



GARANT PARTNER PLUS

2009
trainings
catalogue

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We are here for you

GARANT PARTNER PLUS, s. r. o. (Ltd.)

We are a reliable partner of your company's development by providing original and practical solutions in the area of lifetime education with high added value.

We are part of:

▲ S5P holding



▲ SPPR – Project management association of Slovakia



**WE GUARANTEE
EDUCATION**

5 + 1

**WE OFFER
DEVELOPMENT PRODUCTS**

1 + 5

1. We determine your needs with you
2. We „tailor“ an education programme for you
3. We teach in an entertaining way
4. 80% of practise and 20% of theory
5. We help you to implement the learnt theory into practise

+

1. always a small **surprise** for everyone

1. **MANAGER'S TRAININGS** – experience education

+

1. **CONSULTING** – company education
2. **CERTIFICATION PREPARATION**
3. **E-LEARNING** – education via Internet
4. **OUTDOOR TRAININGS** – life experience
5. **COACHING** – Top managers' development

We guarantee our service quality on three levels:

- ▲ Certified company (ISO 9001 certificate)
- ▲ Education programme accreditation by the Ministry of Education of the Slovak Republic
- ▲ Certified teachers with managerial experience, pedagogic education and varied practice



How to „tailor“ education for yourself

How to do it?

Your part

- ▲ let us know, call: [0905 800 995](tel:0905800995) or write: asistent@garantpp.sk
- ▲ find time for a brief business meeting
- ▲ define your expectations – what do you need?

Our part

- ▲ we will come to you
- ▲ we will prepare contents offer combining various topics according to your needs
- ▲ we will agree the way of your gained knowledge examination with you
- ▲ we will prepare a quotation
- ▲ we will sign the contract together
- ▲ the rest is left to our pedagogic and lecturers' skills



European Communication Certificate

Integral managerial education according to international standard

1-semester distance learning with e-learning support, accredited by the Ministry of Education of the Slovak Republic, is divided into 4 modules:

- Module: Communication
- Module: Team work
- Module: Self-marketing
- Module: Conflicts Management



We will be preparing you for the international certification of managers throughout the studies.

After the studies completion, you will:

- ▲ know the principles of effective communication in a workplace
- ▲ know the principles of team work and creativity development
- ▲ know the principles of self-management, self-achievement and own work results presentation
- ▲ know the principles of conflicts prevention and conflicts solving
- ▲ have earned practise in various areas of skills
- ▲ be prepared for the international

ECo-C® (European omunication Certificate) exam

You will gain:

- ▲ Increase in potential on the European job market
- ▲ ECo-C is valid in **25 EU countries**



Project Management

Integrated education of project managers according to international standard

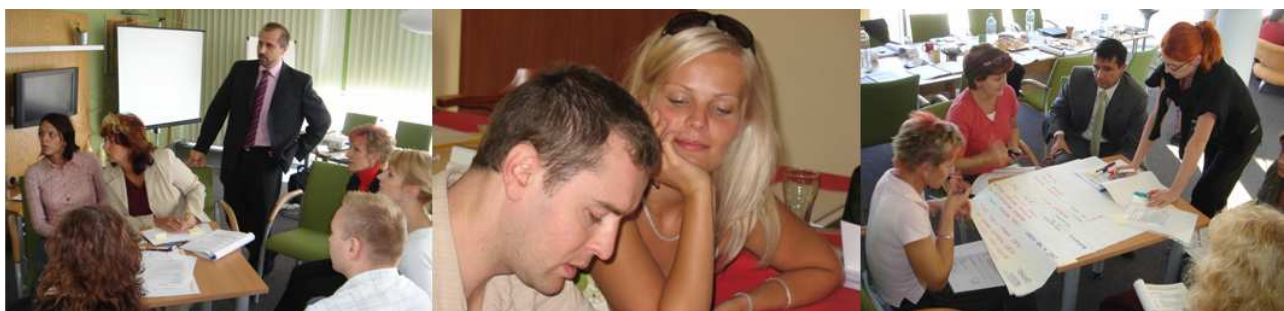
1 semester distance learning with e-learning support, accredited by the Ministry of Education of the Slovak Republic, is divided into 5 modules:

- Module: Projects planning – step by step
- Module: Projects effective management and ending
- Module: Projects team-building
- Module: Implementation of project management into company – project intentions creation
- Module: Preparation for project management certification according to the *IPMA (International Project Management Association) standards*



After the studies completion, you will :

- ▲ have basic knowledge about projects and project management
- ▲ be able to independently perform the basic tasks of a team member by generating concepts, detailed planning, project running, controlling and completion
- ▲ know the principles of team co-operation and decision making in the team
- ▲ know the process of project management specialists certification according to the IPMA standards



Communication

You can say a lot with one finger – or communicate also without words

After completing the training, you will:

- ▲ be able to recognize and prevent the most common communication mistakes
- ▲ be able to prevent misunderstandings
- ▲ communicate effectively so that you can be understood by your superiors and subordinates
- ▲ know how to paraphrase roles, summarize the content of the dialogue and distinguish signals of non-verbal communication

