

Comineo | inbus offers services of **psychosocial counselling as well as the promotion and further development of companies and private individuals**. We work with a team of accredited experts for practical implementation assignments. Together we serve the entire German-speaking region and have an international network of business associates.

We have more than twenty years' experiences in the personality development and training sector, advancing and developing the potential of the people and companies. We accompany, support and help them to succeed in their everyday lives and in new tasks and responsibilities.

The joining of forces to form a team of experts is an exciting symbiosis; the combined areas of expertise now allow for a highly attractive range of programs, otherwise not found on the market.

We practice an integrative counselling approach (humanistic, constructive, systemic, cognitive) and take a client-centered approach to the recipient's behavior. The focus is therefore on the client's specific needs, and feedback confirms that this is highly beneficial. We also pay attention to our clients' needs during the follow-up visits that our in-house quality management system provides for.

Thanks to the combination of our range of services and our customizable methodology, we regularly trigger strong effects in our customers in the area of positive self-awareness. This effectively promotes new insights which has a lasting effect on everyday life.

After having a personal meeting and explaining what is relevant to you/your company, we would gladly work out a customized offer for you, as well as a plausible implementation plan thereof.

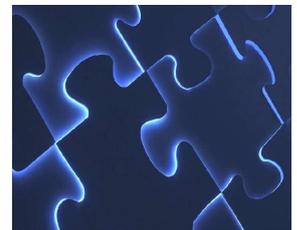
As part of our spectrum, we offer a wide range of specialist areas with a broad selection of topics embedded in them. **The most effective measures are those that are customized and coordinated useful - this is one of the greatest strengths of our work.**

Some examples from our range of services:

Communication

Life is all about communication! - Communication is just as well directed inwards as outwards, covering all departments and areas, verbally and non-verbally. Communication is a holistic process and is crucial in creating successful co-operation.

Successful relationships | Being socially competent and strong | Conversation skills - talking and understanding | Successful telephone conversations | Presenting and debating | Being conciliatory | Do you know...? - Ah, info due! | Customer service - serving the customer | ...



Leadership

Lead with profile! - Leaders know their style. Transparency and structure towards employees are highly effective. A good profile keeps you on track!

Initiative and decision-making | Corporate culture | Staff development | "Risking" crises, overcoming conflicts | Leading, allowing growth | Deciding with values | Leadership psychology | Leadership styles and leadership techniques | Succession planning | First time in lead | Physical organisation - learning from nature | Who's sitting at the round table? | ...



Coaching | Counseling | Mediation | Mentoring | Consulting



Coaching means individual guidance and support in solving complex tasks and problems. As a professional tool, it is highly effective for achieving success-centered work outcomes. The holistic approach brings lasting change. We offer services for private and corporate clients, either face-to-face, or at our premises, via telephone or via our secure online section.

We offer "Business Coaching" for individuals, teams, departments, divisions; Owners, MoB's, C-level, executives, specialists, employees – as well as...

"Private Coaching" for groups, families, couples, children, teenagers and adult individuals.

Counseling stands for strength-oriented, psychosocial advice for individuals or groups, in both private and business settings. Delegated expert work with healthy people in their living environment, but who cannot solve certain problems on their own. It is systemically orientated work; in other words, beyond direct support for the person concerned, the focus is placed on the client's social environment and their direct and peripheral support systems in order to increase satisfaction and quality of life.

Situations are recorded; information about psychological processes such as attitudes and behavior, cognitions and emotions, motivation and resistance is collected and the client's resources are also determined; followed by a situational, appropriate structure for the counseling issue and the counseling assignment, which takes into account the needs, wishes and goals as well as the active and passive possibilities for self-help of the person seeking advice.

The aim is to use psychological measures to analyze personal and social conflicts and problems, to identify and evaluate solutions, to initiate, work through and control or promote processes of clarification, overcoming or change, or to create possible preventative measures.

Psychological counseling is a central intervention technique in the field of non-therapeutic psychology; we know our scope of competence and will make recommendations for medically relevant cases.

We use the methods transparently and in combination with other didactic tools or even individually and effectively in various areas of life.



