for him or her to recognize the difference between an unproductive and a productive employee. There is a risk that misbehavior will slip through unrecognized.

To be productive in the office, the "99.9% less talented" employees need an **easy-to-implement productivity plan**. Then they can concentrate on the important things, avoid many mistakes and add value.

Why should we speak one language?

Your boss says: "Imagine a green tree." That sounds easy, doesn't it? What kind of tree do you see in front of you (oak, pine, palm ...)? Where is the tree located? How big and old is the tree? What does green mean? It's not that simple!

Everyone sees a different tree. This diversity can lead to confusion in companies. To be successful, we all need to speak "**one office productivity language**".

What is the curse of knowledge?

Expertise is important, but when we are experts, we tend to assume that others know the same. The curse of knowledge means that we often don't know what others may not know. This can lead to misunderstandings and mistakes.

Our productivity training creates a foundation for everyone. It ensures that everyone has the same understanding and is equipped with the most important tools to master the challenges. If we don't have a common basis, the result is wrong decisions that can affect the entire company.

Who needs productivity knowledge anyway?

Every person in the company needs important productivity knowledge. The **newbie** needs the productivity knowledge because he or she is new on board. **Every manager** needs this knowledge, not because they may not know it, but because they need to know what skills each employee needs to be successful in the office.

It's not about being an expert in every area. Rather, it's about understanding and applying the essential skills to survive and thrive in day-to-day business.



Meet Andreas Frank

Your office productivity guide to find time for things that are important and then master them effectively.

Self-employed since 2017.

Work experience industry

- **ZF Friedrichshafen AG**
Project Manager & Technical Sales
- **intraplan GmbH**
Consultant Document Management
- **Bosch Group**
Product Manager



Graduate Engineer Andreas Frank, MBA

Studies

- **Mechanical Engineering (Production Engineering)**
at the RWTH Aachen and at the MIT (Massachusetts Institute of Technology), USA
- **MBA (Master of Business Administration)** at the Mannheim Business School and at the IIMB (Indian Institute of Management Bangalore), India

“I know exactly what it feels like when there's a lot going on and I have to be productive. I have gained valuable experience through my many years as a mechanical engineer in various positions around the world. Without an effective productivity management system, I would not have been able to complete many projects successfully.

I have gained extensive know-how from the automotive industry in lean management, based on decades of expertise, experience and best practice from top professionals, that has transformed more than just the automotive industry. I have transferred and optimized it to office processes to ensure that your employees and managers can benefit directly from it.

I firmly believe that every employee and manager have the right to successfully apply this knowledge and eliminate the chaos in the office. I promise you that they will benefit immediately from the productivity training because it works.”



Product & Service Portfolio

I have a plan for you. My trainings consist of a mix of workshops, speeches and webinars with interaction, discussions, individual and group exercises. In this way, participants are guided through a creative, inspiring and entertaining training that enables them to increase their office productivity in their day-to-day work and master their day with satisfaction.

Personalized individual or group coaching sessions can be a powerful boost.

Thanks to my in-depth expertise and proven training, I am the ideal person to increase your office productivity and achieve sustainable improvements in your company.
Productivity training works!



Product Portfolio My Productivity Training

My Productivity Training	Workshop (on site)	Speech (on site)	Webinar (via Zoom)	eTraining (online)
	8 hours	2 hours	2 hours	see www
My Lean Office				
My Time Management	E1561	E1582	E1601	E1308
My Office and Information Management	E1564	E1584	E1603	-
My Email Management	E1569	E1586	E1605	-
My Social Competence				
Management of Business Relationships	E1346	E1587	E1607	-
Presenting impressively	E1575	E1589	E1609	-
Communicating and holding	E1562	E1591	E1611	-
Mastering your own Body Language	E1347	E1593	E1613	-
Active Networking	E1571	E1595	E1615	-
Negotiating cleverly	E1563	E1597	E1617	-
Setting smart Goals	E1577	E1599	E1619	E1380
Power Speeches				
Your Lean Office Management	-	E1453	E1621	-
Time to think – Business Excellence	-	E1355	E1623	-
The 5S Method for more Order in the	-	E1479	E1625	-
My Business Etiquette	-	E1579	E1627	-
My Global Cooperation Competence	-	E1350	E1629	-
From Chaos to Order	-	E1631	E1633	-

I will be pleased to advise you in the area of Online eTraining/ eLearning and competence management if you see a need for action. The "Exxxx" numbers are the respective booking numbers. [Simply contact me.](#)



My Lean Office

“Manage yourself, time, documents and emails and optimize work processes.”

The main problem is the presence of chaos in the office - consciously or unconsciously - and the resulting reduction in productivity (performance). This leads to a waste of resources and inefficient use of time, be it when dealing with physical documents, files and paper in the office or when working on the computer.

The cause of chaos in the office is the lack of clear rules and effective working methods. Many office workers are unaware that there are a variety of techniques and tips to help them organize their work environment, processes and themselves and use their time more effectively.

The solution is to learn and apply the knowledge necessary to work effectively. By learning how to use resources efficiently and make good use of their time, office workers can reduce chaos and increase their personal productivity. This ultimately leads to a more organized and productive way of working, both in the physical office and at the computer.

The "My Lean Office" training series includes three training courses, which I will now introduce to you.

- My Time Management
- My Office and Information Management
- My Email Management

All workshops are designed as one-day workshops (8h). Speeches and webinars can round off the workshops or serve as a refresher.

[Just get in touch with me.](#)

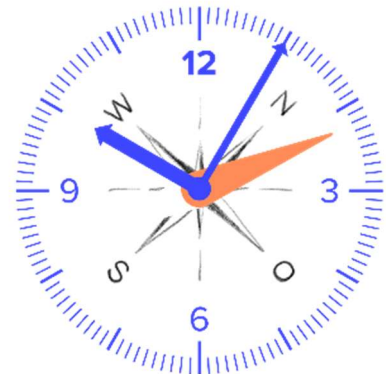


My Time Management

Targeted Planning, Effective Action

In a world that is constantly on the move and where time is one of our most precious resources, it is crucial to develop effective strategies to achieve our goals and successfully accomplish our tasks.

The "My Time Management" training was developed to provide you with practical tools and proven methods for optimal time management. at your fingertips. Together we will explore the key principles that will enable you to make the best use of your time for a productive working day.



