

Seminar Program 2016



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Boge Compressed Air Academy

Seminar Program

BOGE Compressed Air Academy

Do you want to expand your knowledge on compressors and compressed air supply? Steered by the motto "Gained from practice, for use in practice", our experienced trainers use practical examples and exercises to present and explain specialised, sector-specific content.

Effective compressed air management

This training course will provide instruction on the basics of compressed air technology as well as inform about the latest developments. A further focal point will be energy-saving options and the efficient operation of a compressed air station. We will take a look at the entire compressed air system and give numerous useful tips and tricks. This seminar is also particularly suitable for people who have little or no experience of compressed air technology.

BOGE Technical Seminars

These seminars will teach you how to operate BOGE compressors and compressor stations in a safe and economically efficient way. They are aimed at the service employees of our partners, retailers and customers. We organise seminars on topics including (but not limited to) piston compressors, refrigerant dryers, oil-lubricated screw compressors, adsorption dryers, service management or the BOGE service. Participants can choose a basic or professional seminar depending on their level of prior knowledge.

Basic service seminars (1 day)

We provide you with basic knowledge. Among other things, you'll learn how to optimally adjust the system pressure, how to eliminate leaks quickly and what to look out for during maintenance intervals. Such knowledge has a high potential for development at a later stage. Ultimately, the overwhelming majority of unscheduled machine downtime occurs as a result of simple issues. We teach those responsible for the machines how to recognise these issues in a timely fashion and prevent failures or malfunctions.

Professional service seminars (2 days)

This advanced seminar teaches how to approach troubleshooting in a systematic way. As well as technical knowledge on complex compressed air systems and higher-level control, successful systematic troubleshooting requires a comprehensive range of methodological skills. Step one requires you to understand the processes taking place within the system or plant. In step two, you'll identify the affected function. In step three, you'll investigate which components are linked to this function and could therefore be the source of the issue. This seminar is aimed at



Boge Compressed Air Academy

Seminar Program

servicing and repairs professionals wishing to acquire a detailed understanding of complex systems as well as of troubleshooting and error rectification.

Sales Seminars

Successful BOGE sellers must not only know our products well – they must also know how to sell effectively or give a positive pitch. This requires them to know a number of essential mechanisms and techniques. Our BOGE sales seminars address topics such as the "Professional Presentation of Pitches", "Communication", "Negotiating and Selling", "From Preparation to closing a Deal" and "Presentation Technique".

Basic sales seminars (1 day)

The participants will learn about the design and structure of the BOGE products, its important components and its functions as well as how to argue its advantages and the customer benefits. Moreover we compare the most important competitors.

www.boge.de

We regularly adapt our program to suit your needs. Visit www.boge.de to find out about our current program of seminars. You will not only discover useful information about dates and the content of our training seminars, but will also be able to sign up for courses quickly and easily online.



Basic Service Seminar (English)

Description Compressor controls (1EC)

Learning opportunity

The participants of this seminar will be taught all the knowl-

edge necessary to understand the functions of the BOGE compressor controls and handling by using the available

technical documentation.

Target group Service technicians, administrative service and product sup-

port personnel of our key partners and distributors who deal

with customers in the aftermarket.

Content
 Functions and tasks of BOGE compressor controls

Naming and usage in different compressor types

Design of different controls

Functions of different controls

based on the products

base control (BASIC) / RATIO

- FOCUS

- focus control 2.0

Auto- / Ratio- / Supertronic

RequirementsBasic knowledge of design and function of compressors

Duration 1 day

Charge -



Basic Service Seminar (English)

Agenda Compressor controls (1EC)

09:00 hrsWelcome and introduction to the course agenda

Introduction of participants

09:15 hrs Design, functions and options of

BOGE compressor controls

10:30 hrs Break

11:00 hrs Design and functions and handling of controls

base control (BASIC) and RATIO

12:45 hrs Lunch-Break

13:30 hrs Design, functions and handling of controls

FOCUS and focus control 2.0

15:00 hrs Break

15:30 hrs Design, functions and handling of controls

FOCUS and focus control 2.0

16:00 hrs Break

16:15 hrs Design, functions and handling of controls

Autotronic, Ratiotronic and Supertronic

17:00 hrs End of seminar



Basic Service Seminar (English)

Description Screw compressors with oil-injection cooling (1ES)

Learning opportunityThe participants of this seminar will get all necessary skills using the available technical documentations, in order to

maintenance oil injected BOGE screw compressors on their

own.

