Our Trainings - Your Future

www.eurogrupa.pl
Trainings

We respond to our Customer’s needs. Therefore we provide trainings in the following areas:
- European founds.
- Management.
- Human resources.
- Sales, marketing and negotiations.
- Personal competence.
- Administration.
- Public procurement.

We have experience in the implementation of our own EU projects and the ones subcontracted to us by other companies and institutions.

We deal with the recruitment, organization and implementation of trainings and the collection of documents.
We undertake the implementation of projects or selected parts of the project activities.

Please refer to our offer and feel invited to cooperation.

About us

Knowing how important in personal development is to constantly acquire knowledge we are a strong and dynamically operating team that provides training and consulting services by cooperating with people who have not only this knowledge but also experience.

**We are proud of:**
- 40 thousand people, local government organizations, public institutions that have been trained under our own projects,
- 30 thousand people trained under commissioned projects, dozens of top coaches,
- European projects carried out throughout the whole country,
- satisfaction of our Customers that has been expressed in reference letters.

**We are not going to stop here!**

We are bravely heading for the future by ensuring constant development of our company and customers.

*We are striving for success*
Consulting

The scope
Our consultants provide comprehensive advisory services related to the development of an organization including the possible use of European funds, i.a.:

- possible financing of planned investments from EU funds under the new financial prospect of 2014-2020,
- preparation of application forms for investment operations,
- accounting and supervision over correct implementation of EU founded projects,
- development of training and consulting projects,
- possibility of acquiring funds for setting up own business and help in the developmental process of the company,
- development of managers and employees (need analyses, adjustment of training and consulting services, help in acquiring founds),
- financing the investment operations in terms of renewable energy sources,
- and many others.

The team of consultants
Our team consists of professionals who have the knowledge and experience in the development and implementation of EU projects, provision of comprehensive training and consulting services.

Our experts specialize in specific thematic areas including fields of setting up one’s own business, company development, implementation of modern marketing, found acquiring from EU founds, accounting of EU projects and implementation of new ecological solutions, etc.

Why it is worth using our services?
- We have over 11-year business experience.
- We are characterized by individual, flexible approach to customers.
- We are oriented to cooperation.
We have successfully accomplished over 120 training and consulting projects that were co-financed by EU funds including not only our own projects but also the ones subcontracted to us by other entities.

For 11 years we have actively cooperated with EU funds managing authorities, intermediate bodies and implementation institutions (Voivodship and district employment offices, Marshal Offices).

We are experienced in the implementation of projects directed to entrepreneurs and their employees, as well as unemployed people.

The scope of the support included i.e.:

- Counseling related to the management of an organization (personal strategies, implementation plans for ecology, age management).
- Coaching.
- Training for entrepreneurs and their employees.
- Counseling associated with setting up one's own business and the management of company in the first period of its operation.
- Vocational training.
- Provision of internship.
- Job search assistance.
- Career guidance.

Contact

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Our own projects implemented under the European Social Found. We have accomplished 45 projects with a total grant of 51,338,544.86 PLN, within which over 11 thousand people from the entire Poland have been trained.

- ECDL expert II (Lower Silesian Voivodship, 216 people),
- New qualifications for unemployed 50+ (Lubusz Voivodship, 80 people),
- Increased competitiveness of MMSP through e-commerce (Lesser Poland Voivodship, 528 people),
- Mazovian Management Staff at A+ (Mazovian Voivodship, 176 people),
- Increased competitiveness of MMP through e-commerce (Mazovian Voivodship, 528 people),
- Your own company without barriers (Great Poland Voivodship, 40 people),
- Increased competitiveness of MMSP through e-commerce (West Pomeranian Voivodship, 528 people),
- Computer skills Certificate (Łódź Voivodship, 180 people),
- Computer skills Certificate (Silesian Voivodship, 180 people),
- Time for being active (Silesian Voivodship, 80 people),
- Online marketing in Silesian enterprises (Silesian Voivodship, 408 people),
- Open software in business (Silesian Voivodship, 240 people),
- The academy of Lesser Poland Tourism at A+ (Lesser Poland Voivodship, 720 people),
- Modern Lesser Poland (Lesser Poland Voivodship, 540 people),
- ECDL expert (Lower Silesian Voivodship, 216 people),
- Ecological enterprise (Lower Silesian Voivodship, 270 people),
- Non-disabled at work (Kuyavian-Pomeranian Voivodship, 100 people),
- Technical training for the construction industry (Kuyavian-Pomeranian Voivodship, 460 people),
- Academy of Entrepreneurship (Great Poland Voivodship, 72 people),
- Face the employer (Great Poland Voivodship, 120 people),
- ICT PLUS (West Pomeranian Voivodship, 430 people),
- Pro-tourism (West Pomeranian Voivodship, 100 people),
- Certification of Mazovian staff competency (Mazovian Voivodship, 420 people),
- Lesser Poland Agent of EU founds (Lesser Poland Voivodship, 140 people),
- Mazovian Agent of EU founds (Mazovian Voivodship, 150 people),
Consulting