2 days

Self-marketing

How to naturally achieve and present one's own work results

After the training completion, you will:

- ▲ know how to set measurable aims (SMART)
- ▲ know your strengths and weaknesses
- ▲ know the principles of self-marketing and self-achievement
- ▲ be able to prepare and give successful presentation

2 days

Team Work

Well-organized team multiplies the individual's assets

After the training completion, you will:

- ▲ know and be able to use the methods of team work in practise
- ▲ know how to develop your creativity and know the principles of team building
- ▲ distinguish and use the team roles, know how to lead the team in various ways
- ▲ know how to cooperate also with problematic colleagues

2 days

Conflict Management

It is better to prevent conflicts than to solve them

After the training, you will:

- ▲ recognise the causes of conflicts, starting signals and possibilities of conflicts prevention
- ▲ know the conflict solving strategies and according to them, know how to solve conflicts
- ▲ be able to negotiate, moderate a conflict, prevent and handle harassment in the workplace (mobbing, bullying, bossing)

2 days



Self-management, Time Management

Every worker manages only himself most of the time

After the training completion, you will:

- ▲ know precisely where you lose your time
- ▲ be able to set measurable (SMART) aims for yourself as well as for your subordinates, distinguish the tasks – important / unimportant, urgent / not urgent, set priorities, schedule the day according to the 5P method
- ▲ know the way of how and where to save your time

1 day

Effective Sessions and Meetings

How to manage subordinates efficiently

After the training you will:

- ▲ be able to distinguish between a session and a business meeting
- ▲ know the principles of preparation, convening and chairing a session
- ▲ be able to delegate and evaluate the measurable tasks for the subordinates, check the conference minutes
- ▲ be able to distinguish the causes of inefficient sessions and take corrective measures

1 day

Motivation-Assessment-Remuneration

Your tools for increasing your organization performance

After the training completion, you will:

- ▲ know the motivation strategies, employees motivation principles, how to use financial and non-financial remuneration
- ▲ know what and how to evaluate, how to create the company motivation system
- ▲ know the basic evaluation methods, know how to lead motivational-evolutional interview

2 days

Decision-making and Problem Solving

Every problem is solvable - do not be afraid to make a decision

After the training completion, you will:

- ▲ be able to distinguish the problems' causes and consequences
- ▲ know the principles of creating solution scenarios, individual and team decision-making techniques
- ▲ know how to elaborate active plan of accepted measures of implementation and evaluate their efficiency

2 days



Business Skills

How to make impression at the business meeting

After the training completion, you will:

- ▲ be able to create and work with clients' databases
- ▲ know how to arrange a meeting over the phone and handle the objections
- ▲ be able to prepare, lead and review the business meeting
- ▲ know how to cope with problematic situations and know the basic principles of customer service

2 days

Telemarketing and Professional Telephoning

How to use the advantage of telephoning for your success

After the training completion, you will:

- ▲ know the telephoning specifications and advantages, be able to set the goals of telephoning
- ▲ know how to create phone call structure and adjust it during the phone call
- ▲ distinguish the types of clients and based on it, use suitable reasoning
- ▲ better dealing with the objections, arisen conflict and stress situations during the phone call

2 days

Assertivity and Manipulation Prevention

Win recognition and do not hurt anyone!

After the training completion you will:

- ▲ know the basic terms and basis of assertivity
- ▲ have practised the basic assertive communication techniques
- ▲ be able to accept and express criticism in an assertive way, assertively express anger and react to an angry person
- ▲ be able to detect manipulation and be able to face it

2 days

Stress Management

Learn how to prevent stress

After the training you will:

- ▲ know how to define stress, its phases, symptoms and alarm signals
- ▲ know the techniques of stress prevention
- ▲ be able to identify the stress symptoms
- ▲ be able to manage the anti-stress techniques and understand the need to implement the anti-stress activities

2 days



Presentation Skills and Reasoning

Give presentation professionally and with confidence

After the training completion you will:

- ▲ be able to prepare informative as well as persuasive presentation
- ▲ know the visualization principles and how to create professional presentation
- ▲ learn how to catch attention, lead and end presentation in a professional way

2 days

Negotiation and Debating

How to negotiate better conditions

After the training completion, you will:

- ▲ know and be able to set the strategies and tactics of negotiation
- ▲ know how to use particular ways of negotiation according to the criteria of success
- ▲ know how to create a negotiating team and know your role in it
- ▲ be able to deal with problematic situation

2 days

Crisis Intervention

How to communicate in critical situations, accidents and disasters

After the training completion, you will:

- ▲ know the nature and causes of crisis and critical situations origin
- ▲ be able to identify crisis accelerators
- ▲ practically master adequate crisis intervention methods and techniques in remote form (phone crisis intervention, electronic contact, etc.), personal form including debriefing

2 days

Manager's Ethics and Etiquette

You cannot make the first impression twice

After the training completion, you will:

- ▲ know the manager's ethics and etiquette principles
- ▲ know how to accompany people, show respect, work with business cards and invitations
- ▲ know how to dress for various official events, know the principles of dining
- ▲ know the workplace etiquette specialties

2 days



Business Protocol

Behave professionally during meetings and official events

After the training completion, you will:

- ▲ know the etiquette specialties in business relations with domestic as well as foreign partners
- ▲ know the personal image-making principles and male and female dress code
- ▲ know how to behave during the official events (business lunch, reception, bash, etc.)

