

The M6 Educational Centre
Cordially Invites You to a Week of Erasmus+ Business Literacy
Training for Entry-Level Employees and Interns on:

Motivation and Engagement

Featuring

Nada Zupan, PhD, Human Resources Expert

Introduction to Business

Featuring

Metka Tekavčič, PhD, Managerial Accounting Expert

Business Negotiations

Featuring

Davor Vučkovski, Negotiation Expert

Introduction to Entrepreneurship for Small Business

Featuring

Verica Hadzi Vasileva-Markovska, Finance, Business, Entrepreneurship Expert

On

24-28 April, 2017

08:45 – 12:45 hrs

at

The M6 Educational Centre

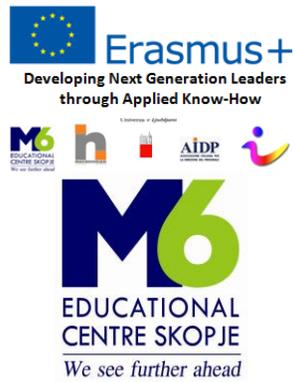
It would be our great pleasure to have you attend these workshops. If you would like to find out more and register, please click [here](#).

We hope you will be able to join us at this exciting event.

Sincerely,

Dimitar Osmanli
Executive Director

Note: The event will be held in English language.



M6 Educational Centre Business Workshop on: **Motivation and Engagement**

Workshop Overview

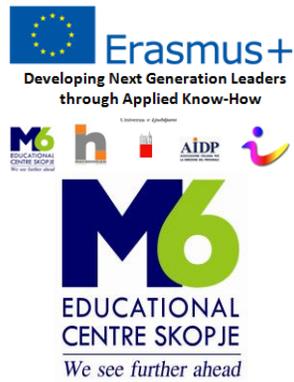
At first, the main concepts of motivation and engagement will be explained and differentiated from other similar concepts, such as commitment and satisfaction. The main focus will then be on exploring how individual and team motivation and engagement contribute to employee and organizational performance. The emphasis is on discovering which factors contribute to high levels of motivation and engagement and what are the roles of an individual and organization to maintain high levels of motivation and engagement.

Who Should Attend

- Newly employed staff, interns and university students

How Will You Benefit?

- Understand the basic concepts of motivation and engagement and differentiate them from other similar concepts
- Comprehend the role of motivation and engagement for high performance
- Be able to identify general and personal motivation and engagement drives
- Develop skills to develop self-motivation and motivation of others
- Be able to generate high engagement levels (personal and in a team)



M6 Educational Centre Business Workshop on: **Introduction to Business**

Workshop Overview

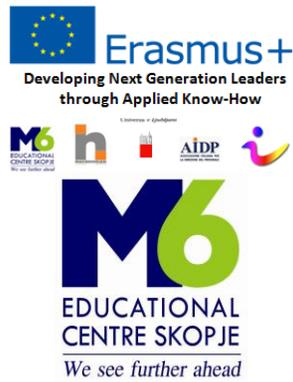
This course is designed to introduce students to basic categories in business. The course will focus on cost and their different classifications, break-even point and CVP analysis and relevant costs for decision making. Lectures will stimulate students to think about theoretical concepts and to look for answers to practical questions.

Who Should Attend

- Newly employed staff, interns and university students

How Will You Benefit?

- Develop knowledge that enables faster and better understanding of specific business courses
- Develop understanding of the nature and problems of business processes in companies and other organizations
- Manage costs and overall performance in organizations



M6 Educational Centre Business Workshop on: **Business Negotiations**

Workshop Overview

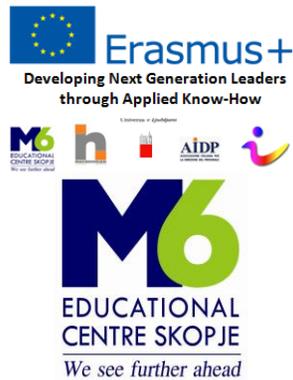
The course is dealing with bilateral, multilateral, business and other types of negotiations as a skill and process. Participants will learn about characteristics of different kinds of negotiations, preparations, process of face to face negotiations, preparations, measuring the outcomes, using objective criteria, what are alternatives and how to wind up negotiation processes. Special attention will be given to negotiations strategies and tactics as well as practical suggestions how to resolve different negotiations problems.

Who Should Attend

- Newly employed staff, interns and university students

How Will You Benefit?

- Importance of negotiation skills
- The negotiations' types
- The conflicts occurrence
- The different approaches towards conflicts' resolution
- Approaches for solving problems
- The processes for conflicts' resolution
- Best practices for negotiation
- Achieved knowledge for the theory of negotiation
- Improved skills for negotiation



M6 Educational Centre Business Workshop on: **Introduction to entrepreneurship for small businesses**

Workshop Overview

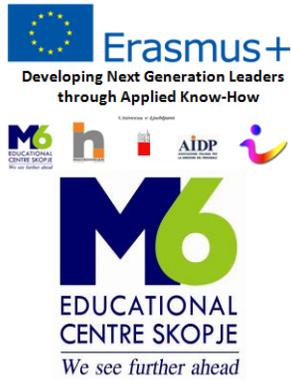
The course will elaborate the main concept of entrepreneurship, what it means, how it is defined, what its main characteristics are. It will also touch upon the thoughts of the main economic researchers who were dealing with the phenomenon of entrepreneurship. The course will be very practical and it will explain to the participants what is needed to start with a venture of their own. It will explain the main phases of the entrepreneurial process, like the idea generation, starting the enterprises, growing and becoming known locally and with the region or the country and finally reaching to internationalization. It will start with a very sensitive phase, and this is the idea generation. Further down, the course will explain the main structure of the business plan, how they are prepared, what sources of information are needed, how they are summarized, what kind of institutional or other support can be used, how is the plan summarized and how and where it is presented. A strong focus will be devoted to the availability of funds for the new enterprise formation and operation.

Who Should Attend

- Newly employed staff, interns and university students

How Will You Benefit?

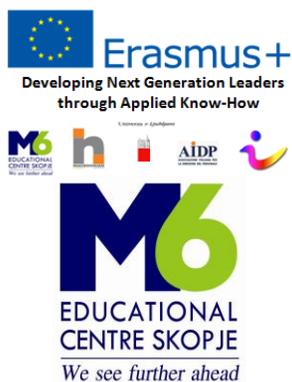
- Understand the main concept of the entrepreneurship
- Understand the role of the entrepreneur and entrepreneurship for the society
- Understand the main stages of entrepreneurship
- Understand how is the business plan prepared
- Understand how to get the needed funding for a good business idea



Motivation and Engagement
Introduction to Business
Business Negotiations
Introduction to Entrepreneurship for Small Business
24-28 April 2017, 08:45 – 12:45 hrs
M6 Educational Centre, 810 Street, 1000 Skopje

Day 1 (Monday, April 24, 2017)

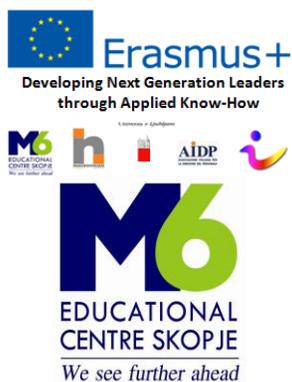
08:45-09:00	Registration and Coffee		
09:00-09:45	Motivation and Engagement	Topic	Lecturer
		Defining motivation and engagement	Nada Zupan, PhD
09:45-10:00	Coffee Break		
10:00-10:45	Introduction to Business	Business process and basic business concepts. Profit. Income flow vs. cash flow	Metka Tekavčič, PhD
10:45-11:00	Coffee Break		
11:00-11:45	Business Negotiations	Negotiations' basics, definitions, types, negotiation cycle	Davor Vučkovski
11:45-12:00	Coffee Break		
12:00-12:45	Introduction to Entrepreneurs hip for Small Business	The concept of entrepreneurship	Verica Hadzi Vasileva-Markovska



Motivation and Engagement
Introduction to Business
Business Negotiations
Introduction to Entrepreneurship for Small Business
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Day 2 (Tuesday, April 25, 2017)

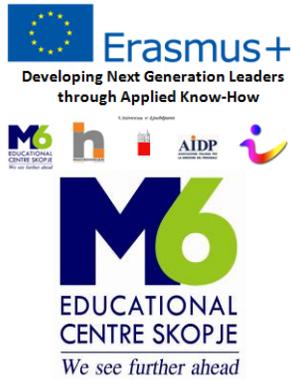
08:45-09:00	Registration and Coffee		
09:00-09:45	Motivation and Engagement	Topic	Lecturer
		The high performance model	Nada Zupan, PhD
09:45-10:00	Coffee Break		
10:00-10:45	Introduction to Business	Costs and their different classifications	Metka Tekavčič, PhD
10:45-11:00	Coffee Break		
11:00-11:45	Business Negotiations	Preparation phase and outcomes	Davor Vučkovski
11:45-12:00	Coffee Break		
12:00-12:45	Introduction to Entrepreneurship for Small Business	Stages of entrepreneurial process	Verica Hadzi Vasileva-Markovska



Motivation and Engagement
Introduction to Business
Business Negotiations
Introduction to Entrepreneurship for Small Business
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Day 3 (Wednesday, April 26, 2017)

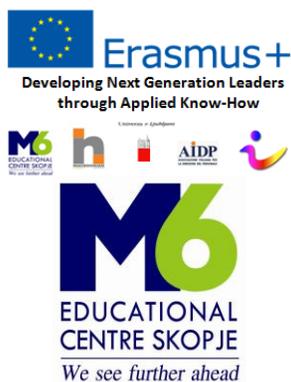
08:45-09:00	Registration and Coffee		
09:00-09:45	Motivation and Engagement	Topic	Lecturer
		Identifying motivation drivers	Nada Zupan, PhD
09:45-10:00	Coffee Break		
10:00-10:45	Introduction to Business	Break-even point and CVP analysis	Metka Tekavčič, PhD
10:45-11:00	Coffee Break		
11:00-11:45	Business Negotiations	Negotiator's characteristics, communication skills of negotiators	Davor Vučkovski
11:45-12:00	Coffee Break		
12:00-12:45	Introduction to Entrepreneurship for Small Business	Ideas generation and assessment	Verica Hadzi Vasileva-Markovska



Motivation and Engagement
Introduction to Business
Business Negotiations
Introduction to Entrepreneurship for Small Business
24-28 April 2017, 08:45 – 12:45 hrs
M6 Educational Centre, 810 Street, 1000 Skopje

Day 4 (Thursday, April 27, 2017)

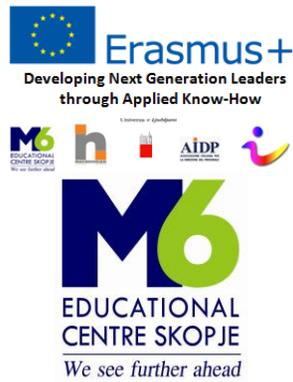
08:45-09:00	Registration and Coffee		
09:00-09:45	Motivation and Engagement	Topic	Lecturer
		Developing self-motivation and motivating others	Nada Zupan, PhD
09:45-10:00	Coffee Break		
10:00-10:45	Introduction to Business	Relevant costs for decision making	Metka Tekavčič, PhD
10:45-11:00	Coffee Break		
11:00-11:45	Business Negotiations	Types of negotiators, negotiation styles, positioning for negotiations	Davor Vučkovski
11:45-12:00	Coffee Break		
12:00-12:45	Introduction to Entrepreneurship for Small Business	Preparing a business plan and consider funding possibilities	Verica Hadzi Vasileva-Markovska



Motivation and Engagement
Introduction to Business
Business Negotiations
Introduction to Entrepreneurship for Small Business
24-28 April 2017, 08:45 – 12:45 hrs
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Day 5 (Friday, April 28, 2017)

08:45-09:00	Registration and Coffee		
09:00-09:45	Motivation and Engagement	Topic	Lecturer
		Managing engagement in organizations	Nada Zupan, PhD
09:45-10:00	Coffee Break		
10:00-10:45	Introduction to Business	Performance evaluation: Key performance indicators	Metka Tekavčič, PhD
10:45-11:00	Coffee Break		
11:00-11:45	Business Negotiations	Negotiations' scenery, effective negotiating, closing negotiations	Davor Vučkovski
11:45-12:00	Coffee Break		
12:00-12:45	Introduction to Entrepreneurship for Small Business	Presentation of the business plan to stakeholders and starting the action!	Verica Hadzi Vasileva-Markovska