Our own projects cont.

- Specialized training on modern management (Mazovian Voivodship, 384 people),
- Face the employer (Kuyavian-Pomeranian Voivodship, 120 people),
- Still active, still needed (Kuyavian-Pomeranian Voivodship, 120 people),
- Certification of Grate Poland staff competence (Great Poland Voivodship, 336 people),
- Pomeranian Academy of the key competencies (Pomeranian Voivodship, 216 people),
- Lower Silesian Academy of the key competencies (Lower Silesian Voivodship, 156 people),
- Still active, still needed (Lower Pomeranian Voivodship, 120 people),
- Training for you – the development for the region (Lower Silesian Voivodship, 240 people),
- Gdansk staff ready for European Championship (Pomeranian Voivodship, 180 people),
- Pomeranian management staff at A+ (Pomeranian Voivodship, 120 people),
- Stop the passiveness, be a successful woman (Kuyavian-Pomeranian Voivodship, 120 people),
- Lubusz specialist/ representative of environment management system (Lubusz voivodship, 150 people),
- Lubusz representative of EU founds (Lubusz voivodship, 140 people),
- New qualifications for unemployed women (Łódź Voivodship, 230 people),
- Time for being active. The support for women 45+ (Łódź Voivodship, 144 people),
- Stop the passiveness, be a successful woman (Lower Silesian Voivodship, 120 people),
- Modern staff of economy as the basis of the Great Poland development (Great Poland Voivodship, 480 people),
- Certification of staff competency as an opportunity for employees from Great Poland Voivodship who are threatened by restricting processes (Great Poland Voivodship, 450 people),
- Certification of staff competency in environment management (West Pomeranian Voivodship, 150 people),
- Lesser Poland representative of European founds (Lesser Poland Voivodship, 140 people),
- Mazovian representative of European founds (Mazovian Voivodship, 150 people).
Many years of experience in the cooperation with not only businessmen but also officials, employees and unemployed on the field of the professional skills development have led to the establishment of the Employment Office – Poprostupraca.pl. Within the scope of its operational activities over 200 people have been employed.

The implementation of the operations is supervised by consultants who have many years of experience in cooperation with people. Therefore Poprostupraca.pl is able to ensure mixed solutions while maintaining the highest level of specialization and guaranteed quality of service.

The European Advisory Group is registered to the National Register of Employment Agency no 7060.
The European Advisory Group Algeria operating within EGD Poland has been established in order to provide comprehensive service of product export and expansion business for Polish companies on the Algerian market. In order to effectively support Polish economy on this market, EGD Algeria operates both in Poland and in Algeria with the office in the capital city of Algeria – Algiers. The office employs two experts from Poland and cooperates with a group of Algerian advisors.

On the basis of our specialists’ experience and their knowledge of the reality and atmosphere of the trade relations on the Algerian market, we can guarantee a full range of comprehensive advisory services.

Our team consists of experts in the field of both Polish and Algerian aid instruments (EFZ, Sofinance) who:

- have many years of experience in supporting Polish business in Poland,
- are able to communicate perfectly in all governing languages in Algeria (Arabic, French, Polish, English),
- are familiar with both cultures and customs.

**The development of company export** (service packages):

- Analysis of the company needs.
- Export Development Plan.
- Negotiation with potential customers.
- Evaluation of foreign partners.
- Preparation of application forms for EU co-financing.

**The development of company expansion** (service packages):

- Identification of optimal business partners in Algeria and their evaluation.
- Procedure leading to the selection of the final business partner and setting up the Joint Venture.
- Preparation of business plans.
- Implementation of the “Intelligent investment in Algeria” system according to one’s own solution.
The members of the supervisory boards candidate course

The course for the candidates for the members of the supervisory boards is created in order to prepare for the state examination which entitles to fill the supervisory boards of companies with the Treasury shareholding as well as the private companies operating according to commercial law. Both the course and the exam are organized in accordance with an applicable regulation of the Council of Ministers on training and exams for the candidates for members of the supervisory boards.

The classes are conducted by specialists - practitioners, representatives of the Ministry of Treasury and other central offices, universities, law firms, financial institutions, so that the participants can gain theoretical as well as practical knowledge of effective company operation.

The knowledge gained during the training is necessary not only for the members of supervisory boards but also for the board members and company owners.

According to the guidelines of the Ministry of Treasure in Poland every person elected to an executive position or playing management and supervisory role in the company should complete the course which can be called the knowledge compendium and prepares for the state examination taken in the Ministry of Treasury in Warsaw.

More details about the course can be found on our website www.radynadzorcze.pl.

Training:

Selected economic problems and legal functioning of the supervisory boards of the Treasure companies

The aim of the training is to update the knowledge that has been acquired in the process of individual preparation for the state exam or during the course for the candidates. During three-day-classes the participants will be familiarized with selected economic problems and legal functioning of the management boards of the state-owned companies.

The training is directed towards everyone who is interested in expanding and updating the knowledge related to the functioning of economic entities. We invite i.a. chairmen, members of the company boards, members of management, trade unions and company works councils.
The receiver course

Objectives of the course

The main aim of the course is to prepare the participants to fulfil the function of the receiver in companies.

The course provides comprehensive preparation for the Ministry of Justice exam according to applicable guidelines, and passing of it will allow to obtain the license of the receiver.

The course classes are conducted by prominent specialists, lawyers, experienced employees, theorists and practitioners from various fields.

The course is organized recurrently in Warsaw, Katowice, Poznan, Kalisz.

About the curriculum

The course curriculum has been designed on the basis of guideline from the Ministry of Justice and covers the most important and current information connected with new principles in the bankruptcy and reorganization law.

During the classes (60h) we discuss bankruptcy proceeding in the context of the role and responsibilities of the receiver and insolvency administrator. Additionally, we will present the new rules of how to prepare a list of claims and a division plan of bankrupt assets with a special emphasis on the mortgage claim, lien, registered pledge, tax lien, maritime mortgage. All the new bankruptcy law issues discussed during classes will allow the participants to familiarize with the expanded role of the receiver and insolvency administrator.

The target audience

The following people should feel invited to the course:

- people working as the receivers following current rules,
- company directors, chairmen, board members of companies and institutions, state administration employees, owners of private companies,
- people willing to become the receivers,
- people willing to expand the knowledge of bankruptcy law.
Certification of Personnel competence

Courses organized within its framework respond to the market needs of highly qualified specialists whose knowledge and skills have to be professionally documented. After the course graduation and passing the exam the participants receive the certificate accepted on the European labour market.

Courses are conducted by European Advisory Group in collaboration with an independent certification body TÜV NORD Poland.

The certificate is issued for a period of 3 years. After this time, in order to maintain its validity the recertification is carried out. It is a part of the process that ensures constant improvement of knowledge within a given certification.

More than 2500 people have made use of the courses.

Certification of Personnel Competencies covers the following training areas:

- European founds
- Balanced Scorecard
- Innovation
- Project management
- Food
- Environment
- Health and safety
- Quality
- Change management
Trainings on UE topics are supposed to specialize and provide current knowledge of the possibilities of acquiring EU funds, implementation and accounting of co-financed projects, their supervision and control.

The main advantage is their practical nature. They are conducted as lectures, presentations of good practice, specific cases discussion, examples of implementation errors and discussion.

**Selected trainings:**

- Project accounting. Accounting of EU-founded projects.
- Management of EU projects.
- Feasibility study – financial and economic analysis. Investments under POIiŚ.
- Feasibility study – financial and economic analysis. Investment under RPO.

*More trainings on our website.*
It is difficult to imagine the correct application of Public Procurement Law without training and advisory contacts associated with proper interpretation of the rules. Chaos and progressive reluctance towards the public procurement system is likely to occur. Everyone also knows that the proper and correct application of the law is difficult and requires specialized knowledge and skills.

