

## How to sign up for courses, seminars, and events?

<p>Option 1) Online education &amp; training catalog of the Personnel Development Department</p>	<p>Option 2) Online via the homepage of Corporate Health Promotion (CHP)/University Sports Center</p>
--	---

<p><b>Courses (working time)</b></p> <p><i>Every employee of the TU Braunschweig has the right and is allowed to go to <u>one</u> sports course - offered by the Corporate Health Promotion - per week during ones working time. This course time is counted as working time (see Service Agreement No. 39, Staff Council).</i></p> <p>To visit a sport course during your working time, it is <u>necessary</u> to register online during a specific registration period via the education and training catalog of the Personnel Development Department, <u>otherwise it can not be counted as working time.</u></p> <p>Every sports course of the Corporate Health Promotion which can be taken during your working time is listed here:</p> <p><a href="https://www.tu-braunschweig.de/en/abt13/personalweiterbildung/wie-melde-ich-mich-an">https://www.tu-braunschweig.de/en/abt13/personalweiterbildung/wie-melde-ich-mich-an</a></p> <p>!!! As soon as the new program of the Personnel Development Department is online, you should sign up as early as possible for your favourite fitness or relaxation course, as only a limited number of places are available per semester!!!</p> <p>Usually the registration period for the CHP-courses starts when the new education and training catalog of the Personnel Development Department is released (early spring and late summer), and usually ends three weeks before the regular summer- or winter semester starts. You can find this information online (see link above).</p>	<p><b>Courses (leisure time)</b></p> <p><u>After</u> the registration period of the Personnel Development Department is closed, you can register via the booking system of the University Sport Center to get remaining slots.</p> <p><a href="https://www.tu-braunschweig.de/sportzentrum/bgf/kurse">https://www.tu-braunschweig.de/sportzentrum/bgf/kurse</a></p> <p>Courses which you sign up for via the booking system of the University Sports Center do <u>not</u> count as working time. These courses you can take in your leisure time.</p> <p>It is possible to book more than one course of the Corporate Health Promotion per semester. The courses are only for employees of the TU Braunschweig and are free of charge!</p>
---	--

<p><b>Seminars (always working time)</b></p> <p><i>Every employee of the TU Braunschweig has the right and is allowed to go to seminars offered by the Corporate Health Promotion during their working time. This seminar time is counted as working time (see Service Agreement No. 39, Staff Council).</i></p> <p>To go to a seminar you have to register online during a specific registration period via the education &amp; training catalog of the Personnel Development Department.</p> <p><a href="https://www.tu-braunschweig.de/en/abt13/personalweiterbildung/wie-melde-ich-mich-an">https://www.tu-braunschweig.de/en/abt13/personalweiterbildung/wie-melde-ich-mich-an</a></p>	<p><b>Seminars (always working time)</b></p> <p>After the registration period of the Personnel Development Department is closed, you can contact the coordinator of the CHP to book a remaining slot for a seminar (<a href="mailto:bgf@tu-braunschweig.de">bgf@tu-braunschweig.de</a>)</p> <p><a href="https://www.tu-braunschweig.de/sportzentrum/bgf/seminare">https://www.tu-braunschweig.de/sportzentrum/bgf/seminare</a></p> <p>If there are any slots still available although the registration is closed, you can find online via the catalog of the Personnel Development Department. Just look at the registration numbers.</p> <p><a href="https://www.tu-braunschweig.de/en/abt13/personalweiterbildung/wie-melde-ich-mich-an">https://www.tu-braunschweig.de/en/abt13/personalweiterbildung/wie-melde-ich-mich-an</a></p>
	<p><b>Events (working / leisure time)</b></p> <p>From time to time the Corporate Health Management and the Corporate Health Promotion organize events for employees, e.g. “Back Check For Employees” or “Eye Check For Employees”. You can book appointments via the booking system of the University Sports Center. If there are any upcoming events, you will find on our website.</p> <p><a href="https://www.tu-braunschweig.de/sportzentrum/bgf/aktionen-veranstaltungen">https://www.tu-braunschweig.de/sportzentrum/bgf/aktionen-veranstaltungen</a></p> <p>“Leisure time events” organized by the Corporate Health Promotion can also be booked online via the website and booking system of the University Sports Center.</p> <p><a href="https://www.tu-braunschweig.de/sportzentrum/bgf/aktionen-veranstaltungen">https://www.tu-braunschweig.de/sportzentrum/bgf/aktionen-veranstaltungen</a></p>