

**„Espiral is naturally sought after by people with a motivation to improve their life, to develop themselves and to go forward.“**

We bring to the market **a unique product, very specific** by its approach and handled **through the innovative ways of learning and growth.**

„We are“ the team of professionals and instructors working in the area of extracurricular education with the focus on INDIVIDUAL and group MENTORING, guidance and training the SKILLS and abilities necessary for a professional pursuance of manager, director, leader, professional assistant, as well as an individual interested in PERSONAL GROWTH.

Part of our innovative process of learning and growth is a care of:

- expertise
- inner stability
- healthy and fresh looks
- professional, ethical manner

### **Who are our services meant for?**

- **Companies**
  - Individuals
  - Groups
- **Individual applicants**



- **Individual mentoring**

We take special care of individuals who have **particular assignments, ideas or needs**, or they cannot wait for filling up of minimal number of participants in a group. **We always tailor training to customer´s needs.**

Training **One-to-One, keenly priced.**

- **Group education** /max. 4-6 people/

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## **We focus on:**

### **1. Soft Skills Training of Professional Manager**

Example of topics:

1. Effective communication, active listening, assertiveness and empathy, management of conflicts; Hints for improving communication skills, conflict management
2. Telephoning, written communication, – how to interest and gain the other side for a cooperation

3. Conflict management, development of negotiator's skills during negotiation, argumentation with the business partner
4. Time management – effective division of the day, elimination of time stress, prioritizing, tasks delegating
5. People management, team building, leadership skills, motivation
6. Recruitments, adaptation period of new employee, evaluation of work performance, process of evaluation interviews, laying of employees
7. Organizational structure of company, competencies in company and their proper assignment
8. Meeting as an effective means of management in practice, types of meetings, assets, mistakes and imperfections
9. Persuasive presentation of ideas, principles of good presentation technique, elimination of fear, how to create a good first impression and capture listeners
10. Fear and inner game – elimination of fear, stress, tension, gaining stability; Coping with tense situations, acquiring inner balance
11. Coaching – Recognition and management of own goals, motivation, further personal growth
12. TQM and LEAN – Methodological management and Lean management in administration
13. Diplomatic protocol, Etiquette, Non-etiquette, Rules of social manners and dining
14. Introduction to etiquette, bon ton, business protocol, etiquette as a part of company identity
15. Dress code in terms of social and work events – woman in position of director
16. Introductions, greetings, telephoning e-mail communication, business cards and invitations /important connection/
17. Professional looks and esthetical behaviour, personal image, social and work dress code

**You chose topics from individual modules which you are interested in and we compose a training tailored right for you!**

3 Day Intensive Training - 565 € per participant

2 Day Intensive Training - 380 € per participant

1 Day Intensive Practice Training - 195 € per participant

½ Day Refresher Practice - 100 € + per participant

(GST included)

## **2. Coaching**

### **3. Professional executive assistant - "right hand" of her boss**

- **Assistant at your instance** - Symbolically speaking, „from the ground to the stars“. CEO, executive manager chooses his „right arm" or „girl Friday" and we provide you that she becomes that in real.
- **Assistant from A to Z** - „From good perfect“. We will develop an excellent assistant from a good one.
- **On-line assistant** – Innovative solutions for modern businessman.
- **On-line event specialist** – Universal external support, farming out both partial and complex tasks while organizing events, seminars, workshops.

#### 4. Business lady –perfect professional and respected leader.

- **Women in business and leadership**
- managers
- business ladies
- diplomats
- **Women who want to be always IN and perfectly prepared.**
- All women

#### 5. Outplacement

We provide coaching, counselling, soft skills and administrative training, support and help in searching new job.

- We actively **cooperate with companies**, *offering management support in outplacement.*
  - support in choosing the way of further carrier growth
  - counselling and imparting the ability to trust yourself, to appreciate yourself and to offer your values and qualities to others
- **Individual approach to individuals**
  - *In the first step – clarification of further direction and personal goals with the personal support of professional coach, preparation for **interviewing***
  - *Consulting of cosmetologist, other...*

#### 6. Mini-course of make-up and business photo making

- care of your skin and hands
- day make-up, **business make-up**, occasional **social make-up**
- consultation and final image making by professional cosmetologist
- photo making by Professional photographer (you gain 5 pieces of business photos with professional editing)

#### 7. Business photo making – company photo shooting

- Photographing of Top management – to annual report, product materials and others
- Photographing of employees for ID cards, and company identification systems
- Photographing of company events, congresses and parties

We photograph directly in your company spaces or on our atelier.

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#### **Something special for WOMEN**

**Our not least effort is** to help women to fulfil their idea that they can be both good respected managers, directors or **office managers** providing universal support to their boss, as well as **content women in their private lives**. We put the accent on finding a balance in all that.

**Well oriented woman who uses words, emotions and decisions with consideration.**

**We genuinely strive for** an acceptance of the perspective that women and men expression of behaviour, management and decision making can differ. **Elegant woman who is mature and self confident personality** with decent manners, **professional performance** and pleasant appearance is a respected leader and an equal partner in the world of goal-oriented and ambitious managers.

## **COMPANY IS AS STRONG AS ITS WEAKEST LINK**

**Jack Welch: "Company has only some amount of money and managerial time. Those more successful invest there, where it pays off the most."**

Kind Regards,

ERIKA FEKETOVÁ  
Managing Director

Professional Training & Coaching

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