

# BEST PRACTICE: FIND THE PERFECT TRAINING FOR YOUR JOB

Selection criteria, financing, checklists,  
practical examples for success  
in the labour market

by Simone Janson



# **Best Practice: Find the Perfect Training**

Selection criteria, financing, checklists, practical examples for success on the labour market

*By Simone Janson*

Published at Best of HR – Berufebilder.de®

# Table of Contents

## Imprint

Introduction: Information, Experiences of Success, Inspiration - you'll find all that in this Book

Achieve Goals Interactively: Awards, Press Reviews, Customer Feedback  
Your Benefit in concrete Terms: Content, Organization and Structure of the Book

Information as desired with Membership Discounts, eCourses, Workbooks,  
and custom, individual eBooks

Successfully use the AI Extension to the Book for your Goals and to make Money

Experience Success and Inspiration: Discover your Way and support Sustainability

Definition - what is training?

Recognize the benefits of continuing education

Is training worthwhile at all?

Find training on the Internet

Quality of a further education - quality seal at a glance

How to find the right training advice

That costs the training

Funding by the Employment Agency

Promotion of professional development

Finance further education: How to convince the employment consultant

Educational Voucher and Master BAföG as a loan

Education voucher foundations foreign funding

Education Credits Training IHK

Authors Overview

Simone Janson

Profound Expert Knowledge, Quality Assurance and AI: The Concept of Publisher of the Year Best of HR - Berufebilder.de®

Appendix: Tips and Prompts for using the AI Extensions

# Imprint

The German National Library lists this publication in the Deutsche Nationalbibliografie; Detailed bibliographic data are available on the Internet at <https://dnb.dnb.de>.

ISBN of the German eBook edition: 9783965960008

ISBN of the English eBook edition: 9783965960046

**German website of the publisher:** <https://berufebilder.de>

**English website of the publisher:** <https://best-of-hr.com>

Best Practice: Find the perfect training

4th completely revised and extended edition, 10.01.2024

©2024 by Best of HR - Berufebilder.de®, a brand of Janson Pressgroup Print & Online

Published by Simone Janson

Duesseldorf, Germany

Conception, editing, graphic design & layout: Simone Janson

Cover design: Image as part of a contract with Shutterstock

eMail: [publisher@berufebilder.de](mailto:publisher@berufebilder.de)

For your [successful, fulfilling life](#), the information you truly need: State-funded publisher, awarded the Global Business Award as [Publisher of the Year: Books, magazines, eCourses, data-driven AI services](#). Print and online publications, along with the latest technology, go hand in hand - with over 20 years of experience, partners such as the [Federal Ministry of Education](#), customers like [Samsung, DELL, Telekom](#), or universities. Behind it all is [Simone Janson](#), a German [Top10 blogger](#), referenced in [ARD, FAZ, ZEIT, WELT, Wikipedia](#).

All books are published in German and English. We take our responsibility to deliver well-researched and reliable information very seriously. Therefore, the publisher follows a dedicated concept for quality assurance and compliance, where the expertise of renowned experts goes hand in hand with the latest AI technology for information analysis and text optimization. If you have any further questions, you can read the corresponding chapter at the end of the book.

All works of the publisher Simone Janson | Best of HR - Berufebilder.de®, including their parts, are protected by copyright. Any use outside the narrow limits of copyright law is prohibited without the consent of the publisher and the author. This applies in particular to electronic or other duplication, translation, distribution and public disclosure.

# **Introduction: Information, Experiences of Success, Inspiration - you'll find all that in this Book**

Dear readers,

glad we could convince you of the 4th, significantly extended edition, like thousands of readers before. Because this book makes your success tangible: In the following pages, you will not only encounter expert knowledge, but also a wealth of practical tools and resources that can help you achieve your goals and realize your full potential.

