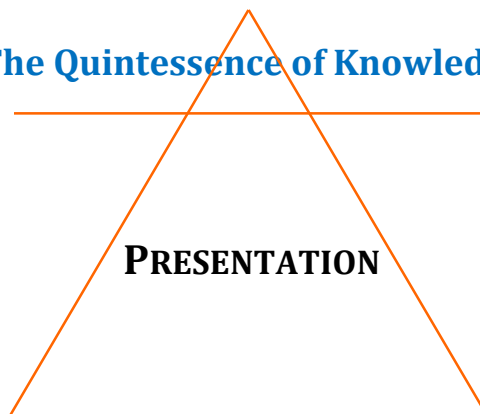




Holistic Communication & Sustainable Strategies
Invent - Inspire – Integrate & Guide Renewal

The Quintessence of Knowledge



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“The future represents only the present that has to be put in order, you do not have to seek it but only to allow it” **Saint Exupéry**

www.b1-akt.com



PRESENTATION

Be One AKT - Holistic Communication & Sustainable Strategy

INSPIRE/INVENT/INTEGRATE & GUIDE RENEWAL

Our team: common spirit & values **“BE ONE AKT AND AKT AS ONE”**

“WE are braking language and management barriers together.”

B1-AKT is an intercultural Institute who gathers and centers an expert and specialized consultants group and consultancy companies that are joining their forces into one common central point: human values.

Our network is made up of a long experienced team of multi-cultural consultants which are developing efficient skills concerning management, inter-cultural strategies and the way of these latest are applied.

The result of our skills and work guidance makes possible an alignment of the clients and partners around shared and common values. Our success is based on our ambitious commitment employee's process: **BE- ONE with the society's values.**

Our expertise in the field of evolutionary society trends in order to emphasize the economical and archetypal societal trends is applied as to guarantee the linear and perennial development of the company's needs.

<i>Our Originality:</i>	<i>Create an identifying society sense.</i>
<i>Our Plus:</i>	<i>Give universal and symbolical identity corresponding to a common spirit and culture.</i>
<i>Our Culture:</i>	<i>Supply universal sense to society's needs and values.</i>
<i>Our Inspiration:</i>	<i>Your Company's spirit and culture.</i>

“Be One Akt” is a training Institute registered under number 11 75 52093 75, registration given by Institutional “Préfecture de Région d’Ile de France (DIRECCTE)”. Our trainings are developed according to French Excellency standards **DIF / CPF** and they can be submitted to free funds as the French legislation requires: OPCA.





OUR ACTIVITIES :
BE ONE AKT & AKT AS ONE

AKT As-1 /

TRAINING INTERCULTURAL INSTITUTE OF LANGUAGE AND MANAGEMENT ,
We form and train employees, managers, Ceo's and other company leaders:

To English and Romanian language: writing, conversational skills and translation linguistically mechanisms,

To renewal management in a 360° view: managing projects, strategy and communication,

To professional and/or personal evolution: identifying and aligning professional and/or personal needs.

BE-1 AKT /

INNOVATION & CREATION AGENCY,

Our expertize:

Be One / Consultancy. We intervene in the field of global sustainable strategy, communication and projects. Our process will allow the fully commitment of your staff. Both stake holders and employees will gather around company's shared common values and spirit.

Be One / Creation & Innovation. We bring our expertise and install a creational, innovational and evolutionary trend as to place the company within a strong sustainable and human strategy.

Be One / Accompaniment & Training. We create specialized training for **change leading management implementation** projects, global communication and sustainable development strategies. We emphasize the intercultural thinking and particularities adapted to the company's environmental specificity (culture comprehension).

**Our most demanded Accompaniment-Trainings to
intercultural English Thinking & AKT**



AKT AS ONE !



Language is above all communication. We believe that successful communication is not found only in textbooks, drills and grammar exercises. Successful communication is to be able to comprehend, speak and understand the culture. Successful communication requires all 3!

AKT AS-1 is providing global corporations, employees and expatriate assignees customized foreign language training. Training is available in our offices or your office, and is scheduled according to the participant's availability. Our proficiency-based approach accommodates a variety of learning styles and instructional techniques, and focuses on building speaking proficiency in the target language.

