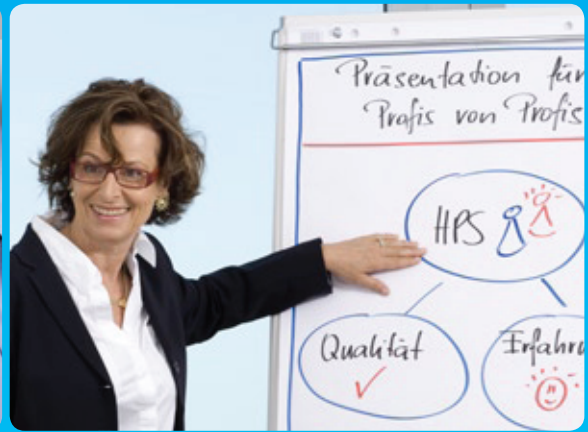


Austria | Denmark | Germany | Hungary | Norway | Russia | Sweden | Switzerland | Ukraine



Europe's market leader in presentation skills training

## English Training Programmes 2011

# HPS

Being a convincing presenter is not just about talent - it takes the right training.

Specialist with leading know-how

For over 25 years nothing but presentations but in ALL variations

○ **Your benefit:** No experiments and latest know-how

100% practical approach

Work on your own presentations supported by trainers who are real presentation professionals

○ **Your benefit:** Seminar time cuts working time - you train soft skills you can apply immediately

2-trainer team

Trainer plus technical Co Trainer

○ **Your benefit:** HPS guarantees intensive support for all participants

HPS seminars are branded goods

Regarding implementation, know-how and standards, HPS training is 100% reliable

○ **Your benefit:** HPS guarantees consistent high quality – in EACH and every training session

Unrivalled Practice intensity

10 video-supported scenarios for each participant

○ **Your benefit:** Quick and efficient practice transfer of knowledge and experience

HPS quality in 7 languages and across Europe

Trainings are held in German, English, Hungarian, Russian, Danish, Swedish, Norwegian

○ **Your benefit:** HPS Trainers are native speakers

Evident Success upon Completion of Training

In just a few days, participants will achieve a high degree of persuasive power and professionalism

○ **Your benefit:** HPS Trainers are native speakers who take into consideration the cultural features of different language areas



## HPS training formats

### Open training seminars

for individual enrolment, seminar dates: [www.hps-training.com](http://www.hps-training.com)

### In-house programmes

tailormade, in confidential environment, choose ideal date & location and save money!

### Top executive specials

rise to the challenge – be powerful and convincing

### Coaching & consultancy

meeting your specific needs



All English Training Programmes:  
A working knowledge of English is required!

# Effective Business Presentations

In today's international business world, presentations are an integral part of the decision-making process. This training will help you to communicate information, make proposals and get approval for your ideas. You will learn how to make clear, concise and logical presentations. Above all, you will be more convincing, more confident and will make an impact.

## Content

- Improve your personal impact and ability to satisfy critical and demanding audiences
- Achieve a professional basis for decision-making – make your meetings much shorter!
- Use clear structures, effective visual support and handle the media professionally
- Control and direct the question and answer session/discussion that follow the presentation

Duration : 3 Days intensive

Date	Location	Trainer
01.03. - 03.03.	Höldrismühle / NÖ	Thornely
23.05. - 25.05.	Höldrismühle / NÖ	Faltys-Linden
17.10. - 19.10.	Höldrismühle / NÖ	Faltys-Linden

Investment: 1.740,- excl. VAT

Start on day 1 at 9 am  
Finish on final day at 5 pm  
Evening sessions until 10 pm at the latest

# Selling to Groups

"Selling" can mean many things: getting approval for ideas, placing products, convincing others to use your services. It also means running meetings effectively, presenting your case clearly, being sensitive to the needs of your partners around the table and handling questions. This training will help you to do all of this, react flexibly and always keep your goal in sight.