Nada Zupan, PhD Human Resources Expert

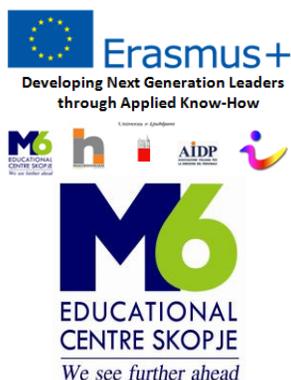
Nada Zupan is an associate professor and the head of Academic Unit of Management and Organization at the Faculty of Economics, University of Ljubljana. She completed her master's studies in 1990 at Cornell University in the field of Organizational Behavior and her doctoral studies in 1999 at the Faculty of Economics in Ljubljana in the field of Human Resource Management. Her main research interests include strategic HRM, performance management, compensation, cross-cultural management and communication. She teaches courses on HRM, Compensation, Business Communication and Global Business Communication. Besides teaching at home campus and in Macedonia and Bosnia & Herzegovina, she also participated as visiting professor at IESEG, Lille, France and KNU, Daegu, Korea. She is also academic co-ordinator for KEUDOS project, a double degree program opportunities for EU and Korean students. She is actively involved in management training programs and consulting as she likes to combine theory and practice, thus she has worked with more than 50 Slovenian companies on various consulting and training projects, including Kolektor, Gorenje, BSH, BTC, Petrol and NLB. She has published over 60 articles and monographs and she regularly attends international conferences. She is also an active member of Slovenian Human Resource Association.



Metka Tekavčič, PhD, Managerial Accounting Expert

Metka Tekavčič, Ph.D., a full professor and dean at the Faculty of Economics, University of Ljubljana. She was elected as dean of the FELU in 2013. From 2001 to 2007 professor Tekavčič was vice-dean at the FELU. From 1999 to 2001 she was also the Head of the Academic Unit of Management and Organization. Her research interest lies in the fields of cost and performance management, as well as non-profit and especially education management. She has attended many international conferences, where she has presented papers from her research areas.

She has published several research articles in Slovene, other European, and US peer-reviewed journals. She is a member of editorial boards in several prominent journals from her research field. She has vast experiences in teaching at both undergraduate and graduate levels and she also regularly teaches in managerial training programs.



Davor Vučkovski Negotiation Expert

By living in Macedonia, Slovenia, Poland and Korea through-out the years, Davor Vuchkovski has developed strong skills of understanding different cultures. He has three years of working experience in the fields of international procurement, sales and contract management. His fields of interest are international business management, international marketing and sales management. EDUCATION: Master in International Business (University of Ljubljana, Faculty of Economics), Bachelor of Economics: Money and Finance (University of Ljubljana, Faculty of Economics), International

Baccalaureate Bilingual Diploma (Druga Gimnazija Maribor). AREAS OF RESEARCH AND TEACHING INTERESTS: International Business, International Marketing, Risk Management, Culture, Globalization, Central and East Europe.



Verica Hadzi Vasileva-Markovska Finance, Business, Entrepreneurship Expert

Verica Hadzi Vasileva-Markovska is one of the owners and managing partner of AAG – Analysis and Advisory Group, a consulting company from Skopje. She is also a senior lecturer at the Faculty of Economics in Ljubljana. Verica has been an active business consultant for 20 years and prior to that her job positions were closely involved in business related matters. Verica Hadzi Vasileva-Markovska has more than 35 years experience in various consulting, advisory, training and public administration

assignments. She is one of the founders and Managing Partner of AAG - Analysis and Advisory Group. AAG - Analysis and Advisory Group is a Macedonian consulting company involved in various advisory assignments both to the Government ministries and agencies and corporations. Prior to AAG, she was a Partner in Ernst & Young Southeast Europe on Transaction Advisory Services, in charge for Macedonia, Albania and Kosovo. Before that she was a director of the Privatization Agency of the Republic of Macedonia and Deputy Director since the establishment of the Privatization Agency. Verica was one of the founders and first President of the AmCham Macedonia. She was member of the Council of the Central Bank of RM in the period 2006-2013. Verica is one of the initiators, founders and member of the Board of the Institute of Directors of the Republic of Macedonia. She is currently President of the Supervisory Board of Makedonijaturist AD, and member of the Supervisory Board of Ohridska Banka, Societe General in Skopje. She was a member of the Managing Board of Pivara – Skopje, the Coca Cola and Heineken company in Macedonia. Verica holds a master degree in Marketing from Economic Faculty in Skopje and Graduate Certificate of Business Administration from the Swinburne University from Australia. Verica is a Certified Macedonian Auditor, a Licensed Valuator and Licensed Mediator in the Republic of Macedonia.