Our Method

AKT AS-1 has adopted the "proficiency-based approach" to language learning. Proficiency-based instruction emphasizes personalized, participant-directed instruction with the trainer as the facilitator. The proficiency-based approach teaches participants to speak in the language, not speak about the language.

Together with their trainer, participants are given the flexibility to identify and evaluate their language goals, while focusing on specific areas of interest or job. This flexibility allows our participants to effectively engage in their own language training style, resulting in the successful acquisition of language proficiency that is so vital in today's global market.

In order to help us maintain the highest quality standards, **AKT AS-1** requires that our trainers have:

- Native proficiency in the target language.
- Considerable language teaching or private tutoring experience; instructors with corporate client experience are given preference.
- A college-level degree in the target language or an equivalent education.
- Professional references, which are carefully checked.
- Samples of previous curriculum and training development.



Who should attend? A B1-AKT English language training course is suitable for :

- Anyone planning to relocate to the United Kingdom and wishing to attend our English courses in order to prepare in advance for their assignment
- Government and non-governmental agency representatives working in an English Business
- Professionals conducting business regularly with English speakers who wish to build rapport and strengthen relationships by attending a business English course

Purpose / Results :

- More confidence in your ability to conduct business in English
- Greater verbal fluency for face-to-face business situations
- More professional approach and interaction with clients
- Greater confidence to effectively represent your organisation at an international level
- Improved cross-border communication with colleagues and clients
- Enhanced comprehension skills and clearer pronunciation

Course content

All our Business English courses are designed to meet the specific needs of our clients and will be determined by personal/organisational requirements, existing level and end objectives. However, core subject areas for a Business English course will include:

- Role, company and sector-specific vocabulary
- Achieving clarity in written English
- Effective written communication techniques
- Fluency enhancement
- Improved listening skills for meetings and teleconferences
- Group Training: Maximum number of delegates (10).

Approach :

Individual and in-company group Business English courses are available. We usually recommend an intensive course but can also offer a more flexible format to suit your schedule. Business English is available as an intensive course although the most appropriate formats and learning platforms will be discussed during your diagnostic consultancy. Suitable tailored and published materials will be used throughout your course, with recommendations on self-study material and extra reading made at the beginning and throughout the duration of your course.

Process quality : Our interventions are trained and supervised by our own means, B1-AKT's quality chart.

« Multiple Company » Training Duration: 2 days (14 hours) Price: 1 300,00 Euros HT. Meal/Dish/Lunch: 45€.
“WITHIN” Company. Duration: 2 days (14 hours) 3 400,00 HT For a group (10 people maximum) This training is available , within your establishment, for several of your collaborators (10 maximum) This fixed price package includes: training in a group, validation of the objectives and the contextualization Digital documentation, B1-AKT evaluation. Optional: printing and sending documentation. Complementary(Additional) engineering (specificities, practical cases) e-learning Measures of impact realized by the trainer with the participants.

Format Intensive and extensive, face-to-face, blended and virtual options available.

Location In-company or at a B1-AKT Training Centre in Paris.

**Who should attend?**

All non-native English speakers who are required to participate in meetings held in English. The entire course will be conducted in English. This training is for participants with a school-based knowledge of English B1 to C2. See our scale level.

High / Strong Points:

This training involves intensive practice and is entirely conducted in English. It enables you to acquire fluent and modern expressions.

Practical and operational: frequently used expressions are provided.

An individual test performed before the course enables each person to ensure that the prerequisites are met and to define areas of improvement.

Enjoyable and effective teaching strategies: exercises, group role play and presentations.

Purpose:

- Use English in meetings confidently.
- Be heard and understood and hold the audience's attention.
- Develop fluency in expression and overcome stage fright.
- Acquire correct expressions and surpass yourself

Course content:

<p>1 Be at ease : Finding the appropriate phrases.</p> <ul style="list-style-type: none">• Expressing yourself despite errors.• Asking others to repeat themselves.• Communicating spontaneously in English. <p>2 Understanding others</p> <ul style="list-style-type: none">• Identifying key words.• Identifying differences in expressions and accents.• Familiarising yourself with British and American pronunciation.• Understanding non-native English speakers.	<p>3 Expressing yourself</p> <ul style="list-style-type: none">• Constructing a message.• Speaking up.• Making an effective speech.• Rephrasing and asking questions . <p>4 Be at ease in different situations</p> <ul style="list-style-type: none">• Conducting a meeting.• Participating actively in meetings.• Making a public presentation.
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Process quality : Our interventions are trained and supervised by our own means, B1-AKT's quality chart.