Contents:

- **The need to act:** The training begins by emphasizing the urgency of improving time management. It is made clear that inefficient time management can lead to chaos and lower performance. As a result, our goals may not be achieved.
- **Understanding time and goals:** In this phase, participants learn the importance of seeing time as a valuable resource and how to set their goals in line with their time. This forms the basis for effective time management.
- **Define your goals clearly:** This emphasizes how crucial it is to set clear and specific goals in order to have a clear direction and determine work priorities.
- **Set priorities:** Participants will learn how to prioritize their tasks according to their importance and urgency to ensure that the most important tasks are tackled first.
- **Distinguish between important & urgent:** This stage focuses on understanding the difference between important and urgent tasks and how to allocate appropriate time to them.
- **Plan your tasks:** Here participants are guided on how to create an effective schedule to ensure all tasks and goals are accounted for.
- **Get to know your performance curve:** Participants will learn how to understand and utilize their individual performance curve to identify their most productive times and plan their tasks accordingly.

Target group: For all people who want to use their time actively and powerfully.

Type & Duration: Workshop (8h), Lecture (2h), Webinar (2h), Online eTraining (6h)

Prior knowledge: No special prior knowledge is required.

Booking number: E1561

Note: We always recommend conducting the training in our Online eTraining.



My Office and Information Management

Train the basics of modern office and self-organization.

As a result of today's information overload, effective office and information management is crucial for our productivity. But in many offices, on many desks and in many computers there is disorganization, mostly unconsciously. This is entirely understandable. Nowadays, we have to deal with a flood of information, be it via email or on paper. If we don't create order in the chaos, we won't even begin to realize our productivity potential.

In our workshop, we will dive into the basics of modern office and self-organization. You will learn how to clear out your office, create effective organizational structures and apply methods for increased self-management. With these new skills, you will not only work more effectively and efficiently, but also experience more joy in your everyday office life. You will also have more time to concentrate on your important tasks.

The following topics will be addressed:

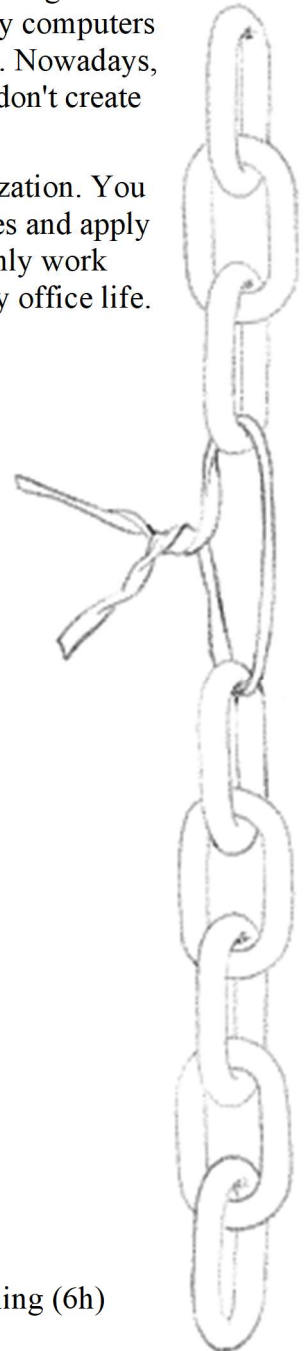
- Chaos in the office and the consequences
 - What are the causes?
 - What are the consequences?
 - What options are there for action?
- Clearing out as an important building block in office management
 - What does clear out actually mean?
 - Why do we find it so difficult to get rid of some things?
 - What options do I have?
- Establishing organizational structures and defining processes
 - How can I set up an effective filing structure?
 - How can I introduce efficient work processes?
 - How can I use an optimal resubmission?
- Train work methodology with work routines
 - What is the best way to proceed methodically?
 - How can I use the principle of writing?
 - How can I use task lists effectively?
- Mastering professional email communication
 - What is the best way to work methodically with emails?
 - How do I deal with large volumes of emails?
 - How can I write successful emails?

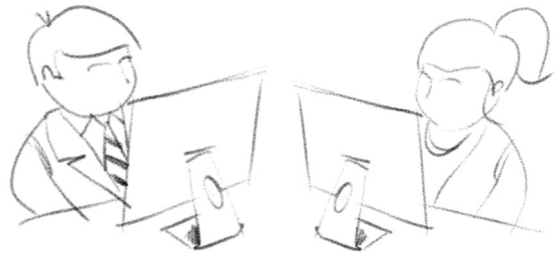
Target group: For all people who work in the office.

Type & Duration: Workshop (8h), Lecture (2h), Webinar (2h), Online eTraining (6h)

Prior knowledge: No special prior knowledge is required.

Booking number: E1564





My Email Management

Learn the basics of professional email communication.

In a world where our communication is increasingly digitized, efficient email management is crucial to the smooth running of our day-to-day work. The flood of emails can quickly become overwhelming, and we often spend more time in our inboxes than on productive tasks. But there are ways we can overcome this challenge.

My specially developed email management training is based on years of practical experience and offers proven strategies to increase your productivity and reduce stress. Through interactive exercises and real-life case studies, you'll learn how to effectively organize your inbox, set priorities and communicate clearly through email.

Training benefits:

- 1. Prioritize successfully:**
Maximize your time by learning to intelligently prioritize emails and focus on the important tasks.
- 2. Effective communication:**
Improve your communication using proven techniques to write compelling emails.
- 3. Create organizational structures in your email program:**
Manage your inbox in a structured and effortless way. Find important information quickly.
- 4. Save time with the inbox routine:**
Optimize your email workflow to save time and focus on the really important tasks.
- 5. Work methodically and effectively:**
Develop your own work methodology to optimize your email management and minimize distractions.
- 6. Deal efficiently with lots of emails:**
You will learn how to keep a clear head even with a large number of emails.
- 7. Maintain a stylish approach:**
Leave a positive impression through professional and stylish email communication.

Target group: For all people who write and receive emails.

Type & Duration: Workshop (8h), Lecture (2h), Webinar (2h), Online eTraining (6h)

Prior knowledge: No special prior knowledge is required.

Booking number: E1569



My Social Competence

“Working intelligently with others and building and expanding business relationships.”

Success in today's business world requires more than just technical know-how. It requires a deep understanding of human behavior and relationships.

Many people struggle with their careers not because they lack competence in their particular field of work. This competence can be learned extensively at universities, other institutions or on the job.

However, most people struggle with their careers because of a lack of emotional and social intelligence.



Emotional and social intelligence is the ability to recognize one's own and others' emotions and behavior and to use this information to navigate complex social relationships. Both skills can be impressively improved through appropriate training. Such training includes the application of appropriate techniques, awareness of the effect on oneself and other people and understanding the interdependence between one's own behavior and the reaction of other people.

Mastering social and emotional intelligence is an important success factor for the professional career of every employee and for the overall success of a company. It should therefore be given intensive attention in every company.

The "My Social Competence" training series includes the following training courses, which I will now present to you.

