



Training Schedule for the February- June Period

Learning is the key that unlocks
new opportunities.



For individuals and companies

Training Schedule 2025



FEBRUARY

Academy for HR administration

ONLINE

11.2. Session 1 | 10-13h
12.2. Session 2 | 10-13h
19.2. Bonus session | 10-13h

Onboarding

ONLINE

20.2. | 10-14h

MARCH

Kulturni remiks

ONLINE

06.03. Session 1 | 10-14h
13.03. Session 2 | 10-14h
20.03. Session 3 | 10-14h

APRIL

Cultural remix

ONLINE

1.4. Session 1 | 10-14h
8.4. Session 2 | 10-14h
15.4. Session 3 | 10-14h

Onboarding

ONLINE

11.4. | 10-14h

MAY

Academy for HR administration

ONLINE

14.5. Session 1 | 10-13h
16.5. Session 2 | 10-13h
20.5. Bonus session | 10-13h

Onboarding

ONLINE

21.5. | 10-13h

JUN

Kulturni remiks

ONLINE

2.6. Session 1 | 10-14h
9.6. Session 2 | 10-14h
16.6. Session 3 | 10-14h



If you purchase more than one training, you get one free.




THE CONTENT, FORMAT, AND PRICES OF THE TRAININGS ARE PROVIDED ON THE FOLLOWING PAGES.

JAKA LOUNGE

Academy for HR Administration

Gain confidence in your knowledge of HR administration and labor law!

At the Academy for HR Administration, you will learn how to master key legal foundations, enhance your process management skills, and practically apply everything needed for daily HR operations.



Online

2 sessions - 3h
Bonus session - 3h

🕒 6h or 9h 👥 5-10

Price

Session 1 and 2 € 240 eur

Bonus session € 120 eur

*You choose whether you want only the first two sessions or to include the bonus session as well.



Who is this training for?

- **Beginners** in HR who want to learn the basics of HR administration and labor law.
- **HR professionals with experience** in administration and operations who seek more detailed and practical knowledge.
- **Anyone** looking to understand legal obligations and enhance their HR process management skills.

Who is the bonus session for?

- Participants who want to take it a step further and master advanced topics in HR administration and labor law.

How to determine which training level is right for you?

Complete our questionnaire, and we will recommend the appropriate training level based on your answers.



Academy for HR Administration

Training Content

Session 1: HR OPERATIONS, LAWS, AND DOCUMENTATION

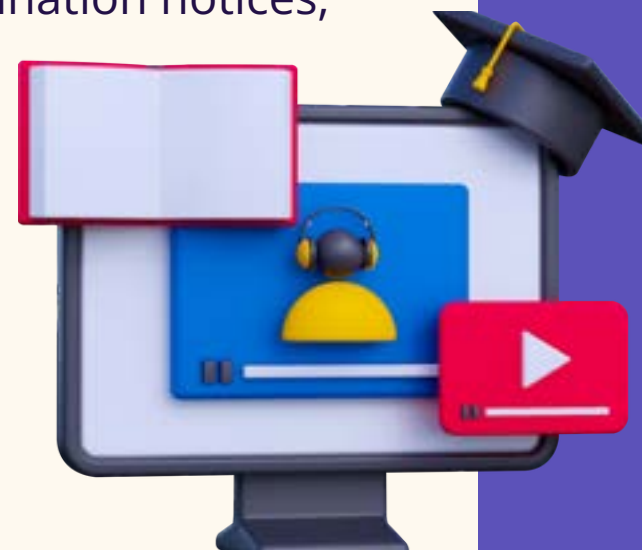
- What HR operations are and their function
- Introduction to legal regulations
- Labor Law and Employment Law
- Work outside of employment relationships
- Documentation (Job Offer, Employment Contract, Registration in CROSO, Managing Personnel Files, etc.)

Session 2: CONTRACT AMENDMENTS, TERMINATIONS, AND LEGAL CHALLENGES

- Concluding contract amendments, supporting documentation, and legal obligations and implications
- Reasons for termination of employment, delivering termination notices, legal obligations, and consequences
- Legal challenges and case law
- Salary calculation for HR purposes

BONUS TOPICS

- Personal data protection
- Onboarding and offboarding
- ESG



What else to expect?

In addition to gaining new knowledge and practical skills, participants will receive:

- **A handbook** with key information and tools after each session.
- Access to a **private group and a specialized AI tool** tailored to Serbian labor law topics.
- **Training outcome tracking:** individual feedback and support in implementing what you've learned.
- **Networking** opportunities with colleagues in the field.
- A course completion **certificate** that validates your progress.

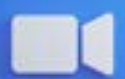


Onboarding



Why do some onboarding programs fail, even when they seem perfect?

In our training, you'll discover how to identify hidden obstacles, improve the process, and create an onboarding experience that engages, motivates, and inspires from day one!



Online

One season

🕒 4h

Small groups

👥 5-10

Price

Online training

€ 160 eur



Who is this training for?

- **Managers** who want to build a motivated and productive team from day one.
- **HR professionals** seeking to optimize onboarding processes and boost talent retention.
- **Owners** of small and medium-sized businesses who want to effectively integrate new team members.
- **Anyone** looking to enhance employee satisfaction and productivity through better onboarding strategies.

What are the outcomes of the training?

- You'll understand why onboarding programs fail, even if they're well-designed.
- You'll be equipped to improve your onboarding process or completely redesign it from scratch.
- You'll grasp the strategic importance of onboarding.

Onboarding

Training content

Straight to the Point: A Quick Guide

- What is onboarding? Why is onboarding important? What makes a good onboarding program? How to create an effective onboarding process?