2 days

Company Culture

The company culture reflects in everything

After the training completion, you will know:

- ▲ the fundamentals of company culture and its influence on company running
- ▲ how to define company values
- ▲ the level of company culture influence on the company management, communication, human resources development and company performance management
- ▲ how to build the company culture on company every-day basis

1 day

Project Planning – Step by Step

Good plan – prerequisite of a successful project

After the training completion, you will:

- ▲ know the basic terminology according to the IPMA and STN ISO 10006 standards
- ▲ be able to set project goal, work extent, project time and costs
- ▲ be able to elaborate the work structure (WBS), project organization (OBS), costs organization (CBS) and risks organization (RBS)
- ▲ be able to create a flowchart, a segmental diagram and work with standardized documentation

3 days

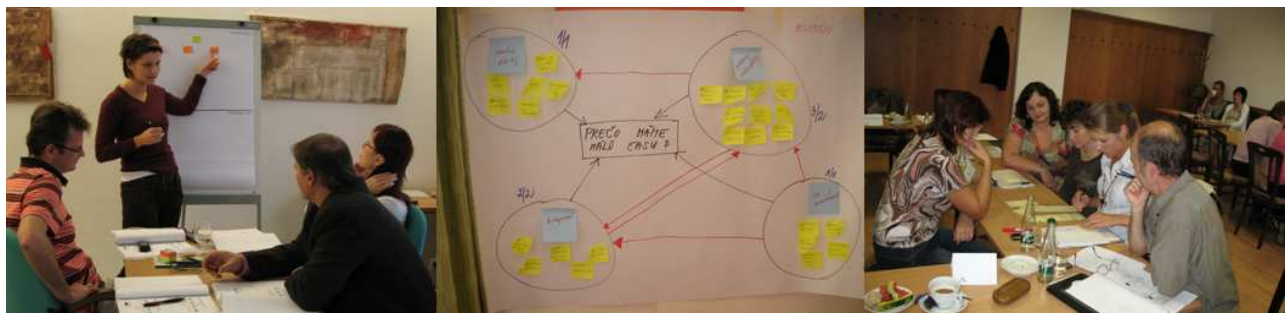
Effective Project Management and Completion

Projects cannot be only planned and launched but also manage their running and control their capacity and complete them

After the training completion, you will:

- ▲ be able to distinguish the parties concerned in the project and elaborate communication plan
- ▲ know the basic principles of time, work extent, costs and risks management
- ▲ be able to lead project team meetings (initial, continuous, final)
- ▲ know how to work out a Project status report („Status report“) and final report

2 days



Project Team Building

Only a good team can lead the project to a successful end

After the training completion, you will :

- ▲ know the principles of project team building, distinguish the team roles
- ▲ be able to work with the basic team work techniques and encourage creativity
- ▲ be able to cooperate in a project team and know the principles of effective communication
- ▲ know the basic team management style and their use in practice

3 days

Implementation of Project Management into Company

How to interconnect the projects with the company strategic goals

After the training completion, you will:

- ▲ know the principles of project management implementation into the company in accordance with its vision and mission
- ▲ know how to create project schemes and work with project schemes portfolio (database)
- ▲ be able to consider the project schemes feasibility
- ▲ know how to elaborate the project assignment

2 days

Preparation for Project Managers Certification According to the International IPMA Standard

After the training completion, you will:

- ▲ know the basic world project management standards
- ▲ know the requirements and course of the certificate exam according to the IPMA standard
- ▲ be able to do the training certificate tests and find out which areas you need to revise
- ▲ have tried the whole certificate examination

2 days



Projects of Constant Performance Increase

Whoever does not expand, shall decline

Projects of constant performance increase „**Viable Vision**“ focus on continuous and outstanding company turnover and profit increase. To create crucial competitive advantage, the company needs to satisfy the customer in a certain way and to the extent which no other competitor can.

The tactics of creating competitive advantage based on absolute reliability, faster delivery, total availability, etc. as well as the ability to make profit on a sufficiently big market, is the basis for successful Viable Vision project implementation.

1) Introduction seminar

After the seminar, you will:

- ▲ know the possibilities of using the **Theory of Constraint (TOC)** and its effects
- ▲ be familiar with examples from practise and the possibility of implementation into most companies
- ▲ know how to implement the Viable Vision into your company successfully

2) Viable Vision creation and revision

Procedure:

- ▲ sequence of short interviews with top company managers
- ▲ proposal and elaboration of Viable Vision for your company
- ▲ revision (simulation) of Viable Vision and its components at a meeting with 3 top management managers

3) Workshop – Consensus Day

The goal is to present proposed solution in front of the entire company top and executive management and reaching management's consensus in the question of expected project Viable Vision efficiency.

