

ONLINE TRAINING PROGRAMS

MARCH -JUNE 2023



TACK ✓
TMI
Gi Group Holding



Tack TMI Adria

Maglajska 10
11000 Belgrade, Serbia

Moskovska 111
81 000 Podgorica, Montenegro

Gajeva 2b
10 000 Zagreb, Croatia

LIVE

MASTERS OF KNOWLEDGE – NEW PROGRAM FOR TRAINERS

The knowledge of each team member is a kind of accumulator of speed and skill in finding solutions for today's business.

€980
+ VAT



**Eva
Velimirović**



**Vladimir
Borovnica**



**Marina
Delić**



**Veselin
Vasiljković**



**Petar
Kosovac**



LIVE

LEADING WITH CANDOR

Leading with Candor implies open communication and a direct approach of the leader who does not sideline or avoid discussing uncomfortable topics and issues, but instead addresses the essential questions related to such matters, while maintaining empathy and concern for others.



Victor Haimov
24-25.04.

€720
+ VAT



€695
+ VAT



THE PROGRAM WILL
BE DELIVERED
IN THE SECOND
HALF OF THE YEAR.

ONLINE

ACADEMY

FIRST TIME MANAGER

LEADERSHIP SKILLS

Ana Delić

TIME MANAGEMENT

Snežana Isaković i Boris Bočvarski

EFFICIENT COMMUNICATION

Snežana Isaković

THE ART OF INFLUENCE

Nikola Veličković

PRESENTATION SKILLS

Petar Kosovac

MARCH – JUNE **ONLINE**
TRAINING SCHEDULE





MARCH

FEEDBACK REINVENTED

Boris Bočvarski
01.03. 15-17h
Cost: 105€ + VAT

THE ART OF PROJECT MANAGEMENT *

Murat Ozbilen
13-07.03. 09-11h
Cost: 720€ + VAT

STORYTELLING

Petar Kosovac
14.03. 13:30-16h
Cost: 105€ + VAT

DIFFICULT CONVERSATIONS: BACK ON THE SAME PAGE

Vladimir Borovnica
20.03. 14-16h
Cost: 105€ + VAT

LEADING THE CHANGE

Nikola Veličković
21-22.03. 10-12h
Cost: 150€+VAT

THOMAS CERTIFICATION TRAINING (PPA OR TEIQue)

Nelica Bogunović
29-30.03. 10-14h
Cost: 1300€ + VAT

KEEPING WELL & WELL ORGANISED

Eva Velimirović
31.03. 11-13h
Cost: 105€ + VAT

APRIL

FIXED & GROWTH MINDSET

Vladimir Borovnica
03.04. 14-16h
Cost: 105€ + VAT

EFFECTIVE & EFFICIENT COMMUNICATION

Snežana Isaković
04.04. 11-14h
Cost: 120€ + VAT

EMOTIONAL INTELLIGENCE

Eva Velimirović
07.04. 11-13h
Cost: 105€ + VAT

MOTIVATION AND TRUST IN HYBRID TEAMS

Ana Delić
19.04. 10-12h
Cost: 105€ + VAT

RESILIENCE

Vladimir Borovnica
21.04. 14-16h
Cost: 105€ + VAT

THOMAS CERTIFICATION TRAINING (PPA OR TEIQue)

Nelica Bogunović
26-27.04. 10-14h
Cost: 1300€ + VAT

DESIGN THINKING

Igor Ivanović
27-28.04. 12-14h
Cost: 150€ + VAT

PRESENTATION SKILLS

Petar Kosovac
27-28.04. 14:30-16:30h
Cost 190€ + VAT



MAY

SELF-CONFIDENCE AND SELF-MOTIVATION

Vladimir Borovnica
08.05. 14-16h
Cost: 105€ + VAT

PROFITABLE NEGOTIATION

Đorđe Milošević
08-09.05. 10-14h
Cost: 240€ + VAT

HOW TO RUN EFFECTIVE MEETINGS

Boris Bočvarski
10.05. 15-17h
Cost: 105€ + VAT

BUILDING GOOD HABITS

Jelena Đurđević
10.05. 10-12h
Cost: 105€ + VAT

THE BASIS OF COMPENSATION AND BENEFITS SYSTEM

Marko Polovina
10-11.05. 09-13h
Cost: 240€ + VAT

SITUATIONAL LEADERSHIP

Ana Delić
11.05. 10-12h
Cost: 105€ + VAT

INTERVIEWING SKILLS: THE RIGHT QUESTION AND THE BEST CANDIDATE

Nelica Bogunović
17-18.05. 10-13:30h
Cost: 190€+VAT

PARENTING TODAY

Jelena Đurđević
18.05. 10-12h
Cost: 105€ + VAT

LEADERSHIP SKILLS

Ana Delić
19.05. - 14-16h
26.5. 11-13h
30.5. 14-16h
Cost: 190€ + VAT

MANAGING REMOTE AND HYBRID TEAMS

Ana Delić, Boris Bočvarski
22-23.05. 15-17h
Cost: 150€+VAT

THE ART OF INFLUENCE

Nikola Veličković
23-24.05. 10-12h
Cost: 150€ + VAT

TRAINING FOR TRAINERS

Eva Velimirović
24-26.05. 11-13h
Cost: 190€+VAT

FLEXIBILITY IN THE FACE OF CHANGE

Boris Bočvarski
30.05. 15-17h
Cost: 105€ + VAT

THOMAS CERTIFICATION TRAINING (PPA OR TEIQue)

Nelica Bogunović
30.05-01.06. 10-14h
Cost: 1300€ + VAT



JUNE

PROJECT MANAGEMENT

Boris Bočvarski
05-06. i 08-09.06. 15-17h
Cost: 290€ + VAT

SELLING IN ACTION

Ana Delić
13-15.06. 10-12h
Cost: 190€+VAT

DELIVERING A VIRTUAL TRAINING

Nikola Veličković
20.06. 10-12h
Cost: 105€ + VAT

SAFETY: A CALLING AND A LIFESTYLE

Gordana Kipper Radmanović
20-21.06. 11-13h
Cost: 150€ + VAT

THOMAS CERTIFICATION TRAINING (PPA OR TEIQue)

Nelica Bogunović
21-22.06. 10-14h
Cost: 1300€ + VAT



JULY/AUGUST

SUMMER4GROWTH

LIVE TRAININGS

EFFECTIVE AND EFFICIENT COMMUNICATION

Snežana Isaković
23. 05.
Cost: 250€ + VAT

VEŠTINE PREZENTOVANJA

Eva Velimirović
29-30.06.
Cost: 410€ + VAT



€980
+ VAT

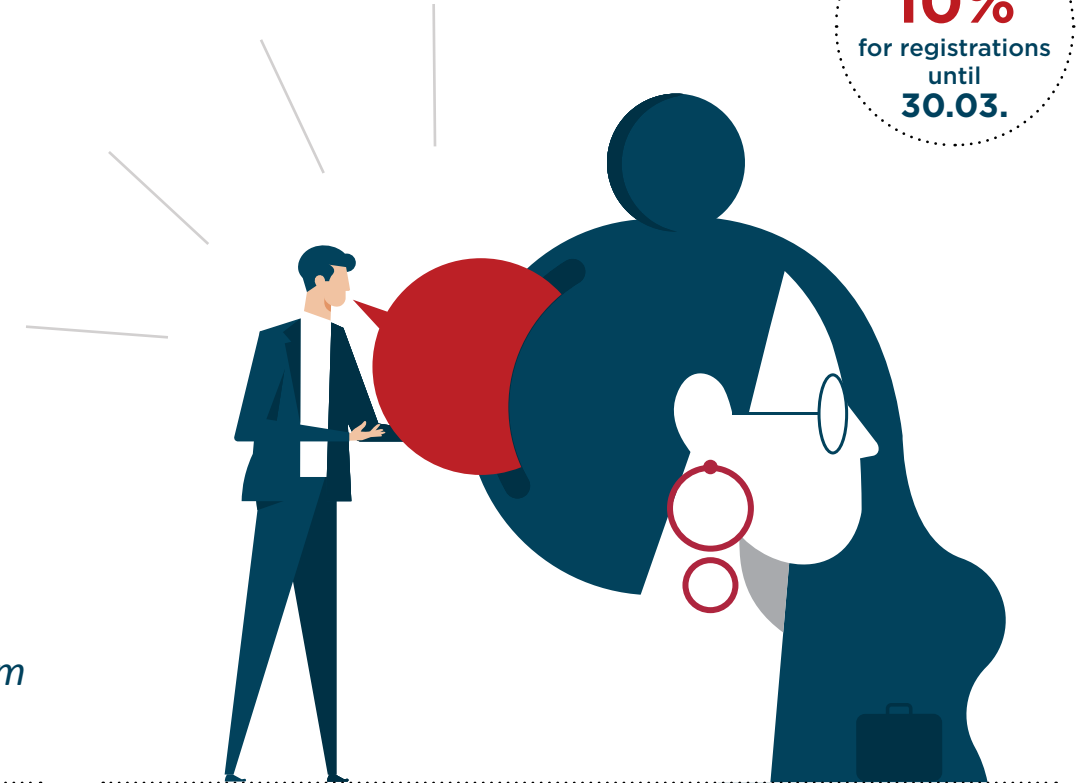
LIVE

Tack TMI Adria is introducing

Masters of knowledge NEW PROGRAM FOR TRAINERS

*You only need to KNOW THAT YOU KNOW
In order to unlock the potential for others in your team
to learn as well*

The knowledge of each team member is a unique generator of speed and problem-solving skills for today's business. Successful organizations have learned to encourage the transfer not only of experiences but of all types of knowledge among team members. That way internal knowledge becomes a creative part of a learning organization, which creates a competitive advantage in effective and better approach to work, group thinking and innovation. That is why TACK TMI Adria is launching a new and comprehensive training program for trainers (Train the trainer- TTT) with the aim of creating teams and organizations where knowledge and good practices are shared.



discount
10%
for registrations
until
30.03.

This program is intended for:

- Managers who want to acquire coaching skills in order to transfer knowledge in the team, organization.
- L&D professionals who want to develop by working on development concepts with top consultants and trainers
- Trainers who want to get inspired and add new topics and tools to their portfolio
- Business people who have a passion for sharing knowledge



The program contains
5 modules
4 LIVE
1 ONLINE

I MODULE

Trainer's mindset, modern presentation and transfer of knowledge practices

Trainer ► **Eva Velimirovic**

- Knowledge that will be remembered- what we want our audience to know, think, feel, understand and be able to do after our session
- You are the presentation, not Power Point slides. Creating a story and presentation thread.
- Arousing attention while conveying a key message

II MODULE

Activities and experiences that inspire learning and change in organizations

Trainer ► **Veselin Vasiljkovic**

- Implementation of the session according to the principles from the previous module and mentor development feedback by Ana Delic
- Ways of introducing changes through incentives, creative activations
- How we create targeted games

III MODULE

Initiate team sharing and learning: team knowledge management

Trainer ► **Marina Delic**

- Implementation of the session according to the principles from the previous module and mentor development feedback by Ana Delic
- Exchange of team knowledge – team recipes for success and practical solutions
- Routines of conscious and agile teams – on-the-go meeting structures

IV MODULE

Passion, confidence and resilience of trainers

Trainer ► **Vladimir Borovnica**

- Implementation of the session according to the principles from the previous module and mentor development feedback by Ana Delic
- From idea to certainty, the development path of both concepts and trainers
- Fixed & growth mindset- are the trainers professional learners?

ONLINE MODULE



Trainers in a virtual environment and storytelling skills

Trainer ► **Petar Kosovac**

How to make a virtual environment work for you – tips/ tricks from a virtual session guru
Shape your experience- tell your story

It is important to encourage the exchange and the application of team knowledge

Organizations today are constantly transforming. Industries are consolidating, new business models are emerging, new technologies are being developed, consumer needs are changing... For managers and teams this level of change can be very demanding. It forces them to quickly understand and react to major changes in work. According to Arie de G the *ability to learn faster than your competition may be the only sustainable competitive advantage you have.*

Successful organizations have learned to encourage the transfer not only of experiences but of all types of knowledge among team members. That way internal knowledge becomes a creative part of a learning organization, which creates a competitive advantage in effective and better approaches to work, group thinking and innovation.



The specifics of the Masters of team knowledge program

The program is planned as an annual coaching academy. It is organized once a year with a duration of 4 months. Trainers work with trainers as researchers and masters of knowledge. The learning process is mutual. One of the results is that we will also create an alumni base of the program, which will be contact base for master's of knowledge according to industries, experience, professional profile and expertise. That way the spread of knowledge would continue.

*Take this opportunity to open many more doors.
WALK AMONG YOUR OWN.*





€720
+ VAT

discount
10%
for registrations
until
30.03.

Victor Haimov

LIVE

LEADING WITH CANDOR

Leading with Candor is about expressing your truth, openly and honestly, and about creating an environment where others feel safe to do so. But candor only is not enough, it needs to be coupled with Care.

CONTACT:

Maja Tuvedžić

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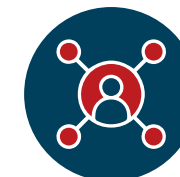
maja.tuvedzic@tacktmiglobal.com



The program is
conducted in English



Candor can be a catalyst of innovation and higher productivity, as it leads to addressing issues in a timely manner and creating solutions.



Candor with care can help strengthen relationships and build more connection and trust, **which is critical in the disconnected, remote workplace of today.**



Leading with candor can boost **the engagement and contribution** of everyone, as they can show up authentically and bring their whole selves to work.

WHAT IS THE CONTENT?

Why Candor?

- How do we get in our way of telling our truth?
- Navigating relationships from a place of “I am OK and you are OK”, i.e. my truth is legitimate and your truth is legitimate
- The building blocks of candor: facts, feelings, films – learning to discern and communicate those
- Staying candid, even when the other side “plays power”
- Becoming a hot-spot for candor with care
- Creating psychological safety, so others can express openly their truth

WHAT WILL YOU GET?



