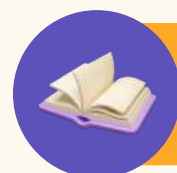




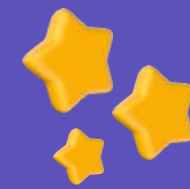
# Training Schedule for the February-June Period

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

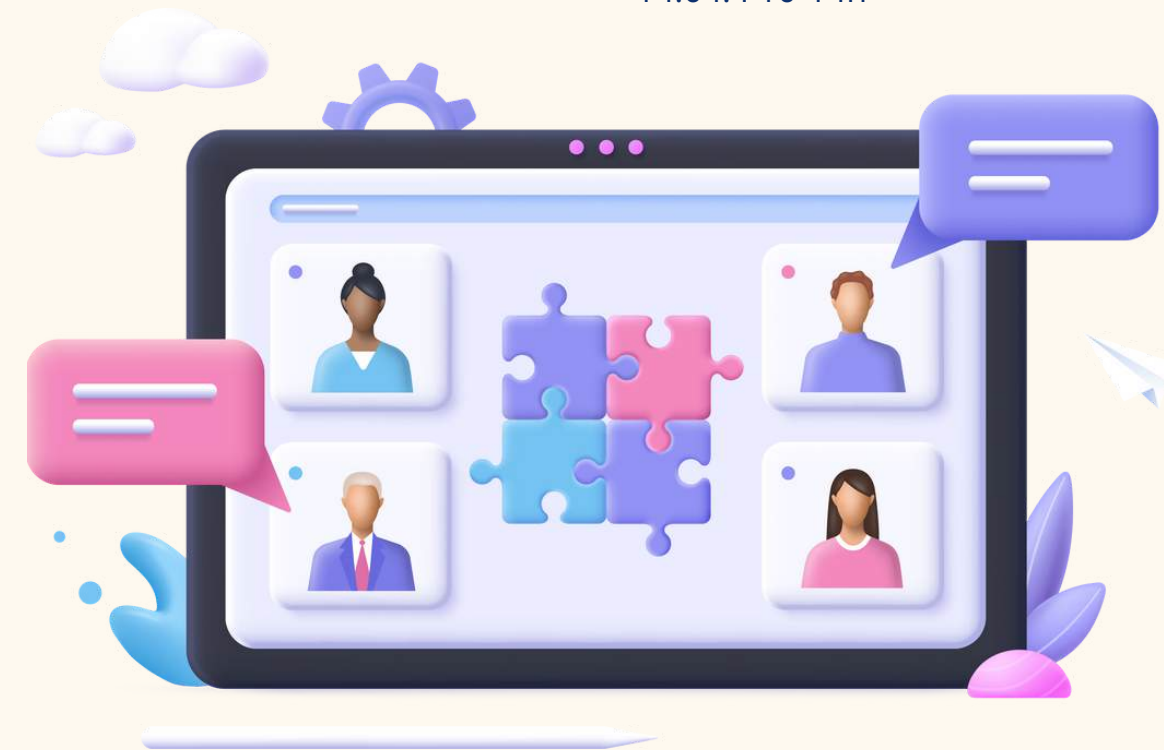
## APRIL

### 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](mailto:milica.beric@jakalounge.com)



# Academy for HR Administration

## Training Content

### Session 1: HR OPERATIONS, LAWS, AND DOCUMENTATION

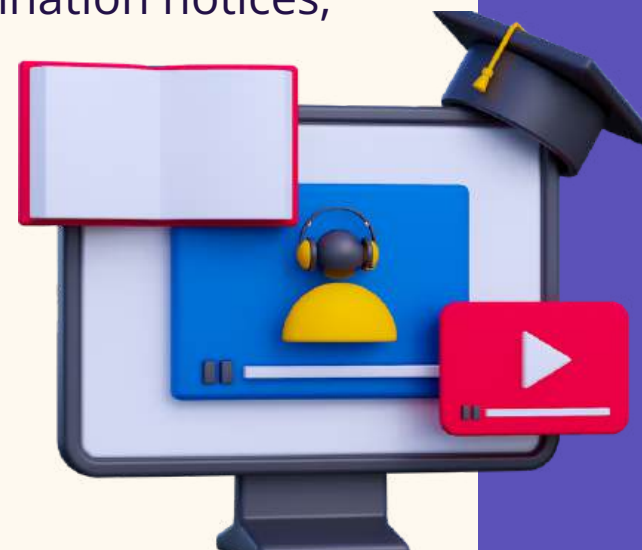
- What HR operations are and their function
- Introduction to legal regulations
- Labor Law and Employment Law
- Work outside of employment relationships
- Documentation (Job Offer, Employment Contract, Registration in CROSO, Managing Personnel Files, etc.)

### 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.



# Onboarding Level Up

 Have you planned your new employee onboarding program perfectly, yet it still failed to take off?

In our training, you'll uncover hidden obstacles that can sabotage even the best-designed programs. Overlooking the importance of structured onboarding is no longer an option – a poor start comes at a high cost. Discover why ineffective onboarding leads to costly losses, how to identify and eliminate critical weaknesses, and how to create a process that engages, motivates, and inspires from day one.


 **Online**

One session  4h

Small groups  5-10

**Price**

Online training

 160 eur

Prices for companies or teams are on page 9.



Contact: [milica.beric@jakalounge.com](mailto:milica.beric@jakalounge.com)



## 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?

- **A concise guide to onboarding:** What it is, why it's important, and how to create an effective onboarding process.
- **Insights** into common reasons why onboarding programs fail, even when they look perfect on paper.
- **Learn to identify hidden obstacles** in your onboarding strategy.
- **How to leverage technology as an ally.** Explore the latest digital tools, from gamification to AI, that can transform your onboarding into an unforgettable experience.

# Onboarding Level Up



## 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 Achieve Success in International Teams

Working in an international team comes with challenges—miscommunication, conflicts, and missed deadlines can slow progress and create frustration. But what if you could turn these challenges into a competitive advantage?

