

Several courses will also now be run in English.

New employee induction

Introduction Day for new employees (GE + EN) 0101–2020 1 day
Insight into the energy industry and the Axpo Group with tour of the Beznau nuclear power plant

Leadership

- Agile working with your own team** (GE + EN) 0212–2020 1 day
Empower your team with agile methods. Agility means speed, leanness and reactivity in a complex world.
-
- Axpo Accelerate Leadership** (GE + EN) 0207xx–2020
Designed for experienced managers who want to be fit for the future
-
- Axpo Leadership Advanced** (GE + EN) 0202xx–2020
Deepening understanding and reflecting on management topics for experienced managers
-
- Axpo Leadership Basic** (GE + EN) 0201xx–2020
Foundations of employee leadership for new managers
-
- Grassroots leadership** (GE) 0203–2020 2 days + 1 day
Tips and tricks in employee relations for factory, team leaders and supervisors
-
- Leading without a managerial role** (GE + EN) 0205–2020 2 × 1 day
Increasing leadership skills and effectiveness without formal powers
-
- Change management and implementation** (GE + EN) 0301–2020 2 days
Change management in practice for managers and project managers
-
- Managing sensitive and difficult conversations** (GE + EN) 0701–2020 1 day
Applying and using employee assessments, feedback and development meetings
-
- The manager as coach and enabler** (GE + EN) 0211–2020 ½ day
Coaching as a management tool. Managers in the role of coach and moderator.
-
- HR procedures and systems within the Axpo Group** (GE + EN) 0206–2020 ½ day
Workshop for new managers on HR tools and procedures
-
- Mindful performance program** (EN) 0302–2020 4 hours + 5 × 60 min.
Peak performance and wellbeing starts with the mind
-

Development & teamwork

- Presentation and persuasion skills** (GE + EN) 0702–2020 ½ day + 1 day + ½ day
Making an impact
-
- Movement and nutrition** (GE) 0902–2020 2 days + ½ day
More energy, better performance – to improve strength, creativity and concentration
-
- Emotional skills for daily professional life** (GE + EN) 0802–2020 1 ½ days
Concepts of self-awareness, motivation and management.
Building empathy into day-to-day working life.
-
- Conflict management** (GE + EN) 0801–2020 2 days
Improving individual conflict-handling skills
-
- Individual stress and energy management** (GE) 0901–2020 2 days + ½ day
Evaluating stressors, using your own energy sensibly, and consciously promoting balance
-
- Managing yourself and others – through mindfulness** (GE + EN) 0903–2020 2 days
A new leadership approach for success in times of change and growing complexity
-

Entrepreneurial thinking & action

	Design thinking – an innovative technique (GE + EN) 0303–2020	2 days
	A technique for problem-solving, developing new ideas and designing client-oriented procedures	
	Negotiating successfully (GE + EN) 0502–2020	1 ½ days
	The A to Z of successful negotiations – strategy, techniques and tactics	
	Lean management – increasing efficiency and improving quality (GE + EN) 0503–2020	1 ½ days
	Lean management aims to avoid waste of any kind in work processes	
New	Scrum Basics (GE + EN) 0305–2020	1 day
	An agile approach using the scrum framework – perfect balance for complex dynamic systems. Immerse yourself into the mentality and methods of the agile world.	
New	Scrum Master (GE + EN) 0306–2020	1 day
	An agile approach using the scrum framework – providing the basics to take on the role of scrum master for a software development team. To supplement Scrum Basics.	
New	Scrum Product Owner (GE + EN) 0307–2020	1 day
	An agile approach using the scrum framework – providing the basics to take on the role of product owner for a software development team. To supplement Scrum Basics.	

Results focus

	Agile, project-oriented working (GE + EN) 0401–2020	2 days
	Introduction to project management. This module provides the foundations for successful project work.	
New	Business Storytelling (GE + EN) 0704–2020	½ day
	To entertain. To inspire. To convince.	
	Efficient time management and work organisation (GE + EN) 0404–2020	1 day + 1 hour
	Methodological aspects of time management and work organisation as well as individual coaching at work	
	Modern business communications in digital daily life (GE) 0703–2020	½ day
	Contemporary writing style using electronic media	
	Project skills in traditional and agile environments (GE + EN) 0402–2020	½ day + 2 × 2 days
	Sound project management skills for subproject and/or project leadership. This module is a precondition for IPMA certification.	
	Sales Coaching (GE + EN) 0603–2020	max. 1–2 participants, ½ day
	Effectively checking and strengthening your own sales skills	
	Improving project skills (GE + EN) 0403–2020	2 days
	Project management skills for professional project leadership. Implement agile project development in a targeted way.	
	Presenting and moderating with an impact (GE + EN) 0602–2020	2 × 1 day
	Present confidently and effectively with self-assurance and clarity	

