

TR08 Facilitator workshop

- **Tasks of the FMEA facilitator**
- **Targeted implementation of questioning techniques**
- **Handling of conflicts and difficult participants**
- **Role-playing to simulate difficult facilitation scenarios**
- **Presenting a FMEA**

Knowing the FMEA methodology and the APIS IQ-Software well is often only half the battle. Our experience shows that especially the facilitator's skills contribute considerably to the smooth creation of a FMEA. This is exactly where the workshop comes in and provides tips regarding the following problems:

What questions should the facilitator ask to stimulate the discussion or simply get the necessary facts?

How does he/she close lengthy discussions?

How does he/she act smartly when dealing with difficult participants?

How can he/she recognize arising conflicts early and react to them?

Role plays will help you to practice various facilitation scenarios in hands-on situations. During the following feedback discussion, you will be given useful tips regarding possible improvement.

Work on your facilitator skills and save up to 50 percent of time and money during the FMEA creation.

Target group	The seminar is intended for employees from all divisions, who want to facilitate FMEA sessions in the future. The participants will be enabled to conduct the FMEA facilitation efficiently and in a result-oriented way.
Prior knowledge	Knowledge of methodology and experience in FMEA according to AIAG/VDA as well as knowledge of operating the APIS IQ-Software. Such knowledge is imparted e.g. in the seminar on FMEA methodology (TR01) and in the IQ-Software training courses (TR02/TR03/TR09).
Seminar duration	2 days
Seminar fees	<i>Group seminar:</i> Please refer to the list of fees and dates. <i>In-house seminar:</i> We conduct this seminar optionally on site at your company. We will be glad to prepare an individual offer for you, dates to be arranged.

Seminar content and schedule Day 1	<p><i>9:00 a.m. to 5: p.m.</i></p> <ul style="list-style-type: none">• Tasks of a FMEA facilitator• Preparing a FMEA facilitation (required documents, FMEA scope, estimated time)• Assembly of the FMEA team• Selecting concrete example for the exercises• Structural set-up using the concrete example to practice the facilitation• Questioning techniques to create a FMEA• Visualization techniques• Functional analysis using the concrete example to practice the facilitation
Day 2	<p><i>8:30 a.m. to 16:30 p.m.</i></p> <ul style="list-style-type: none">• Handling of conflicts between the FMEA participants• Approaches to solve difficult facilitation situations• Failure analysis using the concrete example to practice the facilitation• Creative techniques within the scope of the FMEA• Targeted presentation of most important FMEA contents• Risk analysis using the concrete example to practice the facilitation including role play• Optimization using the concrete example to practice the facilitation including role play• Recommendations for results documentation• Proven tips and tricks for a successful FMEA facilitation

Organisational details Prague

Registration: Formless or using the attached form (see last page).

Complementary benefits: Seminar documents, lunch, refreshments during seminar.

Location: Hotel Botanique Prague (formerly Jurys Inn Prague)
Sokolovska 11, Prague, 186 00 Praha
Fon: +42 (0) 226 222 627
<https://www.hotelbotanique.com/>

Accommodation: Single room incl. breakfast, WiFi, fitness centre: 2.250 CZK to 2.990 CZK (depends on season)
code for booking: APIS

Rooms blocked with a 28 days cut-off deadline

Directions: <https://www.hotelbotanique.com/location/>

Contact: APIS Informationstechnologien GmbH
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D-38102 Braunschweig
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E-Mail: training@apis.de

General Terms of Business of APIS Informationstechnologien GmbH

Registration

All registrations for our seminars must be received in writing – by letter, fax or e-mail. By registering for one of our seminars, customers agree to be bound by our General Terms of Business.

Due to the limited number of places available for our seminars, they are awarded on a "first come, first served" basis. Registrations only become effective once they have been confirmed in writing.

If the minimum number of participants is not attained for a particular seminar then we will notify you immediately and offer an alternative date if required.

Cancellation

A cancellation fee of 20% of the attendance fee is payable if cancellation notification is received between 8 weeks and 2 weeks before the start of the seminar. If the cancellation is received less than 2 weeks before the start of the seminar then the full attendance fee is payable. We appreciate your understanding in this matter. However, it is possible to appoint a substitute participant by arrangement. You will be notified immediately if an event needs to be canceled.

In all cases the liability of APIS Informationstechnologien GmbH is limited exclusively to the attendance fee. The course instructor and the seminar program are subject to change without notice.

Fees

For details of our seminar fees, please refer to the list of seminar dates and fees. All prices are quoted per participant and are subject to VAT. The seminar fee is payable without deductions after the invoice is issued.

Scope of Validity

These General Terms of Business apply to the running of seminars and training courses in the training facilities of APIS Informationstechnologien GmbH and in external training facilities. Any changes will only be valid if they are agreed in writing.

Data Protection

By registering for a place on one of our courses you agree to your data being electronically stored and processed for the purpose of dealing with your registration.

Teaching Materials

All rights reserved worldwide. The training documents must not, even in the form of excerpts, be duplicated, passed on, re-written, saved in a database or translated into a different language without the express written authorization of APIS Informationstechnologien GmbH. Duplication is not permitted either electronically, mechanically, magnetically or manually.



REGISTRATION

Please send to:

APIS Informationstechnologien GmbH
Wolfenbütteler Straße 31 B
D-38102 Braunschweig

Fax: +49-531-70736-25

Seminar title	Date	Location

Participant(s):

(Title) Surname, First name	E-Mail

Information for the invoice (please fill in completely):

Company address:

Billing address (if differently from company address):

Order No.:

Tel. /Fax:

Tax ID Number:

Location /Date:

Signature: