

Workshop Information Sheet

Registration and Deductible

To sign up for or cancel workshops, please use our online event management tool 2know2.com. To access the platform, go to <http://www.wu.ac.at/structure/servicecenters/pep> and click on the name of the seminar or workshop. Then just click “Register” at the bottom of the course description page.

Please note that all registrations are binding.

After your registration has been received, you will be sent an automated confirmation email, but your place in the selected workshop is not confirmed until you have been notified by the Personnel Planning and Development Office. Once your registration has been confirmed by the Personnel Planning and Development team, you can use the event management tool to find out more about your workshop and manage your courses.

Each workshop description defines the target group for that particular course. You are welcome to sign up for workshops intended for other target groups, but as workshops are designed specifically for certain groups and their job profiles and responsibilities, members of the intended group are given priority. Non-target-group registrations are placed on a waiting list. Any available places will be announced approximately two weeks before the workshop, and the Personnel Planning and Development team will let you know as soon as possible if you will be able to attend your chosen workshop.

After completing the course, you will be required to pay the deductible named in the workshop description. Normally, this amounts to € 20 per day. The deductible is paid either by your organizational unit (in agreement with your supervisor) or by you.

Cancellations

Use the 2know2 event management tool to cancel registrations at any time during the registration period; cancellations made before expiration of the sign-up deadline are not subject to a cancellation fee or payment of the course deductible.

After expiration of the sign-up deadline, workshop registrations can only be cancelled by the Personnel Planning and Development team. In the event of cancellation after the sign-up deadline or if you fail to attend without cancelling your registration (no-show), you will be required to pay the deductible. To avoid this, you have the option of nominating a replacement to take the course in your place if you are unable to attend. The deductible must also be paid in full if a participant fails to complete the course or drops out during the workshop.

Number of Participants

Class sizes are limited for all workshops. Places are assigned on a first-come, first-served basis in the order that registrations are received. Once a workshop is full, further registrations are placed on a waiting list. In the event of a cancellation, the available place is given to the first person on the waiting list.

In most cases, workshops are held with a minimum of six participants. Workshops with smaller class sizes have a lower number of minimum participants, relative to class size. The Personnel Planning and Development Office reserves the right to cancel workshops if there are not enough participants.

Certificate

After the workshop, all participants who were present for at least 80% of the course receive a certificate confirming completion of the workshop.

Employees on leave

You can take advantage of our full range of in-house training programs even while on leave. Please note, however, that your participation is on your own time and cannot be considered working hours. We would also ask that you provide us with a cell phone number rather than your WU extension at registration so that we can contact you if necessary (e.g. if you are on the waiting list and a space becomes available).

Copyright

The materials provided during your workshop by the Personnel Planning and Development Office and the individual coaches remain the intellectual property of the Personnel Planning and Development Office or the individual author.

Contact

If you need to know more about the Personnel Planning and Development Office's workshops, please get in touch with one of the people below.

- If you have questions about the contents or course design of workshops for academic staff, please contact Claudia Kratochwil, ext. 5412, email: Claudia.Kratochwil@wu.ac.at
- If you have questions about the contents or course design of workshops for administrative staff and supervisors or English skills workshops, please contact Alexander Mingst, ext. 4350, email: Alexander.Mingst@wu.ac.at
- If you have organizational or administrative questions about your workshop, please Elke Rittersbacher, ext. 4448, email: Elke.Rittersbacher@wu.ac.at
- If you have questions about payment of the deductible fee, please contact Sabine Pusta, ext. 4447, email: Sabine.Pusta@wu.ac.at