

# Human Resources and Customer Service

- **How to equip the work-place**
- **Staff requirement**
- **Job description**

# Requirements of the work-place and office

# Office Management Assistance

- **Degree in office management assistance**
- **Work experience within entrepreneurship**
- **Managing the workflow**
- **Knowledge about the network partners**
- **Social skills**

# Executive Consultant

- **University degree**
- **Introductory training**
- **Broad knowledge**
- **Basic knowledge about legal and tax aspects**
- **Social skills**

# Quality Management

- **Service package**
- **Staff requirements**
- **Appliances and methods**
- **Organisational requirements**
- **Evaluation, development and quality protection**
- **Documentation**
- **Corporate Identity**



# Feedback Loop

# Thank you for your attention.

## Contact

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