## **Achieve Goals Interactively: Awards, Press Reviews, Customer Feedback**

For its interactive concept, the publisher was not only awarded the Global Business Award as Publisher of the Year by Corporate Vision Magazine and supported by the Minister of State for Culture and Media of the Federal Republic of Germany, but also repeatedly recognized in renowned media such as **ZEIT**, **Süddeutsche**, **personalmagazin**, or the special magazine **Personalführung**. For example, the **FAZ**, one of the most influential Newspapers in Germany, attests to us "good actionable tips" and customers like the **Press and Information Office of the German Federal Government** are enthusiastic. You can find many more reviews as well as information on free review copies at <https://best-of-hr.com/press/>.

Renowned experts from various fields - overview in the table of contents - have compiled their expertise and experiences to provide you with valuable insights and advice, practical and condensed. As a reader, you will also receive working materials as part of your book purchase, which you can download for free at <https://best-of-hr.com/academy/>. In addition, workbooks are available to help you reflect on the inspirations from this book.

All readers who are looking for individual solutions also have the opportunity to use the AI extensions and consulting tools free of charge within the framework of AI Extended Books, for which we usually charge a monthly subscription fee. Our interactive success advisors and other AI-supported tools are at your disposal to provide you with tailored advice and recommendations that are tailored to your individual needs. Use these tools to drive your success and achieve your personal goals.

In addition to this wealth of inspiration, we want you to experience and enjoy your success: As a reader of this book, you will have access to a variety of exclusive services that will help you live well and successfully according to your wishes: from inspiring reader trips, where you have the opportunity to discover new places and exchange ideas with like-minded people, to lifestyle products that are

specifically tailored to your needs, we want to ensure that you make the most of this reading experience.

## **Your Benefit in concrete Terms: Content, Organization and Structure of the Book**

Briefly and concretely this is your benefit from this book: You support certified climate protection projects, quickly receive compact information and checklists from experts as well as access to AI extensions and the possibility to individually live your inspirations as an experience. Because how do you find the right further education? This book offers you selection criteria, financing, checklists, practical examples for the selection of the right further education and thus for success on the job market.

You will receive valuable resources through this [unique publishing concept](#) that will enhance your knowledge, stimulate your creativity, and make your personal and professional goals achievable. This allows you to discover new ways, expand your thinking, and improve your skills to experience success. You will receive concrete advice, proven methods, and strategies to overcome challenges and overcome obstacles. By providing specific action steps and practical guidance, you will learn how to define your goals and develop plans to progress step by step. The clear structure and our special, highly detailed table of contents support you in quickly finding the desired information and implementing it directly into practice.

This is not only contributed by the expert articles of renowned experts but also by numerous inspirations from successful managers, entrepreneurs, and other exciting personalities. Their stories and experiences serve as vivid examples of how challenges can be overcome and goals can be achieved. Through their inspiring narratives, you gain insights into proven strategies and practices that you can apply to your own situations. Different, and potentially contradictory, aspects of the topic are deliberately addressed. This allows you to examine, reflect on, and weigh the various pros and cons optimally. This ultimately enables you to gain different perspectives and improve your knowledge to develop a deeper understanding of complex topics and find innovative solutions.

## **Information as desired with Membership Discounts, eCourses, Workbooks, and custom, individual eBooks**

Under the motto *Information as desired*, we also provide you with exactly the information you have been looking for. The book also includes an e-course with a worksheet for you to work through, which you can receive for free as a reader in our Academy at <https://best-of-hr.com/academy/>. You can find out how to access it in the book's conclusion.

Our Academy offers you the opportunity to continuously expand your knowledge and skills and engage with like-minded individuals. By participating in our online courses and interacting with experts and other learners, you can achieve your professional goals and advance your personal success. We believe that inspiring

experiences and continuous learning are the keys to long-term success. Therefore, we invite you to explore our Academy and benefit from the diverse learning opportunities.

In addition, the Workbook Success Planner is the perfect complement to the guidebooks. This workbook helps you successfully implement the inspirations and tips from our books, step by step and day by day, whether it's about career goals, decision management, or financial planning. You can either print the Success Planner yourself or order it as a bound book. Each workbook comes with a free eBook.

