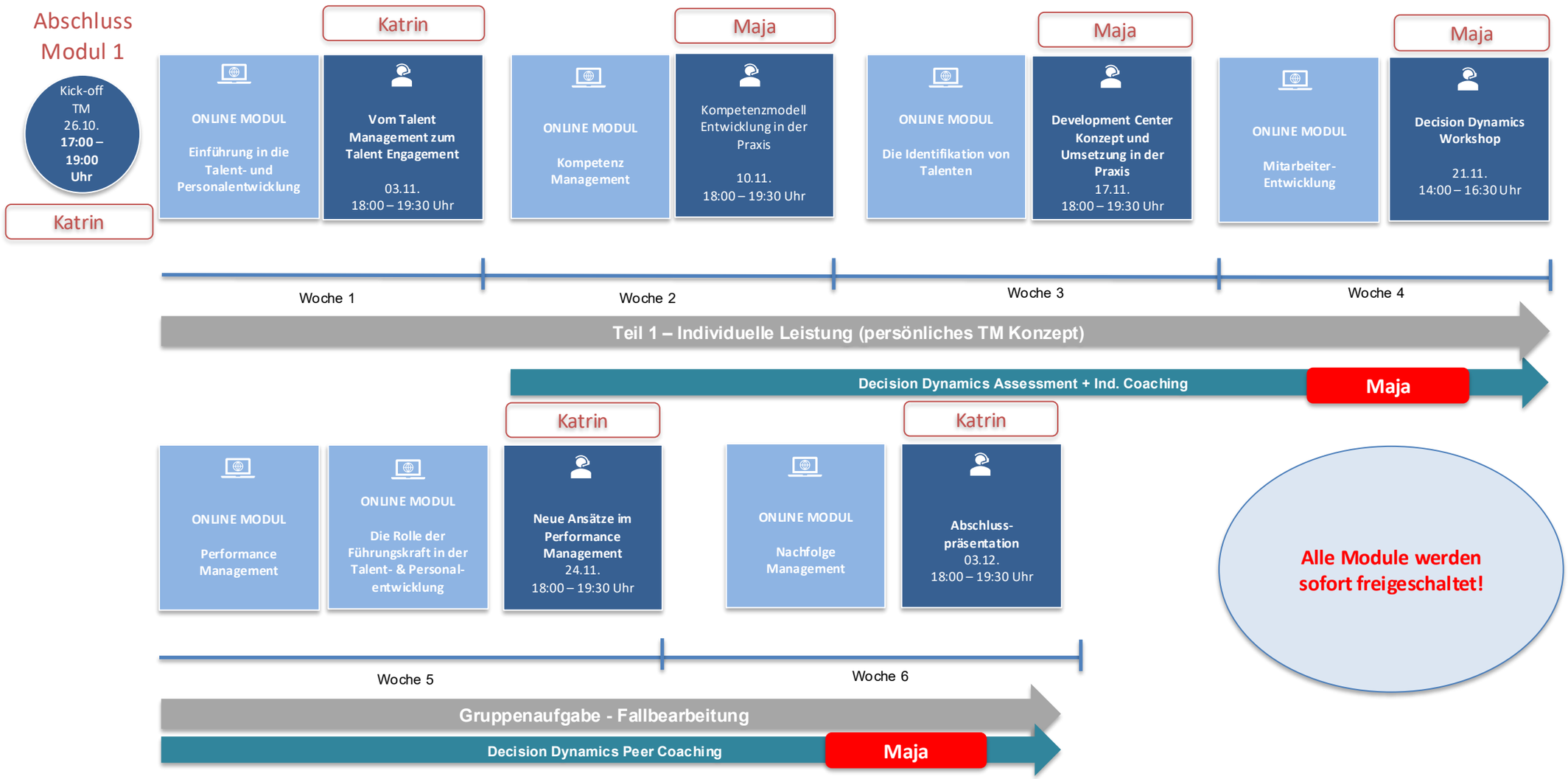Talent- & Personalentwicklung: Ablauf