An opportunity to explore own barriers to leading with candor and ways of overcoming those barriers



Tools and practices that will help you lead with candor & care in various work-related situations



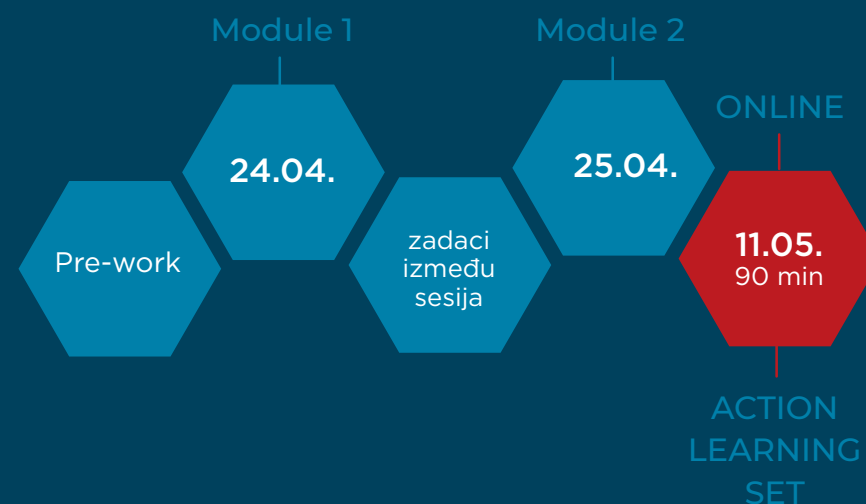
Tips and commitment to create a “**bull-shit free zone**” (coined by the author of “Radical Candor”), where others can also express their truth, **openly and responsibly**.



WHAT IS THE METHOD?

Short inputs, plenty of examples, applying tools and getting feedback, learning from the live experience during the program, space for self reflection + a variety of resources and learning prompts outside of the virtual classroom

WHAT IS THE FORMAT?



TRAINER:

Victor Haimov

Viktor Haimov is an experienced and talented facilitator. He is passionate about helping people create the lives they most want for themselves: incl. relationships, career, purpose, personal leadership, work-life balancing etc. For the past 24 years he has been partnering with organizations from various industries who want to build or reshape their leadership culture and potential towards more participation and empowerment, more agility and continuous improvement, and more integrity and wholeness. He has himself lead teams and projects in various organizations and geographies.

Currently he is running his own enterprise from his laptop, which mostly resides in Bern, Switzerland. Viktor's path so far went from the zone of being Careful all the way to the zone of being Candid, and only lately is he comfortably operating the zone of Candor with Care. He is continuously working on the development of coaching culture and emotionally intelligent leadership and relationship development within organizations. Victor's portfolio is rich and besides well-known Swiss brands, it also includes organizations such as such as PepsiCo, Nespresso, Vinted, Netcetera, IKEA, Mondelez.

FIRST-TIME MANAGER ACADEMY

MARCH – MAY '22.

Devised for new managers and those who are just about to start their managerial journey, our **First-Time Manager Academy** now comes as an open program. From our many years of experience running the Academy and working with new managers, we know that every management role requires the holder to readily adapt and take responsibility. We have therefore designed the Academy to help participants master tools and techniques towards:

- Effectively adapting the management style to each team member and any specific situation;
- Delegating and providing developmental feedback;
- Improving daily efficiency and work organisation;
- Improving communication skills with the aim of building sustainable relationships with both team members and superiors;
- Managing stakeholder expectations and effectively communicating important ideas.



ACADEMY TRAINERS:

Ana Delić, Snežana Isaković, Nikola Veličković, Petar Kosovac



5 training modules

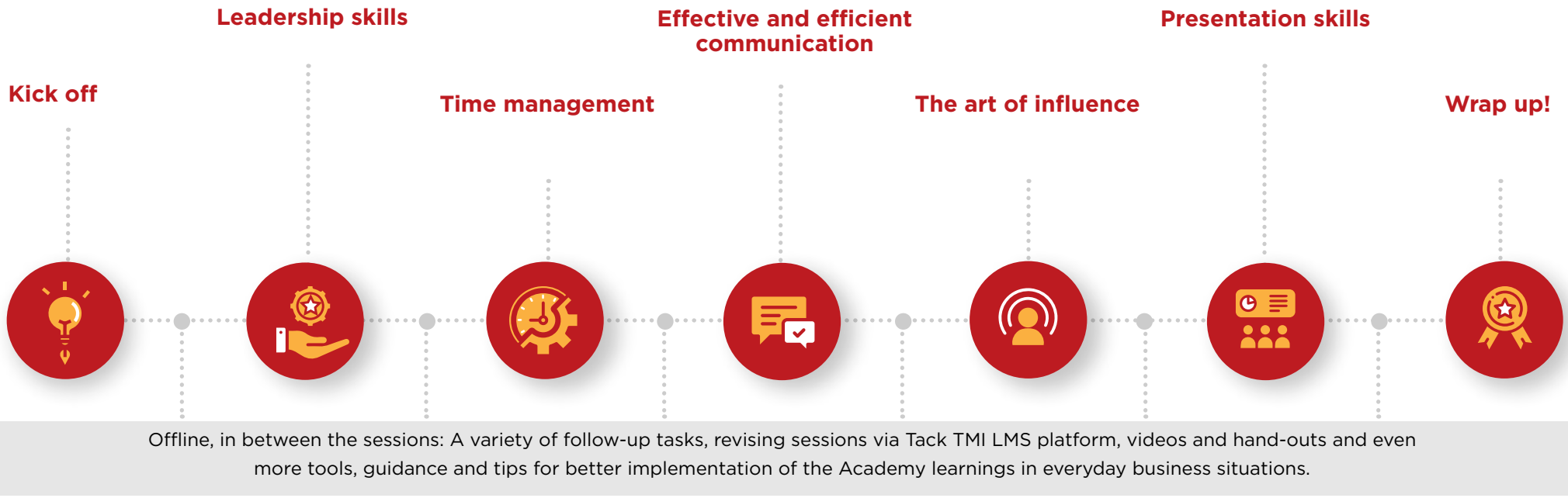


Cost per participant: **695€ + VAT**



Contact: **trening@tacktmiglobal.com**

LEARNING JOURNEY:





COST: 150€ + VAT

CONTACT: trening@tacktmiglobal.com

TRAINING FORMAT:



2 modules



2x2h



Assignment between modules
Follow-up activities

Snežana Isaković & Boris Bočvarski

TIME MANAGEMENT

When we have clear goals and we find and invest the time and energy required, we are on the path of efficient personal organisation.

OVERVIEW:

This training aims at improving personal productivity and achieving better understanding, planning and organizing of daily tasks towards realizing personal and professional goals. Participants will have the opportunity to:

- Learn to better define their goals and direct their energy and time towards successful completion of those goals;
- Improve their ability to focus on key tasks and so increase the sense of satisfaction and control over their schedule and duties;
- Get better at balancing short-term tasks and priorities with the long-term ones;
- Realize the importance of taking personal responsibility in using the time as a nonrenewable resource.

TRAINING TOPICS:

- Analyzing long-term goals against daily tasks
- Defining priorities and taking responsibility for using own time
- Creating individual basis for making decisions about priorities and planning
- Planning, organization and allocation of time and energy
- Keeping a clear focus on the task and reducing the impact of distractions



COACH
Snežana Isaković

Snezana, a graduate sociologist, began her training career working in the non-governmental sector, dealing with informal education and realization of seminars and trainings on the topics of project management, communication, team management and others. Since 2016, she has been a member of the Tack TMI training team (part of the Gi Group), and actively participates in training and development consulting projects, both through the creation of individual and group development solutions, and through the implementation of training programs. As a trainer and facilitator, Snežana actively conducts live and online trainings and teambuildings in the areas of: time management, communication skills, stress management, DISC methodologies, sales skills, mentoring, effective meetings, as well as training on team efficiency in remote and hybrid teams. During ten years of conducting trainings and facilitations, Snežana gained rich experience working with teams from different industries and hierarchical levels.



COACH
Boris Bočvarski

Boris Bočvarski, Tack TMI (a Gi Group company) external trainer and permanent member of the Generali Academy training team in the position of Development Manager, has been developing and conducting trainings on topics such as time management, project management, analytical thinking and decision-making, risk management, change management, mentoring, team facilitation, performance management, virtual and hybrid team management and feedback. Boris successfully adapts and performs training programs both live and online. Boris's coaching work and training are based on many years of work as a project manager and consultant in the design, implementation and monitoring of projects. He further improved his managerial experience as a portfolio manager of the international SOS Children's Villages Foundation, where he was responsible for providing funding through project applications, communicating with investors and monitoring all projects within the organization.



COST 105€ + VAT

CONTACT: trening@tacktmiglobal.com

TRAINING FORMAT:



1 module



1x2h



Follow-up material after the training

Eva Velimirović

MINDFULNESS

Mindfulness as a practice and life philosophy is a superpower

OVERVIEW:

If you find your- struggling to stay focused on what matters to you, if you sometimes feel like you’re on emotional roller coaster, or if you just want more peace and quiet in your life, no matter what circumstances you are currently facing, this is a topic for you. The purpose of the training is to get acquainted with the philosophy, the scientific foundation and the practice of mindfulness, that many distinguished experts of clinical psychology, neuroscience and medicine believe will be the next big revolution in general wellbeing of the people. It has been proved that practicing mindfulness enables more presence in the moment, reduces frequency of automatic reactions and therefore provides more choice, freedom and satisfaction, better concentration, better emotion regulation and clearer sensory perception.

TRAINING TOPICS:

- What this mindfulness is all about and why is it gaining growing popularity in the Western world, largely used to living in the so-called multitasking culture and where sensations and emotions are numbed.
- Why is mindfulness, as a practice and as life philosophy, a superpower
- What is the link between awareness, our brain, emotions, reactions and long-term goals and how can this link become stronger with exercise
- How can presence in the moment and the awareness of what is going on in our mind, heart and body, provide foundation for gaining wisdom on how we want to handle particular situations instead of reacting blindly as if on automatic pilot.
- How can mindfulness be applied to everyday life, to cultivate the sense of presence of “here and now”. In what way does this spontaneously lead to gratitude and perception of greater sense.
- What are usual dilemmas about mindfulness and possible further steps for those who wish to try it or to reinforce the practice of awareness in their life.



COACH
Eva Velimirović

Eva has 20 years of professional experience, and she has been working as a consultant and coach since 2013. She is a supervised psychologist and psychotherapist, with education in Rational Emotional and Cognitive Behavioral Psychotherapy (RECBT) accredited within the IAREBT / EABCT. As a longtime associate of Tack TMI (a Gi Group company), she delivers and develops trainings in the field of her expertise and professional experience, such as: emotional intelligence and emotionally intelligent leadership, personal efficiency, stress management, mindfulness, leadership, resilience, building and nurturing trust in the team, presentation skills, train the trainer and similar. In working with clients, she combines her knowledge and experience with a pronounced flexibility and the need to adapt relevant modern theoretical models to the context of different business environments and the specific needs of each participant. She is focused on supporting clients in overcoming emotional problems that make it difficult for them to achieve long and short-term goals.



COST 105€ + VAT

CONTACT: trening@tacktmiglobal.com

TRAINING FORMAT:



1 module



1x2h



Follow-up material after the training

Vladimir Borovnica

MANAGING STRESS

The way we interpret events directly affects our ability to deal with stress.

OVERVIEW:

This training gives participants an opportunity to uncover the roots of the stress they are facing, whether it's the everyday work-related stress or stress brought by sudden change. We will look into basic methods of stress management, especially those relating to perception. It is well known that people interpret events differently and therefore respond to stress differently. Participants will also be able to try different tools such as breathing techniques that help control immediate reaction to stress as well as communication tools that protect us when interacting with others. The goal of the training is to introduce some of the basic universal tools of stress management and their potential uses.

TRAINING TOPICS:

- What is stress?
- The effect stress has on our health and the way we function
- Changing perception of a situation
- Dealing with a situation constructively
- The image of ourselves in a stressful situation
- Stress and emotions
- Protecting from stress in relationships with others



COACH
Vladimir Borovnica

Vladimir Borovnica, specialist in medical psychology and holder of the European certificate for psychotherapy, has been working at the Hospital for Psychiatry, KBC “Dr Dragisa Misovic- Dedinje” since 2005, where he deals with psychodiagnostics, group and family psychotherapy. In addition, as a Tack TMI (part of the Gi Group) trainer and consultant, he has been practicing clinical experience in a business context for over ten years. He is dedicated to working with people and improving their potentials and skills, regardless of the context. Some of the topics he deals with are: stress management, resilience, self-confidence and self-motivation, conflict resolution, communication, constructive dialogue, growth mindset, emotional intelligence and leadership. Vladimir's experience in working with people and holding trainings, as well as natural energy and passion for the topics he deals with, makes the participants come out of the training empowered and inspired to change, whether it is live or online training or a group of several or over 300 people.



Murat Özbilen

AGILE PROJECT MANAGEMENT

This training will show you how to accept the changes, become agile while still focusing on high level plans and values.



COACH
Murat Özbilen

Murat Özbilen is a senior partner at Business Management Consultants (BMC) in Turkey, as the company's director for Southern Europe, the Middle East and Africa. With his many years of management experience as a consultant at Andersen Consulting (now Accenture), a partner at ARGE and as a country manager at IBM Consulting Group, Mr. Ozbilen brings clients a deep, practical understanding of operational improvement, system development and integration and business change projects. He is a registered Project Management Institute (PMI) trainer with more than 25 years of experience in IT / IS project management for senior and executive executives.