## Content

- Acquire the sensitivity, tools and techniques needed for presentations "at the table"
- Succeed with systematic preparation to signal professional competence from the start
- Keep to the "red line" as well as encouraging and controlling the dialogue with your partners
- Develop "selling" skills for your ideas, products and projects – apply them with skill, sensitivity and confidence to achieve your goal

Duration : 3 Days intensive

Date	Location	Trainer
03.10. - 05.10.	Höldrismühle / NÖ	La Fond

Investment: 1.740,- excl. VAT

Start on day 1 at 9 am  
Finish on final day at 5 pm  
Evening sessions until 10 pm at the latest

# Online Presentations

Online, video or telephone presentations are becoming more important as companies attempt to reduce travel expenses and save time. The biggest drawback due to the lack of direct interaction is that there is no immediate feedback. HPS has developed a specific presentation seminar for virtual presentations which is realistic due to the use of 2 separate rooms. Participants learn how to achieve a firm commitment by keeping their audience interested and focused on the presentation.

## Content

- Learn the skills, tools and techniques required for online presentations
- Identify and reactivate your audience with an appropriate feedback-check
- Use language skills and voice effectively
- Upgrade your skills in online discussions and question-based processes

Duration: 2 Days intensive

Available on request



All English Training Programmes:  
A working knowledge of English is required!

# Power-talk

This training is designed for those who need to argue their case and stand their ground with critical audiences – often being required to do this at short notice and with little time for preparation. You will learn to be powerful and persuasive: with words, body language, voice and expressions – putting yourself and your message across in all circumstances.

## Content

- Address needs and interests comprehensively and incorporate them into your arguments
- Think on your feet - put a winning case together in a very short time and be convincing
- Deal with resistance and disturbances - neutralise opposition and achieve your goal
- Protect your important arguments from sabotage

Duration : 3 Days intensive

Date	Location	Trainer
07.06. - 09.06.	Höldrichsmühle / NÖ	Thornely

Investment: 1.740,- excl. VAT

Start on day 1 at 9 am  
Finish on final day at 5 pm  
Evening sessions until 9 pm at the latest

# Master Class – Personal Presentation Power

Skills for experienced presenters. Would you like to leave a memorable impression and set yourself apart from other presenters? Convince with powerful key messages? Arouse with catchy analogies, appropriate body language and visual support tailored to your audience's needs? Then enhance your individual style with Personal Presentation Power.

## Content

- Identify your individual master skills and enhance them during the training
- Strengthen your personal impact through "digital-analog" feed-back
- Sharpen your personal presentation profile during the 20 minute "Personal Coaching Unit"
- Lead the audience using the "Point A-Point B" principle
- Optimize your slides in the "Slide Improvement Workshop"
- Create "magic moments" for your key messages

Duration: 3 Days intensive

Date	Location	2 Trainer
07.09. - 09.09.	Höldrichsm. / NÖ	Thornely, La Fond

Investment: 1.740,- excl. VAT

Start on day 1 at 9 am  
Finish on final day at 5 pm  
Evening sessions until 9 pm at the latest

# Train the Trainer

As an expert in your field it is now your turn to train others and share your knowledge. How do you keep your audience interested and motivated? How do you clearly present your subject information so that your participants go away satisfied that this was the most outstanding training they have been in and the time was most definitely well spent? If these are burning questions for you, this training helps you to answer them!

## Content

- Didactic and structure: plan trainings professionally, use TRAINER-Struct to get participant "buy in" during the first critical minutes
- Communication and psychology: get your message across and manage interaction – learn how to present seminar content in terms of participant benefit (personal and professional)
- Training setting: create a positive atmosphere and handle difficult situations – use warm-up and wrap-up exercises, energizers and resume to increase retention and add fun
- Media handling: make the most out of presentation tools – get the right mix to get your message across and keep your audience focused

Duration: 3 Days intensive

Available on request.

# HPS Trainer-Team



**Tasha Faltys-Linden**

Trainer (English) – Presentation skills / Special programmes / Executive coaching. Nationality - American. Degree in Business Administration. Extensive experience in the field of media & communication (ORF – Austrian Broadcasting Corporation), founder Event-Marketing Agency serving clients such as Casinos Austria and the Vienna Symphony Orchestra. Client focus includes: FMCG, banking, consulting, pharmaceuticals, automotive and electronics. Clients base located throughout Europe.



**Emil Hierhold**

Executive coach on presentation issues such as content and personal presence, keynote speaker, moderator / facilitator, workshops in English & German. Doctorate (law), University of Vienna. Almost 2 decades in executive functions (marketing & sales) with multinational companies such as Unilever and PepsiCo. Founder of HPS.