4) Passing along the knowledge and project creation

Procedure:

- ▲ middle management training in necessary TOC application
- ▲ elaboration of detailed implementation plan and project details
- ▲ complete plan presentation in front of the company middle management and its approval

5) Implementation:

Procedure :

- ▲ project manager assigning, project planning and managing by means of Critical chain method
- ▲ project implementation, checking and evaluation at set milestones, completion and evaluation

Project Management – Additional Modules

Our extended offer:

- ▲ Project manager self-management and time management
- ▲ Project manager presentation and reasoning skills
- ▲ Problem solving and decision making in a project team
- ▲ Effective communication in a project team
- ▲ Conflict management in a project team
- ▲ Assertivity of project team members and manipulation prevention
- ▲ Project team members stress management
- ▲ Evaluation – Motivation – Remuneration of the project team members
- ▲ Project team members' ethics and etiquette
- ▲ Project contracts and contractual relations

Offer available upon request



Legal Basics for Managers

Everybody has their rights.

Upon request we will prepare an educational project for your managers which will focus on gaining basic legal awareness needed for particular managerial position. This project will focus on:

- ▲ legal system
- ▲ civil law
- ▲ commercial law
- ▲ labour law
- ▲ administrative law
- ▲ criminal law
- ▲ constitution law
- ▲ European law
- ▲ law protection and its authorities
- ▲ contracts and contractual relationships management

www.zakon.sk

každý má právo

As a next step we recommend to pass the „Searching the economic and legal information online“ training and subscribe to the online access at www.epi.sk.

We will prepare an offer at request.

Searching Online Economic and Legal Information

After the training you will:

- ▲ know how to master the specialized server at www.epi.sk
- ▲ be able to search all information needed in practice from the areas of:

epi.sk
EKONOMICKE A PRÁVNE INFORMÁCIE

1) Legal System

- ▲ Collection of Laws
- ▲ Commentary on laws
- ▲ Financial Correspondent
- ▲ Court decisions
- ▲ Literature
- ▲ Experience from practise
- ▲ Examples of contracts and legal filing
- ▲ Forms and data sheets
- ▲ Cause reports

2) Commercial bulletin

3) Public procurement

- ▲ Competitions in Slovakia
- ▲ Competitions in the European Union

Offer available upon request

Annual online access subscription to www.epi.sk is paid separately (group discount possible)



Human Resources Management

Human Capital – the greatest asset in your company

We are working on a specialized education
For managers, senior managers and HR specialists in modules:

**PREPARING
FOR YOU**

- Module: Human resources management
- Module: Human resources strategy and planning
- Module: Employee hunting and selection
- Module: Employees relationships, working etiquette
- Module: Employees development, education and training
- Module: Performance evaluation and management
- Module: Employee differentiation and dismissal
- Module: Information Technologies for HR specialists, standardized personal documentation

Offer available upon request

Economy and Finance

How to learn financial intelligence

We are preparing specialized education
For managers, senior managers and specialists of economic departments
In modules:

**PREPARING
FOR YOU**

- Module: Economic minimum of a manager
- Module: The financial management basics for top executives
- Module: Small and medium-sized companies (SMC) development perspective in Slovakia
- Module: Small and medium-sized companies and the Euro
- Module: The possibilities of electronic administration agenda of a small businessman
- Module: Searching economic information online

- Module: Public administration and public economy
- Module: Public sector and public finance
- Module: State administration economy
- Module: State administration economic management – budget principles, budget rules, budget process and budget structure
- Module: Current state administration legislative changes
- Module: Economy of defence resources
- Module: Social security of state employees
- Module: Social security of public interest employees
- Module: Treasury
- Module: Financial and economic crisis projection into the public economy
- Module: Basic problems of self-government economy

Offer available upon request



Manager Coaching

Coaching is a targeted release and enhancing of development potential of a person by means of targeted interview.

In coaching we apply systematic approach (Solution focused) aimed more at problem solving than at their cause analysis. Our approach is based on equal partnership of the client and the coach. That means the client (partner) is not the object of our coaching but the respected and responsible co-author of coaching process.

Systematic coaching is an agreed cooperation of coach and coached partner. It is qualified support and help:

- ▲ With achieving professional and personal goals
- ▲ With solving professional and personal problems
- ▲ With improving interpersonal relationships
- ▲ With professional, personal and career development

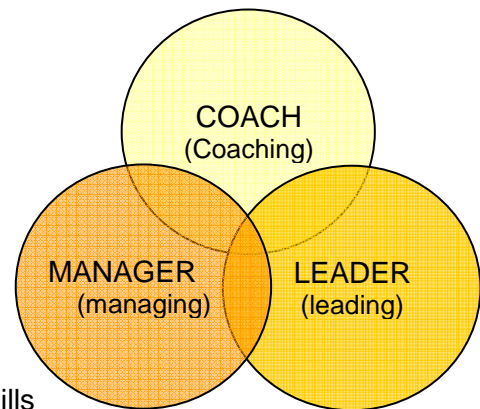
A Coach can be a professional external coach (external coaching) or a professional internal coach (internal coaching). Systematic coaching has proved as a part of managerial work.