COST: 290€ + VAT

CONTACT: trening@tacktmiglobal.com

TRAINING FORMAT:



2 modules



2x2h



Follow-up assignment between modules

OVERVIEW:

The agile management topics covered by this training are: accepting change, continuous learning and improvement, focusing on delivering value, iterative implementation with small increments and frequent results, high-level planning based on general requirements, detailed planning with members of the key project team, managing scope by prioritising requirements, all parties including external colleagues readily cooperating, continuous involvement of interested parties, leadership that means support and empowerment, sufficient but not excessive documenting and control.

Upon completion of this training, participants will gain understanding of:

- Agile basics – Values and principles of agile management
- Benefits of disciplined agile approach
- Agile roles, teams and environments
- The assessment process and the challenges
- Scrum methods
- Becoming more agile in projects

Participants will also be invited to a number of short workshops.

TRAINING TOPICS:

Module I

- Introductions
- Identifying differences between project types and their relevant methods
- Agile principles and different agile techniques
- SCRUM method
- Roles and responsibilities
- Process and agile artefacts:
- Product backlog
- Experiences and use

Module II

- Process and agile artefacts:
- Sprint & sprint backlog
- Kanban board
- Burndown charts
- Summary
- Retrospective



COST 105€ + VAT

CONTACT: trening@tacktmiglobal.com

TRAINING FORMAT:



1 module



1x2h

→ Follow up material after the training

Vladimir Borovnica

CONFLICT MANAGEMENT

Working on personal examples and finding ways for conflict resolution to improve communication and cooperation with others.

OVERVIEW:

Conflicts are an inevitable companion of all interactions, including those business. On the one hand, they may become extremely dangerous, on the other they also come with creative potential.

There are different sources of conflicts at work:

- Limited resources
- Different priorities
- Correlation between business and processes
- Competition is an innate instinct inherent to human nature

Finally, **misunderstanding** is a common source and inevitable companion of conflict. **Experience** has taught us that (mis) **understanding is the starting point** for a constructive conflict resolution. This is also the point with plenty of room for improvement of business skills. This is the reason the training starts with the topic of empathy and the practice of understanding the other party in conflict situations. The main focus is on being able to tell the **difference between understanding** on the one hand and **giving in** on the other, two notions which are often confused in practice. After this we focus on **different approaches** to conflict situations.

TRAINING TOPICS:

- How to maintain capacity for understanding
- What are the approaches to conflict situations and when to use which one
- How to tell if the dialogue is headed in a constructive or a destructive direction
- Finally, how can we head the dialogue in a constructive direction?



COACH
Vladimir Borovnica

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CONTACT: trening@tacktmiglobal.com

TRAINING FORMAT:



1 module



1x2h



Follow-up material after the training

Boris Bočvarski

FEEDBACK REINVENTED

65% of employees ask for further feedback as a way of knowing where they stand in their career.

OVERVIEW:

This training is designed to take us back to beginnings – the very understanding of feedback and how to use any mistake or failure as a starting line of development. According to the latest research, 65% of employees asked for further feedback as a way of knowing where they stand in their career. Only one of five employees thought they were given constructive feedback from their managers while most of the employees in this research said they were unsure of how to make use of the feedback they received.

One of the reasons for such a low rate of successful feedback lies in the fact that managers mostly focus on techniques when giving feedback. However for these techniques to be effective we need to know when to give feedback, for what reason and what parameters to consider to ensure effective developmental feedback.

TRAINING TOPICS:

- Beliefs versus facts
- The impact of emotions and existing relationships when giving feedback
- Learning curve – right and wrong feedback
- Feedback techniques and leading the feedback meeting:
 - » Stop, start, continue approach
 - » Respond to employee response to your feedback



COACH
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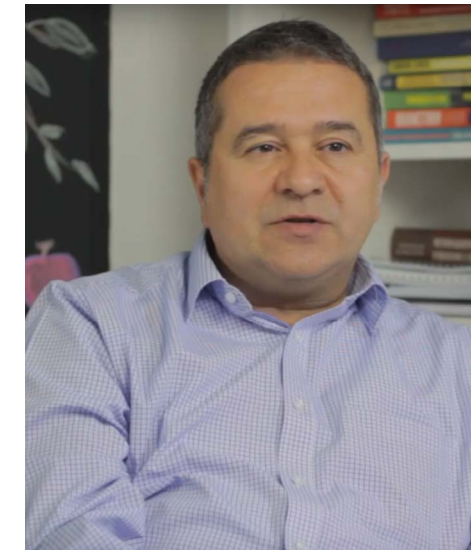
Murat Özbilen

THE ART OF PROJECT MANAGEMENT

GBMC (Global Business Management Consultants) accredited programme

OVERVIEW:

By mastering the technique, project managers will be able to improve the success of their projects, while being on time and on budget. It will no longer be necessary to sacrifice quality in favour of other aspects, allowing managers to contribute to the company development with higher performance.



COACH
Murat Özbilen

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He is a registered Project Management Institute (PMI) trainer with more than 25 years of experience in IT / IS project management for senior and executive executives.

COST: 720€ + VAT

CONTACT: trening@tacktmiglobal.com

TRAINING FORMAT:



5 modules



5x2h



Team assignments between modules



Training delivered in English

Module I

- Introduction
- Project management as management approach
- Project roles
- Project management authority
 - » Project management and culture
 - » Stakeholders

Module II

- Module I revision, presentation of assigned projects
- Standards / methods and approach
- Principal functions of project management
- Project objectives
- Statement of work

Module III

- Module II revision, presentation of assigned projects
- WBS types
- WBS design tips to keep project under control
- Project organization
 - » One-on-one structures
 - » Linear responsibility chart

Module IV

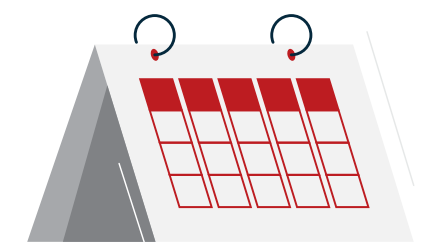
- Module III revision, presentation of assigned projects
- WBS types
- WBS design tips to keep project under control
- Project organization
 - » One-on-one structures
 - » Linear responsibility chart

Module V

- Module IV revision, presentation of assigned projects
- Project control
 - » Revenue and real costs
 - » How to read deviation in schedule and costs to assess project status
- Set time for project replanning
- Project risk management
 - » Project risks
 - » Roles and responsibilities
 - » Risk management processes

Module VI

- Module V revision, presentation of assigned projects
- Leadership in project settings
- How to create a project team- soft skills of the project manager
- Stile impact on teamwork
- Full training summary





COST 105€ + VAT

CONTACT: trening@tacktmiglobal.com

TRAINING FORMAT:



1 module



1x2,5h



Follow-up material after the training

Petar Kosovac

STORYTELLING

Stories are one of the most powerful weapons in any leader's arsenal.

OVERVIEW:

Professor Gardner from the Harvard University underlined something that people have been aware of since antient times – stories create motivation, need, incite action, make complex strategy closer, get us to know a product. For thousands of years people have been listening to stories by the fire, transferring the knowledge in this way. They are a part of our DNA and, as soon as we hear “once upon a time”, we are already interested. If this wasn't the case, we would all rely on reading the encyclopaedias to get more information, and instead we are reading novels and watching catching TV series.

During a fun, practical and engaging training, the participants will learn to create their own stories and find out what each of them needs to pay attention to when telling them in the business environment. With some theory and lots of practice, they work on adopting a model of creating motivating stores which are ideal to be presented in the business environment.

TRAINING TOPICS:

- How to create a story in five steps
- How to effectively address a product/service you wish to offer with a story (the audience being top management, you team or wider public)
- How to get started and to get attention of the audience
- How to provoke the desired emotion/mood in the team, by telling a story
- What each of the participants needs to pay particular attention to in their own presentation style to make the right effect on the audience



COACH
Petar Kosovac

Petar Kosovac, associate of the Tack TMI (a Gi Group company) training team, corporate trainer and coach with rich global business experience, is currently employed by Hyperoptic as a leader development expert.

For years, he successfully worked as a Marketing Manager for the launch of new services at Telenor, and since 2013 he has dedicated his career to the development and implementation of various training programs. During his many years of experience, Peter has held trainings for leadership, innovation and presentation in England, Sweden, Norway, Austria, Greece, Bulgaria, Malaysia, Pakistan, Myanmar, Thailand.

His expertise in live and online performance includes the following areas: business partnership, coaching, leadership and neuroscience, presentation skills, storytelling, innovation, positive impact skills and areas of personal growth and development, such as full awareness and balance skills. between the business and private segments of life, or work-life balance.



COST 105€ + VAT

CONTACT: trening@tacktmiglobal.com

TRAINING FORMAT:



1 module



1x2h



Follow-up material after the training

Vladimir Borovnica

DIFFICULT CONVERSATIONS: BACK ON THE SAME PAGE

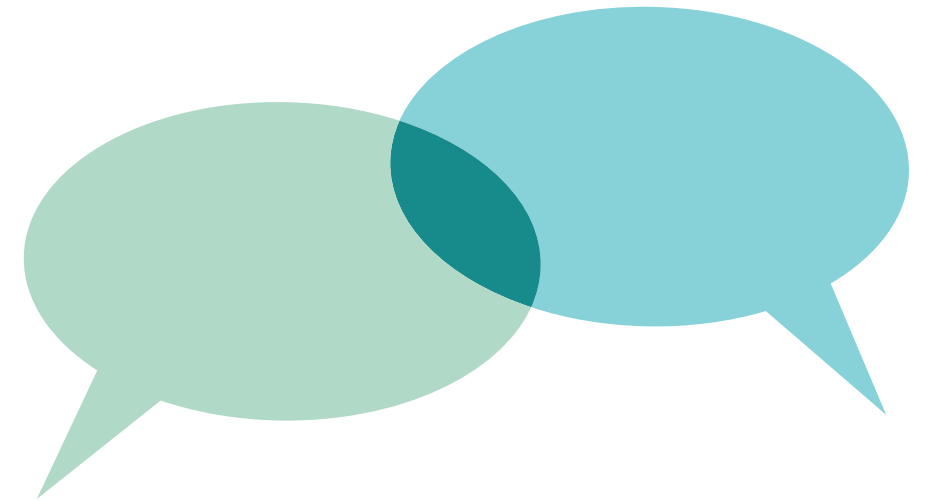
These are tools to help you improve your constructive communication skills.

OVERVIEW:

This training provides tools to help participants improve their skills of leading constructive dialogues. We will look at the difference between constructive and destructive dialogue and the ways we can turn destructive into a constructive communication. As the reason for communication taking the wrong turn most often lies in unwilling impulse reactions, we will offer tools that can help participants direct the dialogue in a constructive direction.

TRAINING TOPICS:

- Empathy as the main foundation of dialogue and cooperation
- Tension and its effect on team relationships
- The moment dialogue turns destructive and what leads up to it
- Taking the dialogue back onto a constructive path



COACH
Vladimir Borovnica

Vladimir Borovnica, specialist in medical psychology and holder of the European certificate for psychotherapy, has been working at the Hospital for Psychiatry, KBC “Dr Dragisa Misovic- Dedinje” since 2005, where he deals with psychodiagnostics, group and family psychotherapy. In addition, as a Tack TMI (part of the Gi Group) trainer and consultant, he has been practicing clinical experience in a business context for over ten years. He is dedicated to working with people and improving their potentials and skills, regardless of the context. Some of the topics he deals with are: stress management, resilience, self-confidence and self-motivation, conflict resolution, communication, constructive dialogue, growth mindset, emotional intelligence and leadership. Vladimir’s experience in working with people and holding trainings, as well as natural energy and passion for the topics he deals with, makes the participants come out of the training empowered and inspired to change, whether it is live or online training or a group of several or over 300 people.



COST: 150€ + VAT

CONTACT: trening@tacktmiglobal.com

TRAINING FORMAT:



2 modules



2x2h



Follow-up material after the training

Nikola Veličković

LEADING THE CHANGE

...changes in the last two years are drastically less planned and prepared for communication.

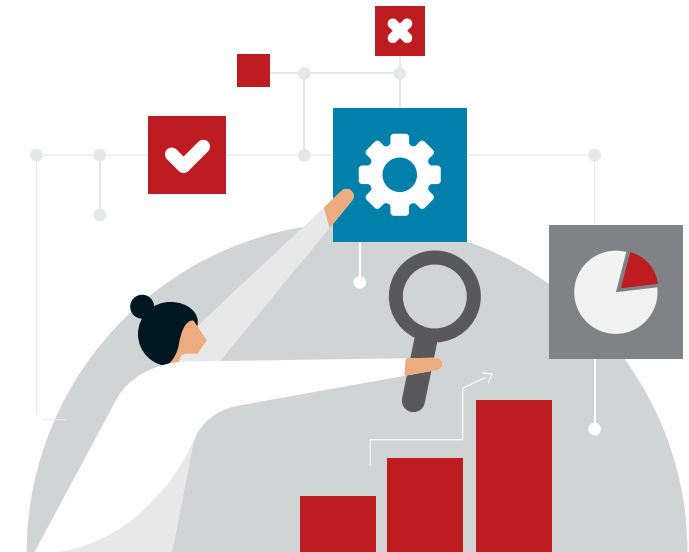
OVERVIEW:

Last three years brought an even greater acceleration of the otherwise too fast pace of work and business changes in organizations. It is not an insignificant circumstance that the changes during this period have been drastically less planned and prepared for communication. Amid uncertainty and general stress over reaching the planned results they had to go about introducing new ways of working, resuming the old, introducing the new normal, responding to changes in consumer behaviour.

Supporting managers represents a crucial step towards restoring business results and team success in an unpredictable business climate. This program offers key practises managers should follow to ensure the changes led and implemented in difficult times are received by the employees in the best way possible.

