

# GLOBAL EDU HUB

Address: Bulgaria, Sofia, p.k. 1463, Triaditsa district, Blvd./Str.  
Vitosha No. 66, 4th floor  
Registration number: 207541416  
Website: [www.globaleduhub.eu](http://www.globaleduhub.eu)  
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## Courses Catalogue for 2024. - Global Edu Hub, Sofia, Bulgaria

### 1. Course on Digital Competency Development

- **Duration:** 30 days, 90 days, 120 days
- **Description:** This course is designed to provide students with essential and advanced digital skills required for modern business operations. Topics include basic computer usage, internet skills, advanced functions of Microsoft Office suite (Word, Excel, PowerPoint), basic programming, and an introduction to digital marketing.
- **Competencies:** Efficient computer usage, document management, analytical skills, basic programming knowledge, understanding of digital marketing strategies.

### 2. Course on Environmental Awareness

- **Duration:** 30 days, 90 days, 120 days
- **Description:** Aimed at increasing knowledge about sustainable practices and environmental responsibility, this course covers topics like recycling, sustainable development, ecological footprint, waste management, resource conservation, and climate change.
- **Competencies:** Understanding ecological practices, implementing sustainable solutions, awareness of environmental issues and solutions.

### 3. English Language Improvement Course

- **Duration:** 30 days, 90 days, 120 days, 6 months
- **Description:** An intensive course focusing on industry-specific English language skills. Participants will improve their writing, reading, listening, and speaking abilities, particularly within their professional context, including specialized terminology.
- **Competencies:** Advanced language skills, specialized terminology, professional communication proficiency.

### 4. Course on Entrepreneurship Skills Development

- **Duration:** 30 days, 90 days, 6 months
- **Description:** This training helps participants develop entrepreneurial skills. They will learn to create business plans, manage finances, marketing, and sales, and how to register and run their own businesses. The course includes practical exercises and case studies.

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- **Competencies:** Business plan development, financial management, marketing and sales strategies, business registration and management.

## 5. Project Management Course

- **Duration:** 30 days, 90 days, 6 months, 12 months
- **Description:** A comprehensive course on project management, covering planning, execution, supervision, and evaluation of projects. Participants will learn about project management tools and techniques, team leadership, risk management, and reporting.
- **Competencies:** Project planning and organization, team leadership, risk management, project evaluation and reporting.

## 6. Technical and Professional Skills Course

- **Duration:** 30 days, 90 days, 120 days, 6 months
- **Description:** This course focuses on developing specific technical and professional skills relevant to various industries. Topics include IT support, network technologies, programming, technical support, mechatronics, and other technical disciplines.
- **Competencies:** Specialized technical skills, IT support, network technologies, programming, technical support.

## 7. English Conversation Course (B1 to C1)

- **Duration:** 30 days, 90 days, 120 days, 6 months
- **Description:** Designed for participants who want to improve their conversational English skills from B1 to C1 levels. Focus is on practical language use through discussions, debates, presentations, and interactive exercises.
- **Competencies:** Improved speaking skills, conversational fluency, ability to express oneself in various situations.

## 8. Business Plan Writing Training

- **Duration:** 30 days, 90 days, 6 months
- **Description:** This course provides detailed instructions on creating a business plan. Participants will learn to analyze markets, set business goals, develop strategies and marketing plans, and assess financial needs and opportunities.
- **Competencies:** Market analysis, goal setting, strategic planning, financial planning, business plan creation.

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## 9. Business Correspondence Course

- **Duration:** 30 days, 90 days, 120 days
- **Description:** Focuses on the skills needed for writing and managing business correspondence. Participants will learn to write business letters, emails, reports, and other documents with appropriate tone and style.
- **Competencies:** Business document writing, correspondence skills, professional communication, report writing.

## 10. Business Administration Course

- **Duration:** 30 days, 90 days, 120 days
- **Description:** Training aimed at acquiring skills necessary for business administration. Topics include managing business documentation, organizing meetings, time management, communication skills, and basic financial management.
- **Competencies:** Administrative organization, time management, communication skills, basic financial management.