Target group Service technicians, administrative service and product sup-

port personnel of our key partners and distributors who have to maintain BOGE screw compressors with oil-injection cool-

ing.

Content • Fundamentals of compressed air

 Design and Function of BOGE screw compressors with oil-injection cooling

Basics of compressor controls

base control (BASIC) / RATIO

- FOCUS

- focus control 2.0

Maintenance work on BOGE screw compressors with oil-

injection cooling (S and C series)

Requirements Technical understanding of machines, and knowledge of the

operation of machines and work on machines.

Duration 1 day

Charge -



Basic Service Seminar (English)

Agenda Screw compressors with oil-injection cooling (1ES)

Day 1

09:00 hrs Welcome and introduction to the course agenda,

Introduction of participants

09:20 hrs Product range overview and type code of BOGE screw com-

pressors with oil-injection cooling

09:40 hrs Fundamentals of compressed air

10:30 hrs Break

11:00 hrs Design and function of single components BOGE screw

compressors with oil-injection cooling

(S and C series)

12:45 hrs Lunch-Break

13:30 hrs Compressor controls:

base control/RATIO, FOCUS and focus control 2.0

DesignFunctionHandling

15:00 hrs Break

15:30 hrs Maintenance work on

BOGE screw compressors with oil-injection cooling

(Practical part in the trainings centre)

17:30 hrs End of the seminar



Basic Service Seminar (English)

Description Compressed Air Treatment (1ET)

Learning opportunity The participants of this seminar will get all necessary skills

using the available technical documentations, in order to service and complete maintain for all kinds of BOGE air treat-

ment solutions on their own.

Target group Service technicians, administrative service and product sup-

port personnel of our key partners and distributors that have

to maintenance BOGE air treatment equipment.

• Why is it necessary to do air treatment?

Design and function of adsorption dryers

Design and function of refrigerant dryers

• Design and function of further components of air treatment

(Filtration, condensate drains, condensate separators)

Maintenance jobs at BOGE compressed air treatment

components

Requirements Technical understanding of machines, and knowledge of the

operation of machines and work on machines.

Duration 1 day

Charge -

Basic Service Seminar (English)

Agenda Compressed Air Treatment (1ET)

Day 1

09:00 hrs Welcome and introduction to the course agenda,

Introduction of participants

09:15 hrs Why compressed air must be treated?

10:00 hrs Design and function of adsorption dryers

10:30 hrs Break

11:00 hrs Design and function of refrigerant dryers

11:45 hrs Design and function of further components of air treatment

(Filtration, condensate drains, condensate separators)

12:45 hrs Lunch-Break

13:30 hrs Regular maintenance work

on BOGE compressed air components

15:00 hrs Break

15:30 Regular maintenance work

on BOGE compressed air components (Practical part in the trainings centre)

17:30 End of the seminar



Basic Service Seminar (English)

Description Piston compressors (1EP)

Learning opportunity The participants of this seminar will get all necessary skills

using the available technical documentations, in order to maintain BOGE oil lubricated and oil-free piston compres-

sors.

Target group Service technicians, administrative service and product sup-

port personnel of our key partners and distributors who have

to maintain oil injected BOGE screw compressors.