TRAINING TOPICS:

- Two sides of business agility today
- My role as a manager amid changes happening to organization
- Key aspects of communicating and leading the change
- Personal relationship towards change – what if I don't agree?
- Detect and tackle employee resistance to change
- What makes me credible when calling for change?
- Balancing trust within a team – increasing the experience of trust



COACH
Nikola Veličković

In the period from 2018 to 2020, as a trainer and consultant at Tack TMI (part of the Gi Group), Nikola worked on creating educational solutions that are easily transferred to the work environment and contribute to individual and organizational changes.

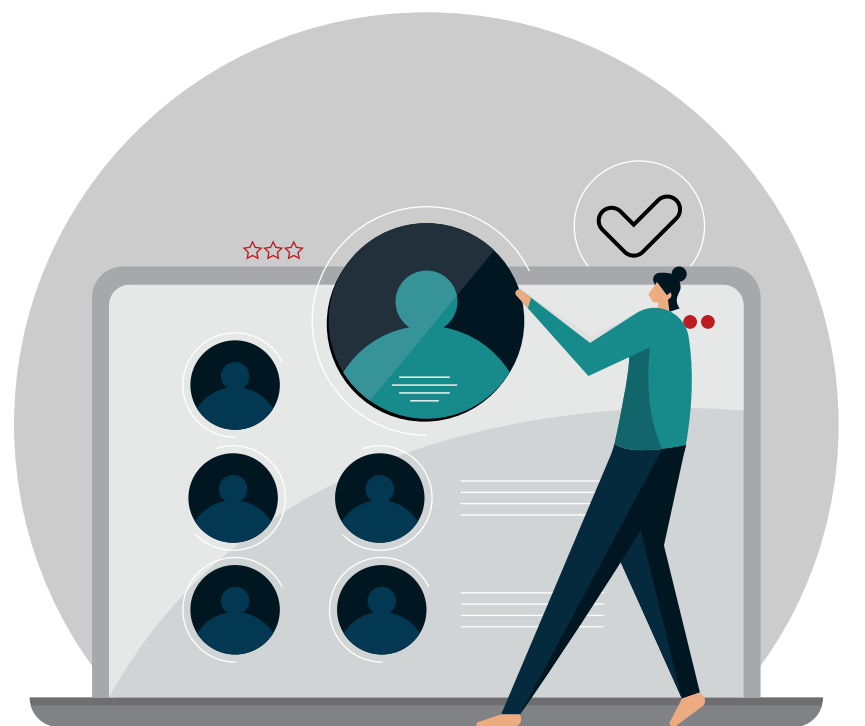
Today, in the role of Senior Instructional Designer in the Dutch company AIHR-Academy to Innovate HR, Nikola develops E-learning and blended learning programs that aim to change and innovate the HR industry globally.

Nikola has dedicated the past 10 years to developing educational solutions for individuals, NGOs and companies around the world.

Believing that learning can and should be fun, Nikola develops interactive programs, based on the needs of the individual and the goals of the organization.

Nikola connects his academic anagogical experience with new trends in learning and development of organizations and teams by creating programs that are theoretically grounded and practically applicable.

He is especially dedicated to topics such as communication, influencing skills, change management, collaboration, virtual learning, teamwork and the like.



COST: 1300€ + VAT

CONTACT: trening@tacktmiglobal.com

TRAINING FORMAT:



2 modules



2x4h



Follow-up material after the module

Nelica Bogunović

THOMAS CERTIFICATION TRAINING

OVERVIEW:

Gi Group HR Solutions has been the authorised distributor of Thomas assessment instrument for the territory of Serbia, Montenegro and Croatia since 2004.

Thomas International system is a set of instruments consisting of competence assessment questionnaires:

- DISC instruments – Personal profile analysis, Work analysis, Team culture analysis
- Test of emotional intelligence as personality trait

Based on these instruments, over 20 reports can be created that will provide you with a systemic and professional approach to candidate selection, work requirements analysis, employee training and development, employee competence and potential assessment, people management.

The experience of our clients shows that these instruments are most useful to managers in the process of motivation and stimulation of employees in their work environment, helping them to encourage self-confidence, enthusiasm and level of commitment of the employees. Some of our clients that are using Thomas instruments in Serbia and Croatia are the following companies: Delhaize, Dr Oetker, SPAR, Telenor, SBB, Valjaonica bakra Sevojno, Hemofarm, Phoenix Pharma, Strabag, Komercijalna banka, Sberbank, Credit Agricole, Wiener Staedtsche and others.

TRAINING TOPICS:

Topics for **Thomas PPA** (personal and work profile analysis) certification trainings:

- DISC theory and terminology
- PPA – profile interpretation
- Work analysis
- Applying DISC instruments in the process of regulation and selection
- Applying DISC instruments in the process of employee development
- Providing feedbacks

Topics for **Thomas TEIQue** (Trait Emotional Intelligence Questionnaire) certification trainings:

- Defining emotional intelligence – K.V. Petrides
- TEIQue personality traits
- Understanding and interpreting TEIQue results
- Applying TEIQue in the process of employee development
- Providing feedback



COACH
Nelica Bogunović

As a Tack TMI HR consultant (a Gi Group company) Nelica has been a part of the company since 2008. Nelica is in charge of designing and running development assessment centers, giving feedback to participants and creating development plans. In the assessment centers she uses a variety of assessment tools, including 360 feedback. She has experience in managing HR consulting and outplacement projects, as well as 10 years of experience in recruiting and selecting candidates. Nelica graduated in psychology at the Faculty of Philosophy in Belgrade, and is involved in coaching and psychotherapy. She is a certified trainer for the use of Thomas International instruments for the assessment of employees / candidates, as well as for the certification of new users. She also delivers trainings for competency-based interviews and individual coaching sessions. Nelica approaches all programs systematically and successfully implements them both live and online.





COST 105€ + VAT

CONTACT: trening@tacktmiglobal.com

TRAINING FORMAT:



1 module



1x2h



Follow-up activities

Eva Velimirović

KEEPING WELL & WELL ORGANISED

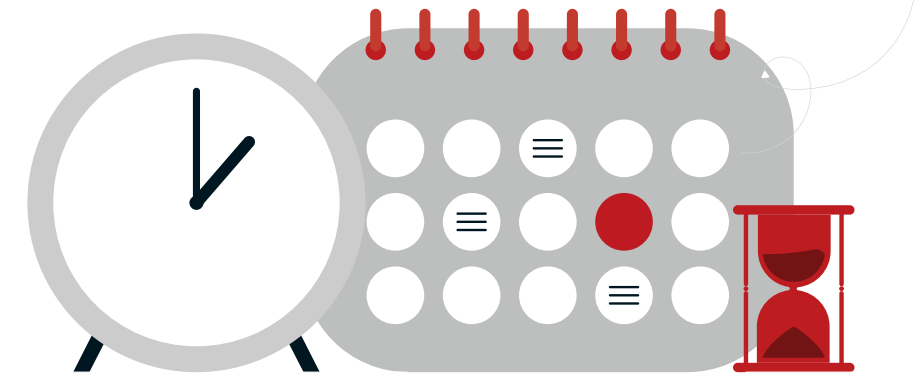
We explore ways of keeping focus on important tasks and activities while looking after our mental and physical health.

OVERVIEW:

The aim of this workshop is to share experiences and techniques for better planning and organisation in a changed and difficult working environment. We explore ways of keeping focus on important tasks and activities while looking after our mental and physical health as well as important people in our lives. We will share insights on how not to lose sight of our long-term goals and go about our daily duties diligently, in a way that helps towards achieving the long-term goals.

TRAINING TOPICS:

- Keeping concentration in extraordinary circumstances- the ability to focus as a superpower of present and future
- Awareness of distractions and techniques for overcoming bad habits; psychological basis of postponement and procrastination
- Analysis of key efficiency skills- crucial in times of crisis and dramatically changed working conditions
- New standards for outstanding achievement and productivity- what to include in our daily and weekly activity plan
- Useful, proven guidelines for achieving greater efficiency and better mental and physical health



COACH
Eva Velimirović

Eva has 20 years of professional experience, and she has been working as a consultant and coach since 2013. She is a supervised psychologist and psychotherapist, with education in Rational Emotional and Cognitive Behavioral Psychotherapy (RECBT) accredited within the IAREBT / EABCT.

As a longtime associate of Tack TMI (a Gi Group company), she delivers and develops trainings in the field of her expertise and professional experience, such as: emotional intelligence and emotionally intelligent leadership, personal efficiency, stress management, mindfulness, leadership, resilience, building and nurturing trust in the team, presentation skills, train the trainer and similar.

In working with clients, she combines her knowledge and experience with a pronounced flexibility and the need to adapt relevant modern theoretical models to the context of different business environments and the specific needs of each participant. She is focused on supporting clients in overcoming emotional problems that make it difficult for them to achieve long and short-term goals.



COST 105€ + VAT

CONTACT: trening@tacktmiglobal.com

TRAINING FORMAT:



1 module



1x2h



Follow-up material after the module

Vladimir Borovnica

FIXED & GROWTH MINDSET

Intelligence is an ability developed through experience.

OVERVIEW:

During the training, the participants will be able to learn about the concepts of growth and fixed mindset. They will learn about possible implications for business and private environment. They will have a chance to examine their own mindset and the consequences of the mindset for personal development. Finally, the participants will be acquainted with different specific techniques that can help them to stimulate growth mindset, both of a person, and of the team they work in.

TRAINING TOPICS:

- What is a growth and what is a fixed mindset?
- Different implications of different mindsets – research evidence (how does the mindset affect attitude to work, learning and development, receiving feedback, results ...)
- How can we change the mindset?
 - » Our own
 - » Other's (colleagues, children)
- How can we stimulate growth culture within the team?



COACH
Vladimir Borovnica

Vladimir Borovnica, specialist in medical psychology and holder of the European certificate for psychotherapy, has been working at the Hospital for Psychiatry, KBC “Dr Dragisa Misovic- Dedinje” since 2005, where he deals with psychodiagnostics, group and family psychotherapy. In addition, as a Tack TMI (part of the Gi Group) trainer and consultant, he has been practicing clinical experience in a business context for over ten years. He is dedicated to working with people and improving their potentials and skills, regardless of the context. Some of the topics he deals with are: stress management, resilience, self-confidence and self-motivation, conflict resolution, communication, constructive dialogue, growth mindset, emotional intelligence and leadership. Vladimir's experience in working with people and holding trainings, as well as natural energy and passion for the topics he deals with, makes the participants come out of the training empowered and inspired to change, whether it is live or online training or a group of several or over 300 people.



COST PER PARTICIPANT **LIVE:** 250€ + VAT

COST PER PARTICIPANT **ONLINE:** 120€ + VAT

CONTACT: trening@tacktmiglobal.com

TRAINING FORMAT:

ONLINE



1 module



1x3h



Follow-up material after the module

LIVE



1 module



1 DAY



Follow-up material after the module

Snežana Isaković

EFFECTIVE & EFFICIENT COMMUNICATION

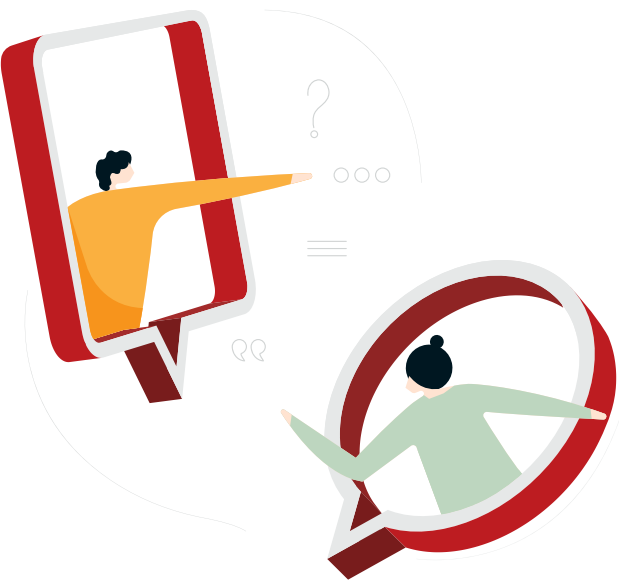
„The single biggest problem in communication is the illusion that it has taken place“. - GEORGE BERNARD SHAW

OVERVIEW:

This training is for those who would like to take an important step in their personal and professional development. Participants will see themselves in some of the examples from real life – they will gain personal insight into their own patterns of behavior and consider alternative patterns known to achieve better results. Efficient communication is not merely a way to save resources through avoiding mistakes, it is necessary to limit the sense of insecurity and confusion, prevent us from slipping into the culture of mistrust, as well as increase productivity and the sense of belonging amongst employees. To quote Bernard Show: „The single biggest problem in communication is the illusion that it has taken place“. So don't fall for the illusion, join the training!

TRAINING TOPICS:

- What makes for an efficient communication
- Understanding the other person and their motives
- Active listening and what stands in its way
- Put your question right
- Life position: I'm OK- you're OK
- Comprehensive communication model
- Saying no and keeping the relationship



COACH
Snežana Isaković

Snezana, a graduate sociologist, began her training career working in the non-governmental sector, dealing with informal education and realization of seminars and trainings on the topics of project management, communication, team management and others. Since 2016, she has been a member of the Tack TMI training team (part of the Gi Group), and actively participates in training and development consulting projects, both through the creation of individual and group development solutions, and through the implementation of training programs. As a trainer and facilitator, Snežana actively conducts live and online trainings and teambuildings in the areas of: time management, communication skills, stress management, DISC methodologies, sales skills, mentoring, effective meetings, as well as training on team efficiency in remote and hybrid teams. During ten years of conducting trainings and facilitations, Snežana gained rich experience working with teams from different industries and hierarchical levels.