How does the law function? How to obey it and interpret the rules in order to avoid possible mistakes? How to properly write the legible, clear and understandable specification that is in accordance with the law? These and other issues will be explained during the trainings. We try to discuss the law in a practical way focusing on some examples of mistakes made during the implementation of the project.

**Selected trainings:**

- Public procurement law from A to Z. Shortlist Panel in the public procurement system.
- Terms of reference – as one of the most important documents of the customer. Practical workshop on the preparation of SIWZ with regard to the amendment.
- The implementation of EU – founded public procurement with the control in mind.

*More trainings on our website.*
Management skill is what determines the development of the company. It allows to overcome difficult moments on the market and cope with increasing competition. It is necessary to exploit the team potential and provide the most efficient operation. It distinguishes the best ones.

Trainings organized within the framework of management provide knowledge and skills that are necessary in the process of company, people, project and time management. They provide not only the theoretical basis, but also a great opportunity to practice specific skills that distinguish successful people.

**Selected trainings:**
- Project management.
- Kaizen – continuous improvement.
- Brand management – launching a new product.
- Project management in accordance with PRINCE 2.
- Management training system contemporary aspect of trainings in the company.
- Leadership in business.
- Time management and organization of our own work.
- Management of organizational change.
- Production management for the leaders.
- Project Team building and management.

*More trainings on our website.*
In contemporary business the skills of sales, negotiation and responding to current market situation are increasingly important.

Trainings offered in this block provide the development in these areas, increase the capacity of operations and expand your horizons. They give you the necessary tools for effective customer acquisition, building sustained relations and increasing market influence. They are indispensable for people who wants to be successful.

They are distinguished by very practical nature. These courses give an opportunity to practice skills that are necessary in the effective sale and negotiation or right marketing approach.

**Selected trainings:**

- Effective sale and influencing methods on people.
- Telemarketing – professional telephone sales.
- Professional customer service.
- Customer relationship building.
- Improvement of sale processes.
- Neuromarketing and customer value.
- Business negotiation training.
- Trade negotiation.

*More trainings on our website.*
Selected training:

- Memory techniques.
- Creativity in business.
- Effective competitiveness on the labor market – workshop.
- The art of persuasion and influencing. An interpersonal training.
- Good manners in business – elegantly and freely.
- Interpersonal communication.
- Assertiveness and communication in business.
- Creation of information. Training for spokesmen.

More trainings on our website.
People who achieve great things in life, can exploit the potential from others. The art of managing people and leading them towards achieving objectives is one of the most desirable on the market.

How to find the right people for the team? How to make them want to be engaged in work? How to exploit their potential and motivate to action? How to communicate effectively with them? How to evaluate their work and reward them? Those are just some of the topics covered during the training courses run within the human resource program. Due to their practical and theoretical nature people gain not only knowledge but also develop skills. They are a great opportunity for becoming a better leader, supervisor or manager.

**Selected trainings:**

- Professional presentations and public speaking in practice.
- When impossible become possible so what to do to succeed.
- How to prevent the professional burnout of managers.
- How to handle the stress in an effective way.
- Effective motivation and employee evaluation system.
- Team management.

*More trainings on our website.*
CARVING - the art of creating decorations from fruit and vegetables
The aim of the course is to familiarize the participants with the tools for carving, creating decorations from fruit and vegetables, application of the sculpting principles and carving division. The participants receive a set of training materials such as carving knives and printed copies. The course takes 32h.

BARMAN - the academy of barman art
The aim of the course is to provide the participants the basic techniques of barman art and their preparation for independent and professional work behind the bar. The course allows to acquire knowledge and practical skills. The course takes 24h.

WAITER – SOMMELIER
The aim of the course is to acquire the rules of appropriate behavior, the skills of proper guest service at the table, the rules of wine serving and selecting. The course takes 32h.

GOOD MANNERS IN TOURISM INDUSTRY
The participants of the training will be familiarized with the rules of precedence. They will learn the universal principles of greetings, titles and conversation. They will learn language culture and proper usage of polite expressions and increase the knowledge of professional etiquette, allowing them to respond to any situation in a flexible way.
The Chancellery of the Prime Minister

The department of Civil Service and National Reserve of Human Resources of the Chancellery of the Prime Minister confirms that EGD provided the service of organizing the central training ‘Management of task teams in government administration’. Within the course there were 322 training places for the members of Civil Service. (…) EGD carried out the trainings reliably and met the deadlines. The training materials, professionalism of people conducting the trainings and their engagement deserve a high grade. DSCiPZK KPRM recommends European Advisory Group as a professional training organizer.

