



Erasmus+

C.E.S. ACADEMY

WORKING PROFILE



C.E.S. ACADEMY is a center for:

- ◎ Language education for all ages,
- ◎ Programs for additional qualification, pre-qualification, improvement and professional development
- ◎ Providing high quality translation from almost all foreign languages into Macedonian and vice versa



Accredited institution by

- Bureau for Development of Education
- Ministry of environment and physical planning



AIM

- ⦿ Higher level of service
- ⦿ Quality and prompt translation
- ⦿ Confidence in the data consisted in the translated documents
- ⦿ Loyalty towards clients
- ⦿ Better trained employees
- ⦿ Creativity in work processes
- ⦿ Easier communication with the associates from abroad
- ⦿ Acquiring language skills etc.



SERVICES

- ◎ VOCATIONAL TRAINING COURSES
- ◎ ENVIRONMENT- WASTE MANAGEMENT
- ◎ TRANSLATION AND INTERPRETATION SERVICES
- ◎ DEVELOPMENT OF ENTERPRENEURAL SKILLS
- ◎ PROFESSIONAL AND PERSONAL DEVELOPMENT
- ◎ FOREIGN LANGUAGE COURSES
- ◎ COMPUTER TRAININGS
- ◎ SPECIALISED TRAININGS



VOCATIONAL TRAINING COURSES

As an autonomous training institution within the vocational education and training system, the purpose of the C.E.S. is:

- To offer employable skills to school leavers up to artisan level.
- To participate in the implementation of the Vocational Training System through support of the Trade Testing System, the preparation of trade testing and training materials.
- To promote self-employment and certification of skills of the labour force through the provision of skills upgrading programmes.
- To promote relations between the training center and employers through programmes of placing trainees in industries to gain experience.
- To co-operate with other training centers locally and internationally in order to exchange ideas on improving training standards and developing skills.



ENVIRONMENT- WASTE MANAGEMENT



C.E.S. Training Centre is institution accredited by the Ministry of Environment and Physical Planning for training on waste management. The Waste Management Training Programme has been designed by C.E.S and fulfils the training and certification standards approved by the MEPP to meet their requirements for a trained and competent manager to operate a licensed waste facility.



TRANSLATION AND INTERPRETATION SERVICES

- ◎ C.E.S. has a significant database of translators and interpreters at disposal.
- ◎ Over 200 translators and interpreters are engaged on annual basis.
- ◎ **C.E.S.** provides quality and prompt translation of all types of texts, as well as consecutive and simultaneous interpretation.



- C.E.S. Training Centre offers the following types of **TRANSLATION** services:
- Written translation
- Written translation certified by authorised court translator
- Consecutive interpretation
- Simultaneous interpretation
- Text proofreading
- Text review
- Technical editing of texts
- Expert reading



TRANSLATION AND INTERPRETATION SERVICES



Specialised translation

- ⦿ **Medicine** – pharmaceutical text translation
- ⦿ **Finance**– banking and economy
- ⦿ **IT** – Hardware and software – translation of documents
- ⦿ **Technical translation** – automobile industry, mechanical and electric engineering, civil engineering
- ⦿ **Legal translation** – contracts and other legal documents, regulations, law, by-laws, directives
- ⦿ **Professional translation** – business correspondence
- ⦿ **Marketing translation** – advertising and PR materials



TRANSLATION AND INTERPRETATION SERVICES



Translation flow

Each project submitted to C.E.S. passes through our project cycle. The flow of each project is followed by a typical scheme thus ensuring quality translation. However, C.E.S. is adjustable to all individual requirements, demands and preferences of our clients.



- ◎ **Translation Project Manager** – facilitates your work, organises all duties, deals with any complications, keeps you informed about the status of your project at all times and coordinates the work of translators, proofreaders and editors
- ◎ **Quality guarantee** - Each translation is being checked for consistency with the original and all changes are reviewed for the purpose of ensuring that proper terminology has been used within the entire document.
- ◎ **Adjustable flow of work** - flexible when working with our clients, always making sure that we provide the product asked for in the required time frame, with a special emphasis on maintaining high quality levels.



