



PORTFOLIO OF DEVELOPMENT ACTIVITIES

Jaka Lounge Human Capital



The purpose of this portfolio is to provide more information about our development interventions, such as trainings and exposure programs, and to help clients to better understand the content and learning objectives of each one.

Think of it as a good starting point for our discussion on your „problem to be solved“.

Let's talk!

BOOST YOUR SKILLS

"I've always had an affinity for growing things."
- Maynard James Keenan



ASSERTIVE COMMUNICATION

SUMMARY

Assertiveness will encourage employees to communicate more effectively – to clearly and directly express what they think, feel and want, to stand for their rights while taking into account and respecting other people's rights.

WHO IS THIS TRAINING FOR?

This training is for all employees who need advanced development of their communication style. It will provide learning about how to shape your communication style and how to react deliberately.

WHAT WILL I LEARN?

- To accept ours and other people's assertive rights and responsibilities
- To differentiate passive/aggressive/assertive behaviour
- To understand how we can change our beliefs which hinder the assertive behaviour
- To develop greater sensitivity and understanding for other people
- To develop skills and techniques for assertive behaviour in difficult situations
- To manage conflicts constructively, based on assertive principles

Quick facts about the program:

Pre-work + 2 in-class sessions | 16 hours



STRESS MANAGEMENT

SUMMARY

Learn how to deal effectively with pressure and stress.

WHO IS THIS TRAINING FOR?

This training is for all employees who want to acquire knowledge, attitudes and skills of managing stress in a way that will give them opportunity to be more satisfied with themselves, their jobs and their relationships with colleagues.

WHAT WILL I LEARN?

- How to recognize stress in yourself and others
- How to take responsibility for your feelings, satisfaction and dissatisfaction
- Is the stress inevitable consequence of modern business
- What are the consequences of failing to manage stress
- Which of your strengths can help you manage stress
- Why we repeat same mistakes when we are under pressure and how to change it

Quick facts about the program:
Pre-work + 2 in-class sessions | 8 hours



TIME MANAGEMENT

SUMMARY

This training course will equip employees with insights, skills and tools to make them more effective and productive in everyday work.

WHO IS THIS TRAINING FOR?

This training is for all employees who want to better manage their daily tasks and responsibilities and are willing to try and persist in using new tools.

WHAT WILL I LEARN?

- To plan and prioritize based on your goals
- To work without procrastination
- To recognize your time wasters and to manage interruptions
- To effectively use communication skills and techniques when dealing with high demands

Quick facts about the program:
Pre-work + 2 in-class sessions | 8 hours



PRESENTATION SKILLS

SUMMARY

This training will help employees to learn how to effectively present with maximum impact on their audience.

WHO IS THIS TRAINING FOR?

This training is for all employees who want to improve the way they hold presentations.

WHAT WILL I LEARN?

- How to present in front of the small or large audience
- ITPOT model (Introduction/Touch/Purpose/Outline/Transition)
- How to use language, voice, body language in your advantage
- How to address stage fright and how to prepare for presenting

Quick facts about the program:
Pre-work + 2 in-class sessions | 16 hours



FACILITATING MEETINGS

SUMMARY

This program will help participants to understand basic principles of effective meeting facilitation, to learn and to make commitments about what they will improve.

WHO IS THIS TRAINING FOR?

This program is for all employees who often facilitate meetings and experience difficulties such as lack of a clear objective, not following agenda, no conclusions and action points, etc.

WHAT WILL I LEARN?

- How to prepare yourself for facilitation of a meeting
- How to set objective, expected results and agenda
- What roles to assign to team members
- How to handle difficult behaviours during a meeting

Quick facts about the program:
Pre-work + 2 in-class sessions | 8 hours



TRAIN THE TRAINER

SUMMARY

Do you want to spread your knowledge on specific subject across your company? This course will help you learn how to analyse, design, develop, implement and evaluate your education program.

WHO IS THIS TRAINING FOR?

For all who want to deliver formal educations and trainings inside the organization regarding their area of expertise.

WHAT WILL I LEARN?

- Basic learning principles
- How to do training need analysis
- How to design and develop your training course
- How to present effectively
- How to facilitate group
- Evaluation methods

Quick facts about the program:

Pre-work + 2 in-class sessions | 16 hours



PROJECT MANAGEMENT TRAINING

SUMMARY

Trainees are introduced with the basic concept for project management principles with focus on Project/Portfolio/Risk Management methodologies.

WHO IS THIS TRAINING FOR?

For employees who are without or with little experience in Project Manager role.

WHAT WILL I LEARN?

- Project Management - project governance model, project lifecycle phases, decision points, key roles and responsibilities, mandatory project documentation, stakeholder and communication management principles
- Portfolio management - methodology, main steps/requirements in portfolio management cycle – portfolio planning and portfolio maintenance
- Risk Management - methodology, main steps/requirements

Quick facts about the program:
Pre-work + 2 in-class sessions | 8 hours





HAVE AN IDEA?
LET'S TALK!

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