**Golden Rule 6:**

**Improve qualifications—**

**Develop competence**

Invest in the training and skills of your employees, and make sure that the required knowledge is available at every workplace.

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| --- | --- | --- | --- |
| **Goals - What do I want to achieve?** | **Implementation - How do I proceed?** | **Support- Who do I need to participate?** | **Deadline - By when?** |
|  |  |  | **Short term:** |
|  |  |  | **In the medium term:** |
|  |  |  | **In the long run:** |