



Training Schedule 2025

JAKA LOUNGE



APRIL - JUN 2025

Training Schedule

MAY

Cultural remix

ONLINE

13.05. Session 1 | 10-13.30h
20.05. Session 2 | 10-13.30h
27.05. Session 3 | 10-13.30h

ONLINE

15.05. Session 1 | 17-20.30h
22.05. Session 2 | 17-20.30h
29.05. Session 3 | 17-20.30h

Academy for HR administration

ONLINE

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

JUN

Cultural remix

ONLINE

02.06. Session 1 | 10-13.30h
09.06. Session 2 | 10-13.30h
16.06. Session 3 | 10-13.30h

Academy for HR administration

ONLINE

18.06. Session 1 | 10-13h
20.06. Session 2 | 10-13h



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.

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.

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.



Training	Online	Price
2 sessions of 3h	6 hours	240 eur
Bonus session of 3h	3 hours	120 eur

Prices for entire teams or companies can be found at the end of the brochure.

Academy for HR Administration

Session 1: HR OPERATIONS, LAWS, AND DOCUMENTATION

- What are HR operations? Their scope and function.
- Introduction to legal regulations
- Labor Law and Employment Law
- 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.



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.

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