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# Dr Fei Hong Training & Coaching

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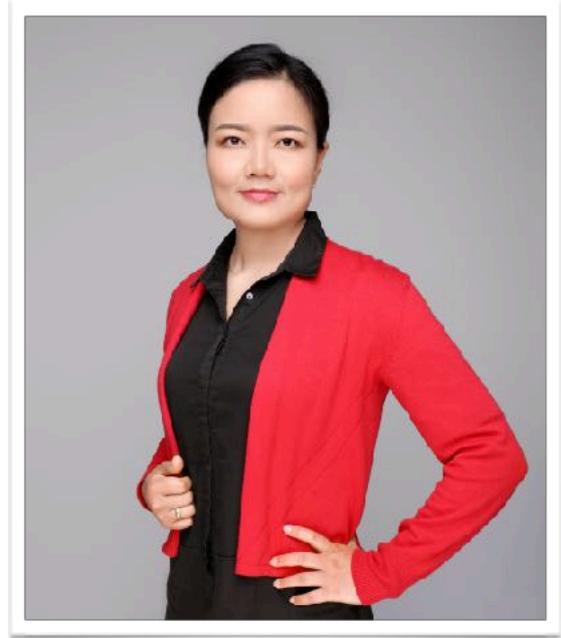
Mindful · Joyful · Successful

2019/2020

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# About Dr. Fei HONG



Dr Fei Hong originally comes from China and has lived in Europe for nearly 20 years. Since 2012, Dr Hong has led seminars and workshops for business professionals and university students. In 2016, she received her Doctoral title in psychology from the University of Tuebingen, one of the nine German Elite Universities, by developed a mindfulness-based intervention training and coaching program, namely the Mindful Self-Development Coaching (MSDC) program. The MSDC is scientifically proven significantly effective for professionals in challenging environment to prevent burnout and better manage stress. After second maternity leaves, Dr Hong founded her own training and coaching praxis in 2017, and she offers group and private coaching sessions as well as on- and offline trainings.

Before her doctoral research, Dr Hong has worked at two of the Fortune Top 100 companies as Account (Sales) Manager, Purchasing Manager and Human Resource (HR) Capability Manager for many years. Dr Hong has done her Master degree in Social Psychology at the London School of Economics and Political Science (LSE) and her Bachelor (Honour) degree in Psychology at the Middlesex University both in London, UK. Dr Hong is a long time meditation and yoga practitioner, a professional public speaker, a passionate backpacker and cyclist, a creative cook and a mindful living advocator. Currently, Dr Hong lives with her husband and two daughters in the Black Forest in southern Germany.

# Stress Management & Burnout Prevention

- Mindful Self-Development Coaching (MSDC) Intervention Weekend Retreat

## Summary

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This Mindful Weekend Retreat is designed especially for people without any previous knowledge on mindfulness or meditation background to know and experience what mindfulness is; what makes mindfulness so effective for stress reduction and burnout prevention; why mindful people report being happier and more satisfied with their lives.

All those frequently asked questions about mindfulness will be thoroughly explained and demonstrated during this weekend workshop. You will experience an abundant amount of different types of mindful activities, not only in sitting position for meditation but also in movements, such as mindful walking, eating, talking and listening. Most importantly is to learn how to apply mindfulness to important tasks such as planning, goal setting and decision making, also to manage your stress level and prevent overload during challenging times, like preparing for job interviews or an appraisal talk.

### Teaching Hour

2.5 Days

(Friday

17:00-20:00

Weekend

10:00-18:00)

### Maximum Participants

16 (no previous meditation experience is required, all welcome)

The workshop is designed to be very interactive, which means you will not only learn from the trainer but also yourself and the rest of the group. You will practice mindfulness in various format: individually, in a pair or a group. You are encouraged to be open and honest to yourself and the whole group. In return, you will benefit from group supports and experiences sharing. At the end of this mindful weekend retreat, you will have clear ideas and plans on how to apply mindfulness in your daily life, and receive a group of mindful practitioners, who you would appreciate and benefit from for a long term.

