



U.S. Talent Management **Learning & Development Programs**



////// Bayer U.S. L&D Offerings

At Bayer we recognize that our people are our most important asset as they enhance the world around us through research, development, and innovation. We are committed to building a strong pipeline of diverse, highly skilled individuals, who will enhance the lives of our customers.

The Bayer U.S. Talent Management Team is your professional partner. We offer relevant, engaging courses, which are aligned with our corporate LIFE values, Focus Behaviors, and Bayer Competencies, so you can flourish in today's fast-paced, ever-changing work environment.



For additional information contact HR Operations – Front Office:

Phone: 1-888-473-1001

Fax: 1-888-473-1002

Email: HROP_USA@bayer.com

U.S. Training Catalog

Click here to view courses by audience



Click here to view courses by competencies

Core Competencies

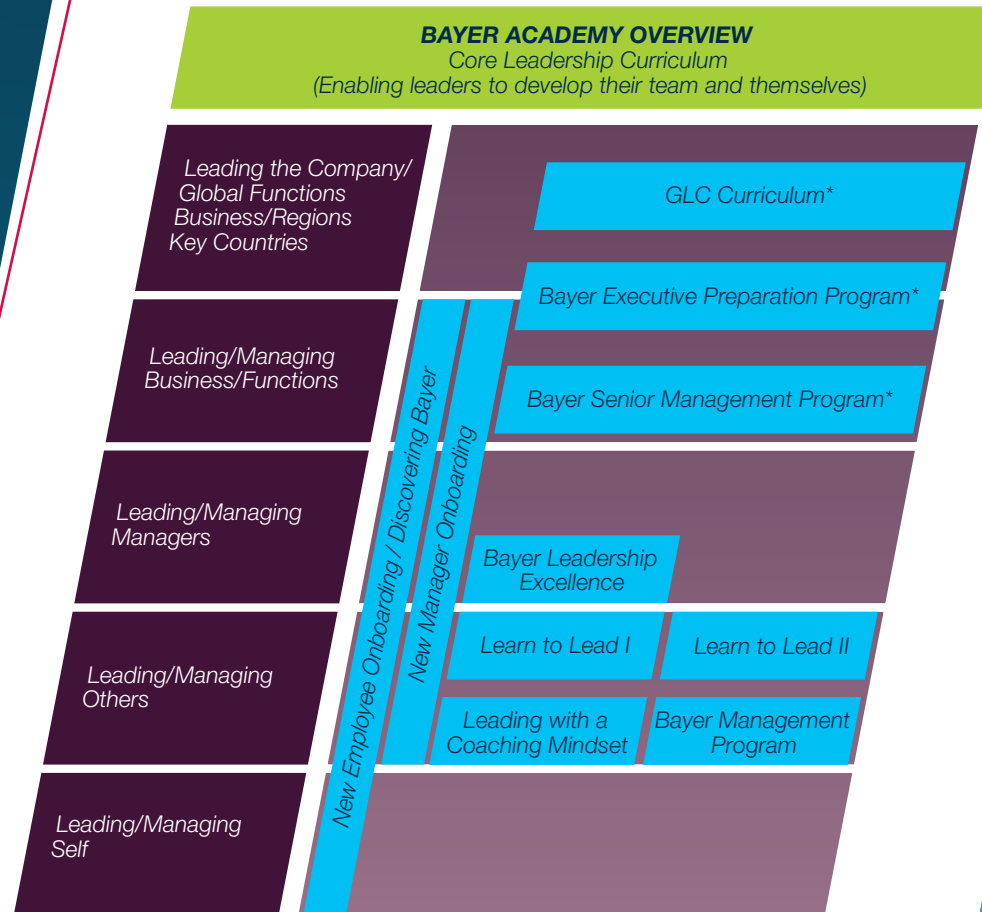
Leader Competencies

Need help creating a course? [Click Here!](#)

To learn more about competencies, please visit [Bayer Competencies](#) on BayerNet.

Bayer Academy Overview

The Bayer Academy offers a multi-step curriculum covering all key aspects of general management and leadership for each management level. The aim is to provide leaders at all levels with the relevant leadership and general management skills to fulfill their tasks in daily business, supporting a “high-performance culture” and focusing on career development.



