

KAIPO



KAIPO.KOMMUNIKATIONSAKADEMIE.AT

Dinner is served!

Says the cook proudly, when he serves a dish to his guests. Food needs to be seen as something special.

Our objective as the KAIPO communication academy is to offer our customers a high-quality and quality assured advanced training programme.

An Eco-C graduate said: "ECo-C is like chocolate candy – Once you start, you want more!"

The **ECo-C IntComm** training offers something to **students**. The opportunity to get further education according to international standards and have it proved with an internationally valid certificate.



7 Aspects – Something special for our customers

- 🌐 Quality-assured further education
- 🌐 Practical exchange of knowledge
- 🌐 Coaches with practical experience
- 🌐 Internationally valid certificate
- 🌐 All-Inklusive
- 🌐 Certified education center
- Pleasant ambience right in the heart of Vienna

We are looking forward to talking to you personally!
The KAIPO COMMUNICATION ACADEMY Team!

7 Aspects - Something special for our customers

- 🌐 Quality-assured further education
KAIPO is CERT certified
- 🌐 Practical exchange of knowledge
The lecture / coach has the quality proof
of international ECo-C TQS certificate
- 🌐 Coaches with practical experience
Have more than 5000 hours of practical training experience
- 🌐 Internationally valid certificate
ECo-C Start – ECo-C Cert – ECo-C IntComm – ECo-C Business
ECDL – ECDL Advanced
- 🌐 All-Inklusive
No hidden costs!
Training → Training devices → Fees for the international certification
- 🌐 Certified education center
Authorised ECo-C Education center (All Eco-C certificates)
Authorised ECDL Test center and ECDL Advanced Test center
- 🌐 Pleasant ambience right in the heart of Vienna
1010 Wien, Kärntnerstraße 4

Opinions of KAIPO customers:

- Silvia T.** I particularly enjoyed the warmth and pleasant amience. The learning process was much more fun that way.
- Johann S.** The coach was fully motivated and present all training units practical.
- Jasmine D.** It is obvious, that customer satisfactio plays a major role for KAIPO. I am very pleased to participate in the spanish course soon.
- Kevin A.** I really enjoyed the KAIPO quality. It is very important to feel comfortable during learning. I particularly liked the friendly course group, the highly motivated coach and that the training has a family character.
- Sonja K.** If I would have to evaluate KAIPO according to school grades, KAIPO would have a 1 in austria and a 6 in switzerland.

ECo-C = More than talking :-)

	Punkte	Mein Wunsch
☐	3	Do you want to solve complex and unforeseen problems through the targeted use of methods.
☐	3	Do you want to do more than talking?
☐	1	Do you want to apply advanced methods and techniques of communication.
☐	1	Do you want the targeted use of questioning techniques
☐	1	Do you want to reduce misunderstandings in the daily life communication?
☐	1	Do you want to STRENGTHEN your STRENGTHS and WEAKEN your WEAKNESSES?
☐	1	Do you want to solve problems solution-oriented?
☐	1	Do you want to use feedback rules for your personal development?
☐	3	Are you planning the entry into work force after graduation?
		Total of points

Auswertung

0 – 3 Points	You are currently not ready for further development in the area of communication and personality competences.
4 – 9 Points	You are on the right track and you have noticed that professional competences need to be accompanied by Softskills, to succeed in life. The society and businesses increasingly demand social competences.
10 – 15 Points	CONGRATULATIONS: You have recognized, that the use of the contents in the international education standard Eco-C 👉 can ease the professional and personal life 👉 has an ADDITIONAL BENEFIT for your professional life 👉 supports your next career steps

International ECo-C IntComm Certification

Intercultural Dialogue ECo-C = More than talking :-)

With the ECo-C Business your are on the fast track in communication and conflict management. This quality assured training was developed by the Eco-C Foundation and HP-Germany for executives and young executives. The international Eco-C Business training and certification is an important element at HP Germany.

