

FORMEL D TRAINING 1|2023.  
KNOWING MAKES THE DIFFERENCE.





**THE  
DRIVING  
FORCE.**

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FORMEL D. THE DRIVING FORCE.

# YOUR SUCCESS IS OUR CLAIM.

**FORMEL D IS A GLOBAL SERVICE PROVIDER TO THE AUTOMOTIVE AND  
COMPONENT SUPPLY INDUSTRY.**

We offer winning professional services and are deeply devoted to the quality that we provide you as a team. Based on profound expertise, we assist you in all areas along the entire automotive value chain – from development to production to after sales.

We work with you to define ways of achieving short-, medium- and long-term goals. Formel D offers you leading concepts and develops specific, scalable solutions that are tailored to your particular needs. We achieve convincing measurable and sustainable successes.

# RANGE OF FORMEL D SERVICES.

Your specialist for high-quality work in the automotive industry.

Headquartered in Cologne, Formel D is an international service provider to the automotive and component supply industry. We provide you with customized production, quality and aftersales services from our worldwide locations.

Since 1993 FormelD is the driving force for the Automotive industry, providing professional services along the entire automotive value chain.



PRODUCT DEVELOPMENT >	PRODUCTION >	AFTERSALES >
<ul style="list-style-type: none"><li>▪ Build up Mule and Test Vehicles</li><li>▪ Vehicle Testing</li><li>▪ Vehicle Test Center Operations</li><li>▪ Camouflaging</li><li>▪ Software Testing</li></ul>	<ul style="list-style-type: none"><li>▪ Supplier Sourcing and Readiness</li><li>▪ Launch and Series Management</li><li>▪ Quality Management</li><li>▪ Localization and Relocation</li><li>▪ Value Added Assembly</li></ul>	<ul style="list-style-type: none"><li>▪ Service Management</li><li>▪ Vehicle Management</li><li>▪ Dealer Management</li><li>▪ Warranty Management</li><li>▪ Software Management</li></ul>

Engineering | Consulting | Training | Operations

**FORMEL D. THE DRIVING FORCE.**



# FORMEL D TRAINING. KNOWING MAKES THE DIFFERENCE.

As experts in quality assurance and process optimization, we help you qualify your employees and your entire supply chain.

Formel D develops training sessions and seminars in the areas of process management, quality management and supplier development aimed at both internal employees and customer suppliers across the globe.

The training sessions are geared to the customer's exact needs, and the trainers are qualified and approved based on these individual requirements. This enables long-term, structured and cost-optimized qualification measures for suppliers and employees.

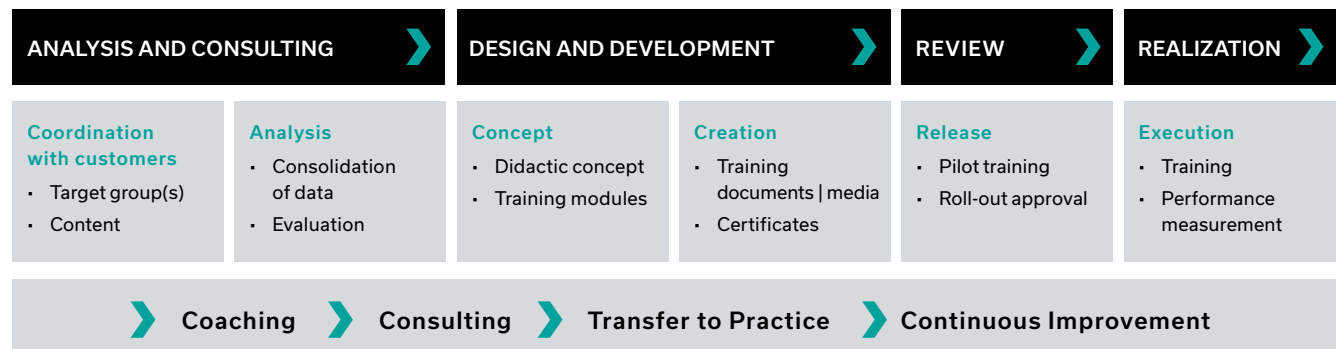
- Target group and customer-specific
- Qualified team of trainers
- Experts in developing training concepts
- Parallel introduction of training worldwide possible
- Comprehensive support
- Continual feedback
- Blended learning concept
- Modular training options
- Innovative invoicing models
- Established partner



# FORMEL D. THE DRIVING FORCE.

We have provided training to over 50,000 skilled professionals for leading manufacturers and suppliers to date.

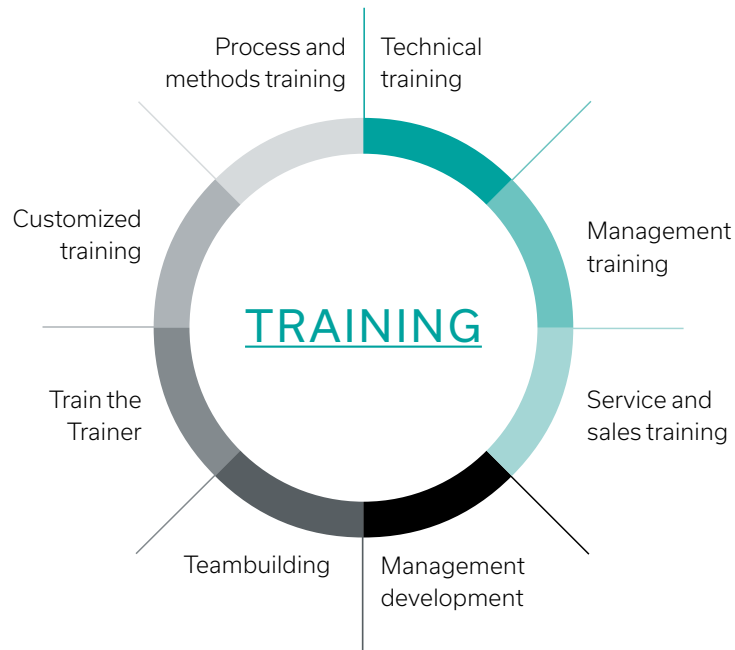
From standardized method training to workshops tailored to your company, we cover the whole range from a single source. The content to be conveyed and ensuring the long-term learning success of your participants are crucial for implementation. We offer customized supplementary services depending on your company's needs and framework conditions.