FOREIGN LANGUAGE COURSES

General language courses

- ⦿ English
- ⦿ Greek
- ⦿ French
- ⦿ Italian
- ⦿ German
- ⦿ Albanian
- ⦿ Turkish
- ⦿ Macedonian for foreigners
- ⦿ other languages on your demand



FOREIGN LANGUAGE COURSES

Special programs for English language

- ⦿ For Lawyers – ILEC
- ⦿ Finances – ICEF
- ⦿ Business English Language – BEC



FOREIGN LANGUAGE COURSES

- ◎ **Specialised English Courses**
- ◎ Communication
- ◎ Grammar
- ◎ Banking
- ◎ Cosmetics and hairdressing
- ◎ Hotel trade and tourism
- ◎ Office Management
- ◎ Other courses specifically designed according to your needs and requirements



FOREIGN LANGUAGE COURSES

Preparatory courses for:

- ⦿ FCE- First Certificate in English
- ⦿ CAE-Certificate in Advanced English
- ⦿ CPE-Certificate of Proficiency in English
- ⦿ BEC(Vantage and Higher)-Business English Cambridge
- ⦿ IELTS
- ⦿ TOEFL (IBT)

TUITION AND TRAINING - PROFESSIONAL DEVELOPMENT



Development and enhancement of management skills: Basic and Advanced levels

- Decision making and problem solving
- Workload management and delegating
- Process of employee selection and interviewing employees for selection
- People management by setting objectives, monitoring, assessment and development, interviewing employees for the purpose of their assessment and motivation
- Supervision, motivation and increasing employees' efficiency
- Strategic planning and Risk Management
- Change Management
- Leadership. The leadership concept
- Finances for non-financiers
- Business ethics
- Enhancing negotiation skills
- Project and Project Team Management
- Presentational skills, facilitation skills and guiding meetings



TUITION AND TRAINING – PERSONAL DEVELOPMENT

Development and enhancement of personal skills

- ◉ Communication (basic and advanced level)
- ◉ Presentation skills
- ◉ Time Management
- ◉ Problem and Conflict Management and Resolution
- ◉ Stress Management and Stressful Situations Control
- ◉ Negotiating Techniques
- ◉ Posing questions – How-to Techniques
- ◉ Facilitation skills
- ◉ Self-motivation and motivating others
- ◉ Project and Project Teams Management



TUITION AND TRAINING – PERSONAL DEVELOPMENT

- ◎ Sales skills – basic level
- ◎ Sales skills – advanced level
- ◎ Communication skills
- ◎ Customer care / Customer support
- ◎ Delicate customers management
- ◎ Written communication – advanced level
- ◎ Finances for non – financiers
- ◎ Successful meetings – how to
- ◎ Team building and team work
- ◎ Training of trainers



SPECIALIZED TRAININGS

- TRAININGS FOR ENTREPRENEURS
- TRAININGS FOR HOTEL MANAGERS
- TRAININGS FOR HAIRDRESSERS
- TRAININGS FOR COSMETICS
- TRAININGS FOR BAKERS AND PASTRIES
- TRAININGS FOR PASTRYCOOK
- TRAININGS FOR WOMEN COOK
- TRAINING FOR SEWING AND TAILORS
- TRAININGS FOR ACCOUNTANTS
- TRAININGS FOR TRANSLATORS AND INTERPRETERS
- COMPUTER TRAININGS Word 2007, Excel 2007, Power Point, Internet, Excel for Managers



SPECIALIZED TRAININGS

**Accredited by the Bureau for
Development of Education**

- Innovation and entrepreneurship
- Techniques and methods of learning for the purpose of encouraging the student creativity



