



Registration for the “Agile Learning Coach” training

Personal Information:

First and last name*:

E-Mail*:

Phone number*:

Address/Company*:

Billing address / company: (if different)

VAT ID:

Data protection and advertising consent:

As part of this training, we process personal data (see data protection information on page 3).

I agree that I may occasionally be informed about other QualityMinds offers.

Registration*:

I hereby register for the "Agile Learning Coach" training course. I would like to book the following training package (a detailed description of the packages can be found on the next page).

	Participation fee ** (applies for 2022)	Student fee** (Certificate of enrollment must be enclosed)
<input type="checkbox"/> SMALL	2.500, - Euro**	<input type="checkbox"/> 1.250, - Euro**
<input type="checkbox"/> MEDIUM	3.200, - Euro**	<input type="checkbox"/> 1.600, - Euro**
<input type="checkbox"/> LARGE	4.300, - Euro**	<input type="checkbox"/> 2.150, - Euro**
<input type="checkbox"/> XTRA LARGE	5.800, - Euro**	<input type="checkbox"/> 2.900, - Euro**

This year we will only be offering our training as a remote version. Please let us know your interest with the appropriate selection below, but initially only book and pay for the Large package so that you can start learning on the platform and in the community immediately. As soon as it is determined, that there is enough demand and the minimum number of participants is reached, we will inform you and you can upgrade to the XL package (and only pay the difference between the L and XL packages).

I book and pay for L but want to upgrade to XL package as soon as dates are fixed.

I need an invoice in advance.

Otherwise, you will receive your invoice after showing the receipt of payment. Please make a payment including stating the name of the course participant and the intended purpose "training agile learning coaches" to the following account:

QualityMinds GmbH, Sparkasse Nürnberg, IBAN: DE90 7605 0101 0011 7074 78, BIC: SSKNDE77XXX

The registration is binding and obliges you to pay the participation fee for the selected training package. Online content is only activated after receipt of payment. Dropping out of training for professional, health or private reasons does not affect the obligation to pay the participation fee and does not lead to a claim for reimbursement of the course fee.

Place, date, signature*:

Upgrade Code:

* Required fields

** All prices do not include VAT.

Please fill out this form and send it to us by post or scanned by email to:

QualityMinds GmbH, „Ausbildung agiler Lerncoach“, Chiemgaustraße 116, 81549 Munich or learning@qualityminds.de. **Important for students: Please enclose your certificate of enrolment!**

Brief description of the training packages

As part of the 'Agile Learning Coach' training, four training packages with different scopes can be used and practical part can be booked:

Seminar Elements	SMALL	MEDIUM	LARGE	XTRA LARGE
Agile Online course (around 120 hours)	✓	✓	✓	✓
Online learning material on learning theory basics of the agile learning approach	✓	✓	✓	✓
Online method training for agile learning coaching	✓	✓	✓	✓
Online exercises for practice	✓	✓	✓	✓
Exam (taking the theoretical and practical exam in the first attempt, a total of 90 minutes.)	✓	✓	✓	✓
Service Hotline (technical)	✓	✓	✓	✓
Course book (free book „Learners First. An Agile Approach to Learning“)		✓	✓	✓
Community of Practice (1 per month; guided and supervised by experts)		✓	✓	✓
Supervision (5 meetings, each 60 minutes): <ul style="list-style-type: none"> • Initial consultation • Planning • Review/Retrospective/Evaluation • Dealing with difficulties • By choice 			✓	✓
On-site training (4-day workshop)				✓
Method training Agile Learning Coaching (part of the workshop)				✓
Participation fee*:				
• Regular	2.500, - €**	3.200, - €**	4.300, - €**	5.800, - €**
• Students	1.250, - €**	1.600, - €**	2.150, - €**	2.900, - €**

Additional Offers

In addition to the training packages, the following offers can be booked:

Individual Supervision on demand (one-on-one, 60 min.) 165, - €**

Repeating the exam (90 min.) 300, - €**

** All prices are exclusive of statutory VAT.

QualityMinds GmbH

Headquarter
Muggenhofer Straße 105
90482 Nuremberg
T : +49 911 660732011
F : +49 911 660732022
E : info@qualityminds.de
W : www.qualityminds.de

Branch Office Munich
Chiemgaustraße 116
81549 München
T : +49 151 123212123
F : +49 89 901 43 771

CEO: Dr. Michael Mlynarski,
Dipl.-VW Robert Fleming, Dr. Vera Baum
Commercial Register: Nuremberg HRB29003
VAT-ID: DE285290118

Bank Details: Sparkasse Nuremberg
IBAN: DE90 7605 0101 0011 7074 78
BIC: SSKNDE7XXX



Data Protection Information

This data protection notice explains the nature, scope and purpose of the processing of personal data (hereinafter referred to as "data") within our "Quality Learning" offer and the associated services.