FORMEL D. THE DRIVING FORCE.

# TRAINING PORTFOLIO

## FORMEL D.



Our training portfolio is as versatile as the challenges our customers face on a daily basis. We offer you the perfect combination of specialized knowledge (process and method training, technical training) and soft skills (management training), focusing on both theoretical content and practical exercises for long-term learning success.

It goes without saying that our training contents can also be implemented online, either in custom coaching for a limited group of people, or as a training measure for your entire team. The following pages will give you an overview of our standardized method and management training sessions.

We are also your competent partner for your individual training needs beyond these standard topics. If you have any questions or need additional information, feel free to send us a message. We look forward to hearing from you!

**FORMEL D TRAINING**

**PHONE +49 89 329 883-980**

[TRAINMAN@FORMELD.COM](mailto:TRAINMAN@FORMELD.COM) | [WWW.FORMELD.COM](http://WWW.FORMELD.COM)



## SEC – FULL SERVICE TRAINING ACADEMY BY FORMEL D.

Our training expertise goes far beyond just carrying out sessions. Our SEC – Skill Enhancement Center is a full-service training academy.

We support you throughout the entire process, from conceptualization and the principles of teaching, to global rollout planning and implementation at national and international locations. In addition, our SEC training academy organizes the function rooms, invitations, and even follow-up and support going beyond the seminar. A web-based registration platform is available for your participants, and we also take care of invoicing the training units.

**FORMEL D. THE DRIVING FORCE.**

The bottom half of the page features a decorative background. It consists of a blurred image of a person's face, overlaid with several semi-transparent, light-colored gears of various sizes. In the bottom right corner, there is a prominent sunburst or gear-like graphic with many small teeth.

- **Comprehensive support**  
No organizational or administrative efforts required
- **CI Compliance**  
Communication of the company philosophy
- **Implementation of strategic goals**  
Qualification and motivation of employees and suppliers
- **Quick realization**  
Parallel introduction of training worldwide possible
- **Tailored**  
Training contents customized to your needs
- **Sustainability**  
High learning effect guaranteed thanks to practical relevance
- **Expertise**  
Excellent industry knowledge and proven successful knowledge transfer







FORMEL D. THE DRIVING FORCE.

## PROCESS- AND METHODS TRAINING

Complex business processes place high requirements from different areas on managers. Our range of training courses delivers methods and tools to best meet these.

Whether qualifying young professionals or giving longstanding employees a refresher: We show you detailed methodical approaches for reliable, effective project implementation. Theoretical basics combined with the practical experience of our trainers impart lasting knowledge for your day-to-day work.

# ADVANCED PRODUCT QUALITY PLANNING (APQP)

Advanced Product Quality Planning (APQP) is a structured process for the planning of quality relevant actions including performing those actions within a fixed time schedule. The participants will be shown, during the training, how this proven method incorporates a new item, with or without a development phase, into your production facility in a highly goal-oriented manner.

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## TARGET GROUP

Managers and employees who want to acquire or broaden their knowledge of quality planning. This seminar is aimed at employees in the research and development, production and quality assurance, purchasing und sales divisions, as well as product development, project and production engineers.

## GOALS

The participants learn, in addition to inspection planning, the theoretical principles of IATF 16949, AIAG and VDA for advanced product and quality planning. On the basis of practical examples the participants will recognize how to apply this method in their daily work in their company.

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## CONTENT

- Introduction of quality planning process (APQP)
- Benefits of APQP
- Product development monitoring
- Supplier process management
- Link to FMEA and PPAP | PPF
- APQP process requirements

---

## METHODS

- Presentation
- Workshop
- Discussion

DURATION	TRAINING VENUE	NO. OF PARTICIPANTS
1 Day	On-Site   Formel D Facility	Min: 8   Max: 15



# FAILURE MODE AND EFFECTS ANALYSIS (FMEA)

The Failure Mode and Effects Analysis (FMEA) is a universally recognized method for the systematic and structured recording of failure potentials and causes as part of the risk management process. The training shows how the FMEA method can optimally force needed corrections and support defect and failure prevention activities at the same time.

## TARGET GROUP

Managers and employees from the research and development, design, production and production planning, quality assurance and the logistics divisions.

## GOALS

The participants learn how to selectively apply this method in their own company.

## CONTENT

- Overview and applications of FMEAs
- Regulations and laws
- Product FMEA method
- Process FMEA method
- Analysis, evaluation and optimization procedures

## METHODS

- Presentation
- Workshop
- Discussion

DURATION	TRAINING VENUE	NO. OF PARTICIPANTS
1 Day	On-Site   Formel D Facility	Min: 8   Max: 15

# FMEA MODERATION

The Failure Mode and Effects Analysis (FMEA) is a universal method for a systematic and structured reporting of potential failures and the causes thereof as part of the risk management process. The outcome depends not only on the team's know-how, it also stands and falls with the moderator's competence. In this seminar, you will learn how to conduct an FMEA project in an efficient, target-oriented manner.