Eva Velimirović

EMOTIONAL INTELLIGENCE

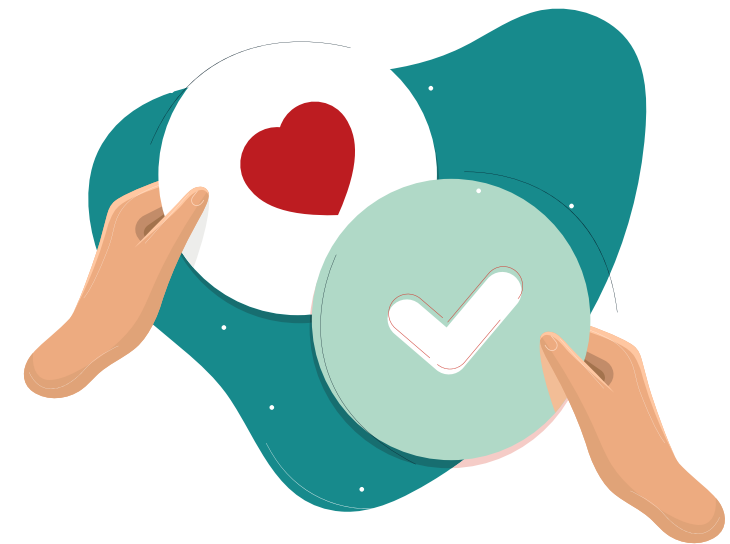
Emotional literacy and emotional intelligence skills are key foundation for success in modern business.

OVERVIEW:

The importance of this topic is particularly evident under the present conditions of great uncertainty and sudden changes, when individuals and teams are expected to display high level of adaptability, psychological resilience and maturity. The concepts of “agility” and “resilience” are based on a number of skills that allow us to understand our own feelings and to know what to do to avoid falling into the trap of sheer automatic reactions which often don’t do us any good. Experience has shown that these skills lead to better results in the long run, contribute to innovation and creativity and help us create good and productive teams. Based on good practice and reliable results of research made in the field of psychology, neuroscience and business, this interactive workshop focuses on the development of knowledge and skills allowing us to recognize our own and other people’s feelings, to understand them better and to respond to them appropriately, in order to achieve are goals more easily and to nurture better relationships with those who matter to us.

TRAINING TOPICS:

- Self-work as basis for emotional intelligence
- Understanding link between feelings, thoughts and behaviour
- Development of founded self-belief: awareness of own strengths to overcome various difficulties
- Importance of empathy in business environment
- Ways of manifesting emotions at works and support to better understand and overcome them and to adopt more constructive forms of behaviour



COACH
Eva Velimirović

Eva has 20 years of professional experience, and she has been working as a consultant and coach since 2013. She is a supervised psychologist and psychotherapist, with education in Rational Emotional and Cognitive Behavioral Psychotherapy (RECBT) accredited within the IAREBT / EABCT.

As a longtime associate of Tack TMI (a Gi Group company), she delivers and develops trainings in the field of her expertise and professional experience, such as: emotional intelligence and emotionally intelligent leadership, personal efficiency, stress management, mindfulness, leadership, resilience, building and nurturing trust in the team, presentation skills, train the trainer and similar.

In working with clients, she combines her knowledge and experience with a pronounced flexibility and the need to adapt relevant modern theoretical models to the context of different business environments and the specific needs of each participant. She is focused on supporting clients in overcoming emotional problems that make it difficult for them to achieve long and short-term goals.



COST 105€ + VAT

CONTACT: trening@tacktmiglobal.com

TRAINING FORMAT:



1 module



1x2h



Follow-up material after the training



COST: 105€ + VAT

CONTACT: trening@tacktmiglobal.com

TRAINING FORMAT:



1 module



1x2h



Follow-up material after the training

Ana Delić

MOTIVATION AND TRUST IN HYBRID TEAMS

Productivity, motivation, trust and team cohesion could not simply be imported from the time when we mostly worked from our offices.

OVERVIEW:

Our new reality, namely virtual working from our kitchen, has served leaders with new challenges. Productivity, motivation, trust and team cohesion could not simply be imported from the time when we mostly worked from our offices. This training will explore the challenges and opportunities in leading virtual teams as well as ways of adapting pre-built skills to the new business climate. It will aim to equip participants with best practices to build and retain team cohesion, motivation and efficient communication and achieve business results.

TRAINING TOPICS:

- Communication is a constant process but is it always efficient?
- Tools, channels, frequency and effects
- Giving team members more autonomy, safely
- Genovese syndrome and leader's role in encouraging employees to take responsibility
- Ways of building trust, psychological security and cohesion in the team
- What motivates people and how to encourage self-motivation – SCARF model



COACH
Ana Delić

Ana Delić, an economist with 15 years of experience in sales management in the telecom industry, and since 2016 she has been a member of the Tack TMI training team (part of the Gi Group). Ana has extensive experience in an international company in the field of customer relationship development and sales team management. As a manager she was in charge of retail, affiliate sales, telesales, web sales, and the narrowest specialty was B2B sales.

Currently, Ana actively participates in defining organizational, team and personal needs in the field of business improvement and team management, as well as creating and implementing specific projects and trainings. Some of the topics that fall within her expertise: leadership skills, managing virtual and hybrid teams, managing high performing teams, managing underperformers, communication skills, sales and negotiation skills. Ana has extensive experience in running both live and online training programs.



COST: 105€ + VAT

CONTACT: trening@tacktmiglobal.com

TRAINING FORMAT:



1 module



1x2h

→ Follow-up material after the training

Vladimir Borovnica

RESILIENCE

Resilience is the ability to recover after stressful situations.

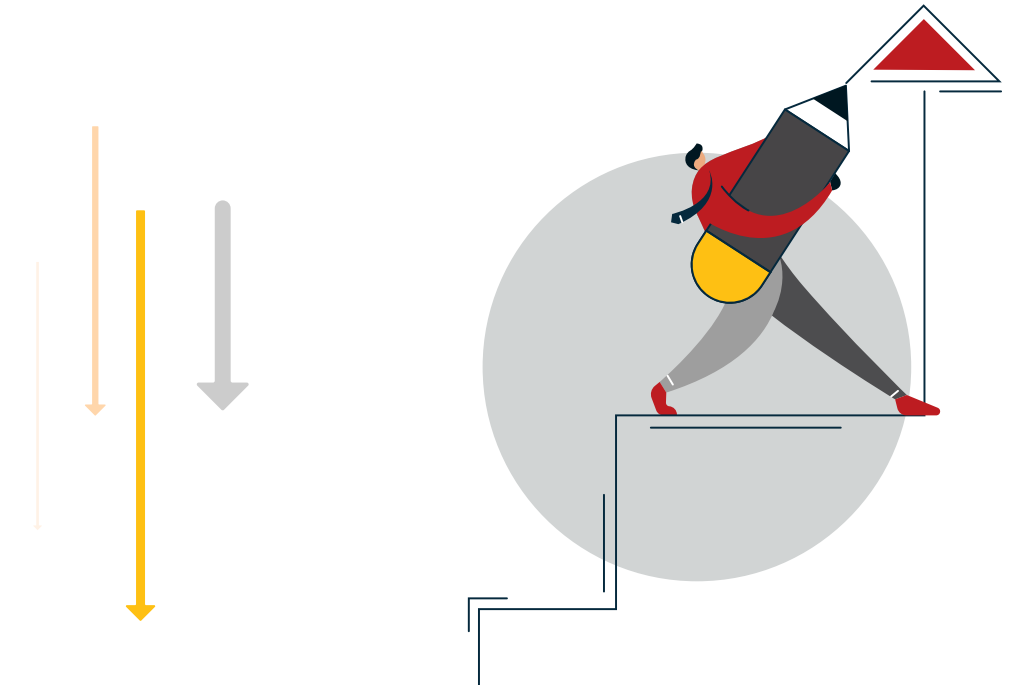
OVERVIEW:

A prolonged period of great changes faces us with many challenges. This usually involves increased work load, significant changes at workplace (e.g. working from home), various private responsibilities, along with constantly present uncertainty. All this has additionally exhausted our stress management resources. In addition to genuinely complex and unpleasant circumstances, fatigue, hopelessness and apathy are some of the key risks that have emerged.

This is why resilience (i.e. ability to recover after stressful situations) is a key competence in these days. Resilience is based on the commitment to goals and values, the focus on factors we have influence on, the ability to identify challenges and opportunities even in most demanding or threatening circumstances, the ability to preserve optimism after a series of unfavorable events. During this training, we will focus on exercises that can help you acquire competences which will strengthen your resilience.

TRAINING TOPICS:

- Resilience – basic competencies
- Purpose and the big picture
- Optimism based on reality
- Recognizing opportunity
- Growth mindset



COACH
Vladimir Borovnica

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COST: 150€ + VAT

CONTACT: trening@tacktmiglobal.com

TRAINING FORMAT:



2 modules



2x2h



Follow-up material after the training

Igor Ivanović

DESIGN THINKING

Design thinking is the ABC's of business in this new age.

OVERVIEW:

Participants will have a chance to see and understand the Design Thinking concept, and to get to know the 3 principal phases and main tools used in the phases, which will be available to them in solving everyday and strategic business challenges. Through examples of real-life problem-solving situations that are close to them, the participants will have a chance to become aware of ways to look for solutions to complex problems, to innovate through cooperation, to create comprehensive solutions, while focusing on the needs of all stakeholders: from the company launching a product/service on the market to the end user.

After a rather interactive and practical training, the participants will be equipped with a set of methods and techniques and a generally different concept of dealing with a challenge from the one they have been applying daily, which they can further exercise and develop in practice, and also easily introduce them to their close collaborators. Until recently labour market expected you to know how to use Microsoft Office, today you are expected to know at least basic tools for digital era such as Design Thinking.

TRAINING TOPICS:

- What is innovation and why is it especially important nowadays?
- Design thinking – why is this method essential to successful business today?
- Defining needs of the end users – ask the right questions, to the right people and make the right conclusions
- How to reach innovative solutions – idea generating tools
- How to develop and to test an idea most efficiently, with least resources
- How to get from a great idea to a great product (connect Design Thinking with Agile Methodology)



COACH

Igor Ivanović

Igor Ivanović, associate of the Tack TMI training team (part of the Gi Group), is a graduate economist with 20 years of regional experience in marketing in the service industry.

His professional focus is on the design of the user experience, primarily through

the development of services and products tailored to the identified needs of end users, the structured process of innovation and the design of supporting work processes. Igor has extensive practical experience in introducing new, user-oriented ways of working in a traditionally technically oriented business environment, through the implementation of new work methodologies, employee education and changes in internal processes. In these activities, his skills of team leadership, change management, design thinking and presentation are of great benefit, which, as well as professional knowledge, he acquired through his many years of practice and actively passed on to his associates.

As a manager of teams that are the main link in several phases of product and service development, Igor has gained comprehensive understanding and practical experience in establishing efficient business processes from idea to launch of the final product, with customer feedback and proactive structured implementation of necessary improvements.



COST: 190€ + VAT

CONTACT: trening@tacktmiglobal.com

TRAINING FORMAT:



2 modules



2x2h

→ Follow-up material after the training

Petar Kosovac

PRESENTATION SKILLS

*46% of people admit they lose concentration during presentations of their colleagues.**

OVERVIEW:

During the training the participants will enhance knowledge and skills which will be useful for making more efficient public appearance and presentations. Dealing with elements necessary for preparing and delivering a good presentation, participants will receive practical advice, useful tools and a better understanding of how to adapt their appearance to the public in order to achieve the goals of the presentation. The course is intended to strengthen competence of the participants in designing and delivering outstanding presentations to various audiences, associates, managers and clients.

TRAINING TOPICS:

- Determining the “well-formed goal” of the presentation
- Structure of the presentation in relation to the type of audience (management meeting or public meeting)
- Opening up and gaining attention
- Tools of excellent speakers (voice, body language, words)
- How to overcome stage fright
- Effective conclusion
- Answers to difficult questions
- Opportunities and challenges of virtual presentation
- How to encourage participant interaction using the technical capabilities of online platforms (Hypersay, Kahoot...)
- Analysis of recorded presentations and feedback from participants and trainers

* Prezi platform survey



COACH
Petar Kosovac

Petar Kosovac, associate of the Tack TMI (a Gi Group company) training team, corporate trainer and coach with rich global business experience, is currently employed by Hyperoptic as a leader development expert.

For years, he successfully worked as a Marketing Manager for the launch of new services at Telenor, and since 2013 he has dedicated his career to the development and implementation of various training programs. During his many years of experience, Peter has held trainings for leadership, innovation and presentation in England, Sweden, Norway, Austria, Greece, Bulgaria, Malaysia, Pakistan, Myanmar, Thailand.

His expertise in live and online performance includes the following areas: business partnership, coaching, leadership and neuroscience, presentation skills, storytelling, innovation, positive impact skills and areas of personal growth and development, such as full awareness and balance skills. between the business and private segments of life, or work-life balance.



COST 105€ + VAT

CONTACT: trening@tacktmiglobal.com

TRAINING FORMAT:



1 module



1x2h



Follow-up material after the module

Vladimir Borovnica

SELF-CONFIDENCE & SELF-MOTIVATION

Empower your self-confidence and self-motivation and find a way to apply that to every situation!

OVERVIEW:

Building and improving confidence and motivation is a lifelong process. No matter how confident or accomplished we may be, we are constantly facing new challenges testing our confidence all over again.

Self-confidence and self-motivation are key to our personal development. This is especially important in times of uncertainty and change. This workshop will arm you with just the right tools to strengthen your confidence and motivation and encourage you to apply your learnings in real life situations.

Since the COVID-19 pandemic, with the presence of great overall uncertainty, the topic of self-confidence and self-motivation is additionally actualized. For this reason, this workshop is focused on personal development, with special reference to the specific circumstances in which we are currently.

This program is based on many years of experience developing similar programs and it combines empirical evidence with a variety of methodologies proven in practice.