- Management of Business Relationships
- Presenting impressively
- Communicating and holding Conversations
- Mastering your own Body Language
- Active Networking
- Negotiating cleverly
- Setting smart Goals

All workshops are designed as one-day workshops (8h). Lectures and webinars can round off the workshops or serve as a refresher.

Just get in touch with me.



Management of Business Relationships

The art of strategic relationship management.

In today's working world, success is often not just about technical expertise, but also about the ability to manage relationships effectively. This training aims to equip you with the essential skills of emotional and social intelligence that are critical to your professional success and therefore the commercial success of your company.

Over the course of this training, we will focus on three crucial blocks:

1. **Managing the flow of energy in business interactions:**
Understanding the dynamics of energy exchange in professional relationships is critical to creating positive and productive interactions.
2. **How to build "pressure" on others:**
Understanding the proper use of pressure on others and understanding your own impact are necessary to assert yourself in the workplace and successfully accomplish tasks.
3. **Learning the rules of successful followership:**
There is almost always one person above us in the work hierarchy. It is important to apply important principles that are crucial for harmonious and productive cooperation.

Target group: For all people who want to achieve their goals faster.

Prior knowledge: No special prior knowledge is required.

Type & Duration: Workshop (8h), Lecture (2h), Webinar (2h), Online eTraining (6h)

Booking number: E1346





Presenting impressively

Present. Inspire. Convince.

Presentations are an essential part of day-to-day business. They inform, convince and entertain. Above all, however, they call for action. They are an important tool for your personal success and that of your company.

Naturally, you want to present your ideas and arguments in the best possible way. That's why your key messages need to be communicated effectively. However, many people find it difficult to master this skill. Successful presentation skills make it much easier to develop this competence. In this training course, we have brought together the most valuable tips on the subject of presenting.

The training takes you through the basic presentation skills. Starting with the initial planning, through structuring and writing a script to the actual presentation, from the introduction to the follow-up. Important aspects such as **strengthening self-confidence, conciseness in communication, understanding body language and design** as well as the **effective use of visual aids** are also addressed.



The following topics are covered:

- Get started
- Lead, present, sell
- Know what it's all about
- Prepare yourself intensively
- Make a lasting impression
- Use the presentation basics
- Get to the point

Target group: For all persons who want to present even better.

Prior knowledge: No special prior knowledge is required.

Type & Duration: Workshop (8h), Lecture (2h), Webinar (2h), Online eTraining (6h)

Booking number: E1575



Communicating and holding Conversations

Create clarity and consensus for your messages.

As our working world is characterized by constant communication, the ability to communicate effectively and hold successful conversations is of crucial importance. Whether in a professional environment or in everyday personal life - clear, purposeful communication forms the foundation of successful interactions and is crucial for employees at all hierarchical levels!

This day training is designed to provide you with the key principles that will enable you to deliver messages effectively and conduct conversations with conviction and purpose. Together we will explore how you can optimize your communication skills to make a lasting impression.

The following topics are covered:

Part 1: The basics of communication:

- The impact of a message: the power of the message and how it is influenced by various factors.
- The iceberg model: Recognizing and understanding hidden and obvious aspects of communication.
- The 4-sided model of communication: Looking at the different levels of a message and understanding their impact on comprehension.

Part 2: The discussion round:

- Before the conversation (preparation): Understand and effectively apply important aspects of conversation preparation.
- During the conversation (implementation): Actively implementing the communication skills learned and structuring the conversation.
- After the conversation (reflection): Understanding follow-up as a critical part of the interview process and utilizing feedback.

Part 3: Fine-tuning and sensitivity in conducting conversations

- Tactics and strategies for clear and effective communication in conversations.
- Appropriate handling of emotions and praise.
- Constructive argumentation techniques.

Target group: For all people who want to achieve their goals faster.

Prior knowledge: No special prior knowledge is required.

Type & Duration: Workshop (8h), Lecture (2h), Webinar (2h), Online eTraining (6h)

Booking number: E1562



Mastering your own Body Language

Your body speaks: learn what it says!

Effective communication goes beyond mere words; it involves a complex interplay of verbal and non-verbal signals. Understanding and skillfully using body language can be instrumental in conveying messages, building connections and making a lasting impression.

Our training offers a specially developed model that impressively illustrates the importance of non-verbal communication.

The following topics are covered:

- Words: The importance of verbal expression in the context of interpersonal communication.
- Body language: The role and effect of non-verbal signals, gestures and facial expressions in the communication process.
- Appearance and hygiene: How outward appearance and hygiene influence our image and how we are perceived by others.
- Clothing and style: The importance of clothing and personal style in the impression we make on others.
- Voice: The effect of voice pitch, tone and speech modulation on communication and overall impression.

In context:

- Contact interest: How verbal and non-verbal signals express interest in the other person and influence the interaction.
- Status: The role of body language in conveying one's status or hierarchy in a social context.
- Similarity: The importance of similarities in communication and how they can be expressed through various factors.
- Emotions: How feelings are expressed through language, body language and expression and can shape interactions.

By mastering your body language, you will not only become a more adept communicator, but you will also be better able to handle a variety of social and professional situations.

Target group: For all people who wants to achieve their goals faster.

Prior knowledge: No special prior knowledge is required.

Type & Duration: Workshop (8h), Lecture (2h), Webinar (2h), Online eTraining (6h)

Booking number: E1347



Active Networking

"AHA, there's a possibility here!"

Productive networking is **active networking**. Here you will learn and train how to network proactively to achieve your professional goals and those of your company. Networking goes far beyond exchanging business cards - it is a strategic resource that supports you in your career.

In this workshop, we will explore the basics of effective networking together. From the importance of networking to developing a clear strategy that supports your goals, we will go step by step. You will learn not only how to become an effective networker, but also how to be more intentional about seeking out networking opportunities. I will show you how to identify and approach your own network and build valuable relationships. By the end of this training, you will have a list of contacts to get started right away.