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## TARGET GROUP

Managers and employees of the divisions research and development, design, production and production planning, logistics and quality management, who lead and moderate FMEA teams.

## GOALS

The participants learn the target-oriented procedure of the methodology and become familiar with potential problems and stumbling blocks. They are able to organize, lead, analyze and document their own FMEA projects.

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## CONTENT

- FMEA Methodology (depending on previous knowledge)
- Specific features and difficult aspects of the FMEA
- Moderator's role
- Moderation and communication strategies
- Coordination and visualization of the team process
- Dealing with resistance and difficult characters

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## METHODS

- Presentation
- Workshop
- Discussion

DURATION	TRAINING VENUE	NO. OF PARTICIPANTS
1-3 Days	On-Site   Formel D Facility	Min: 8   Max: 15

# PRODUCTION PART APPROVAL PROCESS (PPAP)

The Production Part Approval Process (PPAP) according to AIAG defines the basic requirements for qualifying produced parts, including production process and material composition. It is a procedure that should be used before mass production begins and provides proof that the parts produced will fulfill the customer's specifications and requirements.

## TARGET GROUP

Quality management officers who authorize and implement the approval procedures for new parts/modifications, project managers, managers and employees. Development, design, purchasing, production and quality assurance

## GOALS

During the seminar, the participants become familiar with the PPAP reference handbook. They learn how to sample and record new parts.

## CONTENT

- Introduction to the objective and purpose of sampling
- PPAP requirements
- Requirements for the significant production run
- Documentation and submission stages
- Reporting | Forms
- Link to APQP

## METHODS

- Presentation
- Workshop
- Discussion

DURATION	TRAINING VENUE	NO. OF PARTICIPANTS
1 Day	On-Site   Formel D Facility	Min: 8   Max: 15

# PRODUCTION PROCESS AND PRODUCT APPROVAL (PPA)

The Production Process and Product Approval Process (PPA) based on the VDA handbook, defines the basic requirements for qualifying produced parts, including production process and material. The aim is to prove, prior to the start of series production, that the supplied parts satisfy all agreed customer specifications.

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## TARGET GROUP

Quality management officers who authorize and implement the approval procedures for new parts/modifications, project managers, managers and employees. Development, design, purchasing, production and quality assurance

## GOALS

During the seminar, the participants become familiar with the PPA requirements. They learn how to sample and record new parts.

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## CONTENT

- Fundamental principles of the PPA
- PPA requirements
- Documentation and submission stages
- Link to advance product quality planning
- Release status
- Reporting | Forms

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## METHODS

- Presentation
- Workshop
- Discussion

DURATION	TRAINING VENUE	NO. OF PARTICIPANTS
1 Day	On-Site   Formel D Facility	Min: 8   Max: 15

# CONTROL PLAN (PRODUCTION CONTROL PLAN)

The Control Plan (also known as production control plan) is a document that applies tried and established methods for defining sequences for inspections and resources that are relevant for a specific production process or product. The control plan guarantees that quality inspections are conducted and monitored.

## TARGET GROUP

Employees who want to acquire or broaden their knowledge of quality planning or quality inspection planning. Managers, quality representatives and quality managers, as well as all other employees in the company who need to know and apply the production control plan in the context of advance quality planning or in their daily work.

## GOAL

The participants learn the theoretical principles of inspection planning according to the control plan method. Practical exercises to help understand how to apply these methods in your company.

## CONTENT

- The meaning of measuring system capability
- Monitoring scatter
- Response plans
- Prototypes and pilot series production control plans
- Dynamic production control plans

## METHODS

- Presentation
- Workshop
- Discussion

DURATION	TRAINING VENUE	NO. OF PARTICIPANTS
1 Day	On-Site   Formel D Facility	Min: 8   Max: 15

# 8D PROBLEM SOLVING METHOD

The team based 8D problem solving method offers the opportunity to analyze and put a permanent stop to errors and complaints in all phases of the product life cycle. The participants learn the problem-solving procedure, to identify causes of errors and to take and implement appropriate countermeasures.

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## TARGET GROUP

Employees from research and development , production, logistics, quality assurance, product development, project and production engineering divisions, as well as administrators from all divisions involved in the "Continuous Improvement Process (CIP)" and "Complaints Processing".

## GOALS

The participants learn the system behind the 8D method. The instructional content and the practical exercises help the participants understand how to selectively apply the tools in this method. It also contributes to the sustained improvement in product and process quality in their company.

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## CONTENT

- Introduction and history
- Content and formal requirements of the 8 disciplines
- 8D checklists
- Quality tools (5 Why, Ishikawa etc.)
- 8D Assessment
- Lessons Learned
- Advanced problem solving techniques

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## METHODS

- Presentation
- Workshops
- Discussion

DURATION	TRAINING VENUE	NO. OF PARTICIPANTS
2 Days	On-Site   Formel D Facility	Min: 8   Max: 15

# QUALITY FUNCTION DEPLOYMENT (QFD)

QFD is a communication and planning method that coordinates and brings together all resources of the company. Customer wishes and requirements are translated into the language of the company. The QFD method focuses on strategic planning, market analysis and cost analysis. Finally, learn to use the common QFD tools.

## TARGET GROUP

The course addresses executives and employees from the areas of quality planning, production planning, development, production and logistics. Furthermore, this training is aimed at anyone who wants to deepen their knowledge of the QFD.

## GOAL

The seminar participants will get an overview of the QFD application in the supply chain of the automotive industry. You will be acquainted with the general QFD procedure and deepen what you have learned in workshops.