## Content

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- ✓ What is mindfulness and what are the benefits of practicing it?
- ✓ Burnout factors and how to prevent it mindfully
- ✓ Mindful eating, drinking, and nutrition choices
- ✓ Nonjudgemental talking and listening
- ✓ Mindful walking and moving meditation
- ✓ Mindful planning, goal setting and decision making
- ✓ Mind and body sessions
- ✓ Mindful stress-releasing techniques
- ✓ Mindful daily activities (instructions and workbook)
- ✓ Mindful dairy (instructions and workbook)

## Preparation

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- ✓ Please wear comfortable clothes, so you can sit comfortably and move freely
- ✓ Please bring plenty of water and some snacks or simple food for mindful eating and drinking session
- ✓ Open mind and active participation

### Requirements

1. Room has enough space for mindful movements
2. Ideally in a quite place
3. Ideally tables and chairs are removable

### Booking

See Booking Page



# Assessment Centre & Interview Workshop

- Former HR Manager Reveals The Winning Secrets

## Summary

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Never too early to prepare yourself for job interviews and Assessment Centres (ACs)! These two are the trendy and yet stressful job selection tools used by majority global players. At the end of this workshop, you will have the knowledge of how Interviews and ACs are designed and conducted, and how to prepared yourself to score high and win your future managers and bosses over!

The design of the workshop is based on the culture of multinational companies where the trainer used to work, therefore you will gain valuable Human Resource (HR) manager insider view and tips throughout the two days workshop. From the theoretical background of HR management, in particular, recruitment process and factors of typical selection tools, to hands-on practices. You will also have many practical challenges to solve, both individually and in a group setting. Through these exercises, you would learn what are the basic principles of selection tools, why more and more companies use ACs, what are the Critical Success Factors and how to identify them, why it is so important to thoroughly study the job advertisements, and of course the DOs and DON'Ts during interviews and ACs.

### Teaching Hour

2 Days  
Weekdays &  
Weekends  
(10:00-18:00)

### Maximum Participants

12 (Ideally for those who are planning to apply for internships and/or jobs in international organisations)

In addition, you will have a very unique experience of playing double roles: being a candidate as well as being an interviewer/assessor. This complete circle of giving and receiving constructive feedback will enable you to gain a deeper understanding of what ACs are really about, what assessors are looking for and how to win them over. As an additional bonus, some cutting-edge self-developmental techniques in applied psychology will be shared throughout the whole workshop, which you could benefit far beyond the two days workshop.

## Content

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- ✓ What is the selection process in Human Resource (HR) Management?
- ✓ How to analyse and decode job advertisements?
- ✓ Which kinds of interviews are mostly used and why?
- ✓ What are the secrets to winning interviewers over?
- ✓ What is an AC and what are the designs behind it?
- ✓ How to prepare for AC and interviews both physically and mentally?
- ✓ What to do the night before your interview and AC?
- ✓ How to win the 100 milliseconds first impression test?
- ✓ How to receive and give feedback in the public?
- ✓ What to do if I am too nervous and/or too panic – last-minute self-aid tools
- ✓ Practice – practice – practice! Group exercises and individual challenges

## Preparation

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### Requirements

1. Overhead projector and a flip chart are needed
2. Ideally with separate space/room, for mock interview

### Booking

See Booking Page

- ✓ Updated CV (either in German or in English, please remove any details which you do not want to share with others in the workshop)
- ✓ One appealing job advertisement which you want to apply (e.g., internship, graduate trainee program, direct entry etc.)
- ✓ Open mind and active participation

# Non-Verbal Communication In Public Speaking

- Get Noticed At The First Sight And Remembered After Your Talk

## Summary

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How can you win your audiences over even before you start to talk?

This workshop is designed to improve your nonverbal communication skills, especially in public speaking situations, for example, formal situations like presenting at seminars, classes or conferences, or at job interviews; Classic theories and recent relevant studies learning, plus well-designed fun hands-on exercises informal situations such as small talks or dating. You will learn how to read others' nonverbal cues as well as your own, then apply non-verbal techniques to enhance your credibility and confidence, even before you talk.