• Fundamentals of compressed air

 Design and Function of BOGE oil lubricated piston compressors

 Design and Function of BOGE oil-free piston compressors

Basics of compressor controls

base control (BASIC) / RATIO

- FOCUS

- focus control 2.0

Maintenance work on BOGE piston

(SC and PO...L series)

Requirements Technical understanding of machines, and knowledge of the

operation of machines and work on machines.

Duration 1 day

Charge -



Basic Service Seminar (English)

Agenda Piston compressors (1EP)

Day 1

09:00 hrs Welcome and introduction to the course agenda,

Introduction of participants

09:20 hrsOverview of product range and type code of BOGE piston

compressors

09:35 hrs Fundamentals of compressed air

10:30 hrs Break

11:00 hrs Design and function of single components BOGE oil lubri-

cated and oil-free piston compressors

(SC and PO...L series)

12:45 hrs Lunch-Break

13:30 hrs Piston compressor controls:

base control/RATIO, FOCUS and focus control 2.0

DesignFunctionHandling

14:30 hrs Maintenance work on BOGE piston compressors

(Practical part in the trainings centre)

15:00 hrs Break

15:30 hrs Maintenance work on BOGE piston compressors

(Practical part in the trainings centre)

17:00 hrs End of the seminar



Basic Service Seminar (English)

Description Oil-free scroll compressors (1EO1)

Learning opportunity The participants of this seminar will get all necessary skills

using the available technical documentations, in order to

maintain oil-free BOGE scroll compressors.

Target group Service technicians, administrative service and product sup-

port personnel of our key partners and distributors who have

to maintain oil-free BOGE scroll compressors.

Content • Fundamentals of compressed air

 Design and Function of BOGE oil-free scroll compressors

• Basics of compressor controls

focus control 2.0

Regular maintenance work on BOGE oil-free scroll com-

pressors (EO series)

Maintenance work on BOGE oil-free scroll compressors

(practical part)

Requirements Technical understanding of machines, and knowledge of the

operation of machines and work on machines.

Duration 1 day

Charge -



Basic Service Seminar (English)

Agenda Oil-free scroll compressors (1EO1)

Day 1

09:00 hrs Welcome and introduction to the course agenda,

Introduction of participants

09:20 hrs Product range overview and type code of BOGE oil-free

scroll compressors

09:35 hrs Fundamentals of compressed air

10:30 hrs Break

11:00 hrs Design and function of single components BOGE oil-free

scroll compressors

12:00 hrs Compressor control of oil-free scroll compressors

focus control 2.0

12:45 hrs Lunch-Break

13:30 hrs Regular maintenance work on

BOGE oil-free scroll compressors

(EO series)

14:30 hrs Break

15:00 hrs Maintenance work on

BOGE oil-free scroll compressors (Practical part in the trainings centre)

16:30 hrs End of the seminar



Professional Service Seminar (English)

Description Controls (2EC)

Learning opportunity The participants in this seminar will get all necessary skills,

to do a systematic commissioning and optimizing on BOGE

compressed air management systems.

Target group Experienced service technician of our partners, distributors

and customers, who will be tasked to commission and/or

optimizing a BOGE compressor air management system.

Systematic commissioning of compressor management systems

• Comprehensive knowledge of compressor control param-

eterization, to connect compressor management systems.

Software update

How to built an efficient compressed air station

Requirements Technical knowledge on machines as well as knowledge

about function and operation on machines.

Duration 2 days

Charge -



Professional Service Seminar (English)

Agenda Controls (2EC)

Tag 1

09:00 hrs Welcome and introduction to the course agenda,

Introduction of participants

09:15 hrs FOCUS (**focus** control 2.0) compressor control

structureFunction

10:30 hrs Coffee break

11:00 hrs FOCUS (focus control 2.0) compressor control

Function

Software update

12:45 hrs Lunch break

13:30 hrs FOCUS (focus control 2.0) compressor control

Base load switch over (BLS)

Function

Commissioning

15:00 hrs Coffee break

15:30 hrs BOGE Compressor management control

airtelligence plus

Modbus Interface ModuleBus connection / Network

17:00 hrs End of seminar day 1



Professional Service Seminar (English)