## CONTENT

- Framework conditions: Management support, teamwork, pilot project
- Analysis of Customer Groups (Customer Deployment)
- Analysis of customer requirements (Voice of Customer)
- House of Quality Form (QFD Form)
- Four-phase method with workshop and interaction with other methods

## METHODS

- Presentation
- Workshop
- Discussion

DURATION	TRAINING VENUE	NO. OF PARTICIPANTS
2 Days	On-Site   Formel D Facility	Min: 8   Max: 15

# MATURITY LEVEL ASSURANCE

Maturity Level Assurance is recommended as a method of quality planning by the VDA (Verband der Automobilindustrie e. V.). On the basis of quantifiable indicators, the so-called maturity levels, the project progress is assessed at predefined times. Due to the maturity assessment and intensive coordination between suppliers and customers, deviations from the project goals can be identified early and countermeasures can be taken.

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## TARGET GROUP

Executives and employees from research and development, production, quality assurance, purchasing and sales, as well as product development, project and production engineers, who want to acquire or deepen their knowledge of maturity management.

## GOAL

The participants understand the concept of maturity assurance and the importance for advanced quality planning. They get to know the requirements of the individual maturity levels and are in a position to make appropriate assessments.

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## CONTENT

- Introduction to maturity level assurance
- Scope of application, goals and benefits
- Procedure for risk classification
- Maturity indicators and measurement criteria
- Execution and follow-up of the maturity level assessments

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## METHODS

- Presentation
- Workshop
- Discussion

DURATION	TRAINING VENUE	NO. OF PARTICIPANTS
1-2 Days	On-Site   Formel D Facility	Min: 8   Max: 15



# 5S METHOD

The 5S Method targets on optimizing and adding value by creating a structured and organized workspace along with avoiding reject. "A Company who is not able to adapt 5S successfully can not expect to effectively integrate Just-in-Time-Production, Re-Engineering or other major Changes in the Organization." (Hiroyuki Hirano, Developer of 5S)

## TARGET GROUP

Executives and employees from the production planning, production control, production and logistics divisions. This seminar is also aimed at all those wanting to broaden their knowledge of the 5S Method.

## GOALS

The participants learn how the 5S method supports value creation processes, while cutting maintenance and cleaning costs and improving occupational health and safety. They also learn that all these improvements can be implemented with little effort.

## CONTENT

- Introduction to the 5S Method
- Application of 5S at your own company
- Prerequisites for successful application
- Target | actual evaluations
- The organized workplace
- Follow-up measures, maintenance of standards
- Application on the shop floor

## METHODS

- Presentation
- Exercises
- Discussion
- Shop floor workshop

DURATION	TRAINING VENUE	NO. OF PARTICIPANTS
1 Day	On-Site	Min: 8   Max: 15

# IATF 16949:2016

The new revision of the previous ISO/TS 16949 has brought much more changes besides the renaming to IATF 16949:2016. This leading standard for quality management in automotive industry now includes the high-level structure of the ISO 9001:2015, several requirements have been modified or added. In this training the participants learn about the background, structure and content of the standard and receive hints for interpretation and implementation.

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## TARGET GROUP

Executives, quality assurance officers and managers, project leaders and all other employees who need to know and apply the IATF requirements in their daily work.

## GOALS

The participants gain a deep understanding of the IATF 16949:2016 requirements. They learn the features of the updated standard and the connection to ISO 9001:2015. They will be safer in the application of the IATF requirements in their daily work.

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## CONTENT

- Background and history of ISO 9001 and IATF 16949
- Review of the fundamentals of ISO 9001:2015
- Fundamentals of IATF 16949:2016
- Transition plan
- IATF 16949:2016 structure
- Modified and added requirements

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## METHODS

- Presentation
- Workshops
- Discussion

DURATION	TRAINING VENUE	NO. OF PARTICIPANTS
1 Day	On-Site   Formel D Facility	Min: 8   Max: 15

# QUALITY MANAGEMENT BASICS

The basic training provides an overview of the most important standards in the automotive industry and the areas of application. The participants get an introduction in QM systems, especially the ISO 9001:2015 and develop the benefits and chances that may arise thereof. Besides the automotive association structure they also get to know important automotive specific quality requirements and methods.

## TARGET GROUP

Young professionals and beginners in the automotive industry from different divisions, who want to get an overview of the automotive specific QM requirements, methods and standards.

## GOALS

The participants know the basics of the quality management and the requirements in the automotive industry. It helps the participants to understand the scope of application and meaning of the significant standards and processes in their daily work.

## CONTENT

- Background and benefits of QM systems
- Overview ISO 9001:2015
- Automotive association structure and QM requirements, incl. meaning of IATF 16949:2016
- Methods to secure quality in the design and development phase as well as in the series production

## METHODS

- Presentation
- Workshop
- Discussion

DURATION	TRAINING VENUE	NO. OF PARTICIPANTS
0,5 - 1 Day	On-Site   Formel D Facility	Min: 8   Max: 15

# LEAN AWARENESS

Since the beginning of the 1990s, there has been a strongly growing "lean movement". Often, however, the generic term "lean" is used out of context or the respective methods and mindsets are not applied correctly. This is where the training comes in: Participants use already known methods, e.g. from project management or problem solving, and combine them with Lean tools (Kanban, 1-Piece-Flow, etc.) to create new, inspiring applications.

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## TARGET GROUP

Executives and responsible persons from development, production, quality and logistic-departments as well as all employees that are interested in the extensive amount of possible applications and want to know more about "Lean".

## GOALS

The participants get a first glance into the Lean philosophy and, using practical examples, an impression of possible practical applications in a work-environment. In the process, they develop creative approaches and new ways of looking at various problems.