// For information on programs for intact teams, please contact HROP_USA@bayer.com. Advance notice of 8 weeks is required to provide effective support and service excellence for these programs. A minimum of 12 participants is required for each session.



Need help creating a course? [Click Here!](#)

* Available in Germany

New Hire Onboarding

At Bayer, we aim to provide our talented employees with the tools and information needed to be successful and productive members of the team from the very beginning. These onboarding courses will introduce you to our company goals, values, and key business practices.

// U.S. Discovering Bayer

In this energizing, self-guided e-learning program ...
[learn more](#)

// U.S. New Manager Onboarding

This is a two-part onboarding course for new ...
[learn more](#)



New Hire Onboarding

U.S. Discovering Bayer

COURSE DESCRIPTION:

In this energizing, self-guided e-learning program, new Bayer employees will learn about our global organization, our US business areas, our culture, and our HR policies and procedures. Each of these topics have been broken out into modules. Each module can be completed all at once or in multiple sittings. You can also access these modules from your list of completed items, in the My Learning system, if you would like to revisit any portion of the program.

In total, this course is approximately 75 minutes in duration.

COURSE TOPICS:

- Define our mission statement & vision for our business areas
- Explain the corporate structure, business divisions, and products
- Identify business leaders, customers and stakeholders
- Recognize behaviors that demonstrate the Bayer mission and LIFE values
- Describe Bayer HR programs as well as policies and procedures

PRICE: Free

CANCELLATION POLICY:

Not Applicable.



TARGET AUDIENCE:

- All new Bayer employees & managers

Core Competencies

Customer Focus

Drives Results
Collaborates
Instills Trust
Values Differences
Manages Complexity
Plans & Aligns
Self-Development

Leader Competencies

Business Insight

Strategic Mindset
Builds Effective Teams
Courage
Cultivates Innovation
Manages Ambiguity
Drives Vision & Purpose
Attracts & Develops Talents

**If you are a new hire,
you will automatically
be assigned this training.**

New Hire Onboarding

U.S. New Manager Onboarding

COURSE DESCRIPTION:

This is a two-part onboarding program for new managers with direct reports at Bayer.

Part One – is an interactive, self-guided eLearning module that covers a broad range of information relating to hiring, rewarding, developing, and off-boarding people at Bayer. This module is approximately 90 minutes in length and can be completed in one sitting or in small increments of time.

Part Two – is an engaging, instructor-led training event. Day 1 includes realistic role-play exercises and case studies based on the information in the eLearning module. It will cover many topics, such as performance management, staffing, leading teams through change, fostering a culture of fairness and respect, etc. Day 2 includes an interactive presentation from our U.S. Employment Law legal team.

The self-guided, eLearning course builds the foundation for the instructor-led portion of this course. You must complete the eLearning course before you will be able to register for the instructor-led class.

COURSE TOPICS:

- Recognize annual activities within the HR Calendar
- Perform the responsibilities of a people manager
- Recognize processes and issues a people manager may encounter
- Enable continuous learning by developing oneself and team members
- Foster a culture of inclusion and fairness & respect in the workplace
- Drive team results by recognizing and rewarding team performance

PRICE: \$250.00 USD

CANCELLATION POLICY:

- 30 calendar days prior to the start date of the course
- Participants will be charged 100% of the course fees for any course canceled after the cancellation date regardless of whether the participant later registers to attend the same course on a different date
- Classes will be canceled if the number of registered participants is below the minimum required



TARGET AUDIENCE:

- New People Managers or New HRBPs

Core Competencies

Customer Focus

Drives Results

Collaborates

Instills Trust

Values Differences

Manages Complexity

Plans & Aligns

Self-Development

Leader Competencies

Business Insight

Strategic Mindset

Builds Effective Teams

Courage

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**If you are a new manager,
you will automatically be
assigned this training.**

Need help creating a
course? [Click Here!](#)

Professional Business Skills

To be successful in the business world, you need to have a broad range of up-to-date business skills. These courses focus on some of the important skills a business person needs to master in order to succeed in today's marketplace.