Diversity

	Financial, tax and pensions planning 44+ (GE) 1002–2020	4 hours
	The pillars of good financial, tax and pensions planning	
	Outlook 44+ (GE) 1001–2020	2 × 1 day
	Professional perspectives and personal positioning	
New	Reconciling work and family (GE + EN) 1005–2020	4 hours
	What can you yourself and what can the employer contribute to reconciling work and family?	
	Preparing for retirement 58+ (GE) 1003–2020	1 day
	Ideas for designing the next stage of life	

Purchasing

Drafting tenders and contracts successfully (GE + EN) 1701xx–2020	
Draft tenders and contracts even more efficiently in future and achieve better results in the whole tendering process	
One Day Purchasing Training (GE + EN) 0504–2020	1 day
Purchasing products and services in day-to-day business. This training course is also designed for consumers.	
Planning and holding negotiations in a target-oriented way (GE + EN) 1702xx–2020	
Learn techniques to prepare for and lead negotiations, and how to use optimisation levers through concrete examples	
Managing product groups and suppliers successfully (GE + EN) 1703xx–2020	
Develop product group strategies, get to know levers for maximum market exploitation and value creation and manage your suppliers successfully	

IT skills

Advanced Excel – formulae and pivot tables (GE + EN) 1102–2020	1 day
Use functions to plan, manage and control various processes; create and understand pivot tables	
Microsoft E-Learning (GE)	
Various e-learning modules for MS Windows and MS Office products	
Advanced PowerPoint (GE) 1103–2020	1 day
Complete your user know-how of PowerPoint	
SAP R/3 foundation course (GE) 1106–2020	½ day
To give you the fundamental skills to work efficiently with SAP	
Getting organised with Microsoft OneNote (GE) 1105–2020	½ day
So you can file electronic notes effectively and find them again easily	
Advanced Word (GE) 1101–2020	1 day
Understand and apply details and subtleties in Word	

Language skills

Language lessons at work or as an intensive language stay (GE, EN FR, IT, ES)
Acquiring and improving business-relevant languages for levels from A1 (beginner) to C1 (advanced)

Industry knowledge

Basic energy industry training

College 1 «Production» (GE) 1301–2020	½ day
Principles of the production, generation and effects of electricity	
College 2 «Trading» (GE) 1302–2020	½ day
The energy market and its various participants, traded products and price determination, management of product portfolios and trading strategies	
College 3 «Networks» (GE) 1303–2020	½ day
Electricity distribution from maximum voltage to the wall socket, network operations and usage	
College 4 «Distribution» (GE) 1304–2020	½ day
«Balance group» model and distribution portfolio management; electricity consumption forecasting and product sales in a liberalised electricity market	
College 5 «Electricity simulation game» (GE) 1305–2020	1 day
Manage an energy supply company – apply the specialist skills learnt in Colleges 1–4	

Specialist training

Introduction to high-voltage polymer cable systems (GE + EN) 1320–2020	2 days
Learn all about high-voltage polymer cabling, its design, layout, use and special operating features	
Specialist training for production & networks (GE) 1319–2020	7 days
For employees in nuclear power plants and electricity distribution	
Final exam (GE) 13191–2020	½ day
High voltage for non-engineers (GE + EN) 1322–2020	1 day
Basics of electricity, construction and manufacture of high-voltage cabling, comparing overhead lines/underground cables, cost drivers, lifespan, trends in design and operations	

Team courses

Learning programmes/learning labs for divisions, departments and teams (GE + EN) 1405–2020	
Learning programmes, otherwise known as learning labs, are a series of customised workshops, coaching and training courses to support change processes	
Electricity simulation game for team development (GE) 1402–2020	1 day
Manage an energy supply company	
Team Booster (GE + EN) 1403–2020	5 hours
Optimising teamwork and increasing the team's efficiency	
Teamwork – achieving shared goals (GE + EN) 1401–2020	1 day
Improving and optimising teamwork through a positive feedback culture	

Individual courses

Spot Coaching (GE + EN) 1510–2020	
360° feedback to enhance key skills (GE + EN) 1502–2020	
Sales Coaching (GE + EN) 0603–2020	
Individual Coaching (GE + EN), also available online 1501–2020	
A technical or management career? (GE + EN) 1503–2020 Development Center (DC) for one person	
Advice on individual continuing professional development (GE + EN) 1504–2020	
Individual career advice (GE + EN) 1505–2020	
Team development/supporting change processes (GE + EN) 1506–2020	
Department-specific IT courses (GE + EN) 1507–2020	
WBT/E-Learning: Developing and supporting (GE + EN) 1508–2020	
Positioning (GE + EN) 1509–2020	

Lunch & Learn

Lunch & Learn (GE + EN) 1600xx–2020
--



Online registration
See overleaf!