Who is responsible for data processing?

The person responsible for data processing within the meaning of data protection law is

QualityMinds GmbH
Muggenhofer Straße 105
90429 Nürnberg

You will find further information on our company, details of the persons authorised to represent it and further contact options in our imprint on our homepage:

<https://qualityminds.de/impressum>

Which of your data do we process and for what purpose?

To offer you a training as an "Agile Learning Coach" it is necessary to process the following information about you:

- Your first and last name
- Name of employer, if applicable
- Your address and, if applicable, a different billing address incl. VAT ID
- Your contact details, e.g. e-mail address and telephone number
- The training package you have booked
- Information on whether and when you successfully completed this training.

On what legal basis is that based?

The legal basis for the processing of this data is based on the performance of the contract in accordance with Art. 6(1)(b) of the GDPR. This concerns the fulfilment of the training contract that you conclude with us.

Should the data be required for legal prosecution after the conclusion of the contract, data processing may be based on legitimate interest in accordance with Art. 6(1)(f) of the DSGVO. Our interest then lies in the assertion or defence of claims.

How long will the data be stored?

The data will be kept for 10 years after completion of your training or after accounting. As this data is relevant to accounting, we are obliged to keep it for this long in accordance with § 147 AO (German Fiscal Code) or § 257 HGB (German Commercial Code).

To which recipients is the data passed on?

The data remains within the QualityMinds company. Events such as the "Community of Practice" take place virtually via Slack. If you also want to participate in these, the relevant information is shared in Slack.

Where is the data processed?

The data is generally processed on our in-house IT infrastructure. Furthermore, we work together with the file hosting provider "Dropbox". The data stored there is encrypted with the tool "Boxcryptor" so that it cannot be viewed by unauthorised third parties.

What rights do you have as a "data subject"?

According to the GDPR, you have the following rights as a data subject whose data we process:

- Right to information according to Art. 15
- Right to rectification according to Art. 16
- Right to erasure ("being forgotten") according to Art. 17
- Right to restriction of processing according to Art. 18
- Right to have your data transferred in a structured, common and machine-readable format according to Art. 20
- Right to complain to the supervisory authority Art. 77

Who is the person responsible for data protection?

We have anchored the topic of data protection directly in the management. Therefore, if you have any questions, you can either contact the managing director responsible for data protection or our data protection officer. You can reach him as follows.

E-mail: privacy@qualityminds.de

Telephone: 0911 / 660 732 011

Who is the supervisory authority responsible for us?

You have the right to complain about the processing of personal data by us to a data protection supervisory authority. The authority responsible for us is:

Bavarian State Office for Data Protection Supervision (BayLDA).

Promenade 18
91522 Ansbach

Phone: +49 981 / 180093-0

Fax: +49 981 / 180093-800

E-mail: poststelle@lda.bayern.de

Homepage: <https://www.lda.bayern.de/de>

General Terms and Conditions

§ 1 Scope

These General Terms and Conditions apply to all contracts concluded with QualityMinds GmbH, Muggenhofer Straße 105, 90429 Nuremberg (hereinafter: QualityMinds) for further training provided by QualityMinds through its "Quality Learning" business unit.

§ 2 Registration

- (1) Registration for participation in a Quality Learning seminar of QualityMinds is possible via this registration form.
- (2) After registration, the participant will receive a confirmation of receipt by e-mail with the details she/he has provided. Spelling errors or other errors can be corrected at any time by sending an e-mail to learning@qualityminds.de.
- (3) Registrations will be processed in the order in which they are received. If the registration for the desired seminar can be considered, the participant will receive a confirmation of registration by e-mail. The registration confirmation shall be sent no later than two weeks before the start of the seminar, unless the participant's registration is received later. The contract between the participant and QualityMinds comes into effect upon receipt of the registration confirmation.

§ 3 Participation Fee

- (1) If a seminar is subject to a fee, the participation fee is stated on the order form. The amount stated there covers participation in the seminar as well as the seminar documentation or presentation, which will be sent to the participant electronically after completion of the live online seminar.
- (2) The participation fee does not include the statutory sales tax.
- (3) The amount stated in the QualityMinds invoice is due for payment without deduction within 14 days of receipt, unless otherwise agreed.

