

# Professional Development Programs



## Boost Employee Engagement and Drive Sustainable Growth

When employees feel connected and valued, performance soars. Our training programs create an environment where everyone can thrive and contribute meaningfully.

# Building Skills That Drive Success

## Why chose me ?

Empowering leaders with hands-on training that transforms insights into actionable skills—my programs equip today's professionals with the tools to communicate effectively, manage stress, and resolve conflicts confidently. With nearly 15 years of experience in the financial industry, specializing in HR and Emotional Intelligence, I bring a deep understanding of corporate dynamics and the unique challenges faced by leaders. Having represented Luxembourg banks in high-stakes negotiations, I draw on this background to create training programs that resonate with professionals at all levels.

### Flexible and Accessible Training Solutions

Each workshop in this catalog is available in both in-person and virtual formats, designed to meet the needs of today's on-site, hybrid, and remote teams.

### Hands-On, Practical Approach

Rooted in a learning by doing methodology, these training sessions immerse participants in real-life scenarios, interactive exercises, and skill-building activities. This hands-on approach ensures that new skills are immediately applicable, fostering lasting growth and resilience.

### Customized for Your Needs

Recognizing that every organization has distinct goals, I offer fully customizable training sessions—whether tailored to specific industries, team functions, or leadership objectives. This approach ensures that each program aligns directly with your organizational context.

## Professional Development with Lasting Impact

My credentials, including an ICF Level One Accredited Organizational Coaching and Transformation Diploma from The Henka Institute and certifications in Emotional Intelligence, Mindfulness, Resilience, and Happiness at Work from UC Berkeley, underscore a commitment to delivering high-impact, meaningful learning experiences that drive professional growth.

# Training Catalog Overview

*This catalog offers a range of training sessions tailored to support professional development in today's dynamic workplace. All sessions are available in-person or virtually, with options for follow-up support and customization to align with your team's specific needs.*

## Session Types

### 1. Quick Introductory Sessions

**Duration:** 45 minutes

**Focus:** Introduction to foundational skills and quick, actionable techniques for immediate impact. Perfect for busy professionals looking for fast, effective insights.

### 2. Essential Workshops

**Duration:** 1.5-2 hours

**Focus:** Practical strategies for emotional resilience, communication, and growth. These workshops address real workplace challenges to boost team morale and engagement.

### 3. Half-Day Modules

**Duration:** 3-4 hours

**Focus:** In-depth exploration of essential skills in leadership, conflict resolution, and stress management. These modules build strong foundations for sustainable growth.

### 4. In-Depth Workshops

**Duration:** Full Day (7 hours)

**Focus:** Transformative, immersive experiences that enable comprehensive skill-building in a supportive environment. Ideal for creating long-lasting organizational change.

### 5. Program Series

**Duration:** 4 x 1.5-hour sessions

**Focus:** Structured, progressive learning paths that allow participants to build competencies over time. Designed to foster ongoing development and encourage a culture of continuous learning.



### How to Use This Catalog

For each session type, you'll find detailed descriptions, objectives, methods, expected outcomes, and success metrics. Customization options and follow-up support can be offered to ensure a tailored approach that meets your organization's goals.

**Note:** All sessions are VAT-exempt and may qualify for co-funding, reducing training costs and enhancing accessibility.

# Quick Introductory Sessions (45 minutes)



*These short sessions are designed to introduce foundational skills and techniques that participants can apply immediately, creating impactful changes in a short time. Drive immediate, practical benefits by equipping employees with quick, actionable tools. These sessions can reduce stress and enhance focus, leading to improved productivity and employee satisfaction.*

## Introduction to Mindfulness at Work



### Objectives

Introduce mindfulness as a tool for reducing stress and improving focus during the workday.  
Equip participants with easy, accessible techniques that can be applied immediately in high-stress situations.  
Encourage participants to integrate mindfulness practices into their daily routines.



### Methods

Guided Breathing Exercises: Simple techniques to focus the mind and reduce stress.  
Mindfulness Techniques: Quick focus drills, such as sensory awareness exercises, that participants can use at work.  
Discussion: Sharing the benefits and potential challenges of maintaining mindfulness at work.



