



On-Site Course

CLI's training programmes come to you.



YOU CAN CHOOSE THE DATE



THE PLACE



AND THE LANGUAGE

BUILD CAPACITY, GET RESULTS

CLI's on-site courses bring team members and partners into intense exchange and project focused work, which helps bringing strategic issues forward and producing concrete results.

Throughout the course, participants partake actively in practical exercises based on their concrete needs, applying practical tools and thereby accomplishing tasks directly relevant to their work. The combination of theory, personal reflection and practical exercises helps building stronger trust and relationships within the group. We will help your team and partners to work on your specific training goal.

EFFICIENT AND FLEXIBLE

We offer a 3/4 days on-site capacity building program based on the course of your choice of the CLI standard educational program. For the on-site course, the programme will be designed with a focus on project or country specific objectives, including a review and analysis of the project, preparatory interviews with participants, facilitation design and all training material, implementation of the course with two facilitators, debriefing with option of follow-on capacity building, a debriefing report with recommendations, all in close communications with the core team.

Training your team on-site can reduce travel costs and makes your planning flexible. We offer this kind of training for 16+ participants and it scales the more participants you have. Different projects or organisations can also jointly register to have an on-site training together. You can specify the location, dates and number of participants. Two of our expert trainers will be made available to implement your training.



YOUR KEY BENEFITS

- ✓ Learn how to engage stakeholders
- ✓ Manage complexity in projects
- ✓ Bring different interest groups together
- ✓ Design result-oriented processes
- ✓ Get high quality and sustainable results
- ✓ Apply CLI's © Dialogic Change Model or © Collective Leadership Compass in practice
- ✓ Save travel costs and tuition fees

CLI'S RANGE OF PRODUCTS



The Art of Stakeholder Collaboration
Key concepts and competencies for achieving common goals.

Cooperation with different partners can be easy, if you know how to engage them in result-oriented dialogues. Learn how to build longterm relationships with stakeholders from various sectors and get sustainable results quicker.



Advanced Stakeholder Collaboration
Focus on implementation and create sustainable collaboration systems.

Leverage your personal skills in implementing and facilitating complex cooperation processes to the next level! Consolidate your knowledge of CLI's unique approach, review and adjust your strategies in the preparation and implementation of your Stakeholder Dialogues.



The Art of Dialogue
Empowering communication for consensus building.

Learn new tools for dialogic facilitation and develop your own personal leadership and communication styles in Stakeholder Dialogues.



The Art of Leading Collectively (3 days)
Navigating complex change with multiple actors.

Essential Concepts and Skills Development for Effective Co-Creation in Complex Change Processes. A capacity building programme for those who lead sustainability initiatives and cross-institutional cooperation projects.

CONTACT US

Please contact Martin Fielko for further information and registration:

Phone: +49 331 581 65 96 – 18, E-Mail: martin.fielko@collectiveleadership.com, www.collectiveleadership.com





REGISTRATION FORM

I would like to officially register for the on-site course format:

<input type="checkbox"/> THE ART OF STAKEHOLDER COLLABORATION	<input type="checkbox"/> THE ART OF DIALOGUE
<input type="checkbox"/> ADVANCED STAKEHOLDER COLLABORATION	<input type="checkbox"/> THE ART OF LEADING COLLECTIVELY

Specifications:

Number of course participants*:	<input type="text"/>	Course date:	<input type="text"/>
<small>*for costs per pax. see tuition fee and mode of payment below</small>			
Course language:	<input type="text"/>	Course location:	<input type="text"/>

Person responsible for registration:

Ms./Mr.: First Name: Name:

Organisation:

Position:

Current Project (or Department):

Address:

Country:

Phone:

Email:

Invoice Recipient:

(if address or person is different):

TERMS: Please provide a separate **list with names of participants** with the registration, the final list needs to be submitted to CLI latest 1 week before the seminar. The management of invitation of individual participants is the responsibility of the requesting organisation.

Registration: Please send the complete and signed form via fax to +49 (0) 331 58 16 596-22 or as a scanned document to martin.fielko@collectiveleadership.com or the CLI project manager you are already in touch with.

Tuition fee: The amount is € 1,500 (7% VAT if required) per participant; the minimum number of participants is 16. For each additional participant beyond 16, a fixed fee of 500 € applies. The tuition fee includes preparation and facilitation of the on-site course as outlined above and includes all training material.

Travel expenses: The requesting organisation bears the cost of daily allowances, accommodation, all related travel expenses for both trainers (including e.g. visa fees, transport to and from airport/venue etc.). These costs will be calculated according to the regulations of the German Ministry of Finance.

Economy class flights will be purchased for total travel times up to 9 hours. For longer travel, business class flights will be procured. The trainers need to arrive 2 days before the official beginning of the course.

The costs for daily allowances, accommodation, all related travel expenses for the two trainers will be apportioned onto the tuition fee per participant for billing purposes.

Mode of payment: After your formal registration we will send you an invoice. The tuition fees will be due 10 days after receipt of the invoice, latest 2 weeks before the start of the course. The travel and accommodation cost as well as allowances for two facilitators will be distributed proportionally to the tuition fees per person.

Venue: Arrangement of venue, transport of participants and other organisational issues related to the course are the sole responsibility of the requesting organisation. The CLI gladly offers guidelines for venue selection and arrangements, if requested.

Cancellation fees: Any cancellation after formal registration will lead to a cancellation fee. For cancellations received up to eight (8) weeks prior to the course 30%, up to four (4) weeks prior to the course 50%, less than four (4) weeks prior to the course 100% of the course fee. Cancellation fees do not apply, if participants are replaced.

I hereby consent to the terms and conditions of the Collective Leadership Institute's educational programme.

Date: Signature: