

Day 1 Agenda (room 0-33, Kneza Trpimira 2b)**08:30 – 09:00 | Welcome & Orientation**

- Introduction of trainers and participants
- Overview of course goals, weekly schedule, methods, and expected outcomes
- Brief Q&A and course logistics

09:00 – 09:45 | Icebreaker: Cultural Bingo

- Students mingle to find others who match listed cultural traits or experiences
- Debrief: Share surprising findings or reflections

09:45 – 10:15 | Reflection Discussion

- Small-group and whole-class discussion:
How do cultural backgrounds influence communication styles?
- Short writing task: personal experience with cultural misunderstanding

10:15 – 10:30 | Coffee Break**10:30 – 11:45 | Workshop: Understanding Professional English**

- Characteristics of formal, professional language (tone, clarity, register)
- Mini tasks: identifying formal/informal styles; rewriting examples in professional English

11:45 – 13:00 | Lunch Break**13:00 – 13:45 | Key Concepts: Direct vs. Indirect Communication**

- Presentation of key cultural communication styles (e.g., high-context vs. low-context cultures)
- Group discussion: how these styles manifest in real-life situations

13:45 – 14:30 | Case Study Analysis

- In groups: analyze a real or fictional case of miscommunication in a multicultural workplace
- Identify causes, cultural dimensions, and possible solutions
- Group presentations and plenary discussion

14:30 – 14:45 | Short Break**14:45 – 15:45 | Roleplay Activity**

- Groups act out selected cross-cultural misunderstandings
- Debrief after each: What went wrong? How could it be handled better?
- Trainer feedback and peer comments

15:45 – 16:00 | Wrap-Up & Reflection

- Summary of key takeaways
- Daily reflection (oral or short written):
What did I learn today that I can apply in a professional context?

Day 2 Agenda (room 0-33, Kneza Trpimira 2b)

08:30 – 09:00 | Welcome & Warm-Up

- Recap of Day 1
- Set objectives for Day 2
- Icebreaker: Email roulette

09:00 – 10:30 | Workshop: Writing Professional Emails and Reports

Part 1: Emails

- Formal vs informal tone
- Structure of professional emails
- Mini-task: Write and revise an email in response to a workplace scenario

Part 2: Reports

- Structure of a short workplace report
- Writing a brief incident report or meeting summary
- Types of professional reports (e.g., incident, progress, meeting minutes)
- Practice task: Write a short meeting summary/report based on a case study or video simulation

10:30 – 10:45 | Coffee Break

10:45 – 12:15 | Roleplay + Writing Combo Scenarios

Task-based writing after speaking

- Roleplay:
 - Job interviews (with feedback notes)
 - Client meetings
 - Team discussions
- Follow-up writing tasks:
 - Write a meeting summary or follow-up email
 - Draft a thank-you email after an interview
 - Write a report based on the simulated meeting

Job Interview Roleplay (10:45–11:15)

Follow-up writing task: Write a thank-you email to the interviewer

Client Meeting Roleplay (11:15–11:45)

Follow-up writing task: Write a brief meeting summary or client confirmation email

Team Discussion (11:45–12:15)

Follow-up writing task: Write a to-do list or internal project update message

12:15 – 13:15 | Lunch Break

13:15 – 14:15 | Feedback & Writing Focus: Tone, Clarity, Appropriateness

- Instructor gives language feedback from morning tasks
- Mini-workshop: editing for tone and clarity

- **Editing task:** Students revise their earlier texts using feedback
- Prompt: “Write a response to a difficult client request in a professional tone.”
- Students write individually, then swap with a peer for tone/clarity critique

14:15 – 15:15 | Peer Review: Written Tasks Exchange

- Swap written emails and reports
- Use a structured peer review checklist (clarity, tone, grammar, structure)
- Written feedback from peers
- Students pair up and review each other’s written tasks from the day
- Use a structured peer-review checklist (focus: purpose, tone, language accuracy)
- Edit and rewrite one of their earlier texts based on feedback
- Optional: vote on the most improved or clearest message

15:15 – 15:30 | Short Break

15:30 – 16:30 | Wrap-Up: Portfolio Task & Reflection

- Final writing task: students choose one piece to improve and include in a mini writing portfolio
- Short reflection:
 - What did you improve today?
 - What’s one writing challenge you still face?
- Optional: share best examples with the group

18:00–20:00 | Walking City Tour (Departure: Trg Svetog Trojstva, Tvrđa, Osijek)

Day 3 Agenda (room 0-33, Kneza Trpimira 2b)

08:30 – 09:30 | Welcome & Workshop

- Teamwork and collaboration in multicultural settings

09:30 – 10:30 | Session: Teamwork & Collaboration in Multicultural Settings

- **Activity:** Escape Room Challenge (students solve puzzles in multicultural teams).