Artur Obluski
The Deputy Director of DSCiPZK KPRM

Ministry of Finance

Trainings were conducted in accordance with the guidelines of the International Treasury Relation Office in the Ministry of Finance (…) The order was fulfilled properly in terms of substantive and organizational factors and the assistant received a high rating from the participants. I recommend the European Advisory Group to public institutions as a responsible partner who is professionally prepared for cooperation.

Grażyna E. Krzewska
The Director

Ministry of Regional Development

The Ministry of Regional Development confirms that the European Advisory Group provided the service of organizing trainings ‘The law foundation of public procurement’. The employees of the Ministry took part in a series of two-day training (…) in Warsaw. The European Advisory Group’s trainings were characterized by a high substantive level, activating classes and good atmosphere encouraging professional and personal development. Relevant, interesting materials and assistants who were professional and engaged deserve a high grade. The training services provided by the European Advisory Group are worth recommending to others.

Dr Piotr Żuber
The Director of Structural Policy Coordination Department

Ministry of Environment

The trainings were conducted properly in terms of substantive and organizational factors. The classes were distinguished by practical and dynamic form of conduct. All the conditions of the agreement were fulfilled. Both the organization and the course of the trainings met our expectations. The knowledge and skills gained during the trainings will allow our employees to improve their qualifications. We recommend the European Advisory Group as a specified topic course organizer.

Grażyna Hadjiraftis
The Director of Financial Instruments Department
Selected institutions and companies that took part in our trainings

**Public sector – Ministry:**
- Ministry of Interior and Administration.
- Ministry of National Education.
- Ministry of Finance.
- Ministry of Culture and National Heritage.
- Ministry of Science and Schools of Academic Rank.
- Ministry of Work and Social Policy.
- Ministry of Agriculture and Rural Development.
- Ministry of Regional Development.
- Ministry of Competitiveness and Innovation.
- Ministry of Interior and Administration.
- Ministry of Justice.
- Ministry of Environment.
- Ministry of Health.
- Supreme Chamber of Control.

**Agencies and public institutions:**
- The Agency for Restructuring and Modernization of Agriculture.
- The Military Property Agency.
- Regional Development Agency in Częstochowa.
- Chief Inspectorate of Plant Health and Seed.
- Regional Inspectorate for Environmental Protection.
- Provincial Traffic Centre.
- Regional Fund for Environmental Protection and Water Management Szczecin.
- Regional Fund for Environmental Protection and Water Management Rzeszów.
- Regional Fund for Environmental Protection and Water Management Opole.
- Provincial Environment Protection Inspectorate Bydgoszcz.
- Provincial Documentation Centre of Geodesy and Cartography in Łódź.
- Provincial Traffic Centre in Elbląg.
- Regional Labour Office in Lublin.
- Provincial Labour Office in Szczecin.
- Regional Labour Office in Warsaw.
- Military Automotive Plant No. 5 Poznań.
- Military Medical Institute.
- Independent Public Health Care Facilities Płock.
- Silesian Provincial Office.
- Research Institute of Roads and Bridges.
- Institute of Occupational Medicine and Environmental Health.
- The Institute for Fuels and Renewable Energy.
- The National Fund for Environmental Protection and Water Management.
- Polish Agency for Enterprise Development.
- Regional Chamber of Commerce in Kalisz.
- Regional Centre of Water - Sewage in Tychy.
- Regional Water Management in Cracow.

**Marshall Offices:**
- Marshal Office in Lublin.
- Marshal Office of Łódź.
- Marshal Office of the Lesser Poland.
- Marshall's Office Mazovian.
- Marshal Office of Subcarpathia.
- Marshal's Office Podlaskie.
- Marshal Office of the Silesian.
- West Pomeranian Marshal's Office.
- Marshal Office of Great Poland.
- Marshal's Office Lubusz.
- Marshal Office of the Opole.
- Marshal's Office of Lower Silesia.
- Marshal's Office Świętokrzyskie.
Selected institutions and companies that took part in our trainings
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