



ENGINEERING  
EXCELLENCE



**The ILF Academy -  
for your professional  
development**



# Corporate learning

## The ILF Academy

To support the personal and professional development of its staff ILF offers a range of training services under the label of ILF Academy. The ILF Academy is open to every employee of the ILF Group and addresses development needs by delivering basic communication skills, advanced IMS expertise and specialised technical and professional knowledge.



**„People are the most valuable asset of ILF and the key to the company's continuing success!“**

Klaus Lässer,  
Chairman of the Coordination Committee

# Potential alone is not enough

## it depends on what you make out of it

### ■ The Academy Concept

The ILF Academy aims at implementing a homogenous, group wide learning curriculum, which consists of development programmes, professional knowledge for experts and key qualifications.

The training portfolio reflects the variety of challenges present when working for ILF. The compilation of training topics is designed to promote professional and personal capabilities.

The modular design allows the programmes to be tailored to every employee's individual development stage. Delivered by ILF internal and external experts the content of the training reflects typical work situations. All training instructors have in-depth knowledge in their field of expertise and solid teaching skills.

### ■ Benefit for Participants

A key principle of the ILF Academy is to develop existing strengths to enhance the professional profile of ILF's employees. The ILF Academy offers customised training solutions accompanying every development step of the numerous career opportunities at ILF.

The ILF academy offers training modules which help the participants efficiently manage challenges in their work.

The participants of the training programmes come from different cultures, countries and ILF office locations. Therefore training events offer a great opportunity to build a network of colleagues with similar professional backgrounds and career paths.

### ■ Engineering Excellence

Equipping ILF staff with excellent qualifications means not only enhancing their professional but also their social competence.

Driven by the vision of further strengthening its leading position, ILF takes every effort to ensure the high qualification and continuous development of its employees.



# Active and hands-on teaching a memorable learning experience

## Development programmes

The three core development programmes for line managers, project managers and junior engineers are comprised of several training modules covering Integrated Management System processes and soft skills.

The role of the ILF Academy in these development programmes is to deliver well designed training modules that support medium-term on-the-job development (typically between one and three years).

This practical implementation is by far the most important factor for qualified professionals.

## Selected training for experts

Special training events provide state-of-the-art professional knowledge with a strong emphasis on ILF specific disciplines and business areas.

These training events are designed for experts covering ILF's wide range of engineering and consulting services.

## Key qualifications for all staff

The ILF Academy offers all employees the opportunity to gain personal and social expertise which is a prerequisite for successful, high-quality project work.

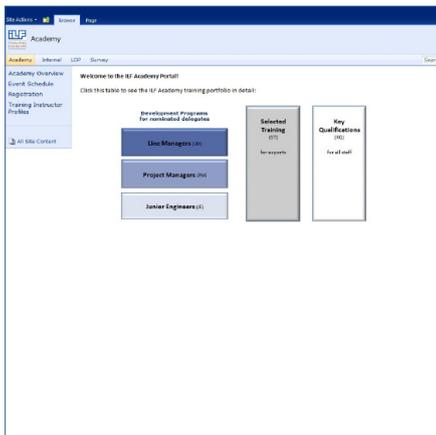


# The training portfolio multiple career opportunities

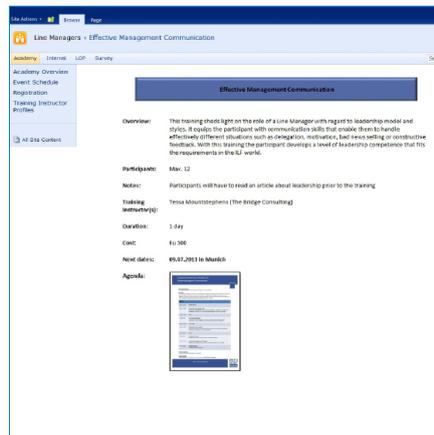
Development Programme for Line Managers (LM)	Development Programme for Project Managers (PM)	Development Programme for Junior Engineers (JE)	Selected Training (ST) for Experts	Key Qualifications (KQ) for all Staff
Effective Management Communication	Communication with Clients and Partners	Essential Communication Skills	Travel Risk Awareness & Personal Security	Cross-Cultural Competence
Coaching for Performance	Leading Project Teams	Technical Documents and Reports	Key Client Management	Effective Time and Self Management
The Role of an ILF Line Manager	Project Acquisition and Contracting	Working in and with Teams	Labour Law	Confident Presentations
Staff Recruiting & On-Boarding	Project Processing	Service Performance	Loss Prevention & Process Safety	
Staff Development	Project Finance and Controlling		Guide to ILF Project Management	
	HSSEQ in Projects		Train the Instructor	

The ILF Academy training portfolio reflects the requirements of ILF's project work and is consequently subject to change and steady improvement.

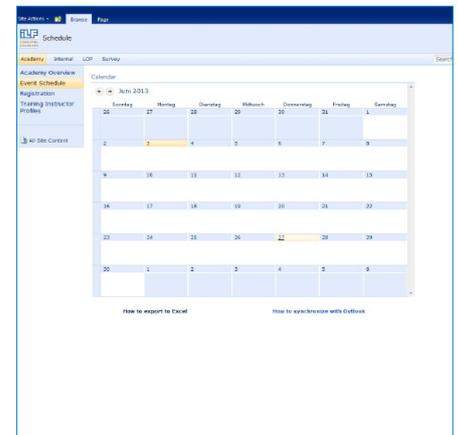
# The Academy Portal orientation and information



Training overview



Content and Agenda



Event Calendar

## Sharepoint Site <https://intern.project2.ilf.com/Academy>

### Registration

Please use the registration form on the ILF Academy Sharepoint Site. The registration has to be approved by the respective superior first.

In keeping with the IMS process group 3.1 all staff development measures shall be discussed and determined in the annual staff appraisal interview and subsequently outlined in the performance planning and review process.

In addition to complying with the registration guidelines of the ILF Academy, please consider local ILF policies for training.

### Costs

The ILF Academy is an internal institution but will still generate costs such as trainer fees, development and administration costs that have to be covered.

The fees are:

- EUR 250 per 0.5 training day
- EUR 500 per 1.0 training day
- EUR 750 per 1.5 training days
- EUR 1000 per 2.0 training days

These training fees include the costs for trainers (with ILF training instructors covering only working hours), catering and training material. These fees are considerably more competitive compared to external learning providers.

### Information & Contact

Your local HR specialists and the ILF Academy team are happy to advise you on selecting suitable training.

We are looking forward to seeing you soon at one of our ILF Academy training events!

ILF Academy contact persons:

Julia Reichsthaler  
(Training Manger ILF Academy) and

Bernhard Schmutzer  
(ILF Group HR Manager)

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Anyone who stops wanting to become better, has stopped being good. (Robert Bosch)