### Expected Outcomes

Immediate Results: Participants feel an immediate sense of calm and gain techniques to manage stress on their own.  
Short-Term Outcomes: Increased ability to focus under pressure and improved stress resilience.  
Long-Term Impact: Greater workplace focus, improved resilience to stress, and a foundation for ongoing mindfulness practice.  
Measurement of Success: Employee feedback on stress levels and focus improvements in the weeks following the session.



## Stress Management Tips for High-Pressure Moments



### Objectives

Provide tools to manage and reduce stress quickly in high-stakes situations.  
Teach participants to remain calm, clear-headed, and responsive during moments of pressure.  
Empower participants to develop awareness of personal stress triggers.



### Methods

Breathing and Visualization Techniques: Techniques such as box breathing and visualization for immediate stress relief.  
Progressive Muscle Relaxation: Quick physical relaxation techniques to ease tension.  
Discussion of Triggers: Participants identify personal stress triggers and learn strategies for managing them.



### Expected Outcomes

Immediate Results: Participants experience a sense of calm, feel equipped to manage future stressors.  
Short-Term Outcomes: Enhanced ability to handle high-pressure situations with reduced anxiety.  
Long-Term Impact: Increased resilience and a proactive approach to managing stress in the workplace.  
Measurement of Success: Survey on stress management improvements and reported reduction in stress-related absenteeism.

## Mini-Coaching for Managers: A Practical Tool



### Objectives

Introduce managers to basic coaching techniques that foster constructive team communication.  
Equip managers with practical questions to encourage open dialogue and self-reflection within their teams.  
Strengthen managers' ability to support employee development in a meaningful way.



### Methods

Overview of Coaching Principles: Brief introduction to coaching fundamentals.  
Practice with Coaching Questions: Managers practice asking open-ended questions to support team growth.  
Role-Play Scenarios: Practice sessions to build comfort with coaching techniques in a safe environment.



### Expected Outcomes

Immediate Results: Managers feel more confident in using coaching questions and engaging their teams.  
Short-Term Outcomes: Improved team engagement and enhanced rapport with employees.  
Long-Term Impact: A culture of growth and openness, with increased trust between managers and teams.  
Measurement of Success: Team feedback on communication improvements and observed changes in team engagement levels.

# Essential Workshops (2 hours)



*Focused sessions aimed at providing practical strategies and tools for improving workplace dynamics, emotional resilience, and personal growth. Strengthen your organization's emotional intelligence and resilience. These sessions target real-life challenges, resulting in improved workplace morale, reduced turnover, and better team dynamics.*

## Emotion Management and Regulation Strategies



### Objectives

Teach participants to recognize, manage, and regulate their emotions effectively.  
Build participants' emotional awareness and resilience in difficult situations.  
Foster a supportive environment by encouraging open discussion on emotional regulation.



### Methods

Emotion Recognition Exercises: Practice identifying and naming emotions as they arise.  
Regulation Techniques: Learning strategies such as reframing thoughts and self-compassion exercises.  
Scenario Practice: Apply regulation strategies to simulated workplace scenarios.



### Expected Outcomes

Immediate Results: Participants leave with tools for managing their emotions in challenging situations.  
Short-Term Outcomes: Increased emotional control and reduced emotional reactivity in the workplace.  
Long-Term Impact: Improved workplace communication and resilience under stress.  
Measurement of Success: Self-assessments on emotional control and feedback from supervisors on improvements in participant behavior.

## Coaching Tools for Personal and Professional Development



### Objectives

Teach self-coaching techniques to help participants achieve personal and professional goals.  
Encourage a goal-setting mindset that aligns with each individual's values.  
Empower participants to overcome obstacles through structured self-reflection.



### Methods

GROW Model Overview: Explanation of the GROW (Goal, Reality, Options, Will) coaching model.  
Goal-Setting Exercises: Participants define personal or professional goals.  
Personal Action Planning: Creating actionable steps for goal achievement.



### Expected Outcomes

Immediate Results: Clarity on goals and actionable steps to reach them.  
Short-Term Outcomes: Increased focus and alignment of personal and professional ambitions.  
Long-Term Impact: Improved personal development and motivation across the organization.  
Measurement of Success: Follow-up on goal progress and completion rates.

## Team Mindfulness Practices



### Objectives

Encourage team-based mindfulness practices for a more cohesive and productive work environment.  
Introduce simple, collective mindfulness techniques to improve focus and reduce group stress.  
Support a positive team atmosphere through shared calming practices.



### Methods

Guided Group Mindfulness Exercises: Exercises focused on shared breathing and grounding techniques.  
Collaborative Discussion: Open forum on how mindfulness can support teamwork.  
Practical Application: Tips for integrating mindfulness into daily team interactions.



### Expected Outcomes

Immediate Results: Team members experience collective calm and increased focus.  
Short-Term Outcomes: Improved teamwork and interpersonal relations.  
Long-Term Impact: A positive, low-stress environment that enhances productivity and collaboration.  
Measurement of Success: Feedback from teams on improved collaboration and focus.

## Understanding Conflict Dynamics and Personal Triggers



### Objectives

Help participants identify and understand personal triggers and sources of conflict in the workplace.  
Teach foundational skills in recognizing conflict dynamics and understanding different perspectives.



### Methods

Self-Reflection Exercises: Participants identify their own conflict triggers and typical responses.  
Conflict Dynamics Theory: Introduce basic models of conflict escalation and de-escalation.  
Case Study Discussion: Analyze real-world workplace conflict scenarios to identify dynamics and possible interventions.



### Expected Outcomes

Immediate Results: Participants gain awareness of their own triggers and become more observant of conflict dynamics.  
Short-Term Outcomes: Improved ability to identify potential conflicts early and approach situations with awareness.  
Long-Term Impact: A proactive, less reactive approach to workplace conflicts, fostering a calmer work environment.

## Essential Negotiation Techniques and Preparing for Win-Win Scenarios



### Objectives

Provide participants with essential negotiation techniques that focus on achieving mutually beneficial outcomes.  
Equip participants with the skills to prepare strategically for negotiations.



### Methods

Introduction to Negotiation Frameworks: Cover core models like principled negotiation and interest-based negotiation.  
Practical Negotiation Tools: Training on techniques such as framing, active listening, and finding common ground.  
Interactive Exercises: Practice scenarios where participants negotiate agreements on common workplace issues.



### Expected Outcomes

Immediate Results: Participants feel more prepared to negotiate effectively in both formal and informal settings.  
Short-Term Outcomes: Increased ability to find common ground and reach agreements that satisfy all parties.  
Long-Term Impact: A collaborative work culture with a focus on achieving win-win outcomes in negotiations.

## Communication Skills for De-escalation and Mutual Understanding



### Objectives

Teach participants key communication techniques that help de-escalate tense situations and improve mutual understanding.

Foster empathetic listening and response skills that reduce friction in challenging interactions.



### Methods

Active Listening Exercises: Practice focused listening techniques to ensure mutual understanding.

Empathy Training: Exercises to help participants view situations from different perspectives.

De-escalation Role-Play: Simulated exercises where participants apply de-escalation techniques in tense situations.



### Expected Outcomes

Immediate Results: Participants feel more confident handling difficult conversations and tense moments.

Short-Term Outcomes: Reduced stress in challenging interactions and improved team relationships.

Long-Term Impact: Enhanced workplace harmony, with teams better equipped to handle differences constructively.



# Half-Day Modules (3-4 hours)



*Comprehensive workshops that delve deeper into specific topics, allowing participants to build a solid skill base and gain confidence through interactive practice. Support sustained growth by developing practical skills in leadership, negotiation, and resilience. These workshops can*

## Emotional Intelligence in Action



### Objectives

Build foundational skills in emotional intelligence to improve self-awareness and interpersonal communication.  
Help participants recognize and understand their emotional triggers and responses.  
Enable participants to communicate with empathy, fostering more effective workplace relationships.



### Methods

Interactive Exercises: Emotion recognition drills and empathy-building practices.  
Role-Play Scenarios: Simulated interactions to apply emotional intelligence in real-time.  
Group Discussions: Shared experiences and challenges in emotional regulation.



### Expected Outcomes

Immediate Results: Enhanced self-awareness and ability to recognize others' emotions.  
Short-Term Outcomes: Improved communication and reduced conflicts through better empathy.  
Long-Term Impact: A more harmonious and collaborative workplace culture.  
Measurement of Success: Participant self-assessments on emotional intelligence and improved interpersonal relations.