Axpo Academy Training and CPD courses 2020

Dear Colleagues

We aim to support the organisation and you as an employee or manager in your development and qualifications in the best possible way. The range of courses includes CPD in the fields of innovation, agility, leadership and change management, as well as specialist training courses and seminars about IT and health. The structure of the programme has been aligned with the following Axpo skills model:

Management and executives



Leadership

- I convey strategy, vision and targets convincingly.
- I lead by example, am reliable and trustworthy.
- I practice an open, honest communication and feedback culture.
- I regularly reflect on my management style and develop my own skills further.
- I create a motivating atmosphere and promote diversity.
- I drive change and provoke curiosity among my staff.
- I delegate responsibility, create room for manoeuvre and encourage people to take responsibility.
- I require results and promote employee development, encouraging people to learn actively from their mistakes.

Employees



Development & teamwork

- I use feedback and learn from my mistakes to improve.
- I develop my own abilities and skills further.
- I am curious and find new ways of problem-solving.
- I work jointly with team members and other units.
- I am a reliable and committed partner – in stressful situations too.
- I communicate respectfully and contribute to a positive team spirit.



Entrepreneurial thinking & action

- I apply my specialist knowledge to improvements and more efficient workflows.
- I operate with a client focus, understand expectations and create value.
- I help shape changes constructively.
- I recognise opportunities and take them.
- I act in a cost-conscious manner and consider the impact on Axpo.



Results focus

- I make my contribution to deadline and to high professional standards.
- I pursue goals and tasks with great individual responsibility and passion.
- I act pragmatically, but am always aware of the risks and safety aspects.
- In the case of discrepancies, I make the need for re-evaluation and corrections clear.
- I adhere to Axpo's business principles in fulfilling my tasks and objectives.

We are also happy to support you with any individual requirements or questions.

The Axpo Academy range of seminars is open to all employees of Axpo Group and the AEW, EKZ, EKS, EKT and SAK electrical utilities companies as well as partner companies and other interested parties in the energy industry. Courses in the leadership field are exclusively for (future) managers.

We are glad to accompany and support you on your development pathway.

Your HR Development & Performance Management Team

Services

Talent management

Talent management at Axpo aims to develop a sufficiently broad and high-quality succession pipeline, to identify pipeline risks in individual areas early and to take measures to minimise risk in good time. Managers are developed as talent scouts and talent coaches.

Talented individuals thereby take responsibility for their own development and receive the necessary support from the organisation or management.

The modular talent management approach is aimed at meeting the needs of the organisation and of the individual talented individuals.

Module contents:

- Group-wide succession planning and talent review including measures taken and time planning to strengthen the pipeline
- Checks of potential, which validate talent nomination
- Individual development plans that are the responsibility of the talented individuals
- Career advice for employees
- Individual training and networking opportunities
- Active placement in roles and project assignments

An IT-based learning and collaboration platform supports networking of talented individuals and filling posts and projects. It enables talented individuals to drive their own development using individualised offers.

Management development landscape

Successful implementation of group strategy requires active managers who implement the change and transformation process for the future together with qualified employees. Willingness to change and learn is a key success factor to implement Axpo's strategy. The new management development range of courses serves as an enabler for our managers, so they can successfully rise to the challenges ahead. The proven management courses are enriched with new content and topics (e.g. strategy communication/implementation, agile management, remote leadership), individualised, modularised and supplemented with modern, needs- and practice-oriented learning formats.

Axpo Leadership Basic

For staff who would now like to move to a management role or complete full management training after some initial experience (within the first 2–3 years).

Axpo Leadership Advanced

For managers who have held a relevant position for at least three years, are seeking a new impetus and would like to reflect on their day-to-day managerial work with colleagues and experienced advisers.

Axpo Accelerate Leadership

Designed for managers who want to get fit for the future. Accelerate Leadership is a two-day executive workshop involving culture-building, class-based learning that focuses on new and current topics and content, such as strategy communication and implementation, leading transformation and change, agile management, mindfulness in management, remote leadership, diversity, managing Gen Y and Z etc.

Tailored solutions for individuals and teams

The following are available for your individual function-related development:

Spot Coaching

Spot Coaching is a conversation set up swiftly with a professional coach to discuss professional issues:

- In a timely way
- Focusing on topics and situations, so highly efficient
- With someone who is independent of the organisation
- Via telephone or chat, whatever the location
- Bookable within five hours (7 a.m.–8 p.m.), with even shorter desired dates possible
- In complete confidence and with discretion

360° feedback to enhance key skills

360° feedback is aimed at helping managers and employees to assess their key skills and use them as the basis for drawing up development and training measures.