The core of the Training: Why Does Even a Good Onboarding Fail?

- What happens when onboarding goes wrong? Common reasons why onboarding programs fail. How to identify hidden obstacles in your onboarding process. Steps to overcome challenges and improve results.

Technology as Your Ally

- Do you know how digital tools can revolutionize your onboarding process? From gamification to AI, discover how the latest trends can turn your onboarding into an unforgettable experience.



What Else to Expect?

In addition to gaining new knowledge and practical skills, participants will receive:

- **A handbook** with key information and tools after each training session.
- **Follow-up** on training effects: individual feedback and support in implementing what you've learned.
- **Networking** opportunities by connecting with industry peers.
- **A certificate** of course completion.




Cultural Remix

How to Work Successfully in an International Team?



Discover how understanding intercultural differences can transform your team into a harmonious and productive unit!


 **Online**

3 sessions - 4h  12h

Small groups  5-10

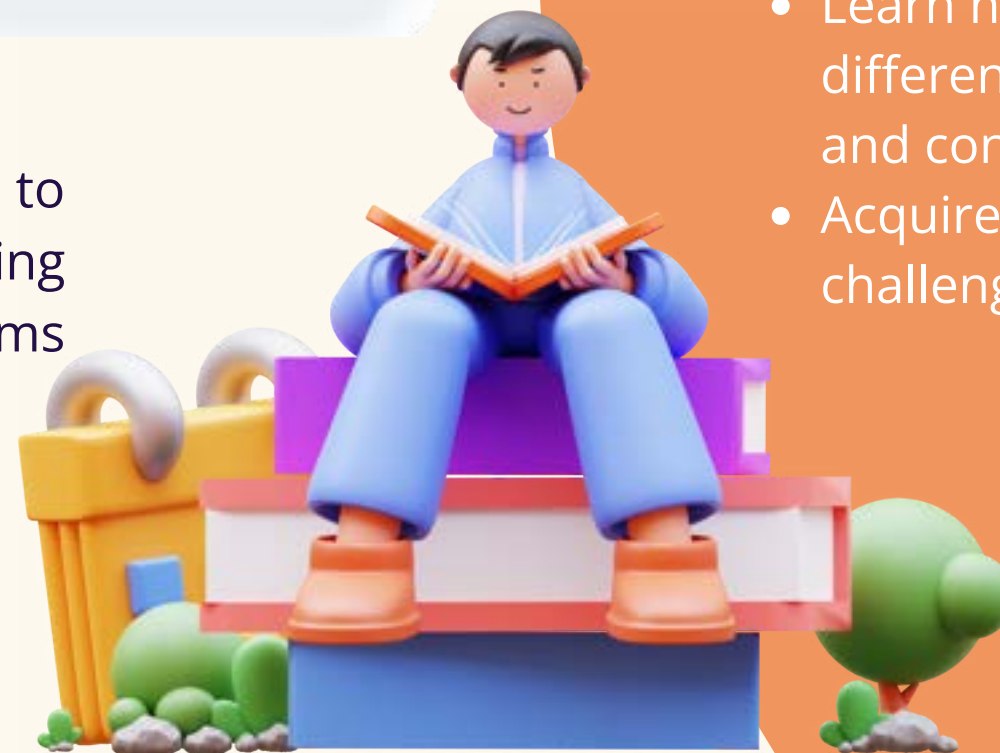
Price

Online or live

 450 eur

Understanding cultural differences isn't just the key to successful collaboration—it's the secret to turning misunderstandings into innovation and building teams that achieve extraordinary results!

Contact: milica.beric@jakalounge.com



Who Is This Training For?

For everyone working in a team composed of people from diverse cultures and countries, whether you're part of the team or leading it.

Training Outcomes

- Gain an understanding of other cultures' characteristics and how people operate in a business context.
- Learn how to collaborate effectively with colleagues from different cultural backgrounds, avoiding misunderstandings and conflicts.
- Acquire practical techniques and strategies to address challenges that arise in multicultural teams.

Cultural Remix

How to Work Successfully in an International Team?

Training Content

Session 1: Culture

- Definition of culture and the processes it influences
- Identifying, understanding, and overcoming differences in communication and providing feedback

Session 2: Trust, Decision-Making, Leadership

- Identifying, understanding, and overcoming differences in decision-making, trust-building, and leadership approaches

Session 3: Time Management, Persuasion, Conflict Resolution

- Identifying, understanding, and overcoming differences in time management and conflict resolution
- Understanding different persuasion styles



What Else to Expect?

In addition to new knowledge and practical skills, participants will receive:

- A handbook with key information and tools after each session.
- Support in implementing learned skills through follow-up.
- Networking opportunities by connecting with industry peers.
- A certificate of course completion.



Corporate Trainings for Companies and Teams

Pricing for Corporate Training

Prices are set per training day and apply to groups of up to 12 participants:

- Half-day training – **700 EUR**
- Full training day (8 hours) – **1,200 EUR**

*Prices are shown excluding VAT, which will be calculated on the invoice date.

Flexible Organization

Trainings can be organized:

- **Online or in-person**, in a format that best suits your needs.
- At a time of your choosing, with the option for exclusive participation of your team.

Customized Trainings

If you have specific training needs on a topic not listed in our brochure, we will gladly create a tailored solution to meet your requirements.

For additional information and collaboration, feel free to contact us.

Learning & Development

Jaka Lounge

Contact us for more information about upcoming trainings and how we can help your team achieve outstanding results.

For registrations or additional inquiries, please email us at milica.beric@jakalounge.com.