## Coaching Mindset for Managers: Techniques and Practices



### Objectives

Equip managers with coaching techniques to empower their teams and foster independent problem-solving.  
Encourage managers to adopt open-ended questioning and active listening in team interactions.  
Build a supportive leadership style that drives team engagement and personal growth.



### Methods

Introduction to Coaching Techniques: Basics of coaching models like GROW and active listening exercises.  
Practice in Questioning Techniques: Developing open-ended questions to encourage team growth.  
Scenario-Based Role-Play: Practicing coaching in common workplace challenges.



### Expected Outcomes

Immediate Results: Managers gain confidence in coaching techniques and open communication.  
Short-Term Outcomes: Increased employee engagement and autonomy in problem-solving.  
Long-Term Impact: A culture of development and growth, with improved manager-employee relationships.  
Measurement of Success: Employee feedback on managerial support and growth opportunities.

## Mindfulness and Stress Management at Work



### Objectives

Teach participants practical mindfulness techniques for managing stress and enhancing focus.  
Encourage the use of mindfulness as a tool to stay grounded in challenging work situations.  
Empower employees to incorporate mindfulness into their daily routines for ongoing stress relief.



### Methods

Guided Meditation and Breathing Exercises: Techniques like deep breathing and progressive relaxation.  
Focus Exercises: Training to enhance concentration and reduce multitasking.  
Group Reflection: Sharing experiences of stress and strategies for incorporating mindfulness.



### Expected Outcomes

Immediate Results: Participants feel a sense of calm and control over stress levels.  
Short-Term Outcomes: Improved focus and reduced anxiety in day-to-day tasks.  
Long-Term Impact: A more mindful, productive work environment.  
Measurement of Success: Self-reported improvements in focus and stress resilience over time.

## Creating a Happy Workplace



### Objectives

Guide leaders in fostering a positive and inclusive workplace environment.  
Provide actionable strategies for recognizing achievements and encouraging employee engagement.  
Create a framework for happiness at work, improving overall job satisfaction and productivity.



### Methods

Best Practice Sharing: Introduction to happiness practices like gratitude exercises and recognition techniques.  
Group Brainstorming: Collective ideation on how to create a supportive and engaging workplace.  
Action Planning: Leaders develop strategies to incorporate happiness practices into daily operations.



### Expected Outcomes

Immediate Results: Increased morale and enthusiasm among team leaders.  
Short-Term Outcomes: Enhanced employee satisfaction and productivity as happiness practices are implemented.  
Long-Term Impact: A supportive and engaged work environment, with lower turnover and higher performance.  
Measurement of Success: Employee satisfaction surveys and engagement metrics.

## Conflict Resolution Fundamentals



### Objectives

Equip participants with essential skills to manage and resolve workplace conflicts constructively.  
Teach methods to identify root causes of conflicts and understand emotional dynamics in tense situations.  
Provide practical tools to guide conversations toward positive and collaborative resolutions.



### Methods

Root Cause Analysis: Techniques to identify underlying issues in conflicts.  
Emotional Awareness and Regulation: Exercises to manage emotions and recognize cues in others.  
Structured Resolution Techniques: Step-by-step methods for effective conflict resolution, including active listening, reframing, and problem-solving.  
Role-Play Scenarios: Practice in controlled scenarios with immediate feedback.



### Expected Outcomes

Immediate Results: Clarity on conflict management style and confidence in handling disputes.  
Short-Term Outcomes: Enhanced ability to approach conflicts constructively, reducing tensions and improving team relationships.  
Long-Term Impact: A culture of open communication and proactive conflict resolution, fostering collaboration and resilience.  
Measurement of Success: Participant feedback on comfort levels, reduction in workplace conflicts, and improved team dynamics.

## Negotiation Skills for the Workplace



### Objectives

Introduce essential negotiation techniques focused on achieving collaborative, win-win outcomes.  
Build confidence in negotiation preparation, balancing assertiveness with empathy.  
Prepare participants to navigate diverse negotiation scenarios effectively.



### Methods

Negotiation Framework Overview: Introduction to principled and interest-based negotiation models.  
Preparation and Strategy Development: Step-by-step guidance on setting negotiation goals and understanding all parties' needs.  
Communication Techniques: Training in active listening, question framing, and empathetic communication.  
Mock Negotiation Exercises: Hands-on practice with feedback from peers and trainers.



### Expected Outcomes

Immediate Results: Confidence in applying negotiation techniques.