TRAINING TOPICS:

- What is self-confidence and what does it depend on?
- Connection between self-confidence and performance
- Key foundations of confidence
- Perseverance and how to achieve it – persistence as key factor of personal development
- Avoidance – the biggest enemy of self-motivation
- Developmental mental attitude – how to nurture a culture of learning and development
- How to measure a goal – motivating oneself and others



COACH
Vladimir Borovnica

Vladimir Borovnica, specialist in medical psychology and holder of the European certificate for psychotherapy, has been working at the Hospital for Psychiatry, KBC “Dr Dragisa Misovic- Dedinje” since 2005, where he deals with psychodiagnostics, group and family psychotherapy.

In addition, as a Tack TMI (part of the Gi Group) trainer and consultant, he has been practicing clinical experience in a business context for over ten years. He is dedicated to working with people and improving their potentials and skills, regardless of the context. Some of the topics he deals with are: stress management, resilience, self-confidence and self-motivation, conflict resolution, communication, constructive dialogue, growth mindset, emotional intelligence and leadership. Vladimir’s experience in working with people and holding trainings, as well as natural energy and passion for the topics he deals with, makes the participants come out of the training empowered and inspired to change, whether it is live or online training or a group of several or over 300 people.



COST: 240€ + VAT

CONTACT: trening@tacktmiglobal.com

TRAINING FORMAT:



2 modules



2x4h



Follow-up material after the training

Đorđe Milošević

PROFITABLE NEGOTIATION

Negotiation is a process of creating a partnership with a win-win result.

OVERVIEW:

Participants will get an insight into challenges faced by both sides of the negotiating table and learn how to plan and implement a negotiation strategy with a profitable outcome. They will master the structure and order of things in a negotiation process, starting from preparation and conversation, through making an offer and exchanging concessions, to reaching the final agreement.

TRAINING TOPICS:

- Applying efficient negotiation structure: plan for the right time to make the next step in negotiation process
- Controlling progress of negotiations
- Strengthening position with 'intelligent' questions – the best way to obtain and use information
- Identifying strategies and tactics used by professional buyers (psychological and logical countermeasures)
- Assessing the impact of concessions and whether the results will still be commercially viable
- Analysing strength of position, identifying sources of power
- Applying skills and qualities of a successful negotiator in a role-play exercise
- Evaluating own strengths and weaknesses and planning to improve the negotiating style



COACH
Đorđe Milošević

Đorđe Milošević, graduated engineer of organizational sciences, gained experience in companies such as: DHL, Philip Morris, OMV, Telenor, Milšped, Eurogate. He developed his negotiation skills in sales teams as a member, and later as a team leader and sales director. He used the experience gained by leading multifunctional teams that worked on new projects with companies, that invested in the Serbian economy in various fields and that had needs for integrated logistics services. While working on these projects, he encountered various challenges that these companies had in our and foreign markets, which resulted in many years of experience that he passes on to his associates through trainings, presentations and specially designed trainings.



Boris Bočvarski

HOW TO RUN EFFECTIVE MEETINGS

Improve your skills of making meetings efficient, focused, motivating and more productive!



COST 105€ + VAT

CONTACT: trening@tacktmiglobal.com

TRAINING FORMAT:



1 module



1x2h



Follow-up material after the training

OVERVIEW:

Meetings do not necessarily have to be as described in statements quoted by Steven G. Rogelberg, they can instead play an important role for you and your company if the timing, motive and method are right.

The training How to run effective meetings is intended for all levels of employees who wish to improve their skills and to make sure that their meetings are efficient, focused, motivating and resulting in an increased productivity and satisfaction of the co-workers. The goal of the training is to enable the participants to differentiate between different types of meetings and relevant assessments and to define steps that will lead to a successful execution of the meeting.

TRAINING TOPICS:

- Types of meetings and Decision tree model
- Meeting preparation – objective, agenda, minutes
- Meeting facilitation – techniques and principles
- Identifying problems and resistance during the meeting and finding solutions



COACH
Boris Bočvarski

Boris Bočvarski, Tack TMI (a Gi Group company) external trainer and permanent member of the Generali Academy training team in the position of Development Manager, has been developing and conducting trainings on topics such as time management, project management, analytical thinking and decision-making, risk management, change management, mentoring, team facilitation, performance management, virtual and hybrid team management and feedback. Boris successfully adapts and performs training programs both live and online.

Boris's coaching work and training are based on many years of work as a project manager and consultant in the design, implementation and monitoring of projects. He further improved his managerial experience as a portfolio manager of the international SOS Children's Villages Foundation, where he was responsible for providing funding through project applications, communicating with investors and monitoring all projects within the organization.



COST 105€ + VAT

CONTACT: trening@tacktmiglobal.com

TRENING FORMAT:



1 module



1x2h

→ Follow-up material after the module

Jelena Đurđević

BUILDING GOOD HABITS

Introduction to psychological mechanisms of habit formation and to the ways that can help to form and maintain preferred habits.

OVERVIEW:

Each of us is unique in terms of our reactions, the way we perceive and interpret reality, handle stress, and, most of all, in terms of our habits. Even though we all know that habits largely affect our health, productivity, success and wellbeing, embracing new and healthy habits is not an easy process. On the contrary, it takes a lot of determination, persistence and motivation, which is why we often give up during this process and go back to the usual behaviour and usual failure. Therefor, the goal of the training is to get the participants acquainted with the psychological mechanisms of habit formation, and also to the ways and tools that can help them to form and maintain behaviours and actions that are likely to improve their personal feeling of satisfaction, efficiency and success.

TRAINING TOPICS:

- Habit anatomy – what are habits actually and how are they formed
- Mechanisms of maintaining good vs. toxic habits (how long does it take to form a good and/or change a bad habit)
- Four steps of building healthy habits: cue – craving – response – reward
- How to establish a system that allows us to make a 1% progress every day
- Three levels of change in behavior: outcome, process and identity
- How to overcome lack of will and motivation
- Implementation of modern tools and ideas in everyday life circumstances



COACH
Jelena Đurđević

Jelena is a psychology graduate and psychotherapist under the supervision of the European Association of Family Systemic Therapists. She is a member of the Serbian Analytical Society, which is part of the development group of the International Association for Analytical Deep Psychology (IAAP).

She sadapteds her therapeutic work with clients to the specific needs and problems of each person, and special emphasis is placed on establishing a relationship based on understanding and trust. She combines methods and techniques of family, partner, and individual therapy, as well as approaches to in-depth analytical psychology.

Jelena is a consultant of the Tack TMI team (part of Gi Group), where she actively works on creating, implementing and adapting programs in the field of stress management, emotional agility, assertive communication, parenting, establishing healthy habits and other topics dedicated to personal growth and development.



COST: 240€ + VAT

CONTACT: trening@tacktmiglobal.com

Cost of individual session: 35 EUR + VAT

TRAINING FORMAT:



2 modules



2x4h



Follow-up assignment between modules
The possibility of organizing individual sessions after the training

Marko Polovina

THE BASIS OF COMPENSATION AND BENEFITS SYSTEM

Comp&Ben - support higher motivation, satisfaction and performance of employees.

OVERVIEW:

The purpose of the programme is to fully use the importance of the HR role in achieving business results, along with motivation and satisfaction of the employees. Also, the goal is to develop, through discussion and practical work on key concepts, good ideas and skills that will be of use to HR professionals in their business role.

TRAINING TOPICS:

- introduction to compensation and benefit system – basic principles
- role and objectives of the compensation and benefit system (C&B functions)
- total benefit
- internal equity
- evaluating jobs (methods, results and application)- external competition
- compensation strategy
- determining market rates
- pay bands and salary structure
- rewards (3P model, bonus scheme)



COACH
Marko Polovina

Since 2016, Marko has been an external consultant of Tack TMI (part of the Gi Group) and a trainer in the field of consulting services in the field of compensation and benefits, and is currently employed by IKEA SEE.

From 2008 to 2015, Marko was a project manager at Gi Group for research on total income and benefits in the Serbian market, as well as specific research related to the banking sector. Within the consulting team of Gi Group HR Solutions, Marko was in charge of the implementation of various projects, such as job evaluation projects, salary structure projects, projects for the development and implementation of procedures in the field of human resources, as well as training in these areas.

Marko has built his experience through many years of work in various HR areas. At NLB Bank, he worked on projects within recruitment and selection, as well as on the development of new HR procedures, and in the position of HR manager of MPC Holding.



COST 105€ + VAT

CONTACT: trening@tacktmiglobal.com

TRAINING FORMAT:



1 module



1x2h

→ Follow-up task after the training

Ana Delić

SITUATIONAL LEADERSHIP

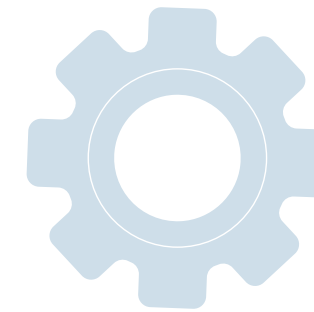
Situational leadership is a matter of flexibility and it requires a leader constantly adapting to employees, company needs and circumstances.

OVERVIEW:

This program encourages participants to look closer at their team's strengths and developmental needs and become more efficient at adapting their management style to each team member and specific situation. Participants will work on their own examples so they can better understand the needs of their employees and develop flexibility in choosing the adequate leadership style. This will help improve employee satisfaction and open the way to achieving business goals.

TRAINING TOPICS:

- 'Managerial domain' and what falls into it
- Levels of employee readiness – competences vs. commitment on a task level
- Analyzing developmental needs for different levels of readiness
- Leadership styles – balancing between control and freedom
- Case studies – practices in small groups



COACH
Ana Delić

Ana Delić, an economist with 15 years of experience in sales management in the telecom industry, and since 2016 she has been a member of the Tack TMI training team (part of the Gi Group). Ana has extensive experience in an international company in the field of customer relationship development and sales team management. As a manager she was in charge of retail, affiliate sales, telesales, web sales, and the narrowest specialty was B2B sales.

Currently, Ana actively participates in defining organizational, team and personal needs in the field of business improvement and team management, as well as creating and implementing specific projects and trainings. Some of the topics that fall within her expertise: leadership skills, managing virtual and hybrid teams, managing high performing teams, managing underperformers, communication skills, sales and negotiation skills. Ana has extensive experience in running both live and online training programs.



COST: 190€ + VAT

CONTACT: trening@tacktmiglobal.com

TRAINING FORMAT:



2 modules



2x3h



1 individual session with a consultant

Nelica Bogunović

INTERVIEWING SKILLS: THE RIGHT QUESTION AND THE BEST CANDIDATE

Leading an interview requires a clear methodology and structure and most importantly, clearly defined criteria for making the right decision.

OVERVIEW:

This program offers a comprehensive overview of corporate standards and employment principles today and uses examples from business practice to help participants improve their skills and master techniques necessary for successful selection of new employees.

Understanding the basic selection criteria and knowing how to ask good questions in all key areas gives participants more self-assurance and confidence to make the right decisions when employing new people or evaluating potential of their employees. This training is a great opportunity for HR managers in areas of people development, recruitment and selection to redefine or improve relevant processes in their companies.

The most palpable benefit of this training is that it leaves participants with clear methodology and structure for leading an interview and most importantly, with clearly defined criteria for making the right decisions.

As a follow-up in the month after the training, each participant will receive support and feedback from one of our consultants for the purpose of conducting an interview with a candidate for a position in their company.

TRAINING TOPICS:

- Practices and challenges in candidate selection
- About competencies and competency-based interviews
- Right and wrong questions and STAR model
- Interviewer-candidate relationship
- Active listening and nonverbal communication
- Typical interviewing mistakes
- Evaluation of candidate responses and competencies
- Exercise: job interview



COACH
Nelica Bogunović

As a Tack TMI HR consultant (a Gi Group company) Nelica has been a part of the company since 2008. Nelica is in charge of designing and running development assessment centers, giving feedback to participants and creating development plans. In the assessment centers she uses a variety of assessment tools, including 360 feedback. She has experience in managing HR consulting and outplacement projects, as well as 10 years of experience in recruiting and selecting candidates. Nelica graduated in psychology at the Faculty of Philosophy in Belgrade, and is involved in coaching and psychotherapy. She is a certified trainer for the use of Thomas International instruments for the assessment of employees / candidates, as well as for the certification of new users. She also delivers trainings for competency-based interviews and individual coaching sessions. Nelica approaches all programs systematically and successfully implements them both live and online.



Jelena Đurđević

PARENTING TODAY

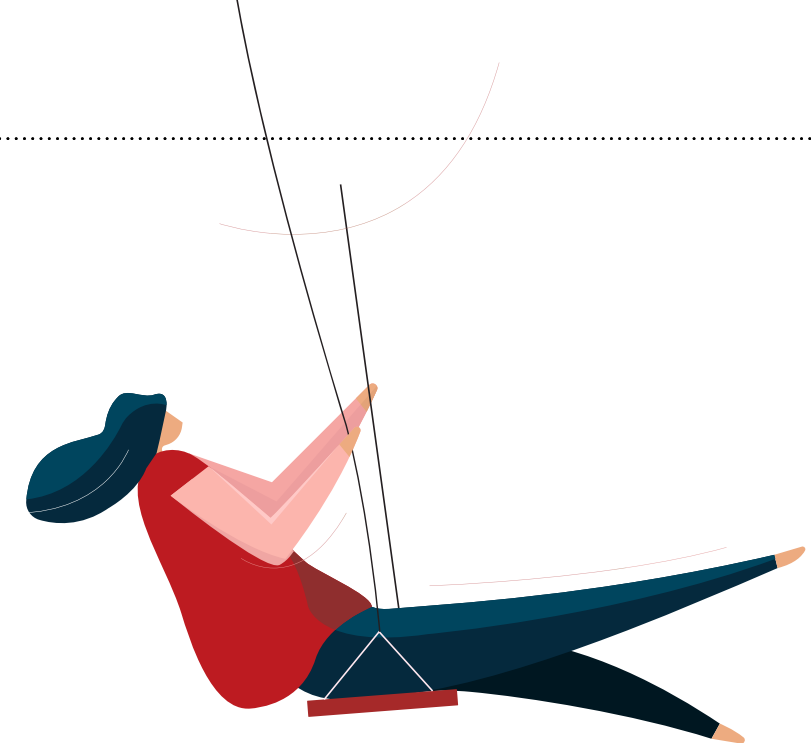
The workshop encourages participants to talk about parenting – its everyday challenges and its creative potential.