Agenda Controls (2EC)

Tag 2

09:00 hrsBOGE Compressor management control

airtelligence provis 2.0

structureFunction

09:45 hrs airtelligence provis 2.0 – Commissioning

Connection and parameterization of compressor con-

trols and there interfaces

Connection and parameterization of BOGE compressed

air management controls

10:30 hrs Coffe break

11:00 hrs airtelligence provis 2.0 – Commissioning

Troubleshooting on compressor management controls

12:45 hrs Lunch break

13:30 hrs airtelligence provis 2.0 – Commissioning

· Installation of visualization

Software update

15:00 hrs Coffee break

15:30 hrs Remote compressor monitoring system – **air**status

FunctionOperation

16:00 hrs How to built an efficient compressed air station

16:30 hrsBOGE controls from customer and user perspective- we are

interested in your opinion.

17:00 hrs End of seminar



Professional Service Seminar (English)

Description Screw compressors with oil-injection cooling (2ES)

Learning opportunity The participants of this seminar will get all the necessary

skills for the systematic approach to doing troubleshooting

and fault correction.

This includes extensive methodological skills as well as detailed understanding of complex machines and controls.

Target group Experienced service technicians, BOGE administrative ser-

vice and product support personnel of key partners and distributors who are involved in the maintenance of oil injected

BOGE screw compressors.

Content
 Commissioning of oil injected screw compressors

• Fault analysis of oil injected screw compressors

 Configuration of oil injected screw compressor controls (base control (BASIC), FOCUS and focus control 2.0)

 Troubleshooting and repair of screw compressors with oilinjusting analing

injection cooling

Requirements Technical understanding of screw compressors with oil-

injection cooling, and knowledge of the operation of ma-

chines and work on machines.

Duration 2 days

Charge -



Professional Service Seminar (English)

Agenda Screw compressors with oil-injection cooling (2ES)

Day 1

09:00 hrs Welcome and introduction to the course agenda,

Introduction of participants

09:20 hrs Fundamentals of compressed air and product overview

BOGE screw compressors with oil-injection cooling

10:30 hrs Break

11:00 hrs Compressor controls for

screw compressors with oil-injection cooling:

base control (BASIC)/RATIO, FOCUS and focus control 2.0

(Design, function and handling)

12:45 hrs Lunch-Break

13:30 hrs Compressor controls for

screw compressors with oil-injection cooling:

base control (BASIC)/RATIO, FOCUS and focus control 2.0

(Function and setup of base load switch)

15:00 hrs Break

15:30 hrs Compressor controls:

base control (BASIC)/RATIO, FOCUS and focus control 2.0
(Setup of a base load switch and Software flashing)

17:00 hrs End of the seminar day



Professional Service Seminar (English)

Agenda Screw compressors with oil-injection cooling (2ES)

Day 2

09:00 hrs Options of BOGE screw compressors with oil-injection cooling

(Frequency control, BLUEKAT, heat recovery)

10:30 hrs Break

11:00 hrs Options of BOGE screw compressors with oil-injection cooling

(Handling of frequency inverter)

11:45 hrs Installation and commissioning of screw compressors with oil-

injection cooling

12:45 hrs Lunch-Break

13:30 hrs Fault determination and localisation on BOGE compressors

(electrical and mechanical)

15:00 hrs Break

15:30 hrs Fault determination and localisation on BOGE compressors

(electrical and mechanical)

17:00 hrs End of the seminar



Professional Service Seminar (English)

Description Compressed Air Treatment (2ET)

Learning opportunityThe participants in this seminar will get all necessary knowl-

edge imparted that are necessary for a systematic troubleshooting at BOGE refrigeration dryers, adsorption dryers,

DAV and BOGE converters.

This includes a detailed understanding of complex machines

and controls and extensive methodically skills.