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Digital documentation, B1-AKT evaluation. Optional: printing and sending documentation.
Complementary(Additional) engineering (specificities, practical cases) e-learning Measures of impact realized by the trainer with the participants.

Format Intensive and extensive, face-to-face, blended and virtual options available.

Location In-company or at a B1-AKT Training Centre in Paris.



Who should attend?

Anyone using English on the telephone and wishing to become more fluent and relaxed. Assistant, secretary. It is intended for people with an intermediary level wishing to gain in confidence and professionalism. Training is in English.

High / Strong Points:

This training is in English and guarantees fluent and up-to-date English. Enjoyable and effective teaching strategies: exercises; group role play and working on the voice; reminder of basic grammar rules if required. An individual test performed before the course enables each person to ensure that the prerequisites are met and to define areas of improvement.

Purpose:

- Use English on the telephone with confidence.
- Develop your confidence and professionalism.
- Master the correct telephone responses.
- Acquire the correct formulas for dealing with everyday situations.

Course content:

<p>1 Welcome</p> <ul style="list-style-type: none"> - Giving a professional image of your company - Introducing yourself, your department, your company. - Identifying the person you are talking to. - Finding out the purpose of the call. <p>2 Dealing with the call efficiently</p> <ul style="list-style-type: none"> - Filtering skilfully, asking people to hold the line. - Transferring the call and courteously referring back to a caller. - Providing information. - Taking a relevant and reliable message. - Concluding the call and ending on a good note. 	<p>3 Preparing and making successful calls</p> <ul style="list-style-type: none"> - Obtaining and giving information. - Organising trips, meetings and appointments. - Giving and following an orders. <p>4 How to...</p> <ul style="list-style-type: none"> - Question and reformulate in English. - Spell a name and have it spelt out to you. - Handle figures with ease. - Understand differences between English and Americans expressions. - Understand pronunciation of those on non English mother-tongue contacts.
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Process quality : Our intervenients are trained and supervised by our own means, B1-AKT's quality chart.

Multiple Company Training Duration: 2 days (14 hours) Price: 1 300,00 Euros HT. Meal/ Lunch: 45 €

“WITHIN” Company. Duration: 2 days (14 hours) 3 400,00 HT For a group (10 people maximum) This training is available , within your establishment, for several of your collaborators (10 maximum) This fixed price package includes: training in a group, validation of the objectives and the contextualization Digital documentation, B1-AKT evaluation. Optional: printing and sending documentation. Complementary (Additional) engineering (specificities, practical cases) e-learning Measures of impact realized by the trainer with the participants.

Format Intensive and extensive, face-to-face, blended and virtual options available.

Location In-company or at a B1-AKT Training Centre in Paris.





Who should attend?

Drafting Contracts in English is ideal for lawyers working in English as a second language who need to draft, explain or interpret contract clauses written in English but under their domestic jurisdiction.

Group Training: Maximum number of delegates (10)

Benefits of our Drafting Contracts in English Courses

Our B1- AKT Drafting Contracts in English training course will provide you with:

- Ability to edit and correct your legal documents more effectively
- Confidence in your ability to interpret and explain contract clauses
- Broader vocabulary for discussing contract terms

Course content

The content of your Drafting Contracts in English course will be determined by your level and requirements. However, core subject areas for each Drafting Contracts in English course will include:

- How to avoid typical mistakes and bad habits in legal writing
- Implications for drafting under Common vs. Civil jurisdictions
- The incorporation of “best practice” into your legal drafting
- Guidelines for modern style, structure and use of legal English in the drafting of contracts
- Adapting these guidelines to other legal documents

Approach

Drafting Contracts in English training materials will be used throughout your “Drafting Contracts” in English course, with recommendations on self-study material and extra reading made at the beginning and throughout the duration of your course. We offer a variety of training formats for our “Drafting Contracts” in English courses ranging from intensive, week-long courses to extensive, modular “Drafting Contracts” in English programmes. Appropriate formats will be discussed during your diagnostic consultancy and assessment.

Process quality: Our intervenients are trained and supervised by our own means, B1-AKT’s quality chart.

« Multiple Company » Training Duration: 2 days (14 hours) Price: 1 300,00 Euros HT. Meal/ Lunch: 45€.

“WITHIN” Company. Duration: 2 days (14 hours) 3 400,00 HT For a group (10 people maximum)
This training is available , within your establishment, for several of your collaborators (10 maximum)
This fixed price package includes: training in a group, validation of the objectives and the contextualization
Digital documentation, B1-AKT evaluation. Optional: printing and sending documentation.
Complementary(Additional) engineering (specificities, practical cases) e-learning Measures of impact realized by the trainer with the participants.

Format Intensive and extensive, face-to-face, blended and virtual options available.

Location In-company or at a B1-AKT Training Centre in Paris.



MEDICAL ENGLISH Formation inter / 2 days-14h / 1300€ HT

This specially designed Medical English course offers an extremely practical focus on the English language and skills medical professionals need to work more effectively in a medical environment.

Benefits of our Medical English Courses

A B1-AKT Medical English training course will provide you with the ability to:

- Use accurately of international medical terminology and abbreviations
- Read and analyse medical histories and case studies
- Produce clearer written documents
- Liaise with native speakers of English in the medical profession
- Converse confidently with the general public

Who should attend?

Medical English is aimed at qualified medical professionals and medical students in the clinical phase of their studies who wish to improve their medical English in order to function more effectively in English or attend medical symposiums, congresses and seminars. Group Training: Maximum number of delegates (10).

Course content

The content of your Medical English course will be determined by your level and requirements. However, core subject areas for each Medical English course will include

- Fluency enhancement for empathetically acquiring information from and presenting information to patients
- Formal presentation skills on areas of medical specialization and interest
- Effective use of key medical terminology and abbreviations
- Tools for reading and writing clear medical reports, prognosis, diagnosis and recommendations, prescriptions and notes for colleagues

Approach

Suitable tailored and published materials as well as online learning resources will be used throughout your Medical English course, with recommendations on self-study material and extra reading made at the beginning and throughout the duration of your course. We offer a variety of training formats for our Medical English courses ranging from intensive, week-long courses to extensive, modular Medical English programmes. Appropriate formats will be discussed during your diagnostic consultancy and assessment.

Process quality : Our intervenients are trained and supervised by our own means, B1-AKT's quality chart.

« **Multiple Company** » **Training** Duration: 2 days (14 hours) Price: 1 300,00 Euros HT. Meal/Lunch: 45€.

“**WITHIN**” **Company**. Duration: 2 days (14 hours) 3 400,00 HT For a group (10 people maximum)
This training is available , within your establishment, for several of your collaborators (10 maximum)
This fixed price package includes: training in a group, validation of the objectives and the contextualization
Digital documentation, B1-AKT evaluation. Optional: printing and sending documentation.
Complementary(Additional) engineering (specificities, practical cases) e-learning Measures of impact realized by the trainer with the participants.

Format Intensive and extensive, face-to-face, blended and virtual options available.

Location In-company or at a B1-AKT Training Centre in Paris.



DIPLOMATIC ENGLISH
Formation inter / 2 DAYS-14h / 1300€ HT

B1-AKT has over 15 years' experience of training governments and international institutions, working at all levels and with all levels of diplomatic personnel. Our Institute is one of the world's leading providers of Diplomatic English training courses.

B1-AKT's Diplomatic English course has been designed for diplomats working in all parts of the world where effective and unambiguous communication is vital to securing and maintaining successful diplomatic relations. Whatever your diplomatic field, it is not enough simply to speak English well. In order to operate at the highest diplomatic level, the ability to understand the subtleties and nuances of the English language and deliver with confidence is paramount.

Who should attend