OVERVIEW:

This workshop aims to introduce main aspects of functional family relations and offer parents relevant advice and recommendations to help them through periods of uncertainty and change. It is devised to encourage participant interaction and exchange of experience. Together we will look into the creative potential of parenting as well as its everyday challenges in different life stages of a family and in times of crisis.

TRAINING TOPICS:

- Parenting styles and family life stages
- Family projection and transaction – child’s emotional stability and parent care
- Playing a role in a family system – adult, child, parent
- Functional family system and how to build it – limits, time, routine, rituals and rules
- Tolerance to uncertainty and how to increase it – practical advice and recommendations



COACH
Jelena Đurđević

Jelena is a psychology graduate and psychotherapist under the supervision of the European Association of Family Systemic Therapists. She is a member of the Serbian Analytical Society, which is part of the development group of the International Association for Analytical Deep Psychology (IAAP).

She adapted her therapeutic work with clients to the specific needs and problems of each person, and special emphasis is placed on establishing a relationship based on understanding and trust. She combines methods and techniques of family, partner, and individual therapy, as well as approaches to in-depth analytical psychology.

Jelena is a consultant of the Tack TMI team (part of Gi Group), where she actively works on creating, implementing and adapting programs in the field of stress management, emotional agility, assertive communication, parenting, establishing healthy habits and other topics dedicated to personal growth and development.

COST: 105€ + VAT

CONTACT: trening@tacktmiglobal.com

TRAINING FORMAT:



1 module



1x2h



Follow-up material after the training



COST: 190€ + VAT

CONTACT: trening@tacktmiglobal.com

TRAINING FORMAT:



3 modules



3x2h



Follow up tasks between modules

Ana Delić

LEADERSHIP SKILLS

Not every manager is a leader. Leaders have a fundamentally different role in the organization.

OVERVIEW:

The training encourages the participants to consider their team, the strengths and development needs, to understand how to adapt their management style to each team member and specific situation. The participants get the opportunity to work on their communication, delegation, feedback and motivation skills in order to lead the employees more successfully and to obtain the expected results more easily.

TRAINING TOPICS:

- Balancing leadership and support
- Levels of development of employees — commitment and competence
- Situational leadership – which style is adequate for which situation
- People are not difficult, people are different: DISC personality theory
- How to use DISC theory to motivate and to enhance communication
- What motivates people – Herzberg motivation theory
- What does SCARF model tell us about motivation?
- What, how and to whom to delegate?
- Smart delegating – setting a motivating and relevant goal, choosing the right person, preparation, 5P delegation model
- Feedback as a tool to develop and motivate employees
- Important rules and the formula for effective feedback



COACH
Ana Delić

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Currently, Ana actively participates in defining organizational, team and personal needs in the field of business improvement and team management, as well as creating and implementing specific projects and trainings. Some of the topics that fall within her expertise: leadership skills, managing virtual and hybrid teams, managing high performing teams, managing underperformers, communication skills, sales and negotiation skills. Ana has extensive experience in running both live and online training programs.

Ana Delić & Boris Bočvarski

MANAGING REMOTE & HYBRID TEAMS

Keep and move productivity, trust, and teamwork from office work to a virtual environment!

OVERVIEW:

In the face of the pandemic, many of us sailed into the new reality of virtual work, and it brought new challenges to the leaders. Productivity, trust, and teamwork cannot simply be resumed in a virtual environment from previous office work. Through this training, participants will explore the opportunities and challenges that come with virtual team leadership, adapt their already built skills to the needs of the new environment and equip themselves with best practices that result in building and maintaining team cohesion, effective communication and results.

TRAINING TOPICS:

- The most common misconceptions about virtual work – Magic exists only when we are all in the same place!
- Illusions of productivity – advantages of virtual work for performance and efficiency,
- We communicate constantly – How to use communication effectively: tools, channels, frequency and effects,
- We can achieve greater productivity by establishing a team rhythm – Routines that can help us,
- Virtual management requires modification of management style in order to achieve employee independence
- How to efficiently delegate and monitor the delivery of tasks – Front stage and Back stage approach
- In virtual work, it is necessary for employees to take on more responsibilities. How to give more autonomy to employees and feel safe?
- The role of managers in fostering the psychological security of employees – Creating a secure virtual space for team cohesion.



COACH
Ana Delić

Ana Delić, an economist with 15 years of experience in sales management in the telecom industry, and since 2016 she has been a member of the Tack TMI training team (a Gi Group company). Ana has extensive experience in an international company in the field of customer relationship development and sales team management. As a manager she was in charge of retail, affiliate sales, telesales, web sales, and the narrowest specialty was B2B sales. Currently, Ana actively participates in defining organizational, team and personal needs in the field of business improvement and team management, as well as creating and implementing specific projects and trainings. Some of the topics that fall within her expertise: leadership skills, managing virtual and hybrid teams, managing high performing teams, managing underperformers, communication skills, sales and negotiation skills. Ana has extensive experience in running both live and online training programs.



COACH
Boris Bočvarski

Boris Bočvarski, Tack TMI (a Gi Group company) external trainer and permanent member of the Generali Academy training team in the position of Development Manager, has been developing and conducting trainings on topics such as time management, project management, analytical thinking and decision-making, risk management, change management, mentoring, team facilitation, performance management, virtual and hybrid team management and feedback. Boris successfully adapts and performs training programs both live and online. Boris's coaching work and training are based on many years of work as a project manager and consultant in the design, implementation and monitoring of projects. He further improved his managerial experience as a portfolio manager of the international SOS Children's Villages Foundation, where he was responsible for providing funding through project applications, communicating with investors and monitoring all projects within the organization.



COST: 150€ + VAT

CONTACT: trening@tacktmiglobal.com

TRAINING FORMAT:



2 modules



2x2h



Follow-up material after the training



COST: 150€ + VAT

CONTACT: trening@tacktmiglobal.com

TRAINING FORMAT:



2 modules



2x2h

→ Follow-up assignment between modules

Nikola Veličković

THE ART OF INFLUENCE

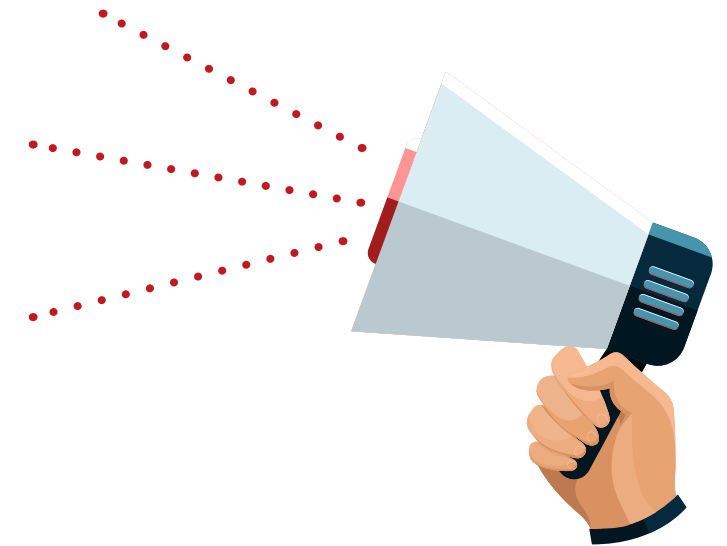
Thanks to a large amount of research on this topic, we are now aware of what works and what doesn't when it comes to influencing others.

OVERVIEW:

This training is an opportunity for all participants to acquire practical tools and advice on how to influence their colleagues/managers/clients, especially in situations where they do not have any formal authority. After the workshop, the participants will know how to approach people who are important for their work with tact, while achieving their goal in negotiations with different associates, maintaining constructive relationships with them and motivating them to cooperate.

TRAINING TOPICS:

- Influence strategies
- Using efficient communication to influence
- Powerful questions – How to open closed doors?
- Influence funnel



COACH
Nikola Veličković

In the period from 2018 to 2020, as a trainer and consultant at Tack TMI (part of the Gi Group), Nikola worked on creating educational solutions that are easily transferred to the work environment and contribute to individual and organizational changes.

Today, in the role of Senior Instructional Designer in the Dutch company AIHR-Academy to Innovate HR, Nikola develops E-learning and blended learning programs that aim to change and innovate the HR industry globally.

Nikola has dedicated the past 10 years to developing educational solutions for individuals, NGOs and companies around the world.

Believing that learning can and should be fun, Nikola develops interactive programs, based on the needs of the individual and the goals of the organization.

Nikola connects his academic anagogical experience with new trends in learning and development of organizations and teams by creating programs that are theoretically grounded and practically applicable.

He is especially dedicated to topics such as communication, influencing skills, change management, collaboration, virtual learning, teamwork and the like.



COST: 190€ + VAT

CONTACT: trening@tacktmiglobal.com

TRAINING FORMAT:



3 modules



3x2h



Follow-up material after the module

Eva Velimirović

TRAINING FOR TRAINERS

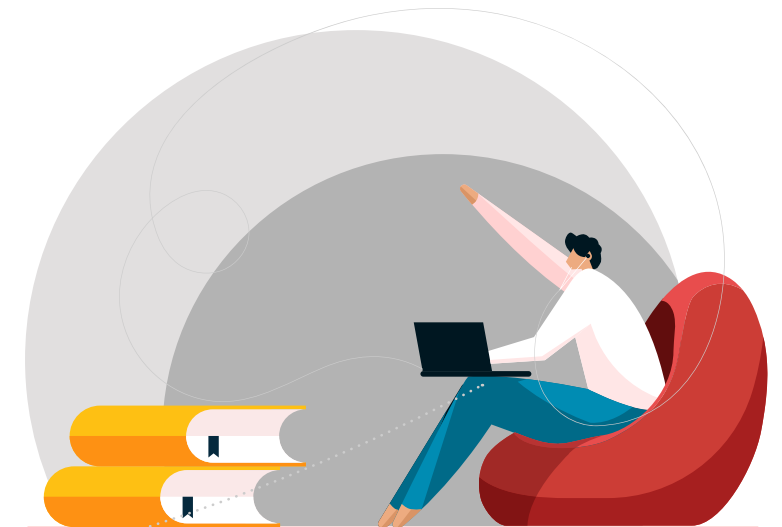
Trainers' training is an integral part of empowering individuals who deliver and/or create employee development and training programs as part of their job.

OVERVIEW:

By sharing experience and specific modern strategies and practices, the participants will have the opportunity to further enhance their trainer style, to acquire necessary knowledge and skills for easier results in the challenging process of employee training. Through different individual and group activities, the participants will have a chance to try out the application of modern learning approaches and to work on developing their own trainings or finding the most efficient ways to apply the existing programmes.

TRAINING TOPICS:

- Goal setting; defining purpose of internal employee trainings
- Audience analysis; how to motivate the audience to listen
- Attention span and training structure
- Rules of training process opening; how to get attention and interest from the participants
- Different learning styles and choosing the right training methods and techniques
- Rules of training process closing
- Strategies for handling difficult questions and situations
- Training session presentation delivered by training participants
- Presentation analysis and feedback from the trainer



COACH
Eva Velimirović

Eva has 20 years of professional experience, and she has been working as a consultant and coach since 2013. She is a supervised psychologist and psychotherapist, with education in Rational Emotional and Cognitive Behavioral Psychotherapy (RECBT) accredited within the IAREBT / EABCT.

As a longtime associate of Tack TMI (a Gi Group company), she delivers and develops trainings in the field of her expertise and professional experience, such as: emotional intelligence and emotionally intelligent leadership, personal efficiency, stress management, mindfulness, leadership, resilience, building and nurturing trust in the team, presentation skills, train the trainer and similar.

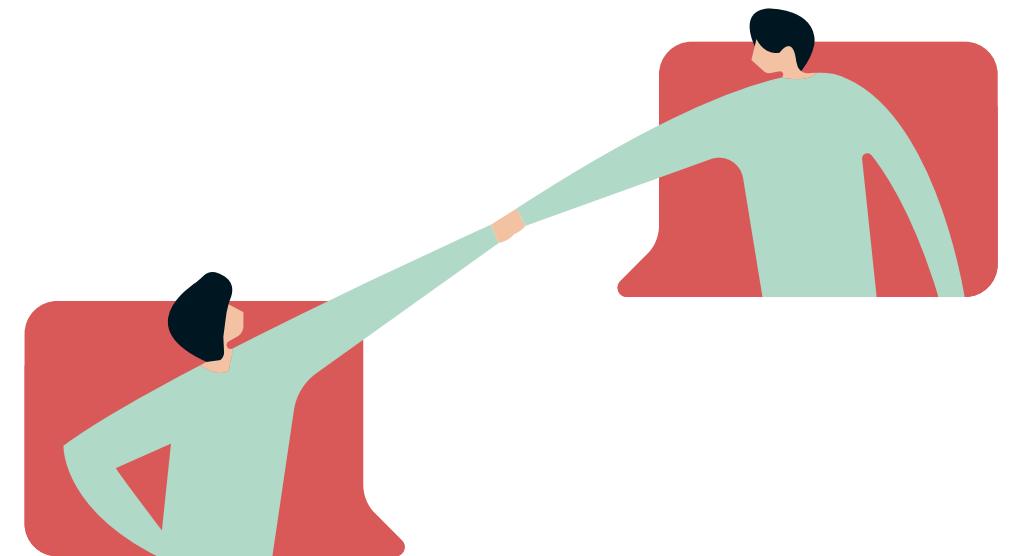
In working with clients, she combines her knowledge and experience with a pronounced flexibility and the need to adapt relevant modern theoretical models to the context of different business environments and the specific needs of each participant. She is focused on supporting clients in overcoming emotional problems that make it difficult for them to achieve long and short-term goals.



