

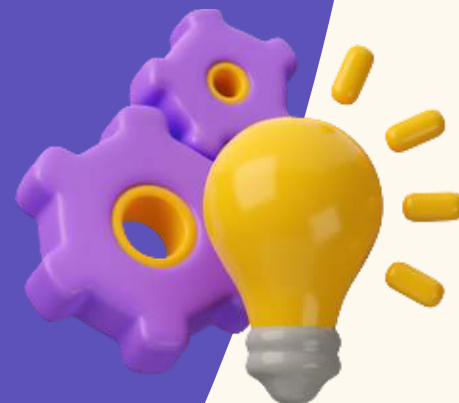


Training Schedule for the February-June Period

Learning is the key that unlocks new opportunities.



For individuals and companies



Training Schedule 2025



FEBRUARY

Gamification in Onboarding

ONLINE
12.02. Free webinar | 15-16h

Job Search: How to Find a Job and Stand Out

ONLINE
19.02. Free webinar | 15-16h

Employment Law for Employees: How to Recognize and Exercise Your Rights

ONLINE
27.02. Free webinar | 15-16h

MARCH

Cultural remix

ONLINE
06.03. Session 1 | 10-14h
13.03. Session 2 | 10-14h
20.03. Session 3 | 10-14h
27.03. Bonus session | 10-14h

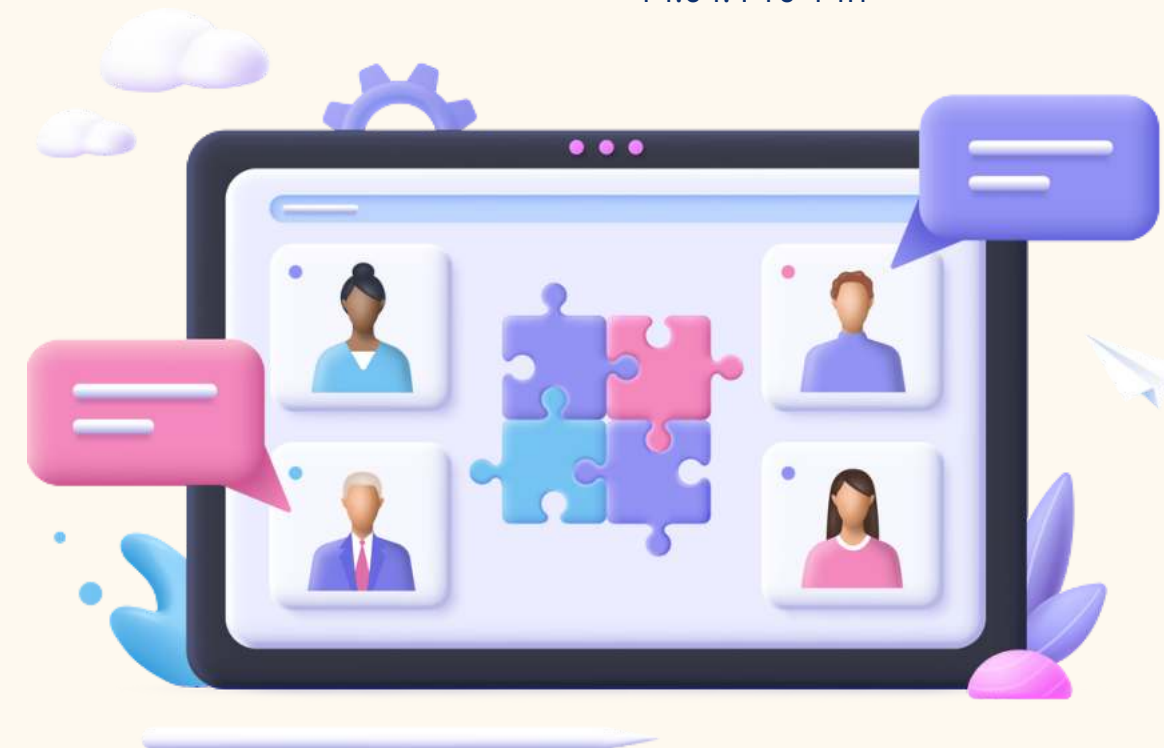
APRIL

Cultural remix

ONLINE
01.04. Session 1 | 10-14h
04.04. Session 2 | 10-14h
08.04. Session 3 | 10-14h
11.04. Bonus session | 10-14h

Onboarding Level Up

ONLINE
14.04. | 10-14h



MAY

Academy for HR administration

ONLINE
14.05. Session 1 | 10-13h
16.05. Session 2 | 10-13h
20.05. Bonus session | 10-13h

Onboarding Level Up

ONLINE
21.05. | 10-14h

JUN

Cultural remix

ONLINE
02.06. Session 1 | 10-14h
09.06. Session 2 | 10-14h
16.06. Session 3 | 10-14h
18.06. Bonus session | 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.

Prices for companies or teams are on page 9.

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.



Contact: milica.beric@jakalounge.com

Academy for HR Administration

Training Content

Session 1: HR OPERATIONS, LAWS, AND DOCUMENTATION

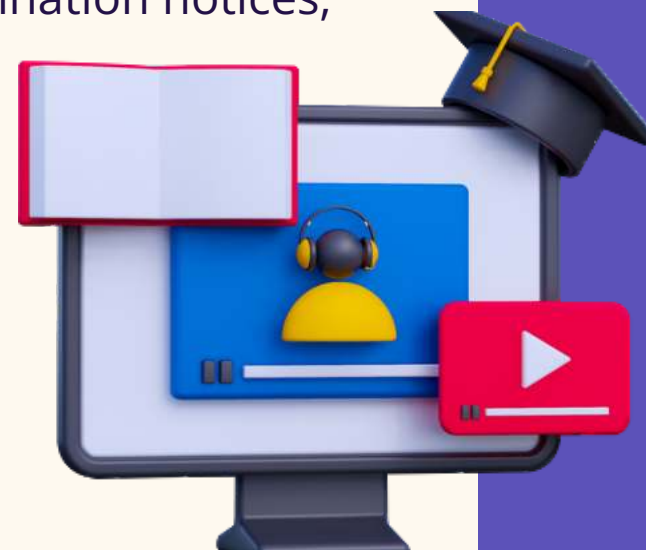
- What HR operations are and their function
- Introduction to legal regulations
- Labor Law and Employment Law
- Work outside of employment relationships
- Documentation (Job Offer, Employment Contract, Registration in CROSO, Managing Personnel Files, etc.)

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.



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 HUMAN CAPITAL

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

milica.beric@jakalounge.com