You will learn all the basic types of nonverbal communication channels existing in current researches, some of them you may be aware of, some of them you may never think on them. Theories part will cover factors, history and most recent findings on nonverbal communications, but this workshop will put more focus on practice, which you cannot do without another human being, and this workshop provides you with every opportunity to improve your nonverbal communication skills. Throughout the whole workshop, you will have many chances to give speeches both prepared and impromptu, in presentations, in role play, in theatre play or many other well-designed fun exercises. A big part is to practice how to give constructive oral feedback in public, which is the best practice for active listening, observing and establishing rapid rapports. As an additional bonus, some cutting-edge self-developmental techniques in applied psychology will be shared throughout the whole workshop, which you would benefit far beyond the two days workshop.

## Content

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- ✓ What are nonverbal communications?
- ✓ What are the most studied nonverbal communication channels?
- ✓ Which nonverbal channels are universal, and which are culturally specific?
- ✓ How to utilise your nonverbal language to enhance your communication?
- ✓ What can others tell from your nonverbal language?
- ✓ How to read and decode others' nonverbal language?
- ✓ How to express yourself adequately without words?
- ✓ How to provide appropriate and effective oral feedback in public?
- ✓ What are the secrets of world-famous public speakers?
- ✓ How to build up your public speaking style?
- ✓ How to deliver a speech that people would remember?
- ✓ What to do if I am too nervous – last minute self-aid tools

## Preparation

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### Requirements

1. Overhead projector and two flip charts are needed
2. Open space for final theatre play is wished

### Booking

See Booking Page

- ✓ A two minutes free style self introduction
- ✓ Watch the documentary “The Secret of Body Language” on YouTube



# Mindful Career Planning

- How to Plan A Career That Really Fits You and You Really Love

## Summary

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What do you want to do with your career? Plan earlier and get ahead of your peers or try around till you realise what your life passion is? Working life is a big part of our lives, if not the biggest. How you would do with it also leads to a different destiny. This workshop will guide you step by step to search deep down in your past and from the present moment to project the possible future. Then it is up to you how to plan it in your style. It is specially designed to facilitate you to transit smoothly from students to young professionals, or from employees to managers, or if you are considering to change different career path. Packed with insightful assessments, practical tools and techniques, you will get a lot of useful tips from the trainer, a psychologist and a former Human Resource manager at a multinational company.

This workshop is divided into two parts: Self-Assessment and Planning & Launching. At the first part, you will learn how to raise your awareness on your exact needs, desires and real potentials. With this newly recognised awareness, you would become more explicit on how to prepare yourself to launch your dream career.

At the second part, you will learn and practice a dozen practical career planning tools and techniques, which facilitate you to make the most critical first step and maximise possibilities into your life. By the end of the workshop, you would feel confident on what and how to launch your dream career. As an additional bonus, relevant cutting-edge techniques on self-development will be shared throughout the whole workshop, which you would benefit far beyond the two days workshop.

### Teaching Hour

2 Days

Weekdays &  
Weekends

(10:00-18:00)

### Optional

Related  
Psychometric  
Tests are available  
on requests with  
additional fee

### Maximum Participants

12 (All welcome)

## Content

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This workshop is divided into two parts:

### 1. Self-Assessment:

- ✓ How do you become who you are now? Timeline exercise to discover decision pattern(s) in your life
- ✓ What is your strength/weakness/potentials/passion/value?
- ✓ What do you really want in your professional life?
- ✓ What are your goals in short/long terms?

### 2. Planning & Launching:

- ✓ What can you do with your degree and what are the possible career paths?
- ✓ Where and how to start job hunting?
- ✓ Where are the unpublished vacancies and how to find them?
- ✓ How to write an outstanding C.V. / Resumé?
- ✓ How to prepare for interviews?