Do you want a personalized eBook topic or an e-course on a specific subject? You can also find that in our publishing house at <https://best-of-hr.com/publisher/>. We will create your personalized eBook on a topic of your choice upon request. In the Academy of Best of HR - Berufebilder.de®, you will also find email courses with individual assignments, personal support, and certification.

As a book reader, you not only have the advantage of gaining information and new insights but also enjoy financial benefits that come with purchasing our books. As a [newsletter subscriber](#) or [registered member](#), you will receive a 50% discount on all e-courses and a 20% discount on all other books as a member edition. You can find the books at <https://best-of-hr.com/shop/books/>. The coupon code is sent weekly via the [newsletter](#). Additionally, there is the Premium Membership, a paid flat rate for one year, which includes all learning materials, downloads, and premium articles.

## **Successfully use the AI Extension to the Book for your Goals and to make Money**

For those seeking further individual guidance and services, our concept of *AI Extended Books* offers the potential to analyze information, gain valuable insights, and show paths to achieving your individual goals. By utilizing AI in your work or personal life, you can gain many benefits and work much more efficiently. Through our AI solutions, you will discover new ways to explore your horizons in innovative ways. And the best part is that this service is free for you as a book buyer. In the appendix of the book, you will find a detailed explanation and numerous application examples to facilitate your successful handling of AI.

Our interactive [AI-assisted consultant](#) is there to assist you with any questions regarding success, career, and personal development. Our [AI-eTutor](#) supports the learning experiences from our academy with individual exercises. And the interactive [travel planner](#) helps you plan individual moments of success.

One of the greatest strengths of AI is its ability to process large amounts of data and recognize patterns. By using machine learning algorithms, AI can learn from this data and make predictions. This enables you to make informed decisions, optimize your strategies, and even solve complex problems. Whether it's your



personal career management, optimizing communication processes, or improving work efficiency - AI can help you achieve your goals more effectively.

With the AI tools from Best of HR - Berufebilder.de®, you can even earn money. This is done through an affiliate program, a marketing strategy where companies collaborate with affiliates to promote and sell products or services. Affiliates are individuals or companies that act as partners and receive a commission for every sale or action they generate. To participate in our affiliate program, please register [for our partner program](#).

## **Experience Success and Inspiration: Discover your Way and support Sustainability**

But that's not all! We want to offer you a very special opportunity that will make your journey to personal growth and success even more unforgettable. Because we know that it's not just about reading, but also about experiencing and applying what you've learned. That's why we want to offer you exclusive vouchers for suitable trips and other items that perfectly match your chosen guide. To achieve this, we work with numerous network partners in accordance with our compliance guidelines.

So imagine putting the inspiring wisdom of your book into action while creating unforgettable memories at the same time. Whether it's a relaxing break at a wellness resort, an adventurous trip into nature, or a workshop that further develops your skills - with our specially selected vouchers, you can put what you've learned into practice directly and enjoy unforgettable experiences at the same time.

let yourself be inspired by our guides and discover the possibilities that await you. because we believe true change doesn't just happen in mind, but also heart action. so get ready to elevate your life a new level with individual moments of success make dreams come true. way, 5 percent purchase goes non-profit organizations are dedicated projects such as reforestation climate protection.

So you see: from cost savings to access to knowledge and education, to the opportunity to experience and live your own successes, to inspiration for entrepreneurial activities, and the possibility to earn money with our publishing house - reading our books can provide you with financial benefits in various ways.

## **Definition - what is training?**

Everyone is talking about continuing education. However, finding the right education is like the search for the famous needle in a haystack, because the German training landscape is more than confusing: the lack of legal regulations and binding standards make it difficult to compare the different offers.

### **Continuing education is worthwhile!**

The acceptance of the often completed education for a lot of money and time spent on the job market is often uncertain. And it is not without reason that people willing to follow up on training often ask themselves: is education going to get me to the desired goal?