// Strategic Thinking

Leaders learn to shift thinking beyond today's challenges and learn more ... [learn more](#)

// High Impact Presentations

All employees benefit from this cutting edge workshop ... [learn more](#)

// Executive Presence

Employees take your business presence from good to great ... [learn more](#)

// Mastering Personal Change & Resilience

Learn to navigate through the uncertainties of ... [learn more](#)

// Bayer Business Basics

This interactive 2 day course delivers and prepares all ... [learn more](#)



Professional Business Skills

Strategic Thinking

COURSE DESCRIPTION:

This one-day course will help leaders at all levels develop the foundational mindset and skillset to look beyond today's challenges and achieve a long-term strategic perspective. This course focuses on both thinking strategically on a day-to-day basis as well as applying the skills in formal planning activities.

The course incorporates principles of design thinking, which involves both divergent and convergent thinking leading to breakthrough strategies and ideas. Participants use techniques to discover patterns and insights, frame issues, and test new strategies or ideas on their own real world business issues. The goal is to shift thinking and behavior to act and lead strategically for personal and organizational success.

COURSE TOPICS:

- Assess your capabilities as a strategic thinker
- Leverage strategic thinking at various operational levels to add organizational value
- Create a line of sight between the big picture and your priorities and goals
- Apply tools to take a strategic approach to current business challenges

PRICE: \$955.00 USD

CANCELLATION POLICY:

- 30 calendar days prior to the start date of the course
- Participants will be charged 100% of the course fees for any course canceled after the cancellation date regardless of whether the participant later registers to attend the same course on a different date
- Classes will be canceled if the number of registered participants is below the minimum require



TARGET AUDIENCE:

- New leaders, mid-level leaders, and individual contributors who are experts in their fields.

Core Competencies

Customer Focus

Drives Results
Collaborates
Instills Trust
Values Differences
Manages Complexity

Plans & Aligns

Self-Development

Leader Competencies

Business Insight

Strategic Mindset

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THIS COURSE WILL BE AVAILABLE IN 3Q2019.

// Register Now

Professional Business Skills

High Impact Presentations

COURSE DESCRIPTION:

This cutting-edge workshop combines the fine-tuning of advanced presentation skills with the focused strategy of speaking to decision makers. During this session you will be videotaped and privately coached. You will also participate in small group exercises and create a presentation plan. The training is sequential. Each part builds on what went before. Plan to attend the full two-day program with no scheduling conflicts.

PREPARATION:

Participants will be asked to do some advanced thinking about real-life, on-the-job presentations

- **Day One:** The focus is on a real business talk you would give laterally and down. What is the topic? Who is your audience? What is the Main Message or main idea?
- **Day Two:** The focus on a talk you would give to decision makers/executives. What is the Bottom Line (what are you asking for)? Why is it business critical? What are two of the most compelling data points that can help you get the decision you want?

COURSE TOPICS:

- Using effective body language (style)
- Developing improvisation skills to handle distractions & interruptions
- Creating effective design and use of PPT slides
- Making data come to life via Narrative Evidence & Storytelling
- Handling the energetic discussion & rapid-fire questions inherent in executive presentations

PRICE: \$2,050.00 USD

CANCELLATION POLICY:

- 30 calendar days prior to the start date of the course
- Participants will be charged 100% of the course fees for any course canceled after the cancellation date regardless of whether the participant later registers to attend the same course on a different date
- Classes will be canceled if the number of registered participants is below the minimum required



TARGET AUDIENCE:

- All employees

Core Competencies

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Plans & Aligns

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Leader Competencies

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Professional Business Skills

Foundations of Business Partnering

COURSE DESCRIPTION:

This energetic and engaging two-day course broadens knowledge of the operating model and strengthens the efficiency on how to streamline our processes when collaborating with internal Bayer clients.

COURSE TOPICS:

- Examine the challenges and opportunities inherent in the BP role, and create a vision for effective business
- Use key competencies and behaviors to partner with colleagues
- Reflect on their individual strengths and growth opportunities
- Identify who their key stakeholders are, and their expectations
- Assess the quality of their stakeholder relationships, and the way he/she creates value for the business
- Delve into challenging real-life-scenarios, have the chance to experiment and get feedback on the way they apply key competencies
- Contribute to each other's learning and reflection processes by sharing their experiences and insights
- Create individual roadmaps to further develop competencies, know-how and relationships

PRICE: \$1,100.00 USD

CANCELLATION POLICY:

- 30 calendar days prior to the start date of the course
- Participants will be charged 100% of the course fees for any course canceled after the cancellation date regardless of whether the participant later registers to attend the same course on a different date
- Classes will be canceled if the number of registered participants is below the minimum required

TARGET AUDIENCE:

- Business Partners Only (recommended during their first two years in the role)

Core Competencies

Customer Focus

Drives Results

Collaborates

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Values Differences

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NO LONGER OFFERED

Professional Business Skills

Executive Presence

COURSE DESCRIPTION:

This one-day course will help you recognize your greatest strengths and qualities, connect you with your audience, and show others the talents and gifts you have to offer the world. How can you use strong executive presence to go from good to great? Executive presence is no longer just a nice-to-have in the global marketplace - it is essential. Solid executive presence is the net effect of how you act, look and communicate. It puts you in the driver's seat of your professional success.

COURSE TOPICS:

- Understanding how others perceive you
- Practicing mindfulness to work efficiently in the present moment
- Breathing deeply to relax and fuel your performance
- Using relational body language to foster favorable connections
- Mapping out stories in a logical, simple format
- Appealing to the five senses to best deliver your messages with authenticity
- Focusing on your personal brand and strengths to come across with great presence

PRICE: \$955.00 USD

CANCELLATION POLICY:

- 30 calendar days prior to the start date of the course
- Participants will be charged 100% of the course fees for any course canceled after the cancellation date regardless of whether the participant later registers to attend the same course on a different date
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TARGET AUDIENCE:

- Individual Contributors and Managers

Core Competencies

Customer Focus

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Leader Competencies

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THIS COURSE WILL BE AVAILABLE IN 3Q2019.

// Register Now

Professional Business Skills

Mastering Personal Change & Resilience



TARGET AUDIENCE:

- All employees

COURSE DESCRIPTION:

This 3.5 hour course will help participants navigate through the uncertainties of change in their lives (both personally and professionally), resulting in a stronger emotional and physical well-being. Based upon the research on change and resilience by Linda Hoopes and Mark Kelly, participants will explore strategies they can immediately use to help build their own personal resilience in times of change, so that when change occurs (as it always does!) they will be better situated to not just survive but thrive in times of change.

COURSE TOPICS:

- Examining the dynamics of change
- Realizing the impact of change on self
- Reviewing how to apply tools and techniques to reduce negative aspects of change on self and
- Promote positive aspects of change
- Identifying positive actions to contribute to the successful organizational change initiative
- Monitoring personal resources and strengths in order to steer (re)actions

PRICE: \$185.00 USD

CANCELLATION POLICY:

- 30 calendar days prior to the start date of the course
- Participants will be charged 100% of the course fees for any course canceled after the cancellation date regardless of whether the participant later registers to attend the same course on a different date
- Classes will be canceled if the number of registered participants is below the minimum required

This course is available for intact teams, upon the request of a business leader. Please contact: HROP_USA@bayer.com
Advance notice of 8 weeks is required to provide effective support and service excellence for these programs.

A minimum of 12 participants is required for each session.

Core Competencies

Customer Focus

Drives Results

Collaborates

Instills Trust

Values Differences

Manages Complexity

Plans & Aligns

Self-Development

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// Register Now

Professional Business Skills

Bayer Business Basics

COURSE DESCRIPTION:

This interactive two-day course delivers and prepares all non-financial professionals within Bayer the opportunity to strengthen their business administration and knowledge of financial concepts. Participants will implement the theories learned by engaging in applying knowledge to case studies to enhance understanding of key business drivers and controlling processes at Bayer.

COURSE TOPICS:

- Balance sheet and profit and loss accounting
- Value management (cash-flows, CFROI)
- Cost accounting at Bayer
- Income statement/marginal income accounting
- Controlling at Bayer

PRICE: \$1,025.00 USD

CANCELLATION POLICY:

- 30 calendar days prior to the start date of the course
- Participants will be charged 100% of the course fees for any course canceled after the cancellation date regardless of whether the participant later registers to attend the same course on a different date
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A minimum of 12 participants is required for each session.



TARGET AUDIENCE:

- All employees

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// Register Now

Bayer Leadership Academy

The impact of strong and effective leadership in building a successful business is enormous! A leader must be a visionary who influences, motivates, communicates, and energizes people.