## Preparation

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### Requirements

1. Overhead projector is needed
2. Flip chart is needed

### Booking

See Booking Page

- ✓ Updated CV in full version (either in German or in English, with all the major activities and experiences, please remove any details which you do not want to share with others in the workshop)
- ✓ Open mind and active participation

# Communicate With Chinese People?

- An Non-Stereotype Approach

## Summary

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Do you have to communicate with Chinese people as classmates, colleagues, customers, clients, suppliers or even competitors? Have you ever wondered in certain situations why Chinese people think and behave in certain ways? Do you have difficulties to tell whether a Chinese is truly happy or satisfied? How to communicate with Chinese without Facebook, Twitter, Messenger, Youtube and Gmail?

This seminar is unlike other intercultural training, it focus on the non-stereotype way of understanding Chinese people, including the mindset, leadership style, communication pattern, problem solving system and common taboos. It designed based on the trainer's nearly 20 years experience in international environments both in private, in academic and in corporate settings. The trainer will share her personally experienced on cultural conflicts and what she has witnessed the mis-communication between Chinese and non-chinese people.

You will learn recent related findings of cross-cultural studies in various disciplines in order to enhance your theoretical understanding on the topic. Non-verbal communication and psycho-analytical techniques will be shared and demonstrated on how to decode the unspoken words and hidden emotions of Chinese people. Further more, you will also learn how to communicate effectively with different groups of Chinese people, namely overseas Chinese, returnees Chinese and Chinese Chinese.

At the end of this workshop, you will feel comfortable and confident to communicate effectively with Chinese people both in the public and private situations, at the same time remain your authenticity.

### Teaching Hour

1 Day  
Weekdays &  
Weekends  
(10:00-18:00)

### Maximum Participants

15 (All welcome)

## Content

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- ✓ How and why do Chinese think and behave in a certain way?
- ✓ What do Chinese think of European?
- ✓ What is “Mian Zi” and “Guan Xi”, why are they so important when you communicate with Chinese people?
- ✓ What are the main difference between overseas Chinese, returnees Chinese and Chinese Chinese?
- ✓ How to get your points really through to Chinese people?
- ✓ How to read and decode non-verbal language of Chinese people?
- ✓ What are the main social media tools used by Chinese people?
- ✓ How to build up long-lasting and trustworthy relationship with Chinese people?
- ✓ What are the common taboos of Chinese people?

## Preparation

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- ✓ One or two real life example(s) of miscommunication with Chinese people
- ✓ Open mind and active participation

### Requirements

1. Overhead projector is needed
2. Flip chart is needed

### Booking

See Booking Page

# Private Coaching Sessions After Seminars

Dr Fei Hong offers private coaching sessions for all participants after seminars, either in person, via video conference or telephone call. Each session lasts 60 minutes. For free time slots and cost please contact Dr. Fei Hong directly.

## Private Coaching Sessions

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Each coaching sessions lasts 60 minutes and it could be extended up to 90 minutes if required.

Coaching session is highly depends on the individual needs, it can be focused on one or more of below topics:

- ✓ Mindful living / Mindful parenting
- ✓ Self-development
- ✓ Stress management
- ✓ Career planning
- ✓ Interview & Assessment Centre practice
- ✓ Presentation and public speaking skills
- ✓ Intercultural training (Europe vs China)
- ✓ International Marriage

**Coaching  
Session Slots**

Wednesdays

10:00-20:00

Saturdays

11:00-17:00

Or

Individually  
Arranged

**Booking**

See Booking Page



# 100% Satisfaction Guaranteed!

Quality, professionalism and satisfaction are the top value of our service.

If in any case and for whatever reasons, you do not feel satisfy about our service, please kindly let us know and we shall do our very best to improve till you are satisfied.

However, if after improvement you are still not happy with our service, and there is nothing else could be done, then with your written request, we shall full refund you within 30 days!

Your 100% Satisfaction is guaranteed!



# Booking Page

## Contact Details

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WeChat:	DrFeiHong

## Booking & Enquires

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For booking seminars and workshops, or any enquires about the offers, the price and dates, please send an Email to Dr Fei Hong directly. Thank you.