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## CONTENT

- Introduction
- Lean production vs. Lean management
- The Lean principles and their effects
- Lean "mindset"
- Lean "tools"

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## METHODS

- Presentation
- Exercises | group work
- Discussion
- Series of Workshops

DURATION	TRAINING VENUE	NO. OF PARTICIPANTS
2 Days	On-Site   Formel D Facility	Min: 8   Max: 15

# WORKSHOP MODERATION

The function of a moderator is of utmost importance during the teamwork-phase in a workshop-situation. An experienced moderator is able to quickly analyze and then effectively react to a certain situation. Doing so the moderator assures the desired results are achieved in the most efficient manner. Especially in regards to timing and possibly arising issues the choice of the right Moderator makes the difference.

## TARGET GROUP

Companies or departments that want to use workshops to achieve results in an effective way.

## GOALS

The teams are led and supported in the achievement of their defined goals by an experienced moderator. They efficiently use the available time and thereby contribute to the success of the workshop.

## CONTENT

- Organizational preparation
- Introduction to the topic
- Definition of a workshop goal
- Leading the discussion
- Clarification in case of ambiguities
- Visualization and documentation of results

## METHODS

- Presentation
- Exercises | group work
- Discussion

DURATION	TRAINING VENUE	NO. OF PARTICIPANTS
After consultation	On-Site   Formel D Facility	After consultation



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## TECHNICAL TRAINING

The future of mobility is shaped by the major trends in electromobility, automation and digitalization. Keeping up with these events and adapting to the fast changes in the industry, poses major challenges for everyone involved.

In this fast paced environment, we can support your organization with practical and technical qualification measures and know-how, first hand. We are able to provide training on/for high-voltage vehicles and to certify your associates as ESD specialists – your associates will acquire knowledge and excellent instruction, providing you a clear advantage in the industry.

**TECHNICAL TRAINING**

# QUALIFICATION MATRIX HIGH-VOLTAGE

		Level 1 according to DGUV* Information 200-006	Level 2 according to DGUV* Information 200-006	Annual safety instruction HV (for employees with existing training according to Level 1-3 DGUV* Information 200-006)
		Non-electrotechnical work	Electrical work in the non-live state on non-intrinsically safe HV systems	
a)	Electrical layman with technical training	4 hours		2 hours
b)	Person with previous electrical knowledge in the automotive sector e.g. automotive electrician, automotive mechatronics technician, automotive mechanics (training after 1973). Persons who have a qualification for work on HV intrinsically safe vehicles.		48 hours (5 days)	
c)	Electrical specialists, e.g. industrial electronics technicians, electrical fitters, electrical engineers			

\* The DGUV (German Social Accident Insurance) is the umbrella association of the accident insurance institutions for the industrial and public sectors (the BGs and the public-sector accident insurers respectively).

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# NON-ELECTROTECHNICAL WORK ON HV VEHICLES (DGUV L1)

With this training, associates receive electrical instruction according to level 1 of DGUV Information 200-006. They are thus authorized to carry out non-electrical work on high-voltage (HV) vehicles. The possible dangers in the event of improper usage will be clearly communicated with instruction focusing on protective measures and proper overall conduct. No prior knowledge is required for the training.

## TARGET GROUP

Associates who are to carry out non-electrical work on electric vehicles. For example: driving/operating an HV vehicle, oil/wheel change, vehicle preparation, etc.

## GOAL

Participants are authorized to carry out non-electrical work on HV vehicles. They are taught the dangers of improper usage, the possible dangers, protective measures and the corresponding rules of conduct.

## CONTENT

- Basics of electrical engineering | legal fundamentals
- Hazards and disruptions
- Prevention | Protective measures
- Safety technology
- Vehicle concepts | Charging
- Inadmissible work

## METHODS

- Instruction
- Discussions

\* According to qualification matrix level 1

DURATION	TRAINING VENUE	NO. OF PARTICIPANTS
4 Hours	On-Site   Formel D Facility	Min: 5   Max: 10

## TECHNICAL TRAINING

# ELECTRICAL WORK FOR PERSONS WITH PRIOR ELECTRICAL KNOWLEDGE IN THE AUTOMOTIVE SECTOR (DGUV L2B)

The purpose of the training is to provide the electrotechnical expertise required to carry out specified activities on HV vehicles (pre-series and series vehicles) based on the DGUV Information 200-006. The participants receive the appropriate qualification, a detailed description of the activity and will be able to implement the acquired knowledge directly in practice. For this training previous knowledge of electrical engineering in the automotive sector is required, e.g. automotive electrician, automotive mechatronics technician, automotive mechanics or similar.

## TARGET GROUP

Persons with prior electrical knowledge in the automotive sector, e.g. automotive electrician, automotive mechatronics technician, automotive mechanics, who carry out specified activities in a voltage-free condition on the HV vehicle.

## GOALS

The participants are allowed to carry out specified activities on HV vehicles under supervision and according to instructions in a non-live state condition. They know the functionality of HV components and systems and are able to carry out safety-relevant measures.

## CONTENT

- Electrotechnical basics | Electrical hazard | First Aid
- Prevention against electrical body flow and electric arcs
- Organization of safety and health in electrotechnical work | Technical and managerial responsibility | Employee qualification
- Use of HV systems in vehicles

## METHODS

- Presentation
- Written and practical exercises
- Practical work on HV vehicle
- Final test

DURATION	TRAINING VENUE	NO. OF PARTICIPANTS
5 Days	On-Site   Formel D Facility	Min: 5   Max: 10

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# ANNUAL SAFETY INSTRUCTION HIGH-VOLTAGE

With the annual refreshing, employees receive information about updates and innovations to the accident prevention regulations. Knowledge and skills already acquired during the FuP (Level 1) training are deepened and refreshed. For the training an already completed training according to level 1-3 according to DGUV Information 200-006 or similar is required.

