

## WP WORK PACKAGE 5

### Transnational Training Provisions of the PaintingSkillsAcademy

PaintingSkillsAcademy – TRAINING	
LEARNING/TEACHING/TRAINING ACTIVITIES	
Activity / UNIT	<b>Course/seminar</b> <b>UNIT 5 Human resource (HR) management</b> <b>UNIT 5-1 HR planning, administration, development</b>
Ident number of the activity / UNIT	L6_U5-1
Activity type	Training course in attendance: 3-days seminar
EQF-Level	6
Field	Further education Additional qualification
Target group	<ul style="list-style-type: none"> <li>- Painters and master painters</li> <li>- Site managers, foremen</li> <li>- Persons with corresponding previous knowledge from qualifications at least level 4 EQF</li> <li>- Persons with corresponding previous knowledge from work experience</li> </ul>
Entry requirement	Min. knowledge, skills and competencies (responsibility and independence) Level 4 EQR and at least 5 years of professional experience
Provider, place of learning	SBG Dresden mbH
Contact details of the provider	SBG Dresden mbH Ansprechpartner: René Günthel Gutenbergstr. 6, D-01307 Dresden Telefon 0351-4445-611 info@sbgdd.de www.sbg.de
Lecturer / Trainer	M. Muster - Expert*in for Corporate governance/HR management (Short profile see questionnaire for lecturers)
Dates, duration of the activity	Date: 07-09-2023 and 04-06-10-2023 Times: daily 8.00-17.00
Temporal utilization	Full time
Prices per person (participant)	Seminar fee: € 1,290.00 plus 19% VAT. The price per person includes seminar participation & documentation, beverages during breaks & lunch, certificate of participation.
Max. Number of participants	Max. 15 participants per seminar
Funding opportunities	National framework conditions (e.g. education premium in Germany)

DESCRIPTION OF THE ACTIVITY		
<b>Ident number of the activity / UNIT</b>	L6_U5-1	
<b>Goals / field of competence</b>	Participants gain a complete overview of managing and leading complex technical or professional activities or projects. They take responsibility for decision-making in unpredictable work or learning contexts.	
<b>Training tasks</b>	Description of detailed goals / content (fine goals). Learning outcomes according to PSA qualification portfolio:	
	Knowledge	<p>He / she knows</p> <ul style="list-style-type: none"> <li>• the areas of responsibility for payroll accounting and can organize and assess them.</li> <li>• the essential and current provisions for archiving and data protection.</li> <li>• the basics of operational reintegration management.</li> <li>• the tasks of recruiting and developing.</li> <li>• the areas of responsibility of personnel administration.</li> </ul>
	Skills	<p>He / she can</p> <ul style="list-style-type: none"> <li>• determine personnel requirements on the basis of corporate planning and specify them in job descriptions.</li> <li>• assess recruitment options, advertise vacancies, conduct interviews and select staff.</li> <li>• assess possible uses of different working time and remuneration models.</li> <li>• determine the further training needs of employees and create concepts for needs-based qualification, including language skills (especially the foreign language English).</li> <li>• implement the areas of responsibility of personnel administration.</li> </ul>
	Responsibility and autonomy	<p>He / she is able to</p> <p>develop and evaluate concepts for personnel planning, procurement and qualification / development.</p>

ASSESSMENT OF THE ACTIVITY	
Others	<b>Methodology</b> <ul style="list-style-type: none"> <li>• Project oriented lessons</li> <li>• Working on your own current project</li> <li>• Active exchange of experience</li> <li>• Practical examples and expert tips</li> <li>• Proven templates &amp; checklists</li> <li>• Individual work, group work, plenary</li> <li>• Action orientation</li> </ul>
	<b>Please bring along to the course/seminar!</b> <ul style="list-style-type: none"> <li>• Your own templates, your own project</li> <li>• Own laptop, notebook, etc.</li> </ul>
Assessment board	Seminar instructor (expert), PSA examination board.
Assessment basis	Performance assessment: written performance assessment (test/examination) and expert discussion. Evaluation key: 100 points = max. achievable number of points.
Assessment criteria's	The written performance assessment and the technical discussion are considered to have been passed if participants* have achieved at least sufficient performance (50 points or more).
PSA certificate	Confirmation of participation in the activity and PSA certificate.
RECOMMENDATIONS - <i>if desired</i>	
Advice on personal career planning	Individual recommendations, e.g. <ul style="list-style-type: none"> <li>• ...</li> </ul>

## BINDING REGISTRATION

☐ for the **seminar** ..... (insert name of the seminar) **on** ... (enter desired date)

### Information about the participants

(1)	Name, first name	_____
	Address	_____
	Phone	_____
	Email	_____
	Trade	_____
(2)	Name, first name	_____
	Address	_____
	Phone	_____
	Email	_____
	Trade	_____

### Hotel and breakfast – if desired (Prices on request!)

#### Book your overnight stay in Baden with you!

#### Overnight stay and breakfast (Please check where applicable!)

- ☐ Single room – € ..... per person/night
- ☐ Double room – € ..... per person/night
- ☐ Breakfast – € ..... per person/day

E-mail address for invoicing:

\_\_\_\_\_

By registering, I/we accept the SBG Dresden mbH terms and conditions of participation and business.

\_\_\_\_\_  
place, date

\_\_\_\_\_  
signature