The **ECo-C Business certification** confirms your **advanced knowledge in communication and conflict management** on a international level on the basis of the international education standard Eco-C under the critical use of theories and principles. Through the acquired skills you will be able to solve complex and unforeseen problems **by the targeted use of methods**. Furthermore, you will be able to take over **decision-making** and professional tasks.

The **ECo-C education partner KAIPO** now offers a special and on-the-job training directly in vienna for **students**.

Objective:	Positive conclusion of the international ECo-C Business certification
Conditions:	At least 18 years of age, internet access, , willingness for further personal development.
Location:	1010 Wien, Kärntnerstraße 4, 6th floor
Duration:	156 Training units 16 hours attendance 140 Self-directed learning and project work
Coach:	Certified ECo-C coach Attila DINCER, MBA
Language:	English
Team size	10 Persons max.
Training contents	International ECo-C IntComm curriculum Download: international.eco-c.eu
Completion	1. submodule examination: Project work 2. submodule examination: Onlinetest: Communication, Self-
Marketing,	Conflict Management, Teamwork
Investment in education:	1.498 € All-Inklusive

All-Inklusive = Preparation course incl. Certification exam,
Access to ECo-C E-Learningcenter, eBook

Additional support: KAIPO is Cert certified.
Individual options for support dependent on the personal situation.

Info: The training corresponds to a value of 6 ECTS Credit-Points

International ECo-C IntComm Training incl. Certification

ECo-C Education partner KAIPPO, 1010 Wien, Kärntnerstraße 4, 6th floor

Training-Nr.: IC-T004 – Duration: Wed. 08.07.2015 – Fri. 24.07.2015

	Trainind Dates	Time
	Wed. 08.07.2015	09:00h – 14:00h
	Do. 09.07.2015	09:00h – 14:00h
International ECo-C IntComm Preparation course	10.07.2015 – 21.07.2015	<i>Self-directed Learning</i>
	Wed. 22.07.2015	09:00h – 14:00h
	Thu. 23.07.2015	09:00h – 14:00h
Completion: Internationale IntComm Certification Exam	Fri. 24.07.2015	09:00h – 11:00h

Training -Nr.: IC-T005 – Duration: Wed. 05.08.2015 – Fri. 21.08.2015

	Trainind Dates	Zeit von/bis
	Wed. 05.08.2015	09:00h – 14:00h
	Thu. 06.08.2015	09:00h – 14:00h
International ECo-C IntComm Preparation course	07.08.2015 – 18.08.2015	<i>Self-directed Learning</i>
	Wed. 19.08.2015	09:00h – 14:00h
	Thu. 20.08.2015	09:00h – 14:00h
Completion: Internationale IntComm Certification Exam	Fri. 21.08.2015	09:00h – 11:00h

Training -Nr.: IC-T006 – Duration: Wed. 09.09.2015 – Fr. 25.09.2015

	Trainind Dates	Time
	Wed. 09.09.2015	09:00h – 14:00h
	Thu. 10.09.2015	09:00h – 14:00h
International ECo-C IntComm Preparation course	11.09.2015 – 22.09.2015	<i>Self-directed Learning</i>
	Wed. 23.09.2015	09:00h – 14:00h
	Thu. 24.09.2015	09:00h – 14:00h
Completion: Internationale IntComm Certification Exam	Fri. 25.09.2015	09:00h – 11:00h

International ECo-C IntComm Training incl. Certification**Telephone: +43 (0)676 300 7622****E-Mail: kaipo@kaipo.at**

Training-Nr.	*	Titel, Name:
IC-T004: Juli 2015		First name:
IC-T005: August 2015		
IC-T006: September 2015		Telephone:
		E-Mail:

- Tick as appropriate

International ECo-C IntComm Training with Certification

Certification level 6

COMMUNICATION

- Basics of communication
- Types of communication
- Nonverbal communication / Bodylanguage
- Communication –Models
- The inner team
- Misunderstandings / Avoiding conflicts
- Feedback-Rules
- Learning from feedback
- Questioning techniques

SELF-MARKETING

- Selbst-Marketing-Strategy
- Selbst-Marketing-Tips
- Kreativitätstechniken für Ideen- und Lösungsfindung
- Your appearance please
- Rhetorical basics
- Skillful presentations
- Tips for speeches and presentations
- Handling stagefright
- Holding meeting successfully

