

ALEXANDRA
GEBHARDT

WORK-LIFE-BALANCE
KOMMUNIKATION

COACHING
GRAUM
KARLSBAD

COACHING
SELF-DEVELOPMENT

SEMINAR

MOTIVATION





Why I became a coach

I'm interested in what motivates and inspires people. Guiding you, developing your abilities and helping to unlock your potential brings me great joy. Great changes are often caused by small things, in business as well as in our private lives. Whether they are internal or external issues – changes don't have to be difficult.

My core focus is people, with all their potential, talents, visions and interests.

My qualifications and experience:

- Coach (FH), DCV certified training
- Business Coach, certified by Steinbeis University Berlin
- Wingwave® coach
- Stress management trainer
- Nutrition Coach
- Lecturer at Steinbeis business academy
- HR Personnel developer
- Training supervisor (IHK)
- Certified international management assistant

Personal and honorary commitments

Project Shanzu Orphans Home, Kenya (2nd chairperson of the sponsoring association)

Seminars for "Shelter of hope" hospital in Voi, Kenya

About myself

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Coaching-/ Training topics

Coaching

Wingwave® short-term coaching
Personal goals and visions coaching
Single Coaching
Team Coaching
Workshop Moderation
Coaching Safaris

Seminars

Leadership and motivation
Working in virtual teams
Intercultural competence
Communication in stressful times
Team Building
Time- and self management
Stress management / Resilience Training
Healthy @ work
Business behavior
Trainings for students and trainees

"Be the change that you
wish to see in the world."

Mahatma Gandhi



Coaching

Coaching is very personal and every session is customised to your needs. Coaching provides you with the opportunity to discuss your individual mode of thought and behavior and helps develop concrete steps to achieve your goals.

Walt Disney: "All our dreams can come true - if we have the courage to pursue them."

There are numerous things that we resolve to do but either we don't do them or try and give up. This is because we have not clearly identified our goals or what is required to achieve them. Maybe you want to run a marathon, learn a new language or refocus your private or professional life. Recognising your abilities, taking time to identify, understand and develop your ideas, visions and potential will help you to successfully achieve your goals.

Blocks are identified and resolved and potential and opportunities for development can be unlocked – ideal conditions for you to reach **YOUR** goals faster and easier.

Wingwave® short term-coaching

Wingwave® is an emotion coaching that reduces performance stress fast and noticeably and at the same time increases self motivation and creativity.

Topics:

- Dissolving tension, blocks and emotional stress
- Regulate performance related stress such as stage fright and exam nerves
- Overcome phobias such as public speaking and fear of flying
- Physical stress such as insomnia and strain
- Precise activation of physical resources, e.g. prior to tournaments
- Find your peace of mind, balance and develop your ability to overcome conflict

Time- and self management training

Do you know that feeling: Time flies, the day is already over and once again you haven't finished everything you wanted to do. You feel overwhelmed and never have enough time for your important tasks and goals. You ask yourself how and when you are supposed to complete all your tasks?

Always chasing time leads to mental and physical overload and feeling stressed. In this seminar you learn how to concentrate on the essentials and to master your daily life with contentment. Learn about the importance of creative breaks.

Objectives: This workshop is aimed at people who want to be more successful and content in their working lives. You will learn about the meaning of self and time management, the different types of time management that exist and how to apply professional methods of time management. Good time management is vital for job-related success and contributes to a contented and happy life.

You will learn how to:

- Develop your own time strategy and apply it
- Prioritise and delegate properly
- Find working methods that best meet your needs (you will learn about different methods, e.g. Eisenhower principle, pareto principle, ABC analysis, mind mapping)
- Actively organise your time
- Systematically come closer to your goals
- Identify stress factors and "time eaters"
- Plan time for yourself
- Remain emotionally balanced when you are facing stress
- Apply the methods and insights of this seminar into your work routine



Stress management training

Mobile technology and increased globalisation means that most of us are no longer "out of the office". Working in a world where you are constantly connected makes separation between work life and home life harder to maintain. Trying to meet the demands and needs of your business as well as your family can be overwhelming and often leads to illness and unhappiness in the long run.