**Charles La Fond**

Trainer(English) – Presentation and rhetorical skills / Personal impact coach / PC Skills / Executive Training. Nationality – American. German (B.A.), Education and Business at St. John's University in Minnesota, U.S.A., and at the University of Vienna & MBA in International Management at Thunderbird, The Garvin School of International Management. Founder of the Business Language Center, a professor at Webster University & Donau-Universität Krems, a licensed Buzan trainer for Mental Literacy™ and Mind Mapping® and an accomplished public speaker for Toastmaster International.



**Martin Meirhofer**

Trainer and Coach. Graduate (Mag. Dr.) of the University of Business Administration in Vienna. Extensive experience in the insurance, IT and financial services industries and as business consultant. Formally Controller and Finance Director, followed by sales and sales management positions in Austria and the UK, where he lived for 7 years as Managing Director of various subsidiaries of multinational IT corporations and finally Sr. Vice President of Hitachi Data Systems Corp. Since 1995 business consultant, specialized in organizational development for sales organizations within the IT industry.



**Brigitte Thornely**

Trainer (English & German) – Presentation skills / Train the Trainer / Special programmes Nationality – Austrian (Bi-lingual). Graduate with a degree in Business Studies (Magister) from the University of Vienna. Formally Sales & Marketing Manager at Colgate-Palmolive & Masterfoods. Fluent in 5 languages and has successfully completed programmes in 12 countries with participants from over 20 nations.

## HPS training works

### Quality for you as an hps client

Concerned about budgets, the time invested in organising training and the need to justify your decisions about training providers? Our goal is to make your life easier; reliable service from the first fast response to your enquiry, full support through the training preparation and finally a comprehensive post-training report. Not only that, but enthusiastic HPS participants will thank you for choosing HPS. That's HPS quality!

### Quality for you as an hps participant

Concerned about being away from the office AND confronting unfamiliar training challenges? Your time investment is worth it: you take away presentations that are almost ready to use. Not only that, you will discover that HPS training is intensive, but very enjoyable too. More importantly, you will become a more effective communicator and a more persuasive presenter. That's HPS quality!

### Quality for you as the manager or supervisor of an hps participant

Concerned about your staff being away from their desks, the practical benefit of the training and the value to the company? It is true that there is never a perfect time for training, but HPS training HAS a practical benefit and undoubted value - staff who know how to prepare presentations efficiently, deliver them with power and success with focus on the needs of the target audience. Not only that, but being more convincing improves the chances of for ideas and projects. That's HPS quality!