Leadership development is not a single event, but a continuous journey, and great leaders recognize that the key to successful leadership is to never stop seeking opportunities for skill improvement.

The investment in leadership training and development will pay for itself in enhanced employee engagement, increased skill levels and the opportunity to share innovative techniques/approaches for achieving business goals with fellow colleagues.

// Learn to Lead I

People managers can become high performing leaders ... [learn more](#)

// Learn to Lead II

People managers should attend this highly interactive ... [learn more](#)

// Leading with a Coaching Mindset

Great leaders know how to lead other leaders ... [learn more](#)

// Bayer Management Program

People managers who want to sharpen their coaching skills ... [learn more](#)

// Bayer Leadership Excellence

Managers will develop a deep understanding of essential business concepts ... [learn more](#)



Bayer Leadership Academy

Learn to Lead I

COURSE DESCRIPTION:

People managers can become high performing leaders after attending this dynamic, three-day course. This course is for managers who are new to leadership tasks and have not attended a similar seminar in the past. It introduces the main principles of leadership with special emphasis on Bayer's LIFE values.

Participants will partake in practical exercises and simulations. They will also review case studies that will sharpen their leadership skills. Additionally, participants will receive a telephone coaching session several weeks after the seminar, to ensure the transfer of learning back on-the-job

COURSE TOPICS:

- What is Leadership?
- My Personal Leadership Style
- Leadership Tools
- Effective Communication to Guide & Influence Others
- Delegation Techniques
- Objective/Goal Setting
- Feedback
- Diversity & Inclusion
- Peer Counseling
- Talent Management

PRICE: \$1,350.00 USD

CANCELLATION POLICY:

- 30 calendar days prior to the start date of the course
- Participants will be charged 100% of the course fees for any course canceled after the cancellation date regardless of whether the participant later registers to attend the same course on a different date
- Classes will be canceled if the number of registered participants is below the minimum required



TARGET AUDIENCE:

- People Managers or Project Managers with at least 3-6 months of experience

Core Competencies

Customer Focus

Drives Results

Collaborates

Instills Trust

Values Differences

Manages Complexity

Plans & Aligns

Self-Development

Leader Competencies

Business Insight

Strategic Mindset

Builds Effective Teams

Courage

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Drives Vision & Purpose

Attracts & Develops Talents

Need help creating a course? [Click Here!](#)

// **Register Now**

Bayer Leadership Academy

Learn to Lead II

COURSE DESCRIPTION:

People managers should attend this highly interactive, three-day course, 6-12 months after they have attended Learn to Lead I, and are ready to take their leadership skills to the next level. Participants will partake in relevant exercises and examine case studies that will enhance their leadership skills. They will also receive a telephone coaching session several weeks after the seminar, to ensure the transfer of learning back on-the-job.

COURSE TOPICS:

- Leadership Communication
- Leading others in complex situations/environments
- Diversity and Inclusion
- Dealing with Team Conflict
- Leading Change
- Coaching
- Peer Counseling

PRICE: \$1,350.00 USD

CANCELLATION POLICY:

- 30 calendar days prior to the start date of the course
- Participants will be charged 100% of the course fees for any course canceled after the cancellation date regardless of whether the participant later registers to attend the same course on a different date
- Classes will be canceled if the number of registered participants is below the minimum required



TARGET AUDIENCE:

- People Managers or Project Managers
- Prerequisite Learn to Lead I

Core Competencies

Customer Focus

Drives Results

Collaborates

Instills Trust

Values Differences

Manages Complexity

Plans & Aligns

Self-Development

Leader Competencies

Business Insight

Strategic Mindset

Builds Effective Teams

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Manages Ambiguity

Drives Vision & Purpose

Attracts & Develops Talents

Need help creating a course? [Click Here!](#)

// Register Now

Bayer Leadership Academy

Leading with a Coaching Mindset

COURSE DESCRIPTION:

If you want to sharpen your coaching skills, this is the course for you! Managers will participate in a mixture of relevant exercises, role plays and case studies that will enhance their coaching skills.

This course has two phases:

Phase 1: Instructor-led Webinar, 1.5 hour virtual session

Phase 2: One-day, instructor-led, classroom session

Participants must participate in each phase (webinar & instructor-led class), to receive credit for completing the course.