Short-Term Outcomes: Improved ability to reach mutually beneficial agreements and manage negotiation dynamics.

Long-Term Impact: A culture that values constructive negotiation and problem-solving, enhancing productivity and reducing conflicts.

Measurement of Success: Post-session assessments, feedback on real-world applications, and observation of more efficient resolution of work-related negotiations.

# In-Depth Workshops (Full Day - 7 hours)



*These immersive, full-day sessions provide a thorough exploration of essential skills and concepts, offering a transformative experience that fosters sustainable change. Invest in transformative change with full-day workshops that encourage comprehensive skill-building. Long-term benefits include stronger team collaboration, higher retention rates, and a more emotionally intelligent work environment.*

## Advanced Emotional Intelligence: Mastering Emotions in Challenging Situations



### Objectives

Develop advanced skills in emotional intelligence for complex workplace dynamics.  
Equip participants with tools to handle challenging emotions and conflicts.  
Build empathy and emotional resilience for improved leadership and teamwork.



### Methods

In-Depth Emotional Regulation Techniques: Advanced self-regulation exercises and empathy training.  
Conflict Resolution Scenarios: Practice handling emotional conflicts and providing constructive feedback.  
Group Reflection: Exploring personal triggers and discussing ways to maintain emotional control.



### Expected Outcomes

Immediate Results: Greater understanding of one's own emotional triggers and improved empathy.  
Short-Term Outcomes: Increased ability to manage conflicts and emotionally charged situations.  
Long-Term Impact: Strengthened resilience and emotional maturity across the team.  
Measurement of Success: Feedback on conflict reduction and emotional intelligence growth.



## Inspiring and Compassionate Leadership



### Objectives

Train leaders to lead with empathy and compassion, building trust and engagement.  
Enhance leaders' skills in providing constructive feedback and handling difficult conversations.  
Create a foundation for leadership that inspires teams and fosters open communication.



### Methods

Feedback Techniques: Hands-on practice with constructive feedback and active listening.  
Role-Play Exercises: Practicing compassionate leadership in challenging scenarios.  
Action Planning: Developing personal leadership goals for fostering trust and transparency.



### Expected Outcomes

Immediate Results: Leaders leave with practical tools for compassionate, inspiring leadership.  
Short-Term Outcomes: Improved trust and rapport within teams, leading to better performance.  
Long-Term Impact: A supportive culture of transparent and empathetic leadership.  
Measurement of Success: Employee feedback on leadership effectiveness and trust within teams.

## Building Confidence and Resilience: Coaching Techniques for a Strong Mindset



### Objectives

Strengthen participants' self-confidence and resilience for improved performance under pressure.  
Encourage the development of a growth mindset that embraces challenges.  
Equip employees with techniques to overcome self-doubt and stress.



### Methods

Self-Reflection Exercises: Identifying personal strengths and growth areas.  
Resilience Training: Techniques for handling setbacks, such as reframing and positive self-talk.  
Role-Play: Applying resilience techniques in challenging scenarios.



### Expected Outcomes

Immediate Results: Increased confidence and understanding of personal strengths.  
Short-Term Outcomes: Improved response to challenges and resilience under pressure.  
Long-Term Impact: A culture of confidence and growth, with reduced stress and higher job satisfaction.  
Measurement of Success: Self-assessments on confidence and resilience improvements.

# Program Series (4 x 1.5 hours)



*Our series programs offer structured, progressive learning paths, allowing participants to build competencies over time for long-term impact and personal development. Establish a foundation of continuous learning and improvement. The series format promotes lasting personal growth, adaptability, and fosters a culture of development, leading to increased engagement and productivity.*

## Progressive Emotional Intelligence Pathway



### Objectives

Build emotional intelligence in a step-by-step process to support deep learning.  
Develop key emotional intelligence skills in self-awareness, empathy, and conflict management.  
Foster long-term emotional growth that enhances workplace relationships.



### Methods

Session-Based Skills Development: Each session builds on the last, covering awareness, empathy, regulation, and application.  
Reflection and Application: Time for participants to practice skills between sessions.  
Group Feedback and Support: Peers share progress and insights, enhancing learning.