# You are in good company at HPS

ABB Schweiz AG, ABB University, Baden  
Agip, Vienna  
Agrana Zucker und Stärke, Vienna  
Allianz Global Investors, Munich  
AMGEN, Vienna  
AstraZeneca, Vienna  
AXA Investment Managers, Frankfurt  
B/S/H Bosch Siemens Hausgeräte, Munich  
Bach, Langheid & Dallmayr, Cologne  
Bahlsen, Vienna  
Bank Austria, Vienna  
Bank Gutmann, Vienna  
BASF Österreich, Vienna  
Baxter, Vienna  
bioMérieux Deutschland, Nürtingen  
Bitburger Braugruppe, Bitburg  
Boehringer Ingelheim Austria, Vienna  
Böhler Thyssen Schweisstechnik, Hamm  
Breyer, Singen  
Calida AG, Sursee  
Capital Invest, Vienna  
CIBA Vision, Großwallstadt  
Coca-Cola Beverages Austria, Vienna  
Coca-Cola Erfrischungsgetränke, Berlin  
Coca-Cola HBC, Moscow  
Colgate Palmolive Hamburg, Damman  
Commerzbank, Frankfurt  
Computer Associates International, Vienna  
Danone, Moscow  
Datacolor AG, Dietlikon  
Deutsche Post, Bonn  
DHL Solutions, Prague  
Donau Chemie, Vienna  
Eli Lilly, Genf, Vienna  
Energie Control, Vienna  
Ernst&Young, Moscow  
Fiducia, Karlsruhe  
Frankfurt-Trust, Frankfurt  
Frantschach Packaging, Vienna  
GALENICA Group, Bern  
GE Capital ITS, Vienna, Graz  
Generali Versicherung, Vienna  
GfK, Nürnberg  
Gillette Gruppe, Kronberg, Wr. Neudorf  
Glaxo Smith Kline, Vienna, Moscow  
HEAG, Darmstadt  
Helsa Automotive, Gefrees  
Henkel CEE, Vienna  
Hewlett Packard, Dübendorf, Moscow  
Honda Motor Europe North, Offenbach  
Hutchison 3G Austria, Vienna  
IG Metall, Frankfurt  
Intersport Deutschland, Heilbronn  
Janssen-Cilag Pharma, Vienna  
Johnson & Johnson Medical, Norderstedt  
Joseph Vögele, Mannheim  
Jungbunzlauer AG, Basel  
Jungheinrich, Hamburg  
Kellogg Deutschland, Bremen  
Latham & Watkins, Linz, Nürnberg  
Kraft Foods, Bern, Prague, Warsaw, Vienna  
Kühne & Nagel Spedition, Hamburg  
Lafarge Perlmooser, Vienna  
Lancaster Group, Mainz  
Latham & Watkins, Frankfurt  
L'Oréal Haarkos, Vienna  
Magna Cosma Europe, Sailauf  
Magna Powertrain, Lannach  
Magna Steyr, Vorchdorf  
Master Foods, Bruch/Leitha  
Mazda Motor Europe, Leverkusen  
Mc Donald's, Brunn/Gebirge  
Media-Saturn, Ingolstadt, Vienna  
Merck, Darmstadt  
Microsoft Austria, Vienna  
Migros Genossenschaftsbund, Zurich  
MLP, Heidelberg  
Mönning & Partner, Hamburg  
MSD Sharp & Dohme, Haar  
MSR Consulting Group, Cologne  
Mundipharma, Limburg  
Nextira One, Stuttgart  
Nokia Austria GmbH, Vienna  
NTV Media Television Station, Moscow  
Nycomed, Linz  
OMV, Vienna  
Oracle, Vienna  
Orange, Vienna  
ORF, Vienna  
Orthomol, Langenfeld  
Österreichische Kontrollbank, Vienna  
Parcofrance, Vienna  
Parfümerie Douglas, Hagen  
Pfizer, Vienna  
Pharmacia, Vienna  
Philip Morris, Moscow, Kuban, Iyhora  
Philips Medizin Systeme, Böblingen  
Pierre Lang, Vienna  
Porsche Bank, Salzburg  
Pricewaterhouse Coopers, Vienna  
Raiffeisen Informatik, Vienna  
Reemstma, Kiev, Moscow  
Renault Österreich, Vienna  
Reuters AG, Frankfurt  
Reuters, Frankfurt  
RICOH Deutschland, Eschborn  
Römerquelle, Vienna  
Samsung Electronics, Schwalbach  
Sandoz Industrial Products, Frankfurt  
Sanofi Synthelabo, Vienna  
SAP, Vienna  
Sappi Austria, Gratkorn  
SAS Institute, Heidelberg  
SCA Hygiene Products, Mannheim, Moscow, Zug  
Schweizerisches Rotes Kreuz, Bern  
Siedlungswerk, Stuttgart  
Siemens Medical Solutions, Frankfurt  
Siemens, Vienna  
Silhouette International, Vienna  
Smith & Nephew, Schwechat  
Sony Deutschland, Cologne  
SPAR (Hervis, Interspar), Vienna, Salzburg  
Süd Chemie, Munich  
Swissport International AG, Glattbrugg  
T-Mobile, Bonn, Vienna  
Toyota Motorsport, Cologne  
T-Systems Schweiz AG, Zollikofen  
TÜV SÜD, Munich  
Umdasch, Amstetten  
Unisys, Vienna  
Vodafone Group R & D, Munich  
Voith Papiermaschinen, St. Pölten  
Voith, Heidenheim  
Wavin, Twist  
Western Union, Moscow  
Wiberg, Salzburg  
Wirtschaftsuniversität Wien, Vienna  
Wrigley, Unterhaching, Poland  
Xerox Austria, Vienna  
Zumtobel, Dornbirn  
Zürich Versicherung, Vienna



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