Pre-work: Participants will be asked to complete some concise and meaningful pre-work, prior to the instructor-led session.

Post classroom: Participants can continue to build their coaching skills via self-directed learning opportunities.

COURSE TOPICS:

- Appreciating the impact of coaching, as a mindset, and apply coaching techniques to increase business growth and impact results
- Reviewing a core coaching model, and the principles for solution-oriented conversations to conduct effective coaching sessions
- Practicing these coaching techniques in different leadership situations
- Recognizing the importance of asking good, facilitative questions, and actively listening to the responses
- Reflecting on their own behavior in different situations requiring interactions

PRICE: \$845.00 USD

CANCELLATION POLICY:

- 30 calendar days prior to the start date of the course
- Participants will be charged 100% of the course fees for any course canceled after the cancellation date regardless of whether the participant later registers to attend the same course on a different date
- Classes will be canceled if the number of registered participants is below the minimum required



TARGET AUDIENCE:

- People Managers or Project Managers
- Prerequisite Learn to Lead I or II

Core Competencies

Customer Focus

Drives Results

Collaborates

Instills Trust

Values Differences

Manages Complexity

Plans & Aligns

Self-Development

Leader Competencies

Business Insight

Strategic Mindset

Builds Effective Teams

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Attracts & Develops Talents

Need help creating a course? [Click Here!](#)

// Register Now

Bayer Leadership Academy

Bayer Management Program

COURSE DESCRIPTION:

Managers will develop a deep understanding of essential business concepts in this engaging three-day course. This course provides new managers with the information and tools needed to manage their business units effectively.

COURSE TOPICS:

- Creating a Stakeholder Analysis
- Developing Vision/Mission Statements
- Prioritizing/Delegating
- Creating Alignment on Your Team
- Completing a SWOT Analysis
- Completing a Transformation Map (tool to outline & visualize a business strategy)
- Interpreting Business Financials
- Analyzing Cost Center Reports

PRICE: \$1,221.00 USD

CANCELLATION POLICY:

- 30 calendar days prior to the start date of the course
- Participants will be charged 100% of the course fees for any course canceled after the cancellation date regardless of whether the participant later registers to attend the same course on a different date
- Classes will be canceled if the number of registered participants is below the minimum required



TARGET AUDIENCE:

- People Managers only, who have been in their role one year or less.

Core Competencies

Customer Focus

Drives Results

Collaborates

Instills Trust

Values Differences

Manages Complexity

Plans & Aligns

Self-Development

Leader Competencies

Business Insight

Strategic Mindset

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Need help creating a course? [Click Here!](#)

LOOK FORWARD TO NEW SESSIONS IN 3Q2019!

// Register Now

Bayer Leadership Academy

Bayer Leadership Excellence

COURSE DESCRIPTION:

Great leaders know how to lead other leaders. In this dynamic program, we explore the importance of creating a leadership culture that can meet the challenges of decision-making in a complex environment during times of change. Leaders should see the link between the work of their individual teams and the goals of the business. They should have the ability to communicate the company vision to the people who report to them. They must encourage innovation and change in their teams.

This program includes relevant exercises, simulations, case studies and the opportunity to network with other business leaders. Participants will receive a telephone coaching session after each session to ensure the transfer of learning back on-the-job.

There are two, three-day sessions. Participants will be assigned to a specific cohort, and should plan to attend both, three-day sessions with their assigned cohort.

COURSE TOPICS:

- Connecting Bayer LIFE values to their individual leadership style
- Applying tools of the Systemic leadership theory
- Reflecting on their own individual leadership competence (through 360° feedback and individual coaching)
- Developing the talent within their teams
- Examining approaches for addressing critical leadership situations in changing and complex environments
- Reviewing effective coaching techniques

PRICE: \$2,700.00 USD

CANCELLATION POLICY:

- 30 calendar days prior to the start date of the course
- Participants will be charged 100% of the course fees for any course canceled after the cancellation date regardless of whether the participant later registers to attend the same course on a different date
- Classes will be canceled if the number of registered participants is below the minimum required



TARGET AUDIENCE:

- Managers of Managers

Core Competencies

Customer Focus

Drives Results

Collaborates

Instills Trust

Values Differences

Manages Complexity

Plans & Aligns

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// Register Now

Skillsoft e-learning library

All U.S. Bayer employees have access to **hundreds of free online** courses, eBooks and videos!