The good news is: continuing education is worthwhile. Because lifelong learning secures the advance in the profession in the long term. And: Good further education does not necessarily have to be expensive, as there are numerous funding and funding options.

However, it is crucial that you find the appropriate training for yourself. This not only means that content and completion meet the intended career goal and are recognized by potential employers and employers, but also that the goal is reasonably proportionate to the time and expense involved.

### **Background knowledge necessary!**

However, it is not always easy to bring all these requirements into line with one another, but requires a certain background knowledge: firstly, you must know where to look for the appropriate training and financing.

On the other hand, you should know which criteria should be taken into account when choosing the appropriate training. And you should know what alternative options you have to train yourself. this article will help you!

### **How to make a difference?**

Are there any further developments like sand at sea? How are the various offers actually defined, articulated, differentiated?

An attempt of classification - by the German Education Council and the Federal Institute for Vocational Training.

**The German Education Council has defined 1970 the overall complex of continuing education as**

*"Continuing or resuming organized learning after completion of a varied first phase of education ... The end of the first phase of education and thus the beginning of potential further education is usually characterized by the entry into full employment ... Short-term training or familiarization in the workplace is one of them not in the context of continuing education ".*

### **The generic term "further education" is subdivided into three types of educational offerings:**

- The **general education** includes all continuing education programmes that are not directly occupation-related. In practice, it is not always easy to distinguish it from continuing vocational education and training, as key qualifications such as the ability to work in a team, creativity or media competence are also becoming increasingly important in the workplace. Foreign languages are used for general personality development as well as for better communication at work. However, general continuing education also includes political and cultural continuing education.
- The **university education** has the aim to keep the knowledge of the participants up-to-date or to expand according to the university degree, as do the construction studies. Continuing training at universities, however, is also open to professionals who do not have undergraduate degrees, who would now like to learn scientific work.
- The **continuing Professional Education** The classic field for courses to deepen or supplement professional knowledge is what is commonly understood as continuing education. And this professional development can even be financially supported by employers or the state. in the [Vocational Training Act](#) (BBiG) a distinction is made between training and retraining: A training is used to maintain or expand the professional knowledge and skills of employees or unemployed, or to adapt them to the current level of knowledge in a profession. On the other hand, retraining should enable a new occupational activity. The Federal Institute for Vocational Education and Training (BIBB) offers an overview of possible continuing education professions.

## **Recognize the benefits of continuing education**

First of all, you should ask yourself why you want to make an education at all. Certainly, you want to acquire additional knowledge that is useful to you in the labor market. Or your boss wants you to do an advanced training.

### **Further education has to bring something**

But it's not just about learning something. Rather, the training in which you invest time and money should be valued by the employer - or, if you are self-employed, by your client - as well as a better job, new clients, or more money.

But this can be problematic. Because what you learned at school was legally required and the proof of this was provided by a uniform national school leaving certificate. And you may have finished your studies or professional training with a state-recognized degree. All of these deals were generally recognized nationwide, in some cases even internationally, and thus also comparable.

### **Training should be recognized**

The advantage is obvious: with such a certificate, anyone can directly assess what they can. Unfortunately, this is a bit different with many training courses. Firstly, there are some 35.000 providers with 400.000 training programs in Germany alone - a field in which one can only keep track of things.

On the other hand, these further training courses are hardly regulated by law. The content, type, goal, duration and examinations can be regulated by legal regulations of the Federal Ministry of Education and Research. However, state regulations are compulsory only if they are retracted into a state-recognized training program. However, most of the training courses are not regulated by law. Many degrees you can earn with a further education are certificates, which the training institution itself has created.

### **Continuing education legislation**

After all, in most of the federal states there are training regulations with sometimes strict requirements on the quality of the further education. However, the financial statements are not regulated here. Some of the qualifications are well-known in the region and are widely recognized in the labor market, such as the qualifications of the Chamber of Industry and Commerce. Others, on the other hand, are scarcely known and thus pose the problem that your (potential) employer, who has never heard of the degree, can not estimate what knowledge you have acquired.