# Needs Analysis + Registration Form

| | |
|---|---|
| ☐ I am booking a course extension<br>☐ I am booking for a new department/Team course | Training language: ……<br>Course level: …… |

| | Please indicate the participants' names with their e-mail address below | Cost account |
|---|---|---|
| Participant 1 | …… | …… |
| Participant 2 | …… | …… |
| Participant 3 | …… | …… |
| Participant 4 | …… | …… |
| Participant 5 | …… | …… |
| Participant 6 | …… | …… |
| Participant 7 | …… | …… |

**Group Spokesperson**

First name: …… Last name: ……

Department: …… Approval Manager: ……

Online Placement Test: https://assess.kerntraining.com/index.php?step=stop&customer=beiersdorf

**Language training focus – Please give as much information as possible**

In which situations the language is or will be used? (e.g. telephone calls with clients/partner/ colleagues from abroad, correspondence etc.)

I. ……

II. ……

III. ……

Which business skills are required?

☐ Telephoning ☐ Writing ☐ Presenting ☐ Negotiating ☐ Giving Information ☐ Meetings ☐ Consulting

Which course content is relevant?

☐ General ☐ Business ☐ Technical ☐ Other, please specify: ……

**Please indicate your preferred schedule?**

☐ 30 appointments x 90 minutes [60 TU à 45 min] ☐ 45 appointments x 60 minutes [45 TU à 60 min]

☐ Once a week ☐ Twice a week Preferred starting date: ……

When can the lessons take place?

Possibility 1: …… Possibility 2: …… Possibility 3: …… Possibility 4: ……

| **Teaching material and dispatch address** | |
|---|---|
| Participant 1 | ☐ digital or ☐ Beiersdorfstraße 1-9, 20245 Hamburg or ☐ …… |
| Participant 2 | ☐ digital or ☐ Beiersdorfstraße 1-9, 20245 Hamburg or ☐ …… |
| Participant 3 | ☐ digital or ☐ Beiersdorfstraße 1-9, 20245 Hamburg or ☐ …… |
| Participant 4 | ☐ digital or ☐ Beiersdorfstraße 1-9, 20245 Hamburg or ☐ …… |
| Participant 5 | ☐ digital or ☐ Beiersdorfstraße 1-9, 20245 Hamburg or ☐ …… |
| Participant 6 | ☐ digital or ☐ Beiersdorfstraße 1-9, 20245 Hamburg or ☐ …… |
| Participant 7 | ☐ digital or ☐ Beiersdorfstraße 1-9, 20245 Hamburg or ☐ …… |

Skills for the business world

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**Costs/Budget: B Languages: Portuguese, Polish, Mandarin, Hindi as well as other languages upon request**

**37,50 € x 60 units (=30 appointments) = 2.250,00 € per group per learning level plus teaching material per person**

Teaching material: 55,-- € Book + vocab App per participant

Thank you for filling out this form. The information will be treated as confidential.

Please send the filled-out data sheet to: beiersdorf@kerntraining.com

Next step:

Please create the PO via SRM with this data sheet. The price consists of the course plus teaching material, if applicable. As soon as we receive the PO, we can start organising your training. You will then receive an email with further details.

Skills for the business world

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