Coaching for individuals

Coaching of individuals brings useful solutions in professional and also personal area. Coaching is led by means of a dialogue between a coach and a partner.

Coaching for groups

Group coaching is cooperation of the coach with a small group of people where a mutual topic and goal can be predicted. Coaching with a group supports and uses synergy whereby the time of the coach and the coached clients (partners) is saved.



We offer:

- ▲ individual coaching (managers)
- ▲ group coaching
- ▲ internal coach training
- ▲ support in the development of managers' coaching skills
- ▲ implementation of coaching into the organization structure, coaching culture

Figure: Triple role of a modern manager

Offer available upon request



Computer Literacy (Skills)

Computer literacy – is the ability to effectively use the basic information technologies (IT). Computer literacy can be proved by successful mastering of standardized test series and is confirmed by the issuance of European Computer Driving Licence (ECDL certificate) which is recognized internationally.

Requested knowledge areas:

- ▲ Information Technology basics
- ▲ PC usage and file management
- ▲ Text processing (Text editor)
- ▲ Table calculator (spreadsheet)
- ▲ Database system
- ▲ Electronic presentation
- ▲ Information and communication
- ▲ Preparation for international ECDL Certificate
- ▲ Other IT trainings for general users as well as IT specialists



Offer available upon request

IT Skills for Effective Secretariat

Raise your prestige by effective work, save your time

After the training completion you will:

- ▲ Be able to use multimedia communication – mail, chat, audio and video in practice
- ▲ Know how to draft and process mass correspondence documents
- ▲ Know the text forms creation and practical usage
- ▲ Be able to work with text styles and templates
- ▲ Know how to create sections and work with heading and footings in a document and text sections
- ▲ Be able to insert automatic chapter, figure and table numbering in a text
- ▲ Know the ways of automatic text content creation

2 - 3 days

Sharing Knowledge with Groupware Support

Get in touch with your team wherever in the world – share knowledge effectively

After the training you will:

- ▲ Be able to use multimedia communication – mail, chat, audio and video in practice for communication, team work and knowledge sharing support (Groupware)
- ▲ Know the advanced techniques of e-mail work
- ▲ Be able to manage your contacts and electronic address book
- ▲ Know the techniques of getting information from the Internet

2 - 4 days



Information Technologies for Managers - I

What to do in a period of recession?

Commercial success of each company depends on its relationship with the customer. It is even more important in a period of recession. To keep the motivation and activity of the people in sales on a high level, to carefully monitor the sales and revenues, to measure the efficiency and undertake short-term corrective measures for its maintaining is possible with difficulties for a company management without a software support.

The purpose of the workshop is to teach the participant to use software solutions based on Microsoft Dynamics CRM platform in practice for:

- ▲ More successful business opportunities evaluation and turnover increase
- ▲ Obtaining new customers (by means of managed marketing campaign)
- ▲ Customer satisfaction increase and their maintenance
- ▲ Business processes enhancement and costs decrease
- ▲ Other systems (data storage, invoicing system) information usage and concentration
- ▲ Particular information distribution among the company employees
- ▲ Automatization using integration with e-mails services, IP phony or CTI (computer telephony integration)
- ▲ reporting and assessment of efficiency of business opportunities and other indicators



What will you gain?

The participants will become familiar with information technologies using of which can help them to decrease recession consequences in the recession period.

1 – 2 days

Information Technologies for Managers - II

Technology is a necessary condition but how to turn it into a sufficient one?

Necessary & Sufficient

(mutual implementation of company management methods according to the theory of constraint supported by information technology, the tool for company performance increase)

The aim of the workshop is to present the strategy of improving management of those specific areas which are supported by function of company information system and also manager philosophy and SW applications based on Theory of Constraint (*TOC - Theory of Constraint*)

We will teach you how to approach the limits and where to aim your effort for improvement in a way of 5 planned steps of TOC

What will you gain?

You will learn TOC key ideas which origin in the fact that in every real system there is at least one narrow point (limit) which limits the requested output. Together with the TOC experts you can continue in implementation of strategy and management improvement tactics in the area of production, distribution, finance, sales and marketing in your company.

