

Conditions for seminars, workshops and consultations

Conditions for public seminars:

Included in the prices are lunch, break catering as well as detailed seminar documentation and a certificate of participation. Not included are accommodation and breakfast. In case of more than one participant¹ of the same company at the same seminar at the same date we grant 10% discount for the second, 20% for the third and further participants. In case of cancellation or rebooking later than 60 days before the start of the seminar, 50% and later than 30 days before the start of the event 100% of the seminar price will be charged. A substitute participant can be delegated without additional costs.

If the speaker is unable to attend - e.g. due to illness - a new implementation date will be agreed.

You will receive detailed information and the seminar invoice in good time before the event. The public seminars are held in an easily accessible seminar hotel.

Conditions for in-house seminars and workshops [except negotiation seminars and workshops]:

Daily or half-day rates apply in each case. Up to 10 participants are possible (additional participants by arrangement).

In case of cancellation up to 30 days before the start of the seminar, half the fee and thereafter the full fee is due. If the workshop is made up within 12 months (rescheduling), the entire cancellation costs will be credited.

The daily fee for one-day seminars is Fr. 3,500.-, the half-day rate Fr. 2,500.-. This includes seminar materials for up to 10 seminar participants. Weekend seminars are charged with a 50% surcharge.

Project specific work will be charged at 280/hour in addition to the fee rate.

Unless otherwise agreed, the working hours are 09.00 - 12.00 / 13.30 - 17.00.

In case of unavoidable prevention of the speaker, e.g. due to illness, the seminar will be held on a new date to be mutually agreed upon.

Conditions for in-house negotiation seminars and workshops:

The fee for a negotiation training is Fr. 7'000.- per day /resp. Fr. 5'000.- for a half day, for 10 participants.

¹Even if the masculine form has been used for the sake of simplicity, both genders are meant.



Conditions for consulting and coaching:

Consulting services are charged on a time and materials basis. Travel time is considered working time. Travel expenses will be charged according to time and effort.

The following rates apply for our consulting services:

Coaching session ½ day: Fr. 1'500.-

3 half-day coaching sessions: Fr. 4'000.-

6 half-day coaching sessions: Fr. 7'500.-

9 half-day coaching sessions: Fr. 10'000.-

Project specific work: Fr. 280.-/ hour

Travel expenses:

Car travel: Fr. 1.0 / km; for travel by public transport: 1st class tickets.

Value added tax

General training services are exempt from VAT. However, individual services such as company-specific seminars, consultations, workshops and coaching are not.