The following topics are covered:

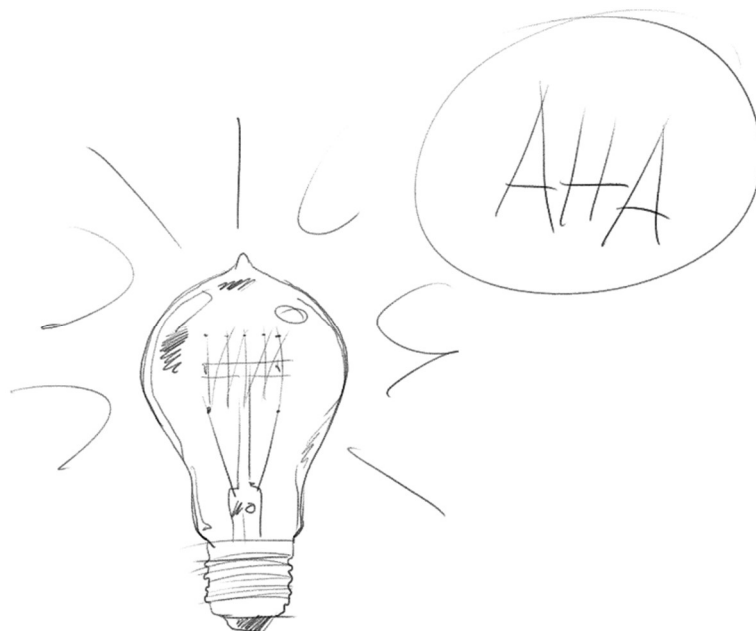
- Understanding what networking means and why it is useful.
- Understand how to become an effective networker.
- Developing greater awareness when exploring networking opportunities.
- Develop a networking strategy to achieve your goals.
- Identify, engage and add value to your own network.
- Create a network list of people you can contact directly.

Target group: For all people who want to expand their business relationships.

Prior knowledge: No special prior knowledge is required.

Type & Duration: Workshop (8h), Lecture (2h), Webinar (2h), Online eTraining (6h)

Booking number: E1571





Negotiating cleverly

Negotiate strongly and close deals convincingly.

Negotiations can be straightforward, but they can also be very complex. We negotiate every day, consciously and unconsciously, especially in our everyday working lives. If you don't know how to negotiate, you can be sure that you will come off worse and miss out on a lot of potential. Without the right preparation, you are bound to make serious negotiating mistakes that will cost you dearly.

- Do you want to drastically increase your success rate in negotiations?
- Do you want to learn important negotiation techniques?
- Do you want to achieve the best possible deal?

With the help of numerous practical examples, Andreas Frank explains procedures for sales and contract negotiations and shows you how to close the best possible deal and expand your business relationships at the same time.

The following topics are covered:

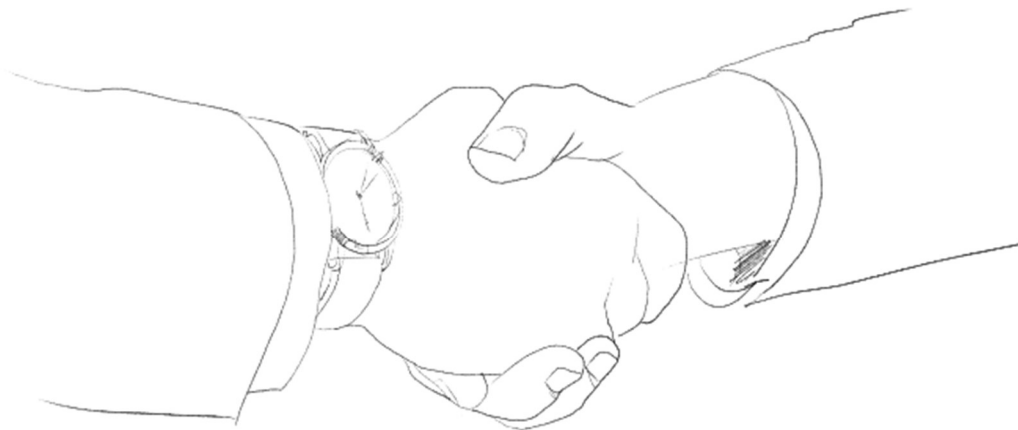
- The need to act
- The 1*1 of negotiation
- The negotiation process
- Using negotiation techniques and rhetoric
- Practicing case studies
- Negotiating on the edge

Target group: For all persons who wants to assert their interests.

Prior knowledge: No special prior knowledge is required.

Type & Duration: Workshop (8h), Lecture (2h), Webinar (2h), Online eTraining (6h)

Booking number: E1563





Setting smart Goals

Reach your goal with the SMART method.

Welcome to the "Setting smart goals" training. Over the next few hours, we will immerse ourselves together in the world of goal-oriented planning. The SMART method is a proven tool for clearly defining goals and turning them into tangible successes.

By applying the SMART criteria - specific, measurable, appropriate, relevant and time-bound - we will ensure that your goals are well thought out, realistic and have a clear timeframe. This training will provide you with practical insights, exercises and strategies to effectively set and successfully achieve your goals.

Prepare to take your goal achievement to the next level. Let's take the first step together to turn your visions into concrete successes!

Course content

- Presentation of the SMART method.
- The exact formulation of goals and what it means to be SMART.
- Presentation of advanced goal setting criteria.

Learning outcomes

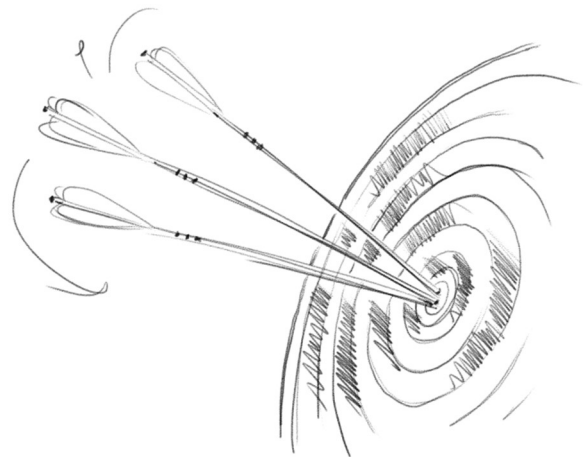
- An in-depth knowledge of how to clearly describe goals.
- A critical assessment of assumptions and limitations.
- Advanced knowledge in mistakes of own goal formulations.

Target group: For all people who want to achieve their goals faster.

Prior knowledge: No special prior knowledge is required.

Type & Duration: Workshop (8h), Lecture (2h), Webinar (2h), Online eTraining (1h)

Booking number: E1577





Power Speeches

“Power lectures are crucial because they convey knowledge in a compact way and increase motivation to implement new working methods effectively.”
(live on site and by webinar via Zoom or in-house video software)

My speeches on office productivity and business excellence are extremely popular with clients as they offer practical strategies to optimize and manage the office environment. The clear combination of in-depth knowledge and lively presentation makes my talks both informative and entertaining. In addition to the entertaining presentation style, clients particularly appreciate how my tried-and-tested tips can be put into practice immediately. The presentations are designed to last two hours.

The power presentations can also be booked as webinars (via Zoom). I recommend the "live on-site use". I suggest a maximum of 2*45-minute talks via webinar, including a short break and a final 15-minute block for questions and answers. The attention span is much shorter in the webinar medium than in live presentations.

Above all, I offer an implementation plan for my training and webinars. This means that participants get a plan that they can implement directly on their own to increase their office productivity and business excellence and get on with their day.

I am happy to offer customized speeches. Please contact me for more information.