1- 2 days



Microsoft Project

Project planning and management

Microsoft Project/Professional

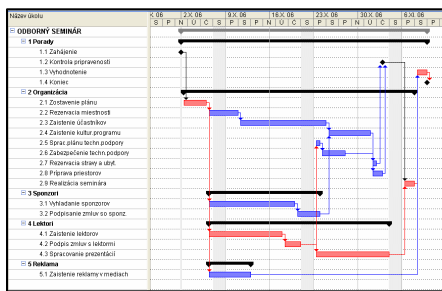
After the training completion, you will:

- ▲ know how to structure a plan in practice
- ▲ know how to assign particular tasks, create relations between them
- ▲ be able to allocate needed finance and human resources to the tasks, analyse created schedule

Microsoft Project Central/Server

After the training you will:

- ▲ work with projects using web interface
- ▲ be able to insure the central project and resources administration
- ▲ be aware of all project within the organization
- ▲ know how to communicate with particular team members



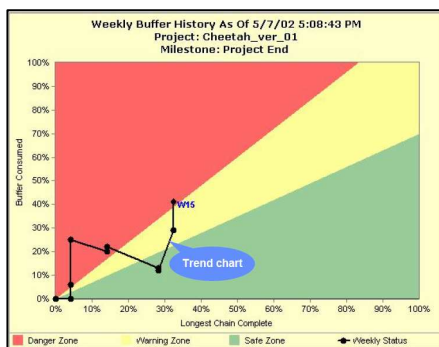
Offer available upon request

Concerto

Planning and managing project portfolio by the means of TOC (Theory of Constraint) method

After the training you will:

- ▲ know how to plan a project according to TOC method by creating time buffers
- ▲ know how to manage the project and project portfolio
- ▲ know how to share resources and work with managerial outputs



Offer available upon request



Language Trainings and Services

We will prepare the education project for your employees and managers focused on obtaining language professional skills in the **English language** necessary for performing their job position:

Course for modern managers

As a manager, you will be able to efficiently manage people and your company. You will make phone calls, convene and chair meetings, present your economic results in a foreign language.

Course for financial managers

Specialization in finance and management. After completing the course, you will be able to use your new vocabulary to communicate about your company's finances, and discuss basic income/expense statements and accounting in a foreign language.

Course for human resources managers

In our courses, you will learn how to handle management, interviewing, professional development and trainings of company employees, as well as company policies and labor law in a foreign language.

Course for bank employees

Do foreign clients visit your bank? Does your bank have foreign clients abroad you have to deal with? The courses are focused on client communications, bank transactions and products, and the basics of financial manage.

Course for developers and real estate agents

You have to manage presentations, hold meetings and negotiate with foreign investors, as well as deal with the basics of company and commercial law. Learn to do all this in a foreign language with us!

Course for IT specialists

In the IT area, you need to communicate in a foreign language concerning data processing, Internet security, new trends and other topics.

Course for successful assistants

Learn how to prepare and lead meetings, deliver well-written ct correspondence and manage your time and your supervisor's time in a foreign language.

Course for automotive industry employees

Learn to talk about trends in the automotive industry, production, components and car categories in a foreign language.

Course for doctors and nurses

Do you communicate with colleagues and patients from abroad? Your Choice will focus your English on the medical area.

▲ Specialized courses offer:

- ▲ International certificate preparation
- ▲ Interview and CV preparation
- ▲ Working abroad
- ▲ Travelling aboard

Other service offer:

- ▲ translations **from** and **to** a foreign language
- ▲ certified translations with official seal
- ▲ interpreting in the Slovak Republic as well as abroad

Other foreign languages:

- ▲ German language
- ▲ French language
- ▲ Spanish language
- ▲ Russian language

Offer available upon request



Sports and Relaxing Activities

Outdoor training - when you want to relax and get some fresh air

Upon request we will prepare outdoor training for your managers and employees, focused on sports and relaxing activities:

- ▲ Sports games and competitions
- ▲ Individual or group relaxing
- ▲ Body care, energy regeneration

1 – 2 days
Offer available upon request

Team Building, Team Games

Outdoor training – when you need to draw your team together

After the training you will:

- ▲ Know the basic principles of team building
- ▲ Know basic conditions for mutual work and mutual goal reaching
- ▲ Know the strength and weaknesses of your team and know how to get rid of the weaknesses
- ▲ Have practical experience of a team member during team activity planning and implementation

We offer participation in company fight games – company against company, department against department or your team against instructors. Try planning and implementation of your own adventure against the opponent who is motivated just as you are...

Training puts together different groups of stable employees on a different team work level and helps to integrate new team members.

2 – 3 days
Offer available upon request

Leadership – Team Leading

Outdoor training – team leading in simple as well as complicated situations

After the training you will:

- ▲ know the principles and various styles of team leading
- ▲ know the basic characteristic traits of your team members and their roles in the team
- ▲ be able to lead a team in various stressful situations
- ▲ know how to use various ways of decision making according to the arisen situation
- ▲ know how to teach on the basis of own experience

2 – 4 days
Offer available upon request



Stress and Fear Management

Outdoor training – experience you will never forget

After the training you will:

- ▲ know how to overcome various physical obstacles (height, water, narrow space,..)
- ▲ know how to overcome various psychological obstacles in practice (caused by darkness, exhaustion, heat, cold, insecurity, disorientation,...)
- ▲ know how to provide basic necessities of life for yourself, your family and colleagues (food, drinks, warmth, safety...)
- ▲ have practised overcoming fear and stress and how to deal with every situation

Exercises used during the training: (can be divide into 2 parts: summer and winter):