Sales Coaching

Individual and practice-oriented review of your own sales skills. For colleagues in sales who want to optimise their sales skills.

A technical or management career?

Help with decision-making and career planning through in-depth positioning and potential analysis (Development Center [DC] for one person)

Learning programme / learning labs for divisions, departments and teams

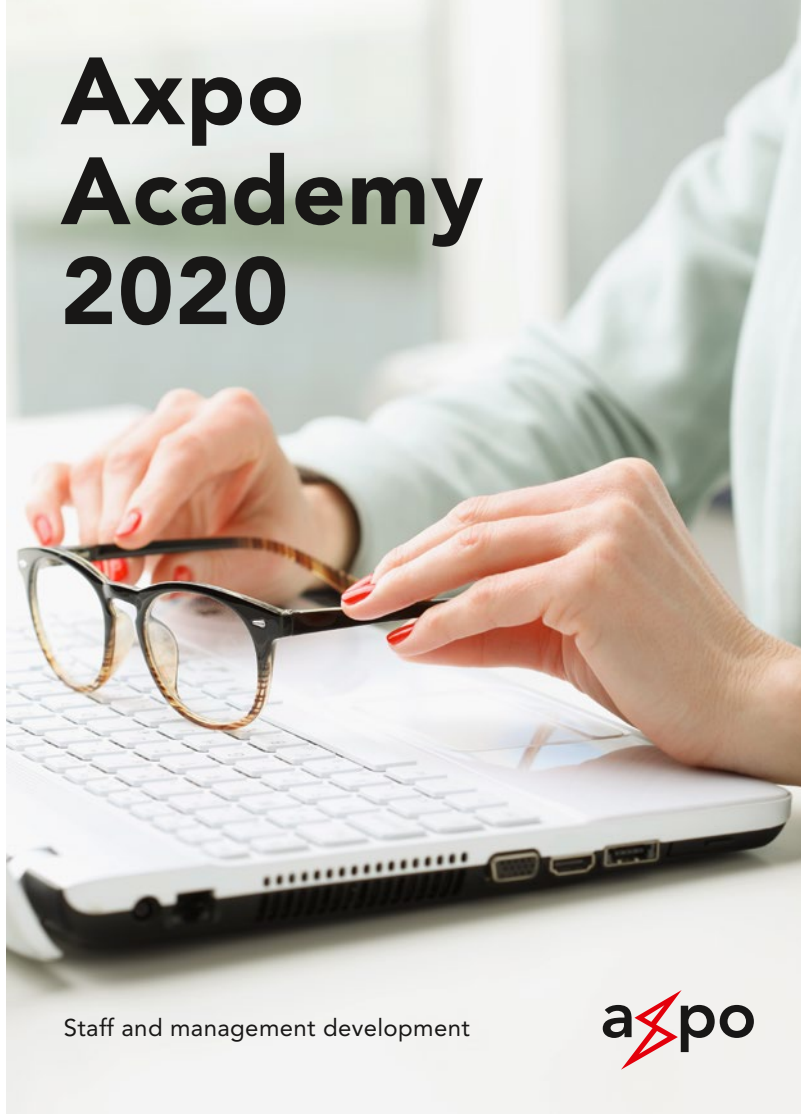
Learning programmes, otherwise known as learning labs, are a series of customised workshops, coaching and training courses to support organisational development processes at the strategy / structure / culture / skills enhancement levels. The goal is to build a learning culture and make divisions, departments and teams fit for the

Axpo Academy 2020

future. After drawing up a detailed brief, a specific, expedient learning programme (comprising workshops, series of training courses, individual and team coaching etc.) is put together and implemented with the aim of effectively supporting the process of change.

Nothing exactly right for you?

We would be happy to design a custom-made offer to meet the needs of your area.



Staff and management development



Online registration



For Axpo Group employees

(all Axpo companies) as well as KKL and EKZ:

- From the workplace using Internet Explorer at <http://academy>
- From outside the workplace at www.axpoacademy.ch/angebot

For CKW employees

- From the workplace using Internet Explorer at <http://academy.ckw>
- From outside the workplace at www.axpoacademy.ch/angebot

Enter the course number and you will receive detailed information about the course.



For employees of the AEW, EKS, EKT, SAK cantonal utilities companies and CKW subsidiaries and interested partner companies at

- www.axpoacademy.ch/angebot

Enter the course number and you will receive detailed information about the course.



Services contact

Axpo Academy

056 200 44 26

koordination.axpo-academy@axpo.com

CKW

HR hotline

041 249 52 00

hr@ckw.ch

Axpo

Corporate Human Resources
Parkstrasse 23
5401 Baden