- Your Lean Office Management
- Time to think – Business Excellence
- The 5S Method for more Order in the Office
- My Business Etiquette
- My Global Cooperation Competence
- From Document Chaos to Order

All workshops can also be booked as power speeches (2 hours). Of course, the content is compacted. We always recommend the respective workshops and the power speeches as a refresher of what has been learned.

Just get in touch with me.



Your Lean Office Management

Think lean, optimize your office and successfully master your day-to-day office life.

"The lean management philosophy of continuous improvement from the automotive industry is being transformed into the office."

Welcome to our two-hour presentation on office productivity and lean office management! During this time, we will embark on an easy-to-understand journey to discover the fundamentals of the lean management philosophy that originated in the automotive industry and is now being transformed into the office.

We will look at the drivers and objectives of lean office management, with a particular focus on how lean principles can be transferred from production to the office. Waste is most evident when the skills and knowledge of employees are not optimally utilized. But don't worry, together we will find out how the experience and methods gained in production can be easily transferred to the indirect areas, i.e. to the office.

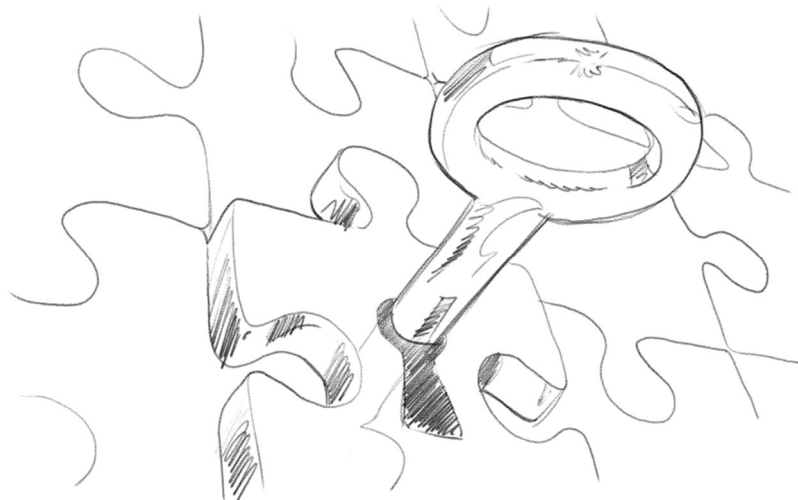
In the course of the talk, we will take a closer look at the 7 types of waste and familiarize ourselves with important concepts such as Kaizen, standards and the 5S method. The aim is to explain the principles of continuous improvement in an easily understandable way and to integrate them into your office management. Look forward to practical insights and tried-and-tested methods to make your office more efficient and leaner!

Target group: For all people who want to work agilely and efficiently.

Type & Duration: Power speech (2h)

Prior knowledge: No special prior knowledge is required.

Booking number: E1453





Time to think – Business Excellence

Excellence in life, in business and in your own network.

Welcome to our two-hour talk that creates space for an in-depth exploration of the world of business excellence! In this time together, we will shed light on the fundamentals of what it takes to not only be excellent at work, but to live life to its fullest.

We will start by taking a closer look at what business excellence actually means and how conscious action in professional life requires knowledge. In doing so, we will delve deeper into concepts such as vision, values, clarity and context to understand how they influence the path to positive change.

Along the way, we will look at the need for profit, the path to customer focus and how to successfully manage complexity. Shared goals and steps to success will be on the agenda as well as identifying know-how and best practices.

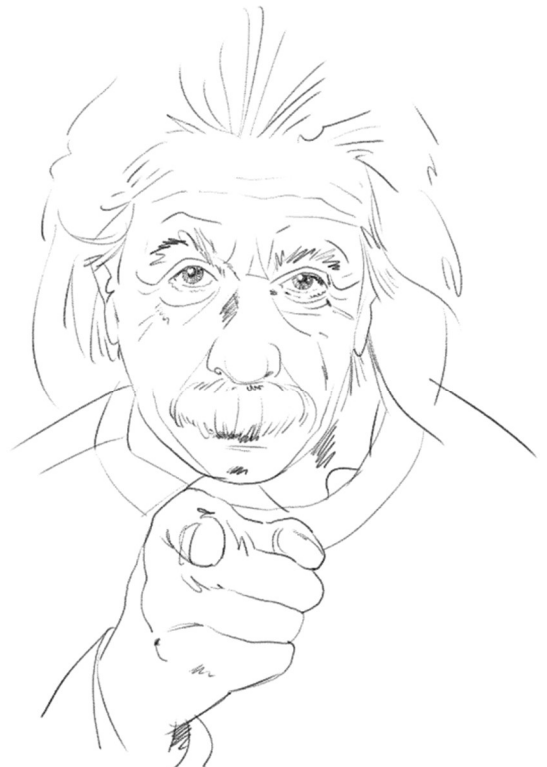
We will also look at the basics of active networking to create business opportunities. You will learn how to identify your own network and what personal characteristics and behaviors promote successful networking. Prepare to gain in-depth knowledge, practical insights and concrete strategies for your professional and personal success!

Target group: For all people who want to appear stylish and effective.

Type & Duration: Power speech (2h)

Prior knowledge: No special prior knowledge is required.

Booking number: E1355





The 5S Method for more Order in the Office

Increase your productivity at work with the 5S method.