Target group Service technicians, administrative service and product sup-

port personnel of our key partners and distributors which are entrusted with the troubleshooting at BOGE air-treatment

components.

Content
 Function of refrigeration dryer and control technology parts

• Function and structure of dryer controls

Function and structure of DAV dryer

Function and structure of DAV controls

Maintenance, recognize of faults and troubleshooting

Function and structure of BOGE converter

- Maintenance, recognize of faults and troubleshooting

RequirementsKnowledge about the structure and function of refrigeration

and adsorption dryers, as well as knowledge of operation and

maintenance of such equipment.

Duration 2 days

Charge -



Professional Service Seminar (English)

Agenda Compressed Air Treatment (2ET)

Day 1

09:00 hrs Welcome and introduction to the course agenda,

Introduction of participants

09:15 hrs Function of main components inside refrigeration circuit

10:00 hrs Regulating components of refrigeration dryer

(the function and possible factors may course faults)

10:30 hrs Break

11:00 hrs Regulating components of refrigeration dryer

(function and possible factors may course faults)

12:45 hrs Lunch-Break

13:30 hrs Refrigeration dryer controls type DB, DR, DX and DS

(Fault lists, indications and their meaning)

15:00 hrs Break

15:30 hrs DAV Adsorption dryer

(Design and function)

17:00 hrs End of the seminar day



Professional Service Seminar (English)

Agenda Compressed Air Treatment (2ET)

Day 2

09:00 hrs Fundamentals of compressed air and the compressor room

10:30 hrs Break

11:00 hrs DAV dryer

(Faults, troubleshooting and maintenance)

12:45 hrs Lunch-Break

13:30 hrs BOGE converter

(Design and function)

15:00 hrs Break

15:30 hrs BOGE converter

(Faults, troubleshooting and maintenance)

16:30 hrsBOGE air- treatment from customer and user perspective- we

are interested in your opinion.

17:00 hrs End of the seminar



Professional Service Seminar (English)

Description Piston compressors (2EP)

Learning opportunity The participants of this seminar will get all the necessary

skills for the systematic approach to doing troubleshooting

and fault correction.

This includes extensive methodological skills as well as detailed understanding of complex machines and controls.

Target group Experienced service technicians, BOGE administrative ser-

vice and product support personnel of key partners and distributors who are involved in the maintenance of oil injected

BOGE screw compressors.

Content

• Fault analysis of oil-lubricated and oil-free piston compres-

 Configuration of oil injected screw compressor controls (base control (BASIC), FOSUC and focus control 2.0)

 Troubleshooting and repair of screw compressors with oilinitiation and line

injection cooling

Commissioning of piston compressors

Requirements Technical understanding of oil-lubricated and oil-free piston

compressors, and knowledge of the operation of machines

and work on machines.

Duration 2 days

Charge -



Professional Service Seminar (English)

Agenda Piston compressors (2EP)

Day 1

09:00 hrs Welcome and introduction to the course agenda,

Introduction of participants

09:20 hrs Fundamentals of compressed air and product overview of

BOGE piston compressors

10:30 hrs Break

11:00 hrs Compressor controls for

BOGE piston compressors:

base control (BASIC)/RATIO, FOCUS and focus control 2.0

• (Design, function and handling)

12:45 hrs Lunch-Break

13:30 hrs Compressor controls for

BOGE piston compressors:

base control (BASIC)/RATIO, FOCUS and focus control 2.0

(Function and setup of base load switch)

15:00 hrs Break

15:30 hrs Compressor controls for

BOGE piston compressors:

base control (BASIC)/RATIO, FOCUS and focus control 2.0
(Setup of a base load switch and Software flashing)

17:00 hrs End of the seminar day



Professional Service Seminar (English)

Agenda Piston compressors (2EP)

Day 2

09:00 hrs Installation and commissioning of oil-luricated and oil-free pis-

ton compressors

10:30 hrs Break

11:00 hrs Options of BOGE piston compressors

(Booster, FlexPET)

12:45 hrs Lunch-Break

13:30 hrs Fault determination and localisation on BOGE compressors

(electrical and mechanical)

15:00 hrs Break

15:30 hrs Fault determination and localisation on BOGE compressors

(electrical and mechanical)

17:00 hrs End of the seminar



Professional Service Seminar (English)

Description BOGE-Service (2EE1)

Learning opportunity

The participants in this seminar will be taught all the knowl-

edge necessary to do a systematic troubleshooting and - re-

covery at BOGE compressors.