## 11. Public Administration Skills Course

- **Duration:** 30 days, 90 days, 6 months
- **Description:** Specialized training for improving skills of public administration employees. Participants will learn about modern practices in public administration, resource management, transparency, efficiency, and public communication.
- **Competencies:** Modern administrative processes, resource management, transparency, public communication.

## 12. Public Procurement Course

- **Duration:** 30 days, 90 days, 6 months
- **Description:** A detailed course on the rules and procedures of public procurement. Topics include legal frameworks, procurement planning, tenders, bid evaluation, and contract management.
- **Competencies:** Legal frameworks, procurement planning, bid evaluation, contract management.

## 13. Certified Auditor Training

- **Duration:** 30 days, 90 days, 6 months

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- **Description:** Provides knowledge required for certified auditors. Topics include financial analysis, risk assessment, auditing techniques and standards, and reporting audit results.
- **Competencies:** Financial analysis, risk assessment, auditing techniques, standards, reporting.

## 14. Public Auditor Training

- **Duration:** 30 days, 90 days, 6 months
- **Description:** Specialized training for public auditors. Participants will learn how to conduct audits in the public sector, manage public resources, and ensure transparency and accountability.
- **Competencies:** Public sector auditing, resource management, transparency, accountability.

## 15. Accounting Training

- **Duration:** 30 days, 90 days, 120 days
- **Description:** Course designed to provide the skills needed for accountants. Topics include bookkeeping, financial reporting, taxation, budgeting, and cost control.
- **Competencies:** Bookkeeping, financial reporting, taxation, budgeting, cost control.

## 16. Hotel Receptionist Training

- **Duration:** 30 days, 90 days, 120 days
- **Description:** This course provides basic and advanced knowledge needed for working at hotel reception desks. Participants will learn about guest check-in procedures, administrative tasks, service standards, problem-solving, and guest communication.
- **Competencies:** Guest check-in, administrative tasks, service standards, problem-solving, guest communication.

## 17. Hotel Housekeeping Training

- **Duration:** 30 days, 90 days, 120 days
- **Description:** This course covers skills and techniques for maintaining cleanliness in hotel rooms and common areas. Participants will learn about cleaning standards, equipment use, and work organization.
- **Competencies:** Cleanliness maintenance, cleaning standards, equipment use, work organization.

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## 18. Hotel Animator for Adults Training

- **Duration:** 30 days, 90 days, 120 days
- **Description:** This course covers skills and techniques for hotel animators who work with adult guests. Participants will learn about organizing events and activities, communication skills, and creating a positive atmosphere.
- **Competencies:** Event organization, communication skills, atmosphere creation.

## 19. Children's Hotel Animator Training

- **Duration:** 30 days, 90 days, 120 days
- **Description:** Designed for training animators who work with children in hotels. Participants will learn how to plan and conduct various activities and games, ensure children's safety, and communicate with children and their parents.
- **Competencies:** Activity planning, safety assurance, communication with children and parents.

## 20. Travel Agency Employee Training

- **Duration:** 30 days, 90 days, 6 months
- **Description:** Training for employees in travel agencies. Topics include travel organization, selling travel packages, client relations, itinerary planning, and reservation management.
- **Competencies:** Travel organization, package selling, client relations, itinerary planning, reservation management.

## 21. Network Administrator Course

- **Duration:** 30 days, 90 days, 6 months
- **Description:** This course provides comprehensive knowledge and skills needed for managing and maintaining network systems in organizations. Participants will learn to install, configure, and manage network devices, implement security measures, and troubleshoot network issues.
- **Competencies:** Network device installation and configuration, network management, network security, troubleshooting.

## 22. Team Leader Course

- **Duration:** 30 days, 90 days, 6 months

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- **Description:** This course is designed to provide participants with skills needed for leading teams and effectively managing human resources. Participants will learn how to motivate a team, set goals, delegate tasks, resolve conflicts, and ensure a productive work environment.
- **Competencies:** Team leadership, motivation, goal setting, task delegation, conflict resolution, human resources management.

**These courses are designed to meet various needs and interests of participants, enabling them to acquire valuable skills and knowledge to enhance their professional careers.**