SPECIALIZED TRAININGS

**Licensed by the Ministry of
Environment and Physical Planning**

◎ **TRAININGS FOR WASTE MANAGERS**



PROJECT TAKING THE ROAD TO EMPLOYMENT - DEVELOPING NEW SKILLS AND KNOWLEDGE OF UNEMPLOYED PERSON

- ◎ Application of modern techniques in learning within the frames of trainings aimed at training of adults for development of their creativity and innovation.
- ◎ Application of teaching materials and guidance created for the needs of the project and drafted according to the established standards.
- ◎ Application of information technology in direction of development of information competences and use of electronic platforms



Taking road to employment – Developing new skills and knowledge for unemployed persons

Project financed by European Commission
and National Agency for European
Educational Programmes and Mobility
within the programme Erasmus + KA2

A large, stylized graphic of the Erasmus+ logo. The word "Erasmus+" is written in a bold, black, sans-serif font, centered within a white, irregular shape that resembles a city skyline or a stylized map. The background of this graphic is black.



Project “Taking road to employment – developing new skills and knowledge for unemployed persons”

◎ General objective

prepare guide books for improving the competences and skills of unemployed persons such as improving the personal development, use of Information technology, platforms for marketing and entrepreneurship which are in compliance with the modern needs of the labour market for the purpose of facilitating the access to employment.



Concrete objectives

The persons covered by the project will need to achieve progress in:

- 1. Professional and personal development
- 2. Time management
- 3. Stress management
- 4. Project management
- 5. Management of financial resources
- 6. Identification of personal skills and competences;
- 7. Identification of market opportunities
- 8. Internet marketing in function of promotion and sale;
- 9. Use of internet platforms
- 10. Methodology for development of creativity and innovation in direction of generating business idea
- 11. Methodology of development of business plan
- 12. Management of own business



Partners in the project

- ◎ C.E.S.ACADEMY – Skopje, Macedonia
- ◎ Syntea S.A. – Lublin, Poland
- ◎ Teza EOOD – Sofia, Bulgaria
- ◎ Aleron Training Center S.R.L. – Bucharest, Romania



Kick off meeting

- Main points of interest of the transnational meeting will be:
- - Forming of project team
- - Adoption of working program and dynamics of the project activities
- - Appointment of national coordination of project of each of the partners
- - Appointment of responsible persons for management of finances
- - Adoption of instruments for monitoring and measurement of the achievements of the project
- - Establishment of the criteria for selection of trainers that will be involved in realization of the project
- - Determination of criteria for selections of unemployed persons that will be covered by project activities.
- - Establishment of the time frame and dynamics for realization of project activities



Activity 1 – Developing professional and personal skills

- ⦿ Preparation of guidance
- ⦿ Organization of training
- ⦿ Responsible partner: Teza, Bulgaria
- ⦿ Time frame: guidance preparation
February – April 2015
- ⦿ Training June 2015 (22 – 27.06)



Activity 2 – Drafting project applications

- ⦿ Preparation of guidance
- ⦿ Organization of training
- ⦿ Responsible partner: Syntea, Poland
- ⦿ Time frame: guidance preparation July – September 2015
- ⦿ Training November 2015 (23 – 28.11)



Activity 3 – Internet Marketing

- ⦿ Preparation of guidance
- ⦿ Organization of training
- ⦿ Responsible partner: Aleron, Romania
- ⦿ Time frame: guidance preparation
December 2015 – February 2016
- ⦿ Training April 2016 (25 – 30.04)



Activity 4 – Innovation and entrepreneurship

- ⦿ Preparation of guidance
- ⦿ Organization of training
- ⦿ Responsible partner: C.E.S., Macedonia
- ⦿ Time frame: guidance preparation May – July 2016
- ⦿ Training September 2016 (26.09 – 01.10)



Multiplier event

- ⦿ Presentation of the achievements of the project
- ⦿ Responsible partner: C.E.S., Macedonia
- ⦿ Time frame: October 2016 (18 – 20.10)



Reporting

- Monthly reports on progress of activities – monitoring and assessment
- Midterm report before second pre-financing
- Final report at the end of project activities