Furthermore to do an independent commissioning is obtained after the defaults which were necessary for the bestcair war-

ranty extension program. (not available in all countries)

The seminar prepares for the examination to the certified BOGE service technician. (necessary for bestcair)

Target group Service technicians, administrative service and product sup-

port personnel of our key partners and distributors that deal

with compressor servicing.

Content
 Commissioning of BOGE compressors

Introduction of best*cair* warranty program

Design, function, application, layout and maintenance on

compressed air preparation components

Design, functions, handling and options of BOGE com-

pressor controls

Systematically troubleshooting at BOGE compressors

Requirements Technical understanding of screw compressors with oil-

injection cooling, and knowledge of the operation of ma-

chines and work on machines.

Duration 2 days

Charge -

Dates and locations April 19 – 20/2016 Bielefeld

September 19 – 20/2016 Bielefeld



Professional Service Seminar (English)

Agenda BOGE servicing (2EE1)

Day 1

09:00 hrs Welcome and introduction to the course agenda,

Introduction of participants

09:20 hrs Requirements according maintenance on screw compressors

and introduction of BOGE best cair warranty program

10:30 hrs Break

11:00 hrs Compressed air treatment

• (Design, function, application, layout criteria)

12:45 hrs Lunch-Break

13:30 hrs Compressor controls for

screw compressors with oil-injection cooling:

base control (BASIC)/RATIO, FOCUS and focus control 2.0

• (Design, function and handling)

15:00 hrs Break

15:30 hrs Compressor controls:

base control (BASIC)/RATIO, FOCUS and focus control 2.0

(Setup of a base load switch and Software flashing)

17:00 hrs End of the seminar day



Professional Service Seminar (English)

Agenda Compressor servicing (2EE1)

Day 2

09:00 hrs Fundamentals of compressed air and the compressor room

10:30 hrs Break

11:00 hrs Installation and commissioning of screw compressors with

oil-injection cooling according bestcair

12:00 hrs Fault determination and localisation on BOGE compressors

(electrical and mechanical)

12:45 hrs Lunch-Break

13:30 hrs Fault determination and localisation on BOGE compressors

(electrical and mechanical)

15:00 hrs Break

15:30 hrs Fault determination and localisation on BOGE compressors

(electrical and mechanical)

17:00 hrs End of the seminar



Professional Service Seminar (English)

Description

Examination "Certified BOGE technician" (2EE2)

Learning opportunity

Certification of a service technician of our key partners or distributors as requirement for attendance with best *cair* extended warranty program and obtaining the service qualification.

Target group

Experienced service technicians of our key partners and distributors.

Content

- Basics of compressed air
- Expanded knowledge of design, function, commissioning and maintenance of oil lubricated and oil free piston compressors
- Expanded knowledge of design, function, commissioning and maintenance of oil injected screw compressors
- Expanded knowledge of design, function, options and software-flashing of compressor controller
- Design, function, application and layout of compressed air treatment
- Commissioning and maintenance guide lines of best*cair* extended warranty program

Requirements

- Technical knowledge of design, function, application of piston compressors and screw compressors with associated controller and compressed air treatment
- Guide lines of best*cair* extended warranty program (attendance with "professional seminar service")

Duration

1 days

Charge

-

Dates and locations

April 21/2016 Bielefeld September 21/2016 Bielefeld



Professional Service Seminar (English)