- ▲ rock-climbing, rappel, crawling through, depth-jumping, parachuting
- ▲ wading, swimming, diving, canning
- ▲ exercise in snow and on ice
- ▲ captivity, imprisonment, interrogating and prison break planning
- ▲ escaping from a follower and a dog
- ▲ food obtaining in the nature
- ▲ fire making, food and drinks preparation
- ▲ shelter building, security ensuring
- ▲ improvised tools, weapons and aids preparation
- ▲ first aid providing, transportation of a wounded, calling for help

Training quality and the safety of the participants:

- ▲ training is led by experienced lecturers and instructors certificated for special training
- ▲ seriousness and content of the training is set by the client
- ▲ there is a psychologist and a doctor present at the training
- ▲ the participant has the right to interrupt the task performance or to step back from the task performance

2 – 7 days

Offer available upon request

Burn-out Syndrome Management and Civilization Diseases Prevention

After the training you will:

- ▲ know what a burn-out syndrome is and if you suffer from it
- ▲ know how to protect yourself against burn-out
- ▲ know the results of your psychological and physical state diagnostics focused on your civilization diseases resistance
- ▲ know how your body reacts to the physical and psychological stress
- ▲ know the important prevention measures for your physical and psychological health

PREPARING FOR YOU

Training quality and the safety of the participants:

- ▲ training is led by experienced lecturers and instructors certificated for special training
- ▲ diagnostics is performed by a experienced psychologist and a doctor with mobile diagnostic equipment

2 – 3 days

Offer available upon request



Consulting, Assessment and Development Centres

You do not have to know everything, accept some advice.

We offer several services, mainly:

- ▲ **Competence module creation** for particular position, arrangement of observable behaviour parameters combination according to your orientation layout and your organization culture
- ▲ **Development centre preparation** – choosing model situations or case studies according to competence module with reference to your values and organization culture, observation methods creation, supplementary method selection
- ▲ **Development centre implementation** for max. 8 participants, plus 4 external observers
- ▲ **Final report** from Development centre – type I (mostly selective)
- ▲ **Final report** from Development centre – type II (selective + developing)
- ▲ **Final report** from Development centre – type III (mostly developing)
- ▲ **Psychodiagnostics** – detailed monitoring of current and developing potential and personal prerequisites of candidates for job hiring or present managers and employees
- ▲ **Results analysis** of development centre in interview with **external couch**
- ▲ **Detection of education and development needs** (we adjust the methodology to your expectations and possibilities)
- ▲ **Company system of education elaboration** - „custom made“

Offer available upon request

Preparation for Certification

A way to your competitive advantage

If you have decided to increase quality of your services and achieve competitive advantage by certifying your employees, performed procedures and management systems, we offer:

- ▲ Arranging your company audit
- ▲ Performing process analysis and process optimisation
- ▲ Complex preparation for certification and certification organisational provision

We can arrange certification according to the following standards:

- ▲ **ECo-C®** *European Communication Certificate* – European manager standard
- ▲ **ECDL** *European Computer Driving License* – European IT skills standards
- ▲ **IPMA** *International Project Management Association* – world project management standard

According to state and international standards:

- ▲ **ISO 9001** Quality management system
- ▲ **ISO 9001 + ISO 3834; ISO 10006; ISO 14001; ISO/IEC 27001; OHSAS 18001;**
- ▲ **SA 8001; ISO 22000 (HACCP), SUCO, etc.**

We offer courses:

- ▲ Courses of internal auditors QMS, EMS, OHSAS
- ▲ Marketing and quality management system according to international standard ISO 9001

Offer available upon request



Projects Co-financed by the European Union

Use the recession for human resources development

We can mediate:

- ▲ Creation of a project according to the current call
- ▲ Consulting for company education system elaboration
- ▲ Implementation of entire education including the subcontracting
- ▲ Management and project implementation monitoring consulting



Offer available upon request

How to order training?

Our education services offer includes:

- ▲ Closed (company) trainings – tailor-made for particular organization
- ▲ Public (open) trainings

How to order **closed (company) trainings**:

- ▲ our current service offer is presented on our webpage www.garantpp.sk
- ▲ use the below presented contact information and write us or call us about what you need
- ▲ we find out your need in person and we tailor the education programme for you
- ▲ we prepare price quotation for you
- ▲ we adjust the place and date of implementation to your needs
- ▲ the price is set individually according to requested content and extent of the order

How to order **public (open) trainings**:

- ▲ our current services offer is presented on our webpage www.garantpp.sk
- ▲ training will be opened if 6-12 participants have applied
- ▲ the date and place are set
- ▲ the price for one participant is 135 EUR/day (4.067,- SKK) without VAT

Contact Information



Company: GARANT PARTNER PLUS, s. r. o.
Address: Martina Rázusa 23A, 010 01 Žilina, SLOVAK REPUBLIC
Office: Priemyselná 1, 031 01 Liptovský Mikuláš (correspondence address)
Company ID: 43 809 731
VAT No.: SK2022469779 (we are a VAT payer)

e-mail: asistent@garantpp.sk (click)
Phone number: 0905 800 995
web: www.garantpp.sk (click)



