



Rheinland-Pfalz ■ gGmbH  
Gesellschaft für Beratung  
und Bildung



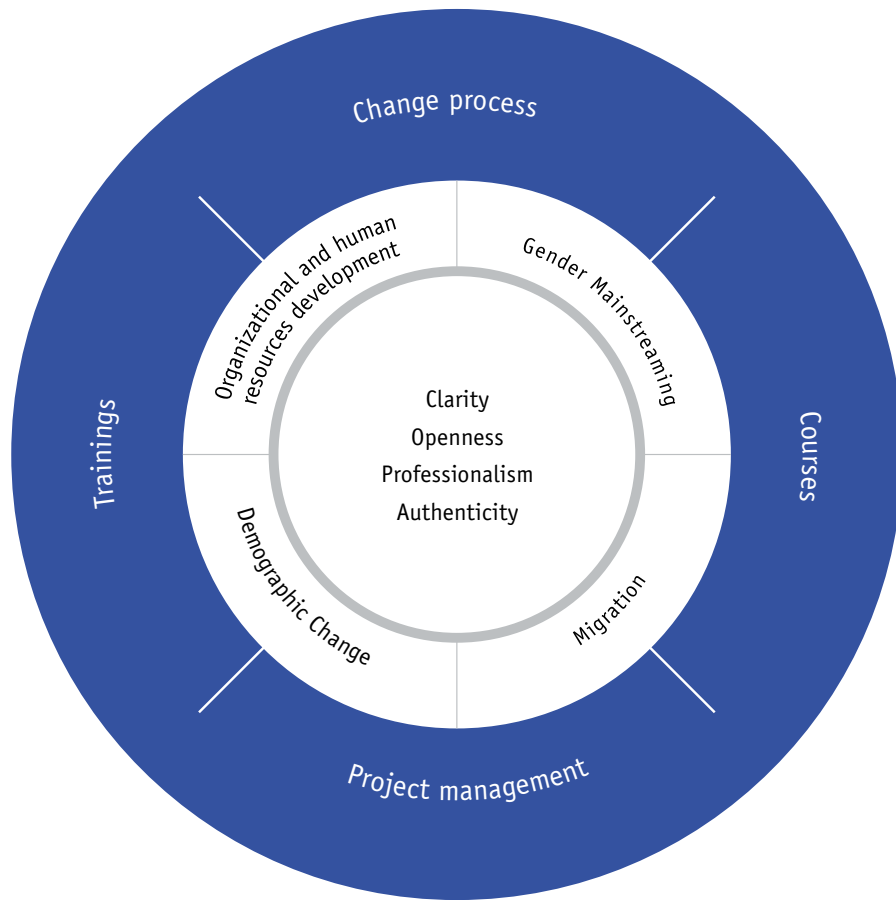
# ARBEIT & LEBEN gGmbH

(**WORK & LIFE**, limited company operated as a public utility)

We strive to support you on your way through a changing work environment and living environment.

# ORGANIZATION

**ARBEIT & LEBEN gGmbH** is a state-approved educational provider. It has firmly established itself in the education landscape of Rhineland-Palatinate since 1973. We provide a wide range of services such as education and consulting, project management and process facilitation. Trade unions, workers' councils, public institutions, companies and private persons are our clients.



# ORGANIZATIONAL PROFILE IN 60 SECONDS

We embrace a set of core values to guide and structure our work.  
Based on these values, our priorities affect our offers and projects.

# CORE VALUES

Our core values form the center of our work. They provide a basis for everything we do and help us to stay focused.

## **Clarity**

Straightforward communication, understanding and plain language with clients and between colleagues help to create an atmosphere of safety and trust. They are essential for smooth cooperation.

## **Openness**

Requirements for each new task are: tolerance and respect, being interested in new things and an unbiased approach to individuals, projects and situations.

## **Professionalism**

All our employees have got a very high level of professional and organizational skills keeping it up by continuing further education and training.

## **Authenticity**

We live our values as an organization and all our employees live them, too. They are an essential part of their daily work.

# SUBJECTS

Based on our core values, we have established **main priorities which play a decisive role in our range of services and projects.**

## **Organizational and human resources development**

An organizational and human resources development that is designed to increase sustainability and participation is one of our core competences.

## **Demographic change**

Bearing in mind a changing society, we offer process facilitation and assist with human resources planning.

## **Gender Mainstreaming**

Gender mainstreaming is very important to us and has a deep impact on our offers and projects. We help you establish gender mainstreaming.

## **Migration**

Our educational services and consultations strive to implement cultural diversity into planning and working processes.



# OUR SERVICES

It is essential for us that our services are customized to fit our clients' needs and situations. Nevertheless we can differentiate between the following types of our most demanded services:

## **Change processes**

We provide consultation and training for human resources management and organizational development. We facilitate our clients to discover the complex issues and the factors concerning change processes.

## **Courses**

Among target-group specific trainings and courses on an individual basis for personal and professional education we offer educational trips and special offerings for works councils.

## **Project management**

In the range of project, health and network management we help our clients with the implementation of stable and expandable structures.

## **Trainings**

In our trainings, such as team and leadership trainings, we place strong emphasis on systems approach.

# OUR CLIENTS

**Local, national and European level public institutions** proposals and realize them. Within the framework of such cooperation we offer consultancy, workshops and training courses for companies and private persons. We also offer many different projects aiming for people with a migration background and young adults.

**German Trades Union Confederation (DGB) and single trade unions**

ARBEIT & LEBEN is an institution very closely related

to trade unions; we have been active for DGB and other trade unions. We organize workshops, further education and events. If you wish to we procure to you suitable facilitators and experts on labor market-related topics. We also support the educational work of trading unions.

If necessary we support the trade unions' educational work starting from conceptual design to realization. Apart from that we provide further services.

# OUR CLIENTS

## **Work councils and European business organizations**

ARBEIT & LEBEN ist als gewerkschaftsnahe Institution für den DGB und alle Einzelgewerkschaften tätig.

We take workers' and staff councils through the processes of operational change, we support by individual consultancy and a professional manner of presentation and moderation. We also comfort you in your daily tasks, such as organizing staff meetings.

Furthermore we assist European and cross-companies business organizations and offer further education for trade union members and staff councils.

# OUR CLIENTS

## **Small and medium-sized enterprises, major companies**

We offer consultancy and support for different sectors and industries. The main focus of work lies on process facilitation and consultancy. We supervise projects and assist with our skills and competencies referring to human resources management, defining goals and objectives, Process management and training work-related training courses.

If you need further information on our services please do not hesitate to contact us. We will be pleased to give you further information and to have a first non-binding interview.

## **Private persons and social groups**

Our workshops and trainings cover a wide range of socio-political, professional and working issues.

We offer special courses for women, men, and people under the age of 26, migrants, business start-ups, employees, multipliers, civil employees or any other person.

Especially employees are motivated to participate in our services by the Rhineland-Palatinate trainings legislation.

We would be happy to advise you on which course suits you best.

## **ARBEIT & LEBEN gGmbH**

Represented by the General Manager

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## **Design**

[www.medienagenten.de](http://www.medienagenten.de)

## **Pictures**

Timo Volz

## **Member of company:**

German Adult Education Federation of  
Rhineland-Palatinate (VHS)

German Trades Union Confederation (DGB)