Agenda	Examination "Certified BOGE technician" (2EE2)
09:00	Welcome and introduction to the course agenda, Introduction of participants
09:30	Written examination
10:30	Break
11:00	Practical examination (per participant approx. 20 - 30 min) Settings and troubleshooting at different compressors
12:45	Lunch-Break
13:30	Practical examination (per participant approx. 20 - 30 min) Settings and troubleshooting at different compressors
15:45	Break
16:30	Announcement of examination results and grant certification
17:00	End of the seminar



Basic Sales Seminar (English)

Description Screw compressors with oil-injection cooling (6ES)

Learning opportunityThe participants will learn about the design and structure of the C series and S series, its important components and its

functions as well as how to argue its advantages and the customer benefits. Moreover we compare the most important

competitors.

Target group Sales representatives and indoor sales staff with customer

contacts and all interested staff members.

• Structure and function of oil injection-cooled screw com-

pressors of the C range

Structure and function oil injection-cooled screw compres-

sors of the S range

How to argue advantages and benefits of C and S range

Comparisons with the competition

Requirements Technical understanding of machines.

Duration 1 Day

Charge -



Basic Sales Seminar (English)

Agenda Screw compressors with oil-injection cooling (6ES)

Day 1

09:00 hrs Welcome and introduction to the course agenda,

Introduction of participants

09:15 hrsOverview of the C range, structure of the C range and func-

tion of essential components,

Argumentation of Advantages and benefits

10:30 hrs Break

11:00 hrs Design and function of single components BOGE screw

compressors with oil-injection cooling

(S and C series)

12:45 hrs Lunch-Break

13:30 hrs Advantage and benefit argumentation of C and S series

15:00 hrs Break

15:15 hrs Information about competition and comparisons to C and S

range

17:30 hrs End of the seminar



Sales Seminar (English)

Description Professional preparation for sales talks (6EV1)

Learning opportunity

This seminar is for inexperienced sales people or indoor

sales people, as well as for experienced ones who want to

brush-up their sales skills.

Participants of this seminar will learn about basics of sales and will learn the mechanisms and techniques of successful sales talks. Exercises and work shops will support this goal.

Target group Sales people and indoor sales people with intensive cus-

tomer contacts to our dealer partners and customers.

Content • Communication and selling

• Sales talks: from opening to closing a deal

Elements of preparation

· Basics of negotiation

The 4 corner posts of negotiation

How to deal with objections

Requirements sales orientation

Duration 1 Day

Charge -



Sales Seminar (English)

Agenda Professional preparation for Sales Talks (6EV1)

Day 1

09:00 hrs Welcome and introduction to the course agenda,

Introduction of participants

09:15 hrs Basics of communication

active listeningbody language

10:30 hrs Break

11:00 hrs Communication

leading a conversationElements of communication

exercises

12:45 hrs Lunch-Break

13:30 hrs The sales talk: from preparation to closing the deal

The preparationThe customerThe planning

15:00 hrs Break

15:15 hrs The sales talk: from preparation to closing the deal

The negotiation

Dealing with objections

Closing the deal

17:30 hrs End of the seminar



Sales Seminar (English)

Description Communication, negotiating and selling (6EV2)

Learning opportunityThis seminar is for inexperienced sales people, indoor sales people with intensive customer contacts and those who want

to brush-up their selling skills.

The participants will learn the basics of communication, negotiation and selling techniques. Exercises and workshops

will support this goal.

Target group Sales people and indoor sales people with intensive cus-

tomer contacts to our dealer partners and customers.

Content

• Basics of communication

The price negotiation

The four corner posts of negotiation

Conflict management and dealing with objections

• The phone call

Techniques of asking questions and argumentation

Requirements Sales orientation and basic understanding of compressors.