## TARGET GROUP

Electrically instructed persons, electrical specialists for specified activities, electrical specialists for vehicle technology.

## GOAL

Participants are authorized to carry out non-electrical work on HV vehicles. They are taught the dangers of improper usage, the possible dangers, protective measures and the corresponding rules of conduct.

## CONTENT

- Through the annual instruction, the acquired knowledge and skills of the FuP training are getting refreshed and deepened
- Updates and innovations in the accident prevention regulations and VDE standards

## METHODS

- Presentations
- Discussion

DURATION	TRAINING VENUE	NO. OF PARTICIPANTS
2 Hours	On-Site   Formel D Facility	Min: 8   Max: 15

## ESD SPECIALIST (IEC 61340-5-1)

The topic of ESD (electrostatic discharge) is a largely underestimated and hardly present phenomenon in the in the high-tech/automotive industry. ESD can damage or irreparably destroy components. For this reason, special protective measures must be taken and observed for ESDS (electrostatic discharge sensitive) components. This is where the training comes in.

### TARGET GROUP

Managers and employees in projects in which ESDS material is handled. This applies to both processing and handling as well as transport, storage or the establishment of ESD protection zones and workplaces.

### GOALS

The participants know how ESD is generated. They know the physical influences and the effects of ESD on parts and components. By means of practical examples, various solutions are worked out and the knowledge for structured containment of the risk is conveyed.

### CONTENT

- Origin and background of ESD
- Physical basics | Electrostatics | Influence
- Types of damage (EOS | ESD)
- Standard-compliant ESD protection
- ESD protection zones, floors, packaging, workplaces and ESD protection equipment (PPE)
- ESD standards and regulations

### METHODS

- Presentation
- Discussion
- Practical implementation (ESD protection zone, walking test)
- Learning objectives test

DURATION	TRAINING VENUE	NO. OF PARTICIPANTS
1 Day	On-Site   Formel D Facility	Min: 8   Max: 12





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# MANAGEMENT TRAINING

You only have one chance to make a first impression – but confidence can be learned. Personality and interdisciplinary skills are key factors for your professional success.

Professional conduct, conflict management skills and effective time and self-management are essential for success in a complex work environment. With our targeted soft-skill training offerings, we support you in reinforcing these skills and harnessing your full potential.

# PROJECT MANAGEMENT

Complex tasks are most efficiently accomplished only by establishing a capable organization and proper planning. During this training you will learn to successfully lead and finalize large and smaller projects taking care of the three key-factors time, cost and quality. Other important topics when it comes to project management are soft-skills like leadership, communication and conflict management.

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## TARGET GROUP

Project managers and all employees that work in project teams as well as employees in general who want to restructure their way of working.

## GOALS

The participants gain consciousness and competence to plan and accomplish projects in an effective, cost-efficient and time-bound manner. They know about the importance of clearly defining a target and are familiar with project-organization and controlling-tools. They have applied this content in a practice-oriented manner and gained knowledge of the soft skills, critical in project management.

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## CONTENT

- Initializing a project, pre- and fine-planning
- Introduction and Tracking
- Definition of a goal: planning and controlling
- Project closure and reporting
- Software: MS Project, SCRUM
- Leadership-skills: Team-building and -phases
- Productive Teamwork and communication

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## METHODS

- Presentation
- Exercises | group work
- Discussion

DURATION	TRAINING VENUE	NO. OF PARTICIPANTS
2 Days	On-Site   Formel D Facility	Min: 8   Max: 15



# AGILE PROJECT MANAGEMENT

Managing projects has always been one of the most complex undertakings. It requires mental strength, diplomacy, discipline and the ability to connect with people and enterprises. Managing projects in a fast-paced environment like software-development, the automotive sector or new media needs a new approach of thinking and interaction. With our agile project management training you achieve the basics of agile as well as the application of tools like Kanban or SCRUM.

## TARGET GROUP

Project-/sales managers  
 Professionals in HR, consulting or development  
 Anyone who is interested in agile methods

## GOALS

Participants will incorporate the basics of project management, distinguish between "classic", "hybrid" and "agile" methods and apply a choice of tools and frameworks to get an insight of agile project management in practical workshops.

## CONTENT

- Definition "agile", "hybrid" and "classic" project management
- VUCA-Rule
- Historical development of project management
- Application of different project management methods like SCRUM, Kanban
- Agile manifesto, empirical theory in product development

## METHODS

- Presentation
- Workshop
- Discussion

DURATION	TRAINING VENUE	NO. OF PARTICIPANTS
2 Days	On-Site   Formel D Facility	Min: 8   Max: 12

# SALES TRAINING | DEALING WITH CUSTOMERS

Recognizing the needs of your customers and addressing them in a targeted manner are the basic prerequisites for a successful company. In this training the participants acquire basic psychological knowledge and communicative skills in order to professionally build up a sales conversation and convince their customers.

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## TARGET GROUP

Managers, junior managers and employees involved in sales/distribution, key account management and marketing.

## GOALS

The participants learn how to lead targeted and successful sales conversations. They can professionally prepare the contacting, structure the conversations correctly and also deal with delicate situations and difficult conversation partners.

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## CONTENT

- Principles of communication psychology
- Preparation of a sales conversation
- Needs analysis and personality structures
- Professional argumentation and presentation of benefits
- Confident behavior, questioning techniques
- Effective completion and follow-up

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## METHODS

- Presentation
- Exercises | group work
- Discussion

DURATION	TRAINING VENUE	NO. OF PARTICIPANTS
1 Day	On-Site   Formel D Facility	Min: 6   Max: 12

# NEGOTIATION TRAINING

Negotiations are the basis of your company's success. In this training you will learn how to make factual decisions with your customers and suppliers in the shortest possible time without losing focus on people and their needs.