**This training equips you with the tools to decode cultural dynamics, eliminate friction, and build a high-performing international team.**

### Training

3 sessions of 4h

🕒 12h

Bonus Leadership session of 4h

🕒 4h

### Price

450 eur

160 eur

Prices for companies or teams are on page 9.

### Training Outcomes

- **Cultural Intelligence** – Manage cultural differences by applying proven frameworks such as Hofstede’s and Erin Meyer’s.
- **Clear Communication** – Prevent misunderstandings through active listening and context-aware messaging.
- **Conflict Resolution** – Transform cultural friction into productive collaboration.
- **Inclusive Leadership** – Motivate, engage, and effectively guide diverse teams.



# Cultural Remix

## How to Achieve Success in International Teams

### Training Content

#### Session 1: Culture

- Understanding the Role of Culture in Shaping Behavior
- Beyond Words: Different Communication and Feedback Styles

#### Session 2: Trust, Decision-Making

- Earning Trust Across Cultures: Relationship vs. Task-Oriented Mindsets
- Who Decides? Cultural Insights into Decision-Making Power

#### Session 3: Time Management, Persuasion, Conflict Resolution

- Cultural Clocks: How Different Cultures Perceive Time
- The Language of Influence: Persuasion Across Cultures
- From Tension to Teamwork: Managing Cultural Clashes

#### Session 4: Leadership Techniques for Multicultural Teams

- How Background Shapes Leadership Styles
- Effective Strategies for Leading Diverse Teams
- Building Trust, Motivating, and Inspiring Multicultural Teams



### Who Is This Training For?

- **Managers** who want to build motivated and high-performing international teams.
- **HR professionals** looking to prevent cultural misunderstandings and foster collaboration between different cultures.
- **International business leaders** working with clients from diverse cultural backgrounds.
- **Anyone** who wants to better understand cultural differences in attitudes, opinions, and work 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.
- Ongoing support to help integrate the newly learned skills into daily operations.
- 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 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](mailto:milica.beric@jakalounge.com)