Psychosocial counseling service offerings for/in:

- Personality, profession and career, further training, development processes, motivation enhancement
- Partnership, marriage, family, education, children, youth, faith/ethics, questions of meaning/values
- Business, private or personal events, location analysis, focusing, spill-over-effects, resource utilization, reorientation, outplacement
- Processing special, temporary or permanent life situations, biography and life panorama, health/well-being, work-life balance, mental hygiene
- Crisis, hardship, anxiety, victim counseling, addictive behavior, debt counseling, mobbing, burnout
- Management consulting (MoB, C-level, management), personnel development, workplace problems, conflict situations, change management, optimization processes, time-outs and returnees
- Leadership behavior, successful relationship management, successful verbal and written communication, authenticity, leadership psychology, appearance, rhetoric, developing potential and strengths, problem-solving methods, inspiration and motivation, perspectives, tactical transfer, non-verbal understanding, etc.



Mediation necessary!! - This means that **a clear, objective head is needed in a crisis.**

If tempers are running high and the atmosphere is overheated and you need to avert a bad situation, then it's certainly right to ask for help, as obtaining help from an outside, objective expert this is often the most effective way to reach a resolution and/or conciliation. Mediation is the bridge between conflicting parties. The primary aim is to move from an emotional level to a factual, objective level in order to resolve the conflict using appropriate tools. – We are happy to assist you with this!



Passing on knowledge and experience to an individual

Mentoring is characterized by a tailor-made commitment in the sense of the specified entrepreneurial objective. The declared aim is to help the mentee with their personal and professional development within and outside the company.



By **Consulting**, we mean individual, thematically, well-defined customized services for working and with companies, business units, departments, their managers and employees.

We can provide external support and advice or act as a concise interim force in day-to-day operations in numerous areas of important action processes –

from the current status to the target status for sustainable success.

Personnel development

Employees are more than just **"human capital"**.

They are individuals who all have their history, strengths and development areas, each one is unique! they are originals. – With your trust, employees hold the future in their hands! Employee turnover is very expensive. Qualifying and Up-skilling employees, expanding their social-interaction skills and strengthening their resources, reduces staff turnover, thereby paying off with a rapid **return on investment**.



Inspire and motivate | Employee development & consolidation through company support | Recipe "heart blood" | Rewarding appraisal interview | Handling with strong thoughts and feelings | Rhetoric, successful speaking | Train the trainer | Clarified employee satisfaction | Trainees - responsibility for tomorrow | Application & interview (for providers and applicants alike) | Outdoor activities; Incentives | Outplacement program | ...

Personality development and diagnostics

A strong element of our range of services is the entire field of personality development, which is increasingly important and valuable, especially for the professional environment. Here we **focus on people**, their person, their personality, what makes them tick, the "why they work that way".

This is increasingly becoming a management issue in how we interact and work together, who fits in where and how, when does everyone win, what are the long-term benefits for the company? The art of self-perception, self-awareness, and how others perceive us, creates security, self-confidence for oneself and for one's family, friends, colleagues, employees and customers.



Self-competence for holistic well-being | Your own biography | Life panorama | Reading tracks, understanding others better | Career development | Assessment | Living life instead of enduring it | ...

Sales development

Every single customer wants to be wooed. Sales staff must always endeavor to acquire new customers, create **added value through a professional approach**, always seek to close deals and be responsible for securing the future of the company with follow-up business. We teach you how to make it fun, how to achieve even more than is required if you set yourself professional standards. This is where measurable success becomes clear!



Sales methods basics, extensions, key account, solution business | Acquisition, the door opener | Intelligent sales | Kick-off | Exhibition training | Shadowing | Scouting | 1:1 sales coaching | Marketing as a sales tool - Sales as a marketing tool | No, I'm not a salesman!! | Professionals use your company representatively | Service is attitude | How do I do that? | ...

Work-family balance

Professional success, the effectiveness of the labor force and the private "blessing in the house" are interrelated, so called "spill-over-effects". The job has an impact on us, both personally and privately, and therefore also on the family. And vice versa, it can be more difficult at work if your thoughts are always stuck or blocked in the turmoil at home.

We humans live and act on several stages; it is important for each network to develop its own plausible strategies for a good work-family balance.

Every investment in employees is a commitment to the company's most important resource; it is a worthwhile investment in the balance of the company.



Partner relationships | Raising children successfully | PEP4Teens | Supporting sabbaticals | Family counseling | Being closer at a distance | Psychological foundations for togetherness | Case management | ...

Problem-solving

When the achievement of a task is called into question and a wall of obstacles blocks the desired path, no more resources can be found and "nothing works" on its own, when feelings overheat, powerlessness surrounds the topic and rigidity of action determines the scene, then it's time seek objective external help in resolving the problem/s.

If you want to ensure that things don't slip out of control like "sand between your fingers", then you need help! – **No more hesitation** - call us - we will immediately come to your aid!



