

## **Hospitation (Internship) to train entrepreneurs and future company founders in Central and Eastern Europe**

### **1. The Program**

Initiative will also again in 2013 conduct a training program in Germany for entrepreneurs, executives and future company founders in Central and Eastern Europe.

#### **1.1 Program Partners in Central and Eastern Europe**

Program partners in Central and Eastern Europe are

1. Sister associations of Initiative e.V.
2. Counterparts in the partner countries of Initiative
3. Partner churches in the relevant countries.

#### **1.2 Objectives of the program**

The aim of the program is to provide knowledge and know-how in business management, business organization, finance, customer relations, marketing and other objectives to participants from Central and Eastern Europe including industry-specific issues. This is supported by an internship in German companies, a business seminar and establishing contacts with the members of Initiative as well as with former participants in the internship program. So better conditions should be created for future company founders.

Another objective of the internship is the development and maintenance of new contacts with the aim of increasing international networking and the development of new business opportunities outside the home markets of the participants.

Participants who are already acting as independent entrepreneurs or as senior executives should be enabled by the new knowledge and new contacts to maintain and expand their business permanently. Cooperation between small and medium size enterprises should be supported as part of these activities.

#### **1.3 Program flow**

The internship program consists of three components, to ensure the desired success the participants agree with their application to participate in all three components:

- Definition of individual internship goals and preparation of internship
- Internship
- Entrepreneur Seminar, Network Meeting and Annual Meeting of Initiative

The application for the internship will be accepted all year round. Promptly after receipt of the application at Initiative a check of the application will be carried out for compliance with the formal conditions and suitability of the applicant to participate in the internship.

## Part One

If the participation on the internship program is supported, a direct approach to the applicant and an initial interview takes place (preferably via Skype) with the aim to determine in detail the wishes and ideas of the applicant for the internship. So an optimal set-up of the internship should be insured.

During this conversation the applicant also has the opportunity to be fully informed about the program and ask any relevant questions. Also this conversation will be used to judge appropriate the knowledge of the applicant in German or English language.

Based on this conversation, the applicant will receive documents for self-study. These documents should help the applicant to define the objectives of his internship related to his specific situation in an optimized manner. This definition of objectives has to be submitted to Initiative, will be examined and possibly refined with the applicant.

## Second Part

Based on the agreed definition of the objectives Initiative will look for one or multiple companies for the internship of the participant. Period and duration of the internship and the number of companies visited during the internship will be defined together with the definition of objectives between the participant and Initiative.

Initiative in conjunction with the companies for internship will take over most of the costs for the internship. Initiative strives to accommodate the participants during their internship with members of Initiative or with members of the evangelical church to give the participants some ideas of private and religious life in Germany.

In any case, Initiative will take over the costs of housing and pays participants for the duration of the program an allowance in the amount of € 200.00 and a meal allowance of € 15.00 per day in case of foreign placement. In addition Initiative includes all participants during their period of stay in Germany in a health, liability and accident insurance; the costs are borne by the Initiative.

The participants have to bear themselves the travel expenses for the trip to Germany and returning to the home country and possibly for travel within Germany. Only in cases of hardship a travel allowance up to the amount of € 100.00 will be provided; a respective application has to be submitted together with the application form. Subsequent reimbursement is not possible.

## Third Part

The third part consists of a two-day business seminar, a networking meeting and the participation in the annual meeting of Initiative, this year in Wroclaw (Poland). All participants since the last annual meeting take part in this part of the program. Initiative will support the joint arrival of participants from different countries.

The cost of this part (arrival and departure, room and food) is fully taken by Initiative, as well as the cost for the of insurance as already defined for the second part.

### Schedule of the third part:

Tuesday, 08.10.2013:	Arrival in Wroclaw not later than 4:00 p.m. Get-together of the participants, introduction to the seminar schedule, common dinner, sharing experiences
Wednesday, 09.10.13 to Thursday, 10.10.2013	Entrepreneur seminar with lectures, presentations and group work on issues of corporate management and corporate organization with special emphasis of Christian principles Preparing the presentation of participants at the annual meeting of Initiative e.V.
Friday, 11.10.2013, morning	Networking meeting with former participants in the program and members of initiative
Friday, 11.10.2013, afternoon until Sunday, 13.10.2013	Participation in the Annual Meeting of Initiative A translation of the presentations in English will be offered
Sunday, 13.10.2013	return to the home countries

## **2. Pre-conditions for participation in the internship program**

- In general, good knowledge of German, exceptionally good English. Good knowledge of German will significantly increase the chances of successful placement in German companies.
- Member of a Christian Church - preferably as an active member.
- Recommendation of the local church and the national church organization or national sister association of Initiative e.V.
- Application with a completed application form, available on [www.initiative-europa.eu](http://www.initiative-europa.eu). This can either be completed online as an Excel file or printed out as a PDF file and completed manually.
- By applying a registration deposit of 100 € is requested. This has to be transferred to the account of Initiative e.V.:

Account No. 101 305 5013 at KSD Bank in Duisburg (Bank Code 350 601 90)  
IBAN DE23 3506 0190 1013 0550 13

The application will not be processed as long the deposit is not received on the account of Initiative. The deposit will be returned during the annual meeting, if the participant has participated in all three parts of the program. In case of cancellation by the applicant or if the applicant will not appear the deposit will not be refunded. The only exception is disease with certificate.

## **3. Further information**

Initiative e.V.

Andreas Liebisch

Jahnstraße 15

D 55499 Riesweiler

Tel. +49 6131 2050981

[initiative-hospitationen@consalting-liebisch.de](mailto:initiative-hospitationen@consalting-liebisch.de)

Skype: andreas.liebisch