## TARGET GROUP

Managers, junior managers and employees who are responsible for negotiations with customers and/or suppliers, respectively need to convince internally.

## GOALS

The participants know the basics of communication psychology as well as the corresponding techniques. They know how to negotiate effectively and respond to the needs of their conversation partners. The participants have practiced how to handle negotiation conflicts.

## CONTENT

- Principles of communication psychology
- Goal formulation: Definition of strategic and financial frame conditions
- Personality dimensions and needs
- Principles of negotiation management
- Independent elaboration of negotiation strategies

## METHODS

- Presentation
- Exercises | group work
- Discussion

DURATION	TRAINING VENUE	NO. OF PARTICIPANTS
1 Day	On-Site   Formel D Facility	Min: 6   Max: 12

# PRESENTATION TECHNIQUES

A powerful and convincing presentation needs more than good arguments. The personal presentation skills play a vivid role in transporting the structured outcome of one's thoughts in conferences, meetings etc. This training offers essential instruments and methodologies for planning, performing and following up on meetings and consolidates the participant's knowledge in practical exercises.

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## TARGET GROUP

This course is aimed at employees from all sectors and divisions who face the challenge of performing presentations.

## GOALS

The participants learn various methods and techniques to successfully present ideas in conferences, meetings, etc.

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## CONTENT

- The psychology of communications
- Learning how to define targets and addressing them to the target group
- Self-assured appearance
- Preparation of a presentation
- How to cope with difficult participants
- Give and receive feedback

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## METHODS

- Presentation
- Exercises | group work
- Discussion

DURATION	TRAINING VENUE	NO. OF PARTICIPANTS
1 Day	On-Site   Formel D Facility	Min: 6   Max: 12

# FACILITATION

In addition to presentation techniques, moderation is used daily in working with groups. A good moderator can quickly grasp the current situation and mood in a team and react accordingly. Thus he makes sure, that the desired results are achieved in the best possible way. In our moderation seminar, the participants learn to lead a moderation purposefully and to deal with potential disturbances and difficult participants.

## TARGET GROUP

Managers and employees from all divisions whose work involves facilitating meetings.

## GOALS

The participants learn techniques for large and small group meetings and are capable of chairing meetings in a structured and purposeful manner.

## CONTENT

- Role of the facilitator
- Acting with confidence
- Efficiently initiating meetings
- Strategies for the efficient, purposeful chairing of meetings
- Dealing with critics, interposed questions, resistance and difficult characters

## METHODS

- Presentation
- Exercises | group work
- Discussion

DURATION	TRAINING VENUE	NO. OF PARTICIPANTS
1 Day	On-Site   Formel D Facility	Min: 6   Max: 12

# CONFLICT MANAGEMENT

Learn to use conflicts as a chance! The Conflict Management seminar helps you and your employees purposefully analyze and resolve conflicts and approach future conflicts constructively and openly. This creates new every day opportunities in the process.

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## TARGET GROUP

Conflicts occur in all areas and levels of (working) life. The seminar is addressed to all managers and employees who want to refine their social skills.

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## GOALS

The participants can recognize conflicts early and understand the theoretical backgrounds. The participants are capable of actively helping to resolve and intervene in conflicts.

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## CONTENT

- Introduction to the theory of conflict
- Understanding and analyzing conflicts
- Conflict phases
- Conflict resolving strategies and intervention
- Mediation

## METHODS

- Presentation
- Exercises | group work
- Discussion

DURATION	TRAINING VENUE	NO. OF PARTICIPANTS
1 Day	On-Site   Formel D Facility	Min: 6   Max: 12

# TIME MANAGEMENT

Efficient time and self-management is extremely important not only for cost reasons. It also has a positive effect on the way stress is perceived and in organizing work processes efficiently. The aim of this seminar is to help you approach your work in a structured manner and achieve efficient results.

## TARGET GROUP

Supervisors and employees who, through systematic and disciplined time planning, want to have more time for the really important things in their professional and private lives.

## GOALS

The participants understand time management methods and apply a structured approach to their work.

## CONTENT

- Defining objectives
- Setting priorities
- Planning tools
- Decision making methods
- Effective delegation
- Monitoring (target-actual comparison)

## METHODS

- Presentation
- Exercises | group work
- Discussion

DURATION	TRAINING VENUE	NO. OF PARTICIPANTS
1 Day	On-Site   Formel D Facility	Min: 6   Max: 12

# COMMUNICATION PRINCIPLES

Communication skills are key qualifications. In the training participants get to know essential communication models. They practice conversation and negotiation techniques and receive tips and advice that they can use in typical professional scenarios. The ability to adapt one's own communication behavior and reasoning to the specific situation will also be trained.

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## TARGET GROUP

This course is aimed at employees from all sectors and divisions who are faced with the challenge of holding presentations, conducting meetings, lead negotiations and/or dealing with conflicts.

## GOALS

The participants will be enabled to convincingly communicate both technical and contractual topics. They develop understanding regarding the needs of their communication partners and communicate in a factual and goal-oriented manner even in difficult situations.