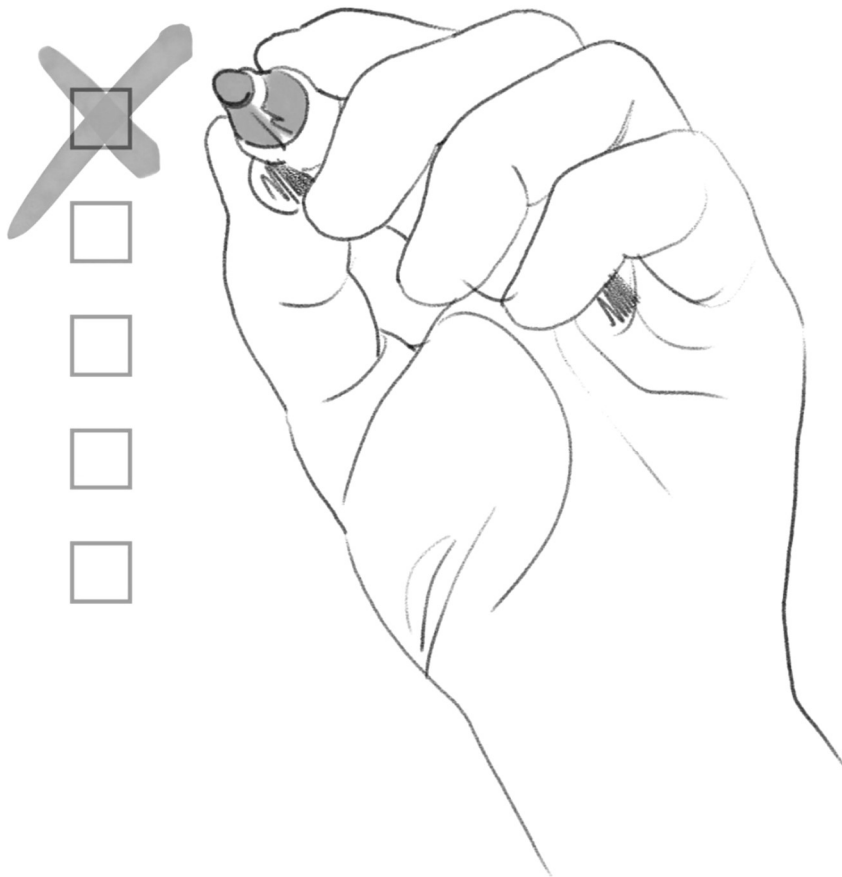
Welcome to our two-hour talk on office productivity! Today we will dive into the world of the 5S method and how it increases workplace productivity. The 5S, as the foundation of any improvement, forms the backbone for companies and employees. Our goal is to create standardized processes that lead to sustainable business excellence. We strive for a permanent overview and order, which not only forms the basis for improvements, but also increases efficiency. Let's explore the path of continuous improvement together through the 5 steps of the 5S method!

Target group: For all people who want to appear stylish and effective.

Type & Duration: Power speech (2h)

Prior knowledge: No special prior knowledge is required.

Booking number: E1479





My Business Etiquette

Act stylishly and effectively.

This exceptional speech on the topic of business etiquette stands out due to its practice-oriented approach.

Participants not only learn the basic rules of etiquette, but also receive concrete tools to act stylishly and effectively in the business environment. From the correct greeting to the confident handling of business dining situations, practical content is conveyed. The lecture enables participants to consciously shape their personal appearance, minimize career- and performance-reducing mistakes and maximize their success in a professional environment. After the presentation, participants will not only have mastered the art of etiquette, but will also be able to apply it to their everyday professional life in order to build confidence, avoid blunders and create a positive image for themselves and their company.

First impressions count, last impressions last. You represent your company internally and externally and therefore play a decisive role in determining success or failure.

Confident interaction with your colleagues and business partners requires you to master the rules of etiquette and conduct. You will be accepted, respected and at the same time strengthen your self-confidence. You will be remembered positively and successfully climb the career ladder.

Target group: For all people who want to appear stylish and effective.

Type & Duration: Power speech (2h)

Prior knowledge: No special prior knowledge is required.

Booking number: E1579



My Global Cooperation Competence

Beyond borders: successful cooperation worldwide.

Welcome to our exciting and interactive session on global collaboration skills! Imagine you are in a virtual room, surrounded by people from different cultures and time zones, all working towards a common goal. This is the reality in today's globalized business world, where successful collaboration across cultural and geographical boundaries is crucial.

Over the next two hours, we will dive together into the world of cross-cultural and virtual collaboration. We will explore how these skills are not only essential for international teams, but also an integral part of any global organization. Imagine if you could take your collaboration to the next level in a virtual and intercultural environment - and that's exactly what we aim to do!

We will learn how to not only collaborate effectively with colleagues from different parts of the world, but also how to make the most of the diversity of ideas and knowledge in global teams. Get ready for a journey full of insights and practical tips that will sustainably improve your professional collaboration!

Target group: For all people who want to appear stylish and effective.

Type & Duration: Power speech (2h)

Prior knowledge: No special prior knowledge is required.

Booking number: E1350





From Document Chaos to Order

Optimize your file storage and find your documents easily.

Immerse yourself in the world of efficient file management and learn how to handle your documents with confidence. My interactive presentation "From Chaos to Order" offers you practical strategies and proven methods for eliminating the mess in your files - or the mess in your department or company.

Develop successful filing strategies for efficient work. Learn how to build a well thought-out and easily accessible file system with the right filing strategies. I will show you how to achieve security, efficiency and speed in the management of your documents.

Use my practical tips for organized document management. From security to efficiency: Discover best practices to transform your file chaos into orderly structures. Learn how to store efficiently, find quickly your documents and navigate easily.

Optimize your workflows. Gain valuable insights into how you can improve your workflows and increase your productivity with optimized file storage. Discover methods to help you navigate effortlessly through your files and save time in the process.

This session will equip you with useful techniques and best practices to "revolutionize" your file management. Discover new ways to organize your files and benefit from an improved and more efficient workflow.

Target group: For all people who want to be productive.

Type & Duration: Power speech (2h)

Prior knowledge: No special prior knowledge is required.

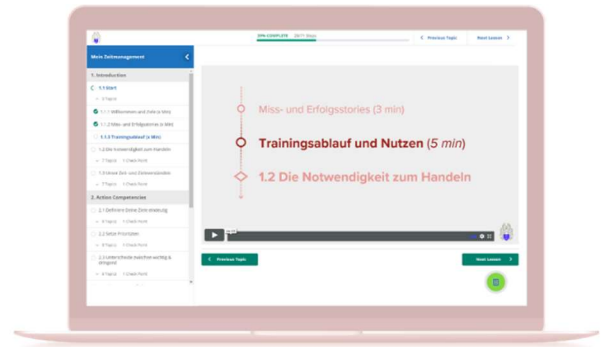
Booking number: E1631





Online eTraining

The advantages of online eTraining (eLearning: self-directed learning and training on a computer, tablet or smartphone) are obvious. All you need is an internet connection and the desire to learn from the best knowledge in the world, which we have tracked down and refined for you.

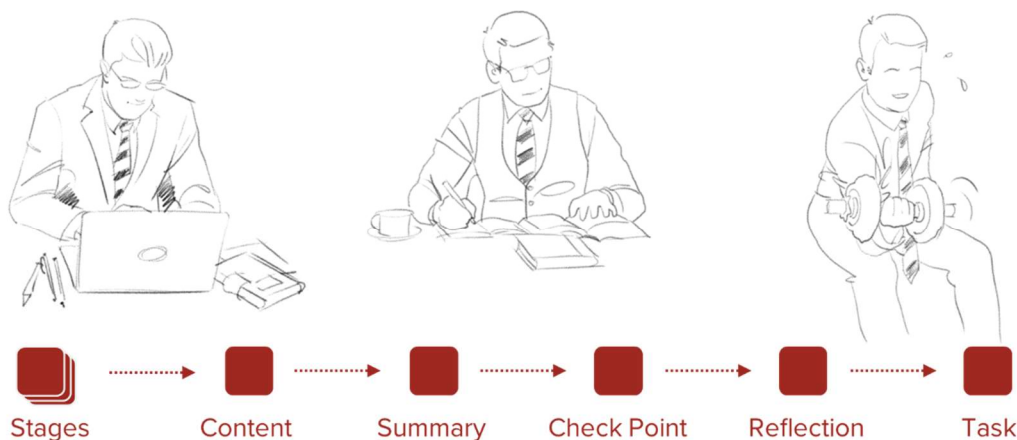


Online eTraining ...

