



- LANGUAGE TEACHING
- TRANSLATIONS AND INTERPRETING
- LEASE OF PREMISES
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- SPECIALIZED SERVICES
- INTERIM MANAGEMENT
- GRANT CONSULTANCY
- TEAMBUILDING

**Your new neighbor on a new address**  
**VÍDEŇSKÁ 103, Brno!**

# Language teaching

We teach more than 10 international languages in 14 localities throughout the Czech Republic. Our objective is to prepare a program for you that suits your knowledge. We organize teaching on several levels and in small groups, so we can take individual approach to your needs.

- Grammar, vocabulary, however in particular teaching of communication knowledge that can be applied in practices. These are our main pillars.
- We will tailor the teaching level, time, place and intensity completely to your needs.
- We use for teaching modern study materials published by the renowned publishing houses Cambridge University Press or Max Hueber, Verlag and Fraus.
- We specialize on languages in all fields of your business.
- We are experts for the soft skills courses in English language.



[www.educatoria.cz](http://www.educatoria.cz)

# Translations and interpreting

We provide translations and interpreting into most international languages.

## **Interpreting**

We will arrange a complex interpreting service during foreign visits, conferences or business meetings.

We offer consecutive or simultaneous interpreting, including provision of adequate technology.

## **Translations**

We will provide you with a complex professional translation service into more than 35 international languages. Based on your requests we will deliver translations in usual or express time, translations with official authentication or proofreading of foreign language text.

### **Translations include these areas:**

- General translations
- Technical translations
- Economic translations
- Medical and pharmaceutical translations
- Legal and judicial translations
- Humanities
- Chemical translations
- Natural scientific translations

# Lease of premises

We offer lucrative premises almost in the heart of the City of Brno and near the main roads in direction of Svitavy, Bratislava, Praha and Olomouc.

Conference rooms are equipped with the up-to-date shielding technology, Wi-Fi connection, systems ventilation, air-conditioning equipment and presentation technique. If you decide to lease our premises, refreshment will be of course provided.

# Corporate training

The main objective of education is personal development of a person or enhancing competitive power of a company. Systematic education helps people to deepen their professional knowledge and skills. All our tutors have many years of experience in the given areas.

- We focus on exactly-targeted education and take account of specific needs of our clients.
- Our workshops are tailored to your requirements. We will adapt ourselves to ideas and individual needs of participants in our courses.
- Analysis of educational needs is the initial stage of entire education cycle.
- In our workshops, we put emphasis on active involvement of all persons.
- We always strive for personal contact with a client to ensure continuity and efficiency of training.
- Our courses are not only theoretically oriented, but always enriched with practical aspects and demonstration from real corporate environment.
- At the course of workshops, we apply many case studies, exercises and simulation, and trained participants get immediate feedback.
- Interim management
- Mystery shopping
- Mystery calling
- Preparation of handbooks for operators – call centre, businessmen and back office
- Coaching



## Managerial skills

Feasible areas of workshops:

- leadership
- motivation
- newly advanced
- managerial communication
- conflict resolving
- manager's time management
- holding meetings
- ability to make the right decision
- team cooperation
- project management in a company
- coaching
- delegating tasks

## Business skills

Feasible areas of workshops:

- searching for new customers
- active addressing new clients
- care of a client
- salesman's successful negotiation
- purchasing agent's successful negotiation
- assertive communication with a client
- presentation skills
- efficient use of database
- arrangement of meetings by phone
- professional phone communication
- typology of clients and how to deal with them

## Specialized education

Feasible areas of workshops:

- first aid with a professional rescuer
- IT skills
- new Civil Code
- training of internal tutors
- Human Resources management and labor law
- marketing training
- streamlined production
- certified courses

# Grant consultancy

We provide professional assistance in grant consultancy. Grants can help you to support education, development or qualitative change at your employees. The grant department is now focused on investment projects.

We are your consultant, just tell us your wishes and we will care of everything. We will find a suitable grant opportunity for your company and we will guide you through the world of grants without accidents.



## Teambuilding

Our teambuilding events are tailored exactly to your company's needs.

- **Alcatraz:** team has a task to arrive to the given checkpoint following a map and overcome traps on the route.
- **Keys from the Fort Boyard:** participants go through physically and mentally demanding events with the target to get seven keys and as many as possible indicias that will help them to get a treasure in the end of the game.
- **Star gate:** during collective activities participants try to get symbols that they will use then to open the star gate.
- **Pub Quiz:** participants are divided into teams and compete at quiz questions to test their general knowledge. The quiz questions are in English. A team that gets the most points wins.
- **Sommelier workshop:** tasting of wine samples will take place under supervision of an experienced sommelier. At the end, examination of participants' knowledge and participants will be awarded with a certificate on completion of workshop.
- **Moravian pig-slaughtering:** classic Moravian pig-slaughtering superintended by a butcher.
- **First aid:** a professional rescuer will learn you basis of first aid.
- **Course of flower decoration:** florist will guide you through the latest trends in the flower decoration.
- **Rafting on wild river in Slovenia:** join your colleagues together during adrenaline activity of rafting on wild river.
- **Cable centre:** we will arrange for you an adrenaline experience at a cable centre.
- **Cookery school:** culinary academy with Radek Šubrt.
- **Golf academy, golf tournaments**