§ 4 Conduct of Seminars and withdrawal

- (1) As a matter of principle, "Quality Learning" seminars are conducted as face-to-face events.
- (2) If the seminar is held online, the participant shall be sent the access data for the learning platform to the e-mail address stated in the registration in good time before the start of the booked online seminar. The access data may not be passed on to third parties or made publicly available.
- (3) To participate in online seminars, the participant requires a computer with an internet connection and a current browser, e.g. Microsoft Edge, Firefox or Chrome. The participant is responsible for ensuring that these technical requirements are met.
- (4) The seminars are prepared and conducted by qualified instructors.
- (5) QualityMinds is not liable for the up-to-dateness, correctness and completeness of the seminar documents or the seminar content, unless QualityMinds or its vicarious agents are at fault due to intent or gross negligence.
- (6) QualityMinds is entitled to cancel, postpone or change the programme of the seminar if the trainer is unable to attend or the number of participants is too low. The rights of the participant in the event of such a change are governed by §5 Clause 3.
- (7) If a seminar cannot take place in whole or in part for reasons for which QualityMinds is not responsible (e.g. illness of the trainer), QualityMinds is entitled to withdraw from the contract.
- (8) In the event of a withdrawal by QualityMinds, the participant will be refunded the participation fee already paid for a seminar that is subject to a charge. Any further claims on the part of the participant are excluded, provided QualityMinds has not caused the cancellation intentionally or through gross negligence.

§ 5 Withdrawal by the participant

- (1) The participant is entitled to withdraw from the contract or to name a substitute participant up to two weeks before the start of the seminar. The declaration must be made in writing, by fax or e-mail to QualityMinds at the following contact details: QualityMinds GmbH, Muggenhofer Straße 105, 90429 Nuremberg, Germany, Fax: +49 911 660732022, E-mail: learning@qualityminds.de.
- (2) If a declaration of withdrawal is received by QualityMinds later than two weeks before the start of the seminar or if - without a corre-

sponding declaration - neither the participant nor a named substitute participant takes part in the seminar, QualityMinds is entitled to payment of the full participant fee.

- (3) In the event of a significant change to the time or content of the seminar, the participant is furthermore entitled to withdraw from the contract within 7 working days of receiving notification to this effect. A substantial change is deemed to exist in particular if the event does not take place on the announced day. The change of the trainer, on the other hand, does not constitute a substantial change. In the event of withdrawal, the participant shall be refunded any participation fee already paid. Further claims on the part of the participant are excluded, provided QualityMinds is not responsible for the cancellation due to intent or gross negligence.
- (4) Any statutory rights of withdrawal of the participant remain unaffected.

§ 6 Liability

- (1) QualityMinds shall be liable without limitation only for intent and gross negligence.
- (2) In the event of slight negligence, QualityMinds shall be liable insofar as an obligation is breached, compliance with which is essential for achieving the purpose of the contract ("cardinal obligation"). Cardinal obligations are those whose fulfilment is essential for the proper performance of the contract and on whose fulfilment the contractual partner regularly relies on and may rely on. In this case, liability is limited to the foreseeable damage typical for the contract. Otherwise, liability for slight negligence is excluded.
- (3) The above provisions also apply in favour of the employees and vicarious agents of QualityMinds.
- (4) The limitation period for claims by the participant is one year, insofar as the commencement of the period is dependent on the knowledge of the participant; in all other cases, the statutory provisions shall apply.
- (5) Claims under the Product Liability Act and liability for injury to life, limb or health shall remain unaffected by the above paragraphs (1) to (4). Claims for damages due to intentional or grossly negligent conduct are not subject to the provisions of paragraph (4).

§ 7 Copyright

- (1) The seminar documents are protected by copyright and may not be reproduced or passed on to third parties - not even in part - without the prior written consent of QualityMinds and the trainer.
- (2) Recording the event, e.g. via smartphone, is not permitted.

§ 8 Online Dispute Resolution

- (1) The European Commission provides a platform for online dispute resolution (ODR), which can be found at <http://ec.europa.eu/consumers/odr>.
- (2) QualityMinds is not obliged or willing to participate in a dispute resolution procedure before a consumer arbitration board within the meaning of the Consumer Dispute Resolution Act.

§ 9 Final provisions

- (1) Ancillary agreements must be made in writing to be valid.
- (2) The participant's general terms and conditions are hereby rejected.
- (3) The place of jurisdiction in dealings with merchants, legal entities under public law or special funds under public law is Nuremberg.
- (4) Should one or more provisions of this contract be or become ineffective, wholly or partially void or unenforceable, the effectiveness of this contract and its remaining provisions shall remain unaffected. The contracting parties undertake to replace the invalid, void or unenforceable provision with a provision that comes as close as possible to the material content of the provision to be replaced. The same shall apply in the event of a gap.