

## Curriculum Vitae



### Personal information

First name(s) / Surname(s)

**Elisabeth Wille**

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Nationality Danish

Date of birth February 28, 1963

Gender Female

### Work experience

**EFE-CFPJ Group, Brussels Office, 4 rue de la Science, B – 1000 Brussels** 2008-Present  
**Independent Facilitator and Trainer**

- Facilitator and trainer in Organisational Development provided for the European Commission and other European Institutions.
- Working mainly with team-building, conflict management, effective communication in teams and managing workshops

Annex 2 List of companies and organisations where I have done team related training/facilitation

**IBT Consulting S.ar.l, 209, Rue des Romains L-8041 Bertrange,** 2002-Present  
**Luxembourg, Personal Efficiency Trainer and supervisor**

- Trainer in Efficiency Programmes in major companies, banks and the European Commission.
- Working with multiple nationalities and cultures, dealing with how to change habits and systems.
- Advising individuals on their particular needs, on workplace productivity and efficiency, e.g. how to handle: Outlook, work organisation, filing and retrieving information, information-flow, prioritizing, delegation, time/task-management, and communication.
- Supervising execution of personal efficiency programs.

Annex 1 List of companies, banks, EU institutions where I have been efficiency programme consultant

**Institute of Cultural Affairs Belgium (ICAB) 8, Rue Amedee Lynen, B-1210** 1999-Present  
**Bruxelles, Belgium, Independent Facilitator linked to (ICAB)**

- Facilitator and trainer in courses on participatory management methods in Luxembourg and Belgium
- Facilitating and training on team-building, developing team leaders, conflict management, effective communication in teams, managing workshops, setting ground rules and developing action plans.
- All training and facilitation have been done with multi-cultural and multi-national groups.

Annex 2 List of companies and organisations where I have done team related training/facilitation.

**Institute of Cultural Affaires International (ICA), 555 René-Lévesque Blvd. 1997-1998**  
**West, Suite 500 Montréal, Québec H2Z 1B1 Canada (Based in Bruxelles,**  
**Belgium until 2006), Administrator of the international secretariat**

- Administration the ICA network of 30 Institutes in different countries.
- Organising annual sessions for ICA executives from the different national institutes.
- Editing monthly Newsletter for the ICA Network.
- Co-facilitating training courses on participatory methods in Belgium and The Netherlands

**Krüger A/S. Gladsaxevej 363, DK-2860 Søborg, Denmark, (Based in Brussels, 1994**  
**Belgium), Project Engineer**

- Project engineer, participating in market analysis of the potential environmental market in Belgium.

**Danish Geotechnical Institute, GEO Maglebjergvej 1, 2800 Kgs. Lyngby, 1993**  
**Denmark, Project Coordinator**

- Project coordinator on projects concerning diffusion of volatile pollution compounds in soil.

**Danish Technological Institute, Gregersensvej, DK-2630 Taastrup, 1991-1993**  
**Denmark, Project Engineer**

- Project engineer on EU project developing a Mobile Laboratory.
- Lecturing at professional meetings.
- Supervisor/ promoter for thesis students, trainees and stagiaires from the Danish Technical University.

**Danish Geotechnical Institute, GEO Maglebjergvej 1, 2800 Kgs. Lyngby, 1988-1991**  
**Denmark, Project Engineer**

- Researching and analysing soil and ground water contamination.
- Organizing courses and lectures at the Engineering Academy of Denmark as well as at professional meetings and seminars.
- Supervising trainees and thesis students from the Engineering Academy.

## Education and training

**OPP Denmark ApS 2009**  
Accreditation in Myers-Briggs Type Indicator (MBTI Step 1)  
Tool for personality assessment and development

**Vrije Universiteit Brussel (VUB) 1994-1997**  
Master of Human Ecology  
Thesis on evaluation of participatory development project in Egypt.

**The Engineer Academy of Denmark 1983-1988**  
Bachelor in Chemical engineering  
Thesis on how to measure the maturity of compost made of household waste

**Personal skills and competences**

Mother tongue(s) **Specify mother tongue:** Danish

Other language(s)

Self-assessment

European level (\*)

**English**

Understanding		Speaking		Writing
Listening	Reading	Spoken interaction	Spoken production	
C2	C2	C2	C2	C1

(\*) Common European Framework of Reference for Languages

Social skills and competences

Facilitation of teams, Public presentations, Ability to relate to people in different situations and of different cultural background.