CONFLICT MANAGEMENT

- Conflict Management
- Conflict -Levels
- Levels of the conflict event
- Forms of conflicts
- Classification
- Conflicts in daily life
- Causes of conflicts
- Conflict development
- Conflict-Behaviour
- Strategies to avoid conflicts
- Solution strategies for conflict resolution

TEAMWORK

- The group-process (Teamarbeit)
- Disturbances & Conflicts (Teamarbeit)

ECo-C IntComm Certification Exam

At least 80% at Knowledge-/ Practical test

Knowledge Test: Onlinetest – 45 minutes – 30 questions

Practical Test: Presentation of the own project

The evaluation is made by an independent expert jury.

Statement of Ing. Mag. Peter Wolkenstein MBA, ARDEX Austria

It was of particular importance for our branch in Turkey to see our employees implementing the acquired competences, skills and methods in the interest of our company.

Welcome to the communication age!

Faster, more complex, multilayered. These are just some of many superlatives to describe our modern world. They particularly apply to communication. Because communication connects us with an increasingly fast, complex and multilayered world.

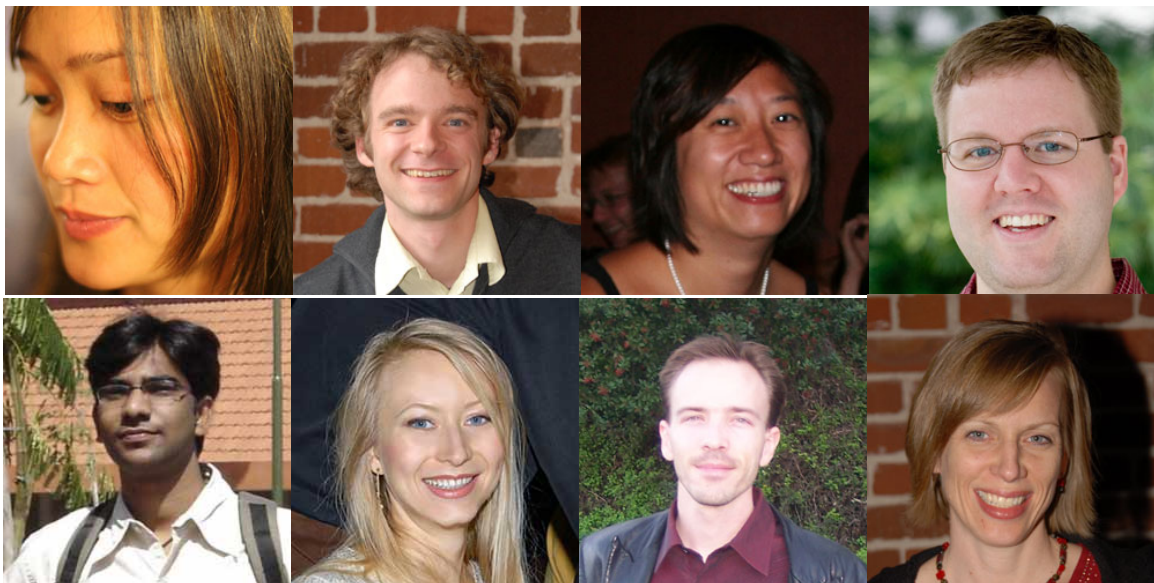
Although, the more we „get closer“, the more we feel what separates us. „Talking to each other“ is often neglected. Misunderstandings are inevitable. Not only because of that reason „Soft Skills“ are important and demanded nowadays – in professional as well as in private life. Communication competence as the Key Competence helps us to overcome differences. They allow us to contribute, to exchange information, to deal with others and to develop – with the objective to reach higher goals.