### Expected Outcomes

Immediate Results: Increased awareness of personal emotions and improved empathy.  
Short-Term Outcomes: Gradual improvement in emotional regulation and conflict management.  
Long-Term Impact: A highly collaborative team with a deep-rooted emotional awareness culture.  
Measurement of Success: Assessments on emotional growth and reduction in workplace conflicts.

## Coaching Mindset: Applying the GROW Model in Leadership



### Objectives

Teach managers to use the GROW model for employee development and goal achievement.  
Foster a coaching mindset that promotes accountability and personal growth.  
Build managers' confidence in coaching techniques for team empowerment.



### Methods

Structured GROW Model Training: Breaking down each component with practice examples.  
Goal-Setting and Action Planning: Each participant creates real coaching plans.  
Peer Coaching: Participants practice coaching each other to build confidence.



### Expected Outcomes

Immediate Results: Managers are familiar with the GROW model and ready to implement it.  
Short-Term Outcomes: Increased employee engagement and ownership of their goals.  
Long-Term Impact: A developmental culture that supports growth and accountability.  
Measurement of Success: Feedback from employees on coaching support and goal completion rates.

## Building a Culture of Happiness at Work



### Objectives

Guide leaders and team members in establishing a workplace culture centered around happiness and positive engagement.  
Encourage participants to integrate practices that promote gratitude, mindfulness, and team recognition.  
Help organizations create a sustainable, happiness-oriented environment that boosts morale and productivity.



### Methods

Gratitude Exercises: Practices to encourage regular recognition and appreciation within teams.  
Mindfulness Techniques: Exercises focused on presence and positivity in the workplace.  
Collaborative Planning: Group discussions and action planning for implementing happiness practices on a daily and organizational level.



### Expected Outcomes

Immediate Results: Participants feel more connected to each other and uplifted by focusing on positive interactions.  
Short-Term Outcomes: Enhanced team morale, with increased moments of gratitude and mindful interactions within the workplace.  
Long-Term Impact: A lasting culture of happiness that reduces stress, increases engagement, and supports overall productivity.  
Measurement of Success: Employee satisfaction surveys, engagement metrics, and regular check-ins on happiness practices within teams.

# Pricing Overview

Our training sessions are designed to be flexible and adaptable, with pricing based on session length. Each workshop can be customized to align with your organization's unique needs, objectives, and team dynamics.

As a VAT-exempt provider, the prices listed below are final and do not include VAT.

## Standard Session Rates

- 45-Minute Sessions: €300
- 2-Hour Sessions: €600
- Half-Day Sessions (3-4 Hours): €800
- Full-Day Sessions (7 Hours): €1,600

## Program Series Rate

For series programs consisting of 4 x 1.5-hour sessions, we offer a bundled rate to provide ongoing learning and development:

- 4 x 1.5-Hour Sessions (Series Program): €1,200 for the full series

## Customization and Premium Rates

For sessions or series requiring significant customization or advanced preparation, a premium rate may apply. Please contact us to discuss tailored solutions and receive a precise quote based on your needs.

## Follow-Up Support Options

To maximize the impact of each session, we offer optional follow-up support that helps participants integrate new skills into their day-to-day roles. Follow-up sessions can be arranged 1-3 months post-training to maintain momentum and reinforce learning. Examples include:

- 30-Minute Virtual Q&A Sessions: Scheduled approximately 1 month after the workshop, these sessions provide participants with a chance to revisit key concepts, address challenges, and ask questions.
- One-on-One Coaching Sessions: Ideal for 1-3 months post-training, personalized coaching sessions help participants deepen their skills, address specific challenges, and set actionable goals.
- Post-Training Surveys and Feedback Analysis: Collect feedback and measure impact over time with surveys sent 3 months post-training. Analyzing this feedback can reveal long-term benefits and areas for additional support.



### Co-Funding Eligibility

As a certified training provider, my sessions are eligible for co-funding, allowing organizations to access financial support for their training investments. This eligibility can help reduce costs and make professional development more accessible for your team.

# Let's Get In Touch!



"My journey in the professional world has shown me the immense value of growth, resilience, and connection—qualities I strive to weave into each training session. Guided by the belief that a happy employee is a productive employee, my mission is to empower individuals to take charge of their happiness while recognizing the crucial role of the workplace. Each program is thoughtfully designed to create lasting impact, fostering a culture where growth and resilience thrive and meaningful change unfolds for teams and organizations."

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