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## CONTENT

- Influence of personality and perception
- Instruments of successful communication (e.g. competent presentation, argumentation and questioning techniques)
- Dealing with objections & difficult conversation partners
- Conducting negotiation and conflict conversations
- Tips and exercises for typical professional scenarios

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## METHODS

- Presentation
- Exercises
- Role plays | Video analysis
- Discussion

DURATION	TRAINING VENUE	NO. OF PARTICIPANTS
2 Days	On-Site   Formel D Facility	Min: 6   Max: 10



# TEAM BUILDING

The relevant factors of internal workflows between different departments and employees that lead to a harmonic and successful interaction within a company are well known. Nevertheless, many companies lose time and money precisely at this point because subliminal or even unconscious conflicts often arise. Lacking, incorrect or imprecise definitions of objectives or communications between employees (at all hierarchical levels) are highlighted in this training.

## TARGET GROUP

Executive managers and employees of all different hierarchies of a company.

## GOAL

The participants learn how to precisely define directives, target definitions, coordination processes and evaluation conversations and to manage conflicts. As a consequence the aforesaid leads to a quicker and more precise internal communication and thus to a higher profitability.

## CONTENT

- Basics of group dynamics
- Identification of subliminal or unconscious conflicts
- Top performance through precise briefing – avoidance of “coordination ping-pong”
- Identification and appreciation of the 7 different psychologies

## METHODS

- Presentations
- Exercises: Single and group work
- Discussions
- Role plays | Video analysis

DURATION	TRAINING VENUE	NO. OF PARTICIPANTS
1 Day	On-Site   Formel D Facility	Min: 6   Max: 12

# CONTACT FORMEL D.

This is just a brief extract from our training portfolio. If you have any specific questions on other topics (e.g. product training, software solutions, teaching your company specific requirements and your expectations of suppliers, supplier qualification, workshop moderation, process consulting etc.), please do not hesitate to contact us.



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**FORMEL D. THE DRIVING FORCE.**

# PARTICIPANTS' COMMENTS

## ABOUT FORMEL D.

"What made it special, was the very diversified new training methods and the various and wide training material."

"What I liked best were the workshops, because this way the different participants could intensively exchange their experiences."

"Questions were answered and discussions were not avoided.  
Very good!!!"

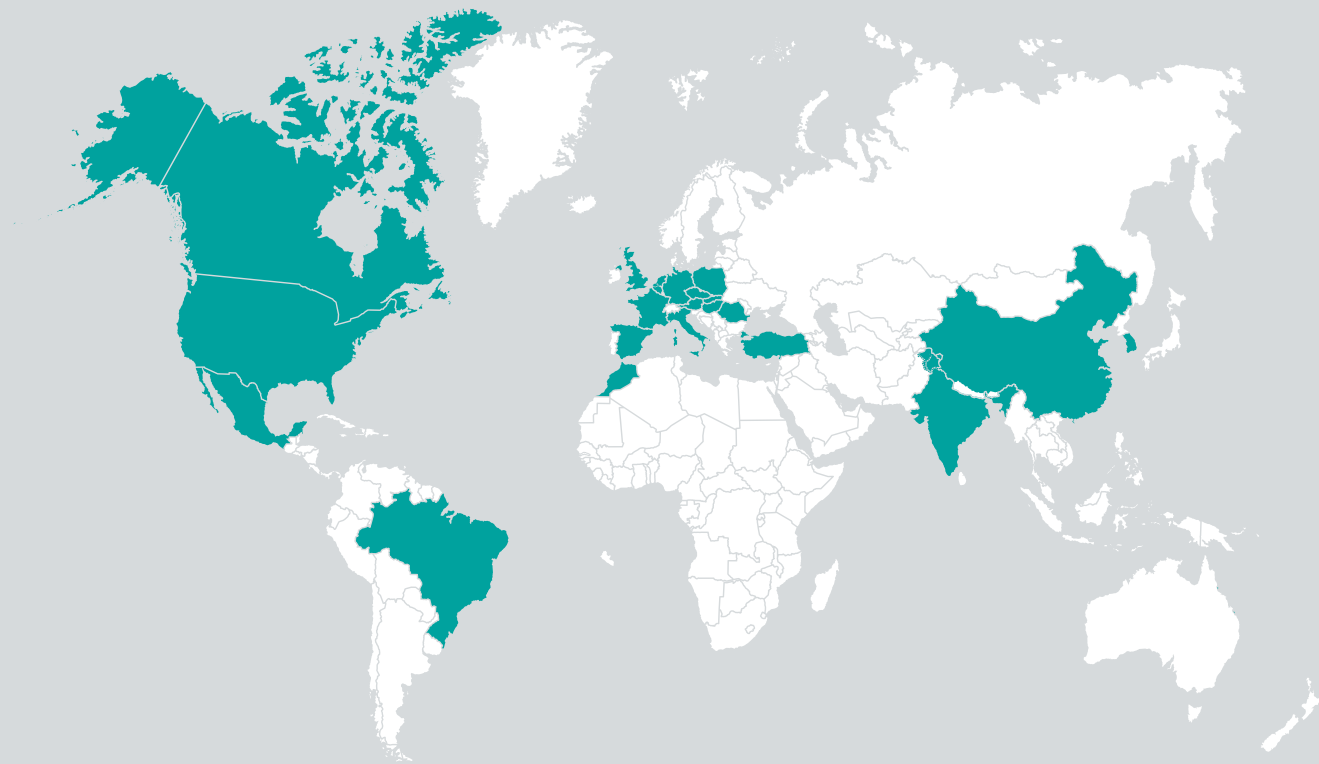
"For all the mass of information the atmosphere was quiet and relaxed."

"Apart from sharing this information with my own colleagues, I personally benefit from increased knowledge and can apply this to my role at my company."

"The most unique thing to me was that a trainer has such specific, detailed knowledge about the topic he's speaking about."

"From tomorrow on it will be used in the daily routine."

# FORMEL D WORLDWIDE



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