Duration 1 Day

Charge -



Sales Seminar (English)

Agenda Communication, negotiating and selling (6EV2)

Day 1

09:00 hrs Welcome and introduction to the course agenda,

Introduction of participants

09:15 hrsBasics of communication

active listeningbody language

10:30 hrs Break

11:00 hrs The Negotiation

• The price negotiation

• exercises

12:45 hrs Lunch-Break

13:30 hrs Conflict management and dealing with objections

The phone call

15:00 hrs Break

15:15 hrs Techniques to ask questions and argumentation

exercises

17:00 hrs End of the seminar



Sales Seminar (English)

Description Presentation Skills – or the Art to be kept in Memory

(6EV3)

Learning opportunity Participants of this seminar will learn how to systematically

prepare and professionally conduct presentations. Group works and role plays will deepen their presentation and pub-

lic speaking skills.

Target group Sales people and all those who want to conduct presenta-

tions or hold speeches.

Content
 Basics of a successful presentation

Preparation of a presentation

Structure of a presentation

Technical tools

How to present with PPP (Beamer, etc.)

Tips and Tricks

How to deal with questions

Exercises

Requirements Basic knowledge of Power-Point-Presentation (MS)

desirable

Duration 1 Day

Charge -



Sales Seminar (English)

Agenda Presentation Skills – or the Art to be kept in Memory

(6EV3)

Day 1

09:00 hrs Welcome and introduction to the course agenda,

Introduction of participants

09:15 hrs Presenting in front of a group – It's show time!

basic rules of a presentationinteraction and body language

rhetorical tools

10:30 hrs Break

11:00 hrs Preparing a presentation

elements of a presentationstructure of a presentation

exercises

12:45 hrs Lunch-Break

13:30 hrs How to conduct a presentation

tips und tricks

• questions after the presentation

technical tools (media and how to use them)

15:00 hrs Break

15:15 hrs How to conduct a presentation

exercises

17:00 hrs End of the seminar



General Information

Boge Compressed Air Academy

General Terms and Conditions of Registration and Participation

Our aim is to provide excellent professional seminars to attain the maximum benefit for course participants. The following information describes the procedure we adopt:

Advice and registration

Secure your place on the seminar by booking early. Places are restricted and bookings will be accepted on a first-come basis. In the event of over-subscription, however, we will make every effort to find you a suitable alternative date.

Confirmation of registration

We will confirm your registration by email to complete your files.

Cancellation

We reserve the right to postpone courses or hold them at a different venue, or to cancel them entirely.

Right to cancel

If there are any changes in your plans, you are entitled to nominate a substitute to participate in your place. Cancellations received up to three weeks before the start of the seminar will not be subject to any costs; after this date, 50% of the course fee will be payable. If cancellation is made in the last week before the seminar begins, or if participants fail to show up, the course fee will be payable in full.

Course fees

Seminar prices are subject to statutory value added tax and, unless otherwise indicated, cover the course fee, the seminar documentation as well as lunch and soft drinks in the breaks during the event. Invoices will be issued after the seminar has taken place. The invoiced amount will be due in full upon receipt of the invoice. We regret that we are unable to make any refund for only partially used services.

Liability

We accept liability for damages caused by our staff only if these are caused by wilful intent or gross negligence. Any further liability for damages is excluded.



General Information

Boge Compressed Air Academy

Instructors

Our experienced BOGE trainers are in constant touch with everyday working practice since besides holding seminars they also assist in international support in their capacity as experts in their field.

Seminar documentation

The detailed course material will become an indispensable reference tool during day-to-day work.

Certificate

A certificate will be issued to document that participants have successfully completed their seminar.

Accommodation/recommended hotels

Park Inn Bielefeld

Am Johannisberg 5 33615 Bielefeld Tel: 0521/92380

mail: <u>info.bielefeld@eventhotels.com</u> Internet: http://www.bielefeld.parkinn.de

Please book rooms yourselves.

Registration

You can also register for your seminar quickly and easily at our website: www.boge.com/en/artikel/en/Domino/Druckluftkolleg.jsp?msf=100%252C400%252C150&switchang=en

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Training

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