- From anywhere: It doesn't matter where you live. Sign up for a training course and start from anywhere in the world.
- Flexible schedule: You can attend your classes at any time of day or night from your computer, laptop, tablet or smartphone.
- At your own pace: You can move through your courses as quickly or as slowly as you like. You set your own pace.

It's important to practice office productivity and proactively tackle challenges. This is the only way to create a positive working environment in which office managers can develop their full potential.

Our Online eTraining structure:



We currently offer two Online eTrainings. More are being planned.

- Magic German Time Management - Targeted Planning, Effective Action
- BE BETTER BE SMART - Reach your Goal with the SMART-Method

Please have a look at our Online eTraining platform:

www.BeBetterBeYou.com



Online eTraining: Magic German Time Mangement

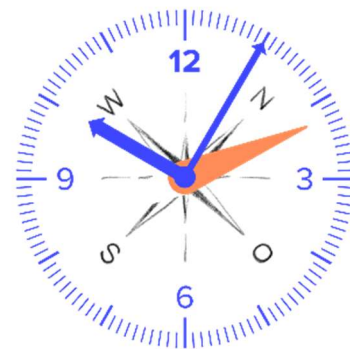
Targeted Planning, Effective Action

Are you ready to take back control of your time and make your working day less stressful, more relaxed and more successful? In this training course, you will not only learn how to manage your time effectively and efficiently, but also how to clearly define your goals, set priorities and distinguish between what is important and what is urgent.

You will learn strategies to plan your tasks sensibly and maximize your productivity. At the end of this training, you will be able to make the best possible use of your time and resources, maximize your performance and increase your satisfaction.

Training goals: After training you can ...

- formulate your goals clearly,
- set priorities,
- distinguish between important and urgent,
- plan your day purposefully and you know
- when you can work best and deal with disruptions.



Training methods: The eTraining is carried out independently online.

Testing modalities: The course is assessed by an individual online test. You must achieve 80% of the points to receive your certificate.

Target group: For all people who want to use their time actively and powerfully.

Duration: 6 hours

Prior knowledge: No special prior knowledge is required.

Booking number: E1308

Note: The training is also available as a one-day workshop.



Online eTraining: Be Better Be SMART

Reach your goal with the SMART method.

We often set ourselves goals (wishes) with the firm intention of achieving them. Sometimes we succeed, other times we don't. Something has hindered or blocked us.

Whether it's more success at work, a better figure or quitting smoking; you hear these and similar goals from your fellow human beings all the time. Everyone has something they want to achieve and seemingly tries everything they can to be successful. However, most people don't know how to formulate a goal correctly. One of the main reasons for not achieving goals is the lack of clear goal formulation. No wonder so few people actually achieve their goals.

The aim of the training is to give participants a deep understanding of how important it is to clearly formulate goals using the SMART method in order to drastically increase the success rate. The individual SMART criteria are introduced and explained. Furthermore, advanced goal setting criteria are mentioned, which give the goal formulation a final polish.

Course content

- Presentation of the SMART method.
- The exact formulation of goals and what it means to be SMART.
- Presentation of advanced goal setting criteria.

Learning outcomes

- An in-depth knowledge of how to clearly describe goals.
- A critical assessment of assumptions and limitations.
- Advanced knowledge in mistakes of own goal formulations.

Training methods: The eTraining is carried out independently online.

Testing modalities: The course is assessed by an individual online test. You must achieve 80% of the score to receive your certificate.

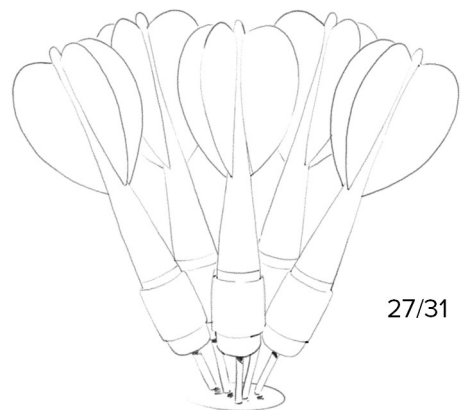
Target group: For anyone who wants to know and achieve their goals.

Duration: 1 hour

Prior knowledge: No special prior knowledge is required.

Booking number: E1380

Note: The training is also available as a power speech.





Products: Email Booklet

We offer you a practical email booklet entitled "**Professional Email Management - Master Your Email Flood**" in German and in English in DIN A6 format with a high-quality ring binding. Our customers think it's great:

Simply **beautifully compact, illustrated and effective.**



← [Click here](#)

