

## NEXT STEPS FOR YOUR LANGUAGE TRAINING - BERTELSMANN



Registration

You can register on the Bertelsmann University page :

-Here for Employees based in Germany <https://tms.learnship.com/v2/microsite/Bertelsmann>

-Here for employees based in any other country <https://tms.learnship.com/v2/landing-page/bertelsmann-international>



Evaluation

A written assessment (max 30 min) and a 10-min online, face-to-face session with a trainer to evaluate Associate's skills and level



Booking

Access your catalogue from your **member area**. You can choose your training there and book it directly (once you get your manager's approval for the budget)

If you have questions about the trainings, please contact us [consultation@learnship.com](mailto:consultation@learnship.com) and we will invite you to a consultation call.



Training Organization

Associate provides his/her availabilities  
8 business days are needed for the trainer selection and the first Session booking



Renewal

If you want to renew your training, you can book again from your member area, in the "book a course" section. You will automatically keep your previous training.

If you have questions, please email us at [consultation@learnship.com](mailto:consultation@learnship.com)