In this seminar you will learn how to stay confident, efficient and healthy in the face of ever-increasing demands. You will examine your individual stress experience and develop your very own stress management concept.

Topics:

- What is stress? Get to know your individual stress level and stress reactions
- Creative problem solving through deliberate handling of stress
- Find "time and energy thieves"
- The break as a way to recharge: short term relaxing techniques, mental techniques and some tips concerning "power food"
- Long term strategies for handling stress
- Application of the methods and insights of this seminar in your work routine

The training is focused on many practical exercises (of relaxation and mental training) and aims to be a place of practice and exchange.



Communication in stressful times

Everybody experiences some form of stress in their daily professional lives. It can be very difficult to communicate effectively in stressful situations. This can cause misinterpretations and misunderstandings which can affect your working relationships.

In this seminar you will learn more about communication skills specifically when you are under stress and pressure.

Seminar content:

- Basics of communication
- Causes of misunderstandings
- Rules of communication
- Constructive conversation methods
- Feedback rules
- Master difficult discussions
- How to remain calm in stressful times



Team building

Teamwork is increasingly important in our daily business.

Well-established and well-functioning teams are vital for success. A well established team can develop and implement projects with creative and strategic tasks successfully.

Outstanding performances can only be achieved when teams are motivated and able to overcome challenges.

In this seminar participants will learn what makes a successful team, the roles, the framework, how to deal with conflicts and how to create synergies.

Topics:

- What is a team and what makes a good team?
- Roles and positions in the team
- Team creativity - recognise and use synergies
- Team motivation - how do you motivate yourself and others?
- Decisions within a team
- Build and maintain relationships in the team successfully
- Communication and cooperation in a team
- Solve conflicts in a straightforward and partner-like manner



Intercultural competence: Successful collaboration in a virtual team

We live in an age of globalization, and cross-cultural cooperation is a part of everyday life. Cross-national meetings are held in different time zones via telephone- or web conferences. Communication in a virtual world with different cultures can often lead to misunderstandings. The goal of this training is to reflect on your own cultural patterns of behavior and to raise awareness of intercultural teamwork. This gives you more confidence and can help you to avoid misunderstandings and conflicts.

Learn more about the opportunities and potential of intercultural teamwork

- Awareness of your own- and foreign cultures
- Opportunities and challenges of Intercultural teams
- Team Building in a virtual world
- Communication and cooperation in Intercultural teams
- Avoid misunderstandings
- Conflict resolution strategies



Leadership, motivation and development of teams

What is the connection between good leadership, motivation and team development? How do you manage and inspire your team to achieve common goals through self-management and by accepting personal responsibility? In this training, you reflect on your leadership- and communication style and you will learn how important it is to appreciate and trust your employees.

Discover new ideas and learn which behaviors and factors are effective and motivating in a team environment.

- Reflect on your personal leadership style
- How much leadership does your team need?
- Define objectives and communicate them effectively
- Long term encouragement and motivation
- Delegation of tasks and responsibilities
- Communication as a key to your team
- Request feedback – give feedback



Successful and Relaxed instead of Stressed and Burned out

Our professional lives are dominated by deadlines and the pressure to perform. It is becoming more and more difficult to find time to regroup and relax.

Too much stress and pressure can lead to health problems and even burnout.

In this seminar you will learn how to recognise stress, understand the importance of health and find and keep your work-life balance.

Find **YOUR** ways to stay healthy:

- Methods of mental training
- Relaxation exercises
- Motivation kicks



Fit and healthy at work

When we are stressed, we often reach for fast food and other unhealthy nourishment. We also don't find the time for exercise and relaxation. A balanced and healthy diet combined with exercise not only has positive effects on our body but also increases our sense of well being and our energy levels so we feel more invigorated and able to cope with everyday life.

In this seminar participants will learn how to choose the right foods for health and nutrition in their daily routines and also which kind of sports and relaxation exercises can be easily applied to their everyday lives.

Topics:

- What is the impact of daily stress on our eating habits
- Healthy and vital nutrition - full of energy throughout the day
- Brain food for concentration and motivation
- Connection between stress and physical activity
- Relaxation-methods and workouts at the workplace





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