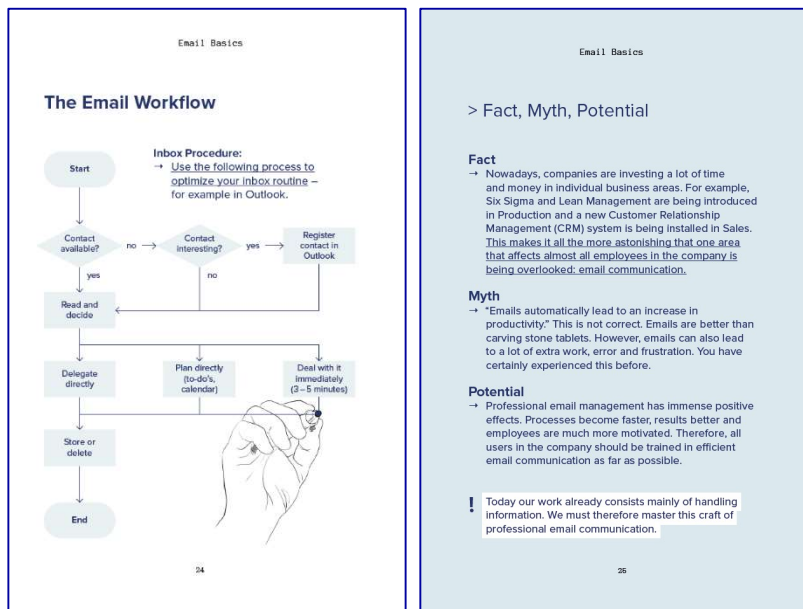
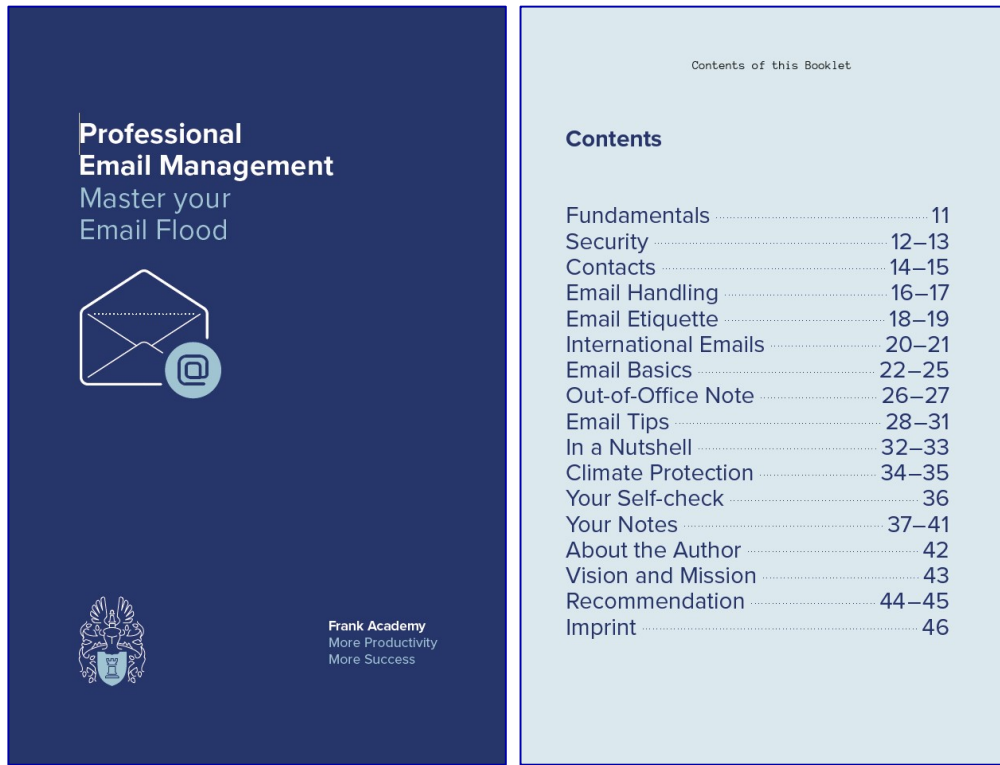
Product benefits

- **Wire O metal binding** so that you can simply open the booklet and lay it down. No more annoying holding up the pages.
- **Compact format** 10.5 x 14.8 cm, 46 pages, so that it can be stored directly at the workplace as a constant companion. It can be placed where it is needed, directly at the computer, ready to hand for reference.
- **Available in German and in English.**
- **High-quality printing:** cover 300g, contents 170g matt picture print, matt foil cellophane coating so that the booklet is easy to hold.



Frank Academy
More Productivity
and more Success

Excerpt:



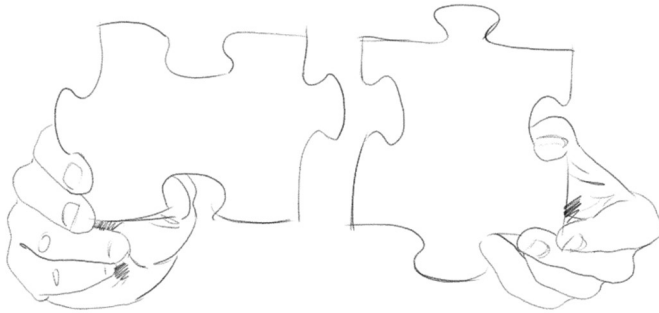
Please contact us.
We will send you a copy.



In a Nutshell

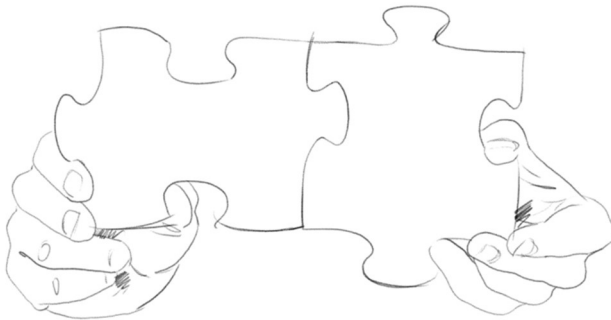
An employee performs optimally when his personal goals are related to those of his company, he is motivated, he knows what (effectiveness) he has to do and how (efficiency) he has to do it, and he carries out his work diligently.

Every employee therefore needs important productivity skills in order to do an excellent job.



The WHAT and HOW requires knowledge for the skills that the employee can learn, train and then use effectively. At the same time, motivation increases. A powerful combination.

The Frank Academy's productivity training courses teach the skills needed for survival in the business environment.



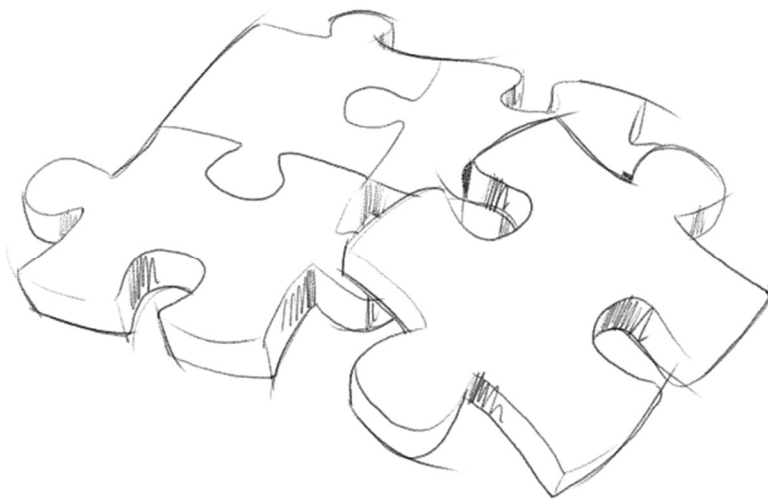
We teach, we train and we entertain. We focus on the essentials and bring joy into the office alongside productivity. The aim is not to work harder, but to work smarter.

Our mission is clear: "We are on a mission to provide everyone with access to affordable, life-changing business education on office productivity."



Frank Academy
More Productivity
and more Success

Boost your personal office
productivity and win your
day. All plans, trainings and
more can be found at
www.frank-academy.com



Curious?

Frank Academy

Ansprechpartner:

Dipl.-Ing. Andreas Frank, MBA

af@frank-academy.de

Tel. +49(0)511-219 262 79

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