Boris Bočvarski

FLEXIBILITY IN THE FACE OF CHANGE

The term 'flexibility' means the ability to bend easily without breaking. In business, this is the ability to adapt and move forward.



COST 105€ + VAT

CONTACT: trening@tacktmiglobal.com

TRAINING FORMAT:



1 module



1x2h



Follow-up material after the training

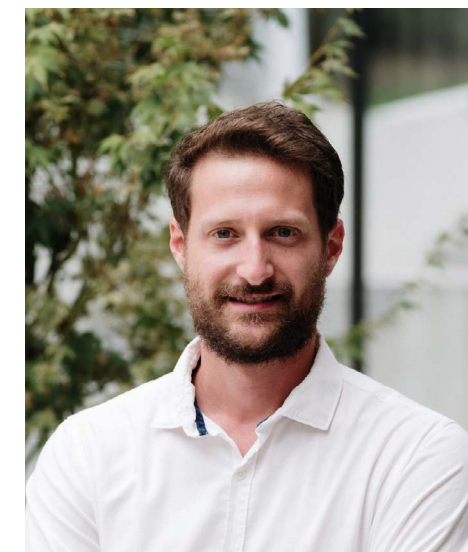
OVERVIEW:

Flexibility is a term often used in business nowadays. Managers refer to 'flexibility' in the process of employee evaluation as part of performance planning, to describe an employee's lack of readiness to adapt to different circumstances, principles and decisions. Team members, on the other hand, often speak of their managers as not being flexible or having understanding for the team needs, resources, ideas, goals and potential. Being flexible means being realistic, weighing between true and false information, understanding others and relying on facts to reach the right decisions and solutions.

The goal of this training is to explore techniques and tools that help us see a situation from a different perspective so we can better adapt to everyday changes.

TRAINING TOPICS:

- Recognizing and overcoming a difference in opinions
- Defining priorities without overstating their impact
- Controlling the urgency instinct
- Having a 360-degree view of the situation



COACH
Boris Bočvarski

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COST PER PARTICIPANT: 410€ + VAT

CONTACT: trening@tacktmiglobal.com

TRAINING FORMAT:

LIVE

1 module

2 DAYS

→ Follow-up material after the training

Eva Velimirović

PRESENTATION SKILLS

„If you don't know what you want to achieve with your presentation, your audience will never know either“

OVERVIEW:

While some people see public presentation as a routine part of their work, others do everything to avoid it, or to shorten the presentation itself in order to withdraw from the “scene” as soon as possible. Insufficiently developed presentation skills can often lead to withdrawal of the individual, to giving up the presentation or further career advancement, leaving both the individual and the company at a loss. By getting to know the key elements of a good presentation, performance opportunities and feedback from participants and trainers, participants will get tips on how to make their performance impressive, interesting and inspiring for the audience and to avoid the danger of purely informative and dry presentations.

TRAINING TOPICS:

- Determining the “well-formed objective” of the presentation
- “Taking off” - how to get the audience’s attention and get them interested in the presentation
- Audience analysis: planning audience reaction – which are the ways they can comprehend the subject
- Structure of the presentation- why it is important to “say it three times”
- Non-verbal communication – expression and attitude of the presenter
- Spices- how to go from the usual, informative to an impressive and memorable presentation
- Use of aids- Power Point, Flip Chart
- Working with a difficult audience
- “Landing” - scoring: call to action as a result of the presentation, questions and answers, closing
- Exercise: Presentation of the prepared topics by each participant (recording included)
- Analysis of presentations, feedback from participants and trainers



TRAINER:
Eva Velimirović

Eva has 20 years of professional experience, and she has been working as a consultant and coach since 2013. She is a supervised psychologist and psychotherapist, with education in Rational Emotional and Cognitive Behavioral Psychotherapy (RECBT) accredited within the IAREBT / EABCT. As a longtime associate of Tack TMI (a Gi Group company), she delivers and develops trainings in the field of her expertise and professional experience, such as: emotional intelligence and emotionally intelligent leadership, personal efficiency, stress management, mindfulness, leadership, resilience, building and nurturing trust in the team, presentation skills, train the trainer and similar.

In working with clients, she combines her knowledge and experience with a pronounced flexibility and the need to adapt relevant modern theoretical models to the context of different business environments and the specific needs of each participant. She is focused on supporting clients in overcoming emotional problems that make it difficult for them to achieve long and short-term goals.



COST: 290€ + VAT

CONTACT: trening@tacktmiglobal.com

TRAINING FORMAT:



4 modules



4x2h



Tasks between modules and Follow-up material after the training

Boris Bočvarski

PROJECT MANAGEMENT

Project management is the process of leading the work of a team to achieve all project goals within the given constraints.

OVERVIEW:

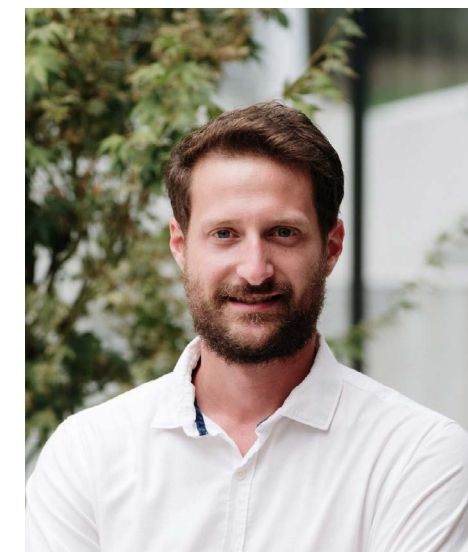
The aim of this training is learning and improving the following areas:

- Recognizing the need to start the project; developing the project as means of business change
- Tactical initiation, planning and leading of projects
- Defining project goals, deciding on the scope, planning resources and effectively overseeing the course of the project
- Identifying and managing different interests and influences of the interested parties during the project implementation.
- Creating interactive project teams made up of different directions

This training is designed for beginners, as an introduction to project management and basic tools of project planning.

TRAINING TOPICS:

- Project vs. process management; starting a project: when, why and how, defining a project within a company structure
- Roles of project manager, project client and members of the project team – RASCI model
- Analysis of interested parties and problems/opportunities
- Project brainstorming
- Project matrix and project triangle; defining scope by goals and outcomes
- Task structuring – WBS and Gantt chart
- Responsibility assignment matrix
- Risk analysis and risk management
- Planning time and resources
- Project budgeting
- Overseeing the project, predicting completion date and final cost at the end of the project
- Administration and reporting on the project



COACH
Boris Bočvarski

Boris Bočvarski, Tack TMI (a Gi Group company) external trainer and permanent member of the Generali Academy training team in the position of Development Manager, has been developing and conducting trainings on topics such as time management, project management, analytical thinking and decision-making, risk management, change management, mentoring, team facilitation, performance management, virtual and hybrid team management and feedback. Boris successfully adapts and performs training programs both live and online.

Boris's coaching work and training are based on many years of work as a project manager and consultant in the design, implementation and monitoring of projects. He further improved his managerial experience as a portfolio manager of the international SOS Children's Villages Foundation, where he was responsible for providing funding through project applications, communicating with investors and monitoring all projects within the organization.



Ana Delić & Snežana Isaković

SELLING IN ACTION

Get acquainted with the methodology that will allow you to be sure that you have recognized and used every sales opportunity.

OVERVIEW:

This training is a detailed guide through the sales process and it uses the PRO-PAYBACK model to help participants improve their sales competences. Participants will learn techniques that help identify sales opportunities and any room for upsell and cross-sell in everyday business situations. Applying this model will increase participants’ sales confidence as well as chances for positive outcomes.

TRAINING TOPICS:

- Basic steps of sales process
- Preparation for sales meeting, setting objectives
- Researching and obtaining information about the prospect buyer
- Generating interest, creating the need
- Establishing trust
- Analysing, drafting and presentation of a sales offer and its value for the prospect buyer
- Elevator pitch – short presentation of a key idea
- Professional efficient handling of buyer’s objectives
- Closing techniques
- Creating opportunity for upsell and cross-sell
- Closing the sale



COACH
Ana Delić

Ana Delić, an economist with 15 years of experience in sales management in the telecom industry, and since 2016 she has been a member of the Tack TMI training team (part of the Gi Group). Ana has extensive experience in an international company in the field of customer relationship development and sales team management. As a manager she was in charge of retail, affiliate sales, telesales, web sales, and the narrowest specialty was B2B sales.

Currently, Ana actively participates in defining organizational, team and personal needs in the field of business improvement and team management, as well as creating and implementing specific projects and trainings. Some of the topics that fall within her expertise: leadership skills, managing virtual and hybrid teams, managing high performing teams, managing underperformers, communication skills, sales and negotiation skills. Ana has extensive experience in running both live and online training programs.



COACH
Snežana Isaković

Snezana, a graduate sociologist, began her training career working in the non-governmental sector, dealing with informal education and realization of seminars and trainings on the topics of project management, communication, team management and others. Since 2016, she has been a member of the Tack TMI training team (part of the Gi Group), and actively participates in training and development consulting projects, both through the creation of individual and group development solutions, and through the implementation of training programs. As a trainer and facilitator, Snežana actively conducts live and online trainings and teambuildings in the areas of: time management, communication skills, stress management, DISC methodologies, sales skills, mentoring, effective meetings, as well as training on team efficiency in remote and hybrid teams. During ten years of conducting trainings and facilitations, Snežana gained rich experience working with teams from different industries and hierarchical levels.

COST: 190€ + VAT

CONTACT: trening@tacktmiglobal.com

TRAINING FORMAT:

 3 modules

 2x3h

→ Follow-up material after the module



COST 105€ + VAT

CONTACT: trening@tacktmiglobal.com

TRAINING FORMAT:



1 module



1x2h



Follow-up material after the training

Nikola Veličković

DELIVERING A VIRTUAL TRAINING

It's all about embracing the virtual environment and taking advantage of all of its potential.

OVERVIEW:

The aim of this program is improving knowledge and skills needed to hold effective presentations and facilitate group processes in an online environment. The training will enable participants to:

- Adapt their presentation style to fit in a virtual environment;
- Become confident users of different online platforms;
- Identify benefits and challenges of virtual facilitation;
- Master different tools to stay focused when presenting online.

TRAINING TOPICS:

- Possibilities and challenges of virtual presentation
- Similarities and differences between virtual and face-to-face exposure
- How to encourage the interaction of participants using the technical capabilities of online platforms
- Elements of a well-placed presentation:
 - » Getting to know the technical capabilities of the platforms
 - » How to open a session and attract the attention of the audience and establish rapport
 - » Managing audience goals and expectations
 - » Presentation of key concepts
 - » Conducting discussion and debate
 - » Organizing exercises and quizzes
 - » Application of feedback for the purpose of learning



COACH
Nikola Veličković

Nikola, Gi Group external trainer is a certified TACK & TMI trainer and facilitator of group processes. Nikola connects his andragogical experience with new trends in learning and development of organizations and teams by creating programs that inspire change.

He is especially dedicated to topics such as communication, presentation skills, influencing skills, change management, collaboration, teamwork and many others.

He had the pleasure of cooperating with hundreds of individuals around the world, as well as with some of the largest companies in the region, including: Atlantic Group, Coca Cola Hellenic, Nis, Domestic Trade, Roche, Tetrapak, Strauss Adriatic, Schneider Electric, Generali Insurance, Unicredit Bank, Vip Mobile, Geodis, Erste Bank, Dunav Osiguranje, Trizma and many others.

Over the past 5 years he has been dedicated to creating innovative educational solutions for individuals, NGOs and companies. While he was a part of TACK & TMI team he had the role of Learning Journey Consultant. Nikola creates educational solutions that are easily transferred to the work environment and contribute to individual and organizational changes.



COST: 150€ + VAT

CONTACT: trening@tacktmiglobal.com

TRAINING FORMAT:



2 modules



2x2h



Follow-up material after the training

Gordana Kipper Radmanović

SAFETY: A CALLING AND A LIFESTYLE

Our participants leave the training inspired and determined to change behaviours throughout – from the individual, to the team and company level – to be able to protect themselves and others.

OVERVIEW:

The aim of this training is to bring about change in employee attitudes towards health and safety at work. Whether you work online or from the office, placing products or services, the goal is the same: to create and maintain a working culture in which caring for personal safety means equally caring for team members and colleagues. This is a culture where the key is to remain consistent and demonstrate with everything we say or do that safety has become our central value and everyday need.

TRAINING TOPICS:

- The basics of human behaviour and reasons behind taking a risk
- Formulating and delivering a convincing, compelling message motivating employees to take a desired course of action with a true belief that they are doing what is right and necessary
- Discussion and practical tools to help create and maintain the culture of safety amongst colleagues and employees
- Personal responsibility for creating a long-term, safe and healthy working environment
- The impact of pandemic on employee attitudes towards safety and health at work.

Audience: All managers, team supervisors, regardless of the industry.



COACH
Gordana Kipper Radmanović

Gordana Kipper Radmanović, a sociologist by profession, also uses the research methodology of this science in her approach. She has over 20 years of experience in the field of human resources development in 11 culturally diverse countries around the world, which provided her with a thorough knowledge of relationships and ways of caring for clients (internal and external), built positive communication skills, change management skills and unsafe practices.

Her portfolio includes trainings in the areas of: H&S culture, leadership, communication, presentation skills, training for trainers, sales and change management, and since 2017 she has been a training associate at Tack TMI (part of the Gi Group). She is a certified situational leadership trainer according to the Ken Blanchard methodology for sales techniques, critical business planning strategies, change management in large systems, communication and customer relations according to the AchieveGlobal and Tack TMI method. He is a certified Human Synergistics International consultant and user of the Thomas international assessment tool.