Organisational skills and competences

Organisation is one of my specialities.

Technical skills and competences

My background as an engineer has given me a insight into many technical issues and challenge of today.

Computer skills and competences

Proficiency in Words for Windows, Excel and PowerPoint. Excellent mastery of Outlook and Lotus Notes

**Additional information**

References available upon request

**Annexes**

Annex 1 List of companies, banks , EU institutions where I have been efficiency programme consultant  
Annex 2. List of companies and organisations where I have done team related training/facilitation

## Annex 1

### List of companies, banks, EU institutions where I have been efficiency programme consultant

The Personal Efficiency Program (PEP) is dealing with issues like: workspace organisation, dealing with mental and physical clutter, prioritising, delegation, task/time management, concentration and procrastination.

#### Companies and Banks in Luxembourg:

2002	Bank Sarasin	1 Day of the Personal Efficiency Program
2003	Hydro Clervaux	2 Days of the Personal Efficiency Program
2004	Hydro Clervaux	2 Days of the Personal Efficiency Program
2004	Ernst & Young	22 Days of the Personal Efficiency Program
2005	Ernst & Young	4 Days of the Personal Efficiency Program
2006	Schroders Investment Management	4 Days of the Personal Efficiency Program
2006	SWED Bank	4 Days of the Personal Efficiency Program
2006	Anglo American	1 Day of the Personal Efficiency Program
2006	Credit Agricole Luxembourg	Supervision of 4 Days in the Personal Efficiency Program
2007	SWED Bank	4 Days of the Personal Efficiency Program
2007	Ernst & Young	12 Days of the Personal Efficiency Program
2007	Anglo American	11 Days of the Personal Efficiency Program
2007	Caceis Bank	Supervision of 2 Days in the Personal Efficiency Program
2008	Caceis Bank	Supervision of 7 Day in the Personal Efficiency Program
2008	Ernst & Young	16 Days of the Personal Efficiency Program
2009	Anglo American	4 Days of the Personal Efficiency Program
2010	Anglo American	2 Days of the Personal Efficiency Program

#### EU Institutions in Luxembourg:

2002	EURATOM - TREN	2 Days of the Personal Efficiency Program
2003	EURATOM - TREN	1 Days of the Personal Efficiency Program
2003	Mixed groups from TREN (Transport and energy), Employment and social Affairs, Cour des Comptes , OPOCE publication office, ADMIN - Personnel and Administration, DGT - Translation Service Unité, DIGIT – Informatics	6 Days of the Personal Efficiency Program
2004	Mixed groups from TREN (Transport and energy), Employment and social Affairs, Cour des Comptes , OPOCE publication office, ADMIN - Personnel and Administration, DGT - Translation Service Unité, DIGIT – Informatics	12 Days of the Personal Efficiency Program
2005	Mixed groups from TREN (Transport and energy), Employment and social Affairs, Cour des Comptes , OPOCE publication office, ADMIN - Personnel and Administration, DGT - Translation Service Unité, DIGIT – Informatics	4 Days of the Personal Efficiency Program
2006	Mixed groups from TREN (Transport and energy), Employment and social Affairs, , OPOCE publication office, ADMIN - Personnel and Administration, DGT - Translation Service Unité, DIGIT – Informatics	9 Days of the Personal Efficiency Program

2006	INFSO	2 Days of the Personal Efficiency Program
2007	INFSO	1 Day of the Personal Efficiency Program

EU Institutions in Bruxelles:

2004	DG Regio	3 Days of the Personal Efficiency Program
2004	DG RTD	3 Days of the Personal Efficiency Program

## Annex 2.

### List of companies and organisations where I have done team related training/facilitation/MBTI feedback

Open Public courses in Facilitation and Communication in Luxembourg and Bruxelles (participants from e.g. SES Astra, EIF, European Parliament, IBM, Hydro Clervaux, Delphi, IKANO, Lombard International Assurance, Sarasin Bank, Commerzbank, Anglo American, European Investment Bank, Integreat Relocation, Gammalsson & Co):