10:30 – 10:45 | Coffee Break

10:45 – 11:30 | Debrief & Reflection

- Discussion on teamwork dynamics:
 - How roles emerged naturally
 - Communication strategies across cultures
 - Lessons learned about collaboration

11:30 – 12:30 | Workshop: Leadership Skills & Decision-Making

- **Mini-lecture:** Leadership styles and cultural variations.
- Interactive Q&A to connect theory to personal experiences.

12:30 – 13:30 | Lunch Break

13:30 – 14:15 | Case Study Analysis

- Examine a real-world successful leader.
- Small groups identify: leadership style, cultural factors, key decisions.
- Short group presentations.

14:15 – 15:30 | Group Activity: Decision-Making Simulation

- Teams tackle a workplace-style problem.
- Focus on leadership roles, negotiation, and consensus-building.

15:30 – 15:45 | Coffee Break

15:45 – 16:00 | Wrap-Up & Takeaways

- Key insights on teamwork and leadership.
- Preview of Day 4 (if applicable).

**17:00-18:00 | FERIT presentation and study program
overview + guest BIP participants' presentations**

Day 4 Agenda (room 0-33, Kneza Trpimira 2b)

08:30 – 09:00 | Welcome & Warm-Up

- Quick energizer
- Recap of previous day

09:00 – 10:15 | Workshop: Public Speaking Techniques

- Voice, posture, and body language
- Overcoming nervousness
- Structuring an engaging talk

10:15 – 10:30 | Coffee Break

10:30 – 11:45 | Student Practice: Delivering a Prepared Speech

- Each student gives a short (3–5 min) speech
- Peer & facilitator feedback

11:45 – 12:30 | Session: Handling Difficult Conversations & Conflict Resolution

- Identifying conflict sources
- Techniques for constructive dialogue
- Emotional intelligence strategies

12:30 – 13:15 | Lunch Break

13:15 – 14:30 | Simulation: Conflict Resolution Scenarios

- Role-plays (workplace disagreements, cultural misunderstandings)
- Group feedback and reflection

14:30 – 15:00 | Wrap-Up & Reflection

- Key takeaways from public speaking & conflict resolution
- Open discussion & Q&A

**20:00–00:00 | Gala Dinner (restoran Projekt 9,
Gornjodravska obala bb)**

Day 5 Agenda (room 0-33, Kneza Trpimira 2b)

08:30 – 09:00 | Welcome & Warm-up

- Quick networking icebreaker (“Find someone who...” activity to get participants mingling).
- Recap of Day 4 & preview of Day 5 focus.

09:00 – 09:45 | Mini-Lecture: Introducing Yourself in Professional Settings

- Key strategies for self-introductions (formal vs. informal).
- Cultural differences and etiquette in networking.
- Examples of strong vs. weak introductions.

09:45 – 10:45 | Workshop: Crafting an Elevator Pitch

- Step-by-step guidance on structure (who you are, what you do, what you want).
- Pair or trio practice rounds.
- Peer feedback.

10:45 – 11:00 | Coffee Break

11:00 – 12:30 | Elevator Pitch Practice & Refinement

- Each participant delivers their draft pitch to a small group.
- Feedback and improvements.
- Optional “speed networking” round to simulate real-life scenarios.

12:30 – 13:30 | Lunch Break

13:30 – 15:00 | Presentations: Applying Networking Skills

- Individual or small-group presentations on a topic of their choice related to the week’s lessons.
- Each presentation framed as if delivered in a professional networking setting.

15:00 – 15:15 | Coffee Break

15:15 – 15:50 | Feedback & Reflection

- Detailed critique from peers and instructor focusing on:
 - Content clarity & persuasiveness.
 - Delivery (verbal & non-verbal).
 - Cultural awareness & adaptability.

15:50 – 16:00 | Wrap-up & Takeaways

- Summarize key insights.
- Quick reflection activity: “One networking action I’ll apply tomorrow.”