

## Profile

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Karin Schleines  
Owner / Managing Director  
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Abitur, apprenticeship at a big savings bank, specialized business studies at the Business School of the Savings Banks and their Clearing Association (Sparkassenakademie Hessen-Thüringen – „Sparkassenbetriebswirtin“ / “economist”). Attendance at trainings regarding presentation, moderation, leadership skills, adult education.

Extensive experience as a banker in credit management and in credit counselling, especially in developing strategies to handle distressed exposures; project manager; head of group in credit department.

Giving trainings regarding banking structures and credit risk management.

Giving trainings regarding, business etiquette and global business networking

Since 2004: Independent management consultant, establishing and owning a consulting firm in Wiesbaden

### **Karin Helga Schleines Management Consulting / Business - Consulting - Seminars: Business Objectives:**

#### **I**

Giving advice and giving seminars and trainings in “business etiquette Europe and Germany”;

Business networking - how to establish contacts in business”

Giving advice and seminars for employees, being new in a finance department: “banking structures”, “banking basics”

Giving advice and seminars for assistants concerning topics such as conversation in the office, business behaviour, light talk, dresscodes, basics of business administration

Organizing and moderating Corporate Events, for example business etiquette dinners for executives

#### **II**

Management consultancy / Consultancy for small and medium –sized businesses and professionals

Helping in establishing a plan / folder for situation of emergency;

Helping in preparing for bank conversation

Creating concepts for seminars concerning business behaviour within a company and giving seminars

#### **III**

Business-Matching / Business Connection Service: Giving advice regarding preparing a presence at a trade fair / exhibition; arrangement of business-meetings (for example with companies, chambers, associations) also for delegations

#### **IV**

Publishing articles in various magazines and online -news

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### Further Activities

- Lectureship at an University of Cooperative Education (Business Economy / Banking)
- Lectureship at an University concerning the topic business etiquette
- Publishing articles in magazines (for example "Kredit und Rating Praxis", "Versicherungsmagazin", "working@office")
- Moderator / Presenter of a forum "business etiquette / business culture" within an online networking platform
- Experiences in presenting an association at an exposition
- December 2007: Guest Speaker at the 7<sup>th</sup> World SME in Hong Kong: Aspects of doing business in Europe, especially in Germany

### Honorary Posts:

- Member of the examination board of certificate courses within the community college association (Xpert Business Finanzwirtschaft and Kosten- und Leistungsrechnung) - until today
- Member of the examination board of a certificate course within the community college association concerning the courses office management and economic competence in the office until today