Examples of the numerous topics available include:

-Leadership Development

-Strategic Planning

-Microsoft Office

-Digitalization

-Project Management

-Communication Skills

-Finance & Accounting

-And much more!

Skillsoft e-learning library	<ul style="list-style-type: none">Visit My Learning to access the e-learning resources
Click here to go directly to these Skillsoft resources	<ol style="list-style-type: none">Skillsoft Leadership Advantage SeriesSkillsoft eBooks & Videos - United States
Skillsoft Navigation Tips (Brief informative tutorials)	<ol style="list-style-type: none">The Skillsoft e-learning library - Navigation TutorialSkillsoft e-learning library - Videos & Books Tutorial
For technical assistance with the Skillsoft system	<ul style="list-style-type: none">Please contact Skillsoft through their 24x7 technical support at Skillsoft Customer Service - Live Chat. This brings you to the "Chat Live with Support" page, where you can click the box "Chat Now" for a Skillsoft Support Specialist.
Questions about Skillsoft in My Learning	<ul style="list-style-type: none">Call Bayer HR Operations at 888-473-1001, select option 5, or email HROP_USA@bayer.com.

Need help creating a course? **Click Here!**

Other Learning Opportunities

In addition to the other learning programs listed in this catalog, here are some more exciting development options. As always, we encourage you to have a conversation with your manager to determine which learning opportunity will best fit your development needs.

iMentor:

- All Bayer U.S. employees have access to **iMentor**. **iMentor** is a free “open mentoring” system that will enable employees to more easily connect and establish learning relationships. Bayer **iMentor** supports career development, knowledge sharing, mentoring relationships, general networking and skill enhancement.

GlobeSmart:

- As a Bayer employee, you have free access to the **GlobeSmart** online portal providing a wealth of information on the customs, etiquette and culture of people in some 66 countries. Whether you are taking a short business trip, or a longer foreign assignment, **GlobeSmart** will help you to prepare for successful interactions with your colleagues.

360 Feedback:

- You can use the free **360° Feedback** tool as input to your Development Dialogue so you and your manager can discuss both your visible and hidden strengths, as well as potential areas for improvement in a broader context.

Language Training:

- Bayer provides language and accent reduction training through the **Learnship** company, for employees who have a business reason to learn a new language. There is a fee for the service. Visit the **Learnship** website to explore the available offerings.

American Management Association:

- The Bayer Academy is our primary source for leadership and professional business skills courses. However, Bayer U.S. employees also have access to courses offered by the **American Management Association (AMA)** at a discounted price.
 - The Bayer Corporate number is: 10002734
 - Contact Cindy Goodman (AMA Account Representative) prior to registering for a class at 800-854-4493 ext. 2560 or email cgoodman@amanet.org.



Enrollment Process

- Access the **My Learning** portal via the [BayerNet-myServices](#) link to register for open enrollment classes.
- Please contact your HRBP if you are interested in any **'Nomination ONLY'** Leadership programs.

PRICES, SERVICES AND CANCELLATION CONDITIONS:

- All prices quoted are in USD (Prices are subject to change)

PARTICIPANT PRICES COVER:

- Conducting the class (as given in the course description)
- All course documentation and participant materials
- Administrative support for the session(s)
- Refreshments and any other services described
- If the seminar runs for the whole day, the price includes lunch, unless otherwise specified

CANCELLATION POLICY:

- 30 calendar days prior to the start date of the course
- Participants will be charged 100% of the course fees for any course canceled after the cancellation date regardless of whether the participant later registers to attend the same course on a different date
- Classes will be canceled if the number of registered participants is below the minimum required

CONTACT INFORMATION FOR U.S. COURSES:

HR Operations, Front Office Team for additional information:

Phone: 1-888-473-1001

Email: HROP_USA@bayer.com

COURSES AVAILABLE OUTSIDE OF THE UNITED STATES:

In addition to the courses listed in this U.S. Training Catalog, there are other Bayer Academy leadership courses available outside of the United States. The new Global Training Catalog will be available in 3Q2019.

Need help creating a course? [Click Here!](#)



Global Training Catalog

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