1999	Group Facilitation Methods, training in participatory methods, discussion method, workshop method, action planning	2 Days
2000	Focused Conversation, training in discussion method, coaching, management of open discussion, active listening, dealing with difficult participants, handling virtual meetings	14 hours
2001	Group Facilitation Methods, training in participatory methods, discussion method, workshop method, action planning.	2 Days
2001	ICAB Co-facilitating Group Facilitation Methods, Training in participatory methods, discussion method, workshop method, action planning	2 Days
2001	Focused Conversation, training in discussion method, coaching, management of open discussion, active listening, dealing with difficult participants, handling virtual meetings	14 hours
2001	Focused Conversation, training in discussion method, coaching, management of open discussion, active listening, dealing with difficult participants, handling virtual meetings	14 hours
2002	Focused Conversation, training in discussion method, coaching, management of open discussion, active listening, dealing with difficult participants, handling virtual meetings	14 hours
2002	Focused Conversation, training in discussion method, coaching, management of open discussion, active listening, dealing with difficult participants, handling virtual meetings	14 hours
2003	Conflict Resolution, training and co-facilitation on managing conflict, Facilitators Network Ireland Dublin	2 Days
2003	Meeting Facilitator, training in participatory methods, discussion method, workshop method, action planning	2 Days
2005	Facilitation Techniques, training in participatory methods, discussion method, workshop method, action planning	2 Days
2007	Facilitation Techniques, training in participatory methods, discussion method, workshop method, action planning	2 Days
2007	Facilitation Techniques, training in participatory methods, discussion method, workshop method, action planning	2 Days
2007	Achieving Better communication, training in discussion method, coaching, management of open discussion, active listening, dealing with difficult participants, handling virtual meetings	14 hours
2008	Facilitation Techniques, training in participatory methods, discussion method, workshop method, action planning	2 Days
2009	Achieving Better communication, training in discussion method, coaching, management of open discussion, active listening, dealing with difficult participants, handling virtual meetings	14 hours
2009	Myers-Briggs Type Indicator Feedback session for mixed group.	½ day

In-house Facilitation, Training and Myers-Briggs Type Indicator (MBTI)-courses in Luxembourg, Belgium and Sweden:

2001	Krentz & Griffin, Team leader as Facilitator, Training in facilitation theory, intervening effectively in groups, managing open discussion and difficult people, active listening,	1 day
2003	IKANO, Teambuilding, facilitation on development of a team charter and a workshop on incorporation of company key values in work,	1 day
2004	Pfizer, Teambuilding, facilitation on “what can build our team?” active listening, communication improvements,	½ day
2007	IBT Consulting, Action Planning, Facilitation of the creation of an action plan for how to change the training provided,	1 day
2007	Lombard International Assurance, Technologies of Conflict Management using	2 days

	Facilitative Methods, Facilitation and training how to analyze and manage a conflict, tools for dealing with conflicts in a participatory way,	
2008	ECDC-European Centre for Disease Prevention and Control – Sweden, Away day, objective: team building; get to know each other and to establish good patterns for communication among the team,	1 day
2008	DG Eurostat, Unit F3, team-building, reinforce the team spirit and improve internal communication,	1 day
2008-2009	European Investment Bank, Team development Program, Team-building sessions dealing with: communication, active listening, observation, leadership, conflict resolution, stress management, mentoring and negotiation.	6 x ½ day
2009	Anglo American, Management group, MBTI Group-feedback session	½ day
2009	DG ECFIN, Unit C2 and C4, team-building, reinforce job satisfaction and accelerate integration of newcomers.	1,5 days
2009	DG Eurostat, Unit C4 Balance of Payments, Team-building on how to enhance team spirit and improve internal communication	1 day
2009	DG Eurostat, Unit F5 Health Statistics, Team-building on establishing good, efficient patterns for working together.	1 day
2009	Thomson Reuters Luxembourg, Team development program, MBTI group feedback session. Improving knowledge of personality types in real and virtual teams, work on communications skills, decision making and taking responsibility.	4 days
2009	Anglo American, Leadership development, MBTI Group-feedback session	½ day
2010	DG Eurostat, Unit E3 Environmental Accounts-team, Team-building developing a long term vision, improving efficient patterns for the organisational work structure in the team and develop further the good team spirit.	1 day