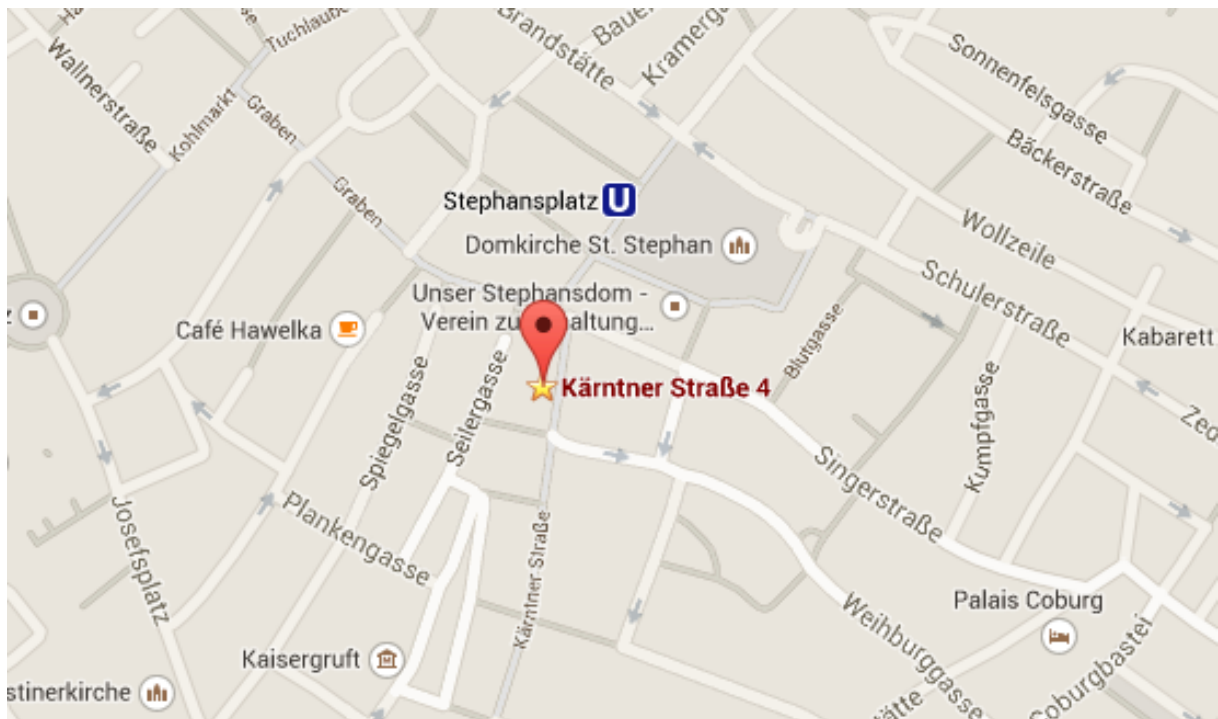
The communication within the society, reflects the society outwards.

Prof. Leopold Kaiblinger
President of the ECo-C Foundation

ECo-C IntComm: International Education Programme for Students right in the heart of Vienna.



KAIPO Vienna
1010 Wien, Kärntnerstraße 4, 6th floor



By train:

Westbahnhof → U3 to Simmering STATION Stephansplatz

Hauptbahnhof → Schnellbahn STATION Landstraße

→ Change to U3 to Ottakring STATION Stephansplatz

Vienna Airport (Wien Schwechat)

CAT to Wien Landstraße → Change to U3 to Ottakring
STATION Stephansplatz

A screenshot of the KAIPo website banner. The banner features a woman, Brigitte Kaiblinger, in a red dress. To her right, the text reads: **BRIGITTE KAIBLINGER**, **KAIPO EDV IT GES.M.B.H. GESCHÄFTSFÜHRERIN**, and two lines of text: "Brigitte hört zu. Brigitte ist vielseitig und engagiert." and "Brigitte kümmert sich um Ihre Anliegen." Below this, the website address **www.kaipo.at** is displayed. The top of the banner has the KAIPo logo and a navigation menu with the items: UNTERNEHMEN, SOFTWARE, BILDUNG, and DATENVERARBEITUNG. The bottom of the banner features a row of logos for ECDL Core, ECDL Advanced, ECDL CAD, ECDL ImageMaker, ECo-C, and Contao Official Partner.