

Information about our services:

- **Training**

**"Raising awareness against mobbing"  
- PREVENT, EXPOSE, REACT -**

Our training is divided into four modules. It is about definition, consequences, prevention, analysis and listening. In this training you will learn interactively how to put into practice the tools you need as a "leader".

- **Target group:** executives; board of directors; human resources; management; delegation.
- The **duration** of the training is half a day (max. 4 hours) with documentation,
- **On-site training** (min. 6 people max. 12 people).
- The **price** of the training is € 175,00 per person
- **Certificate of attendance** on request  
(the list of names has to be sent fifteen days before the training date).

- **Conference**

**"Conference about mobbing in the workplace"**

The difference between a conflict and mobbing.

How do I behave, how can I protect myself and where can I find help?

Our conference aims to inform, educate and make the public aware. Not to confuse the conflict with bullying, in other words, to know the limits, because "knowledge is skill" (*Sir Francis Bacon 1597*). For the company, a conference is a tool that makes employees aware of the definition of the phenomenon and automatically underlines the interest of the management in its employees, the values and the rules of non-tolerance to mobbing.

- **Target group:** all employees / different departments / public.
- The **duration** of the conference is 1 to 2 hours.
- **On-site** (exclusively within the framework of existing COVID measures, e.g. Covid check).
- The **price** for the conference is € 750,00.
- An agreement between the Mobbing asbl and the company can be signed as an external partner.

Please fill out the form below. An instructor will contact you as soon as possible to process your request. Following the form you will find the general conditions for the trainings and conferences as well as the list of participants. All pages must be completed/signed and returned to the Mobbing asbl.

**REQUEST FOR TRAINING  OR/AND CONFERENCE**

Date: \_\_\_\_\_

Name of the company : \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Mail: \_\_\_\_\_

Name and function of the contact person:

\_\_\_\_\_

Phone: \_\_\_\_\_

Mail: \_\_\_\_\_

Training/Conference Location:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The most convenient time for the company: \_\_\_\_\_

morning (9am - 1pm)

afternoon (1pm - 5pm)

evening (6pm - 9pm)

(Only for conferences)

Target group:

Delegation

Executives

HR and management

Employees

Public

Other  please specify : \_\_\_\_\_

Language of the training/conference:

Luxembourgish

French

German

English

Number of participants: \_\_\_\_\_

Number of documents: \_\_\_\_\_

Certificates of attendance:

Yes

No

The list with the names of the participants is to be sent 15 days before the training date.

Provision of working materials:

Video projector

Computer/Laptop

Stick

Projection screen

Electric extension cord

Flipchart

Other: \_\_\_\_\_

Billing address :

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name and signature of the person requesting the training/conference

\_\_\_\_\_

## General terms and conditions

### 1. Association

The Luxembourg association against mobbing and stress at work (Mobbing asbl) is authorized to organize training courses and conferences in the domain of mobbing and stress at work.

### 2. Range of application of the guideline

The trainings are reserved for all companies established in Luxembourg.  
The conferences are reserved for the general public.

### 3. Registrations

All registrations (trainings or conferences) must be made using the above form, properly filled in and sent together with the list of participants for trainings to the following address

by mail	or	by e-mail
Mobbing asbl		<b>mobbingasbl@mobbingasbl.lu</b>
64, Avenue de la Liberté		
L-1930 LUXEMBOURG		

### 4. Deposit

The Mobbing asbl reserves the right to ask for a deposit for each service.  
500,00€ for a training and  
350,00€ for a conference  
has to be paid at least one month before the date of the training/conference.

### 5. Organization

The Mobbing asbl sends the confirmation of the training with date and time to the contact person/applicant.

The contact person undertakes to organize the training/conference room and the necessary working material. In addition, this person is responsible for notifying the participants.

The training/conference will take place exclusively within the framework of existing COVID measures.

### 6. Cancellation of training/conference by the Mobbing asbl

The Mobbing asbl reserves the right to cancel or postpone a training/conference if circumstances require it, e.g. in case of illness of the trainer or if the number of participants is too low. In case of cancellation, the deposit will be refunded in its entirety.

## **7. Cancellation by the applicant**

Any cancellation of a training/conference must be communicated in writing (by mail or e-mail) and the Mobbing asbl reserves the right not to refund the deposit paid in advance by the applicant.

Any registered person may be replaced, provided that the coordinates of the latter and of the replacement person are communicated to the Mobbing asbl as soon as possible (in case of delivery of a certificate of attendance).

## **8. Costs for meals**

The Mobbing asbl does not cover the cost of meals or snacks for participants.

## **9. Content of the trainings**

The trainings can be modified to adapt their content to the need of each company. This is at the complete discretion of the trainers, after being approved by the direction of Mobbing asbl.

I have read the general conditions and accept them without reservation

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Date and signature

### List of participants

Please fill in this list of participants. (only for trainings) max. 12 people

NAME	SURNAME	FUNCTION