Education and Accommodation Facilities

Jánošíkov dvor – original wooden houses



Drevenice Jánošíkov dvor
Malá Petrová 8
027 05 Zázrivá, SLOVAKIA
0918 663 241; 0908 199 850 *** original bed and breakfast ***
sajka@janosikovdvor.sk; rezervacie@janosikovdvor.sk
www.janosikovdvor.sk



Bed and Breakfast pod Oblazom



Penzión pod Oblazom
A. F. Kollára
013 06 Terchová, SLOVAKIA
041/5695375
0904 632 343
office@podoblazom.sk
www.podoblazom.sk



Bed and Breakfast Helios



Penzion Helios
Ul. Slovinec - Podhorská
Bratislava – Devínska Nová Ves
SLOVAKIA
02/33004051
penzionhelios@radiolan.sk
www.penzionhelios.sk



Hotel Absolut – design hotel in Prague



Hotel Absolut
Jablonského 4
170 00 Praha 7
CZECH REPUBLIC
+420 222 541 406
booking@absoluthotel.cz
www.absoluthotel.cz



Or we can find education and accommodation facilities according to your needs

Selected References

In the area of education

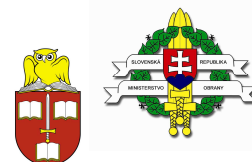
Ministerstvo zahraničných vecí Slovenskej republiky, Bratislava
Ministry of Foreign Affairs of the Slovak Republic, Bratislava

Managerial education of ministry employees
 Project management education
 (2009)



Academy of the Armed Forces
Akadémia ozbrojených síl, Liptovský Mikuláš
Ministry of Defence of the Slovak Republic, Bratislava
Ministerstvo obrany Slovenskej republiky, Bratislava

Cooperation with education programmes „Project management“ and „Key managerial skills development“ elaboration and lecturers providing for the Ministry of Defence employees (2007)



Express Slovakia "Medzinárodná preprava a. s.", Bratislava
(International transportation company)

Complete education programme for top and middle management, project manager and project team members education
 (2006, 2008)



Tatravagónka Poprad, a. s.

Complex providing of teachers for the educational project for top management, line and project managers
 (2007-2008)



Železnice slovenskej republiky, Bratislava
Slovak Railways, Bratislava

Etiquette and business protocol for management and executive workers (2008)



Železničná spoločnosť Cargo Slovakia, a. s., Bratislava
Railway company Cargo

Complex education of project management office
 (2008)



ZENTIVA a.s. Hlohovec

Education programme for middle and line management (2008)



Oracle Slovensko s.r.o., Bratislava

Project managers and project team members training (2008)



DOXX – Stravné lístky, s. r. o., Žilina

Education of company top management, sales representatives and administration staff (2008)



Hotel ABSOLUT, Praha

Top management education
 (2007)



Informačné centrum podnikateľov, s. r. o., Žilina
Businessman Information Centre

Top and middle management education, project managers and project team members education (2007, 2008)



Neografia, a.s., Martin

Legal education of top, middle and line management
 (2008)



QUADRIQ, a. s. Liptovský Mikuláš

Middle and line management education
 (2008)



Stabil, a.s. Žilina

Middle management education (2008)



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Business consulting and controlling
sekretariatGR@epi.sk, tel.: +421 41 70 53 609



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Publishing house specialized on economic and legal periodicals
www.epi.sk, sluzby@epi.sk, tel.: +421 41 70 53 222



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Publishing house specialized on electronic and economic and legal products
www.epi.sk, sluzby@epi.sk, tel.: +421 41 70 53 777



(ICP) Informačné centrum podnikateľov, s. r. o.
Realities renting and buildings administration
heidlerova@epi.sk, tel.: +421 41 70 53 301



(GPP) GARANT PARTNER PLUS, s. r. o. Žilina, Liptovský Mikuláš
Education, consulting, human resources development
www.garantpp.sk, asistent@garantpp.sk, tel.: +421 918 663 244



GPEÚ, s. r. o. (Partner pre vašu ekonomiku a účtovníctvo)
Economic and accounting services, consulting
tarda.m@gpeu.sk, tel.: +421 41 5643 645



Juraj Málík - KLUB PODNIKATEĽOV ŽILINA
Travel agency, woodhouse renting - Jánošíkov dvor
www.janosikovdvor.sk; rezervacie@janosikovdvor.sk; tel.: +421908 199 850



Galéria Aura, s. r. o.
Slovak artist Works of Art Sale
www.galeriaaura.sk, galeriaaura@galeriaaura.sk



Kompleksa – Development, s. r. o.
Building engineering company
batoryova@kompleksa.sk, tel.: +421 905 504 000



Kompleksa – Stavebniny, s. r. o.
Builders
tel.: +421 907 828 987



Absolut cz, s. r. o.
Design Hotel in Prague
www.absoluthotel.cz, booking@absoluthotel.cz,
tel.: +420 222 541 406



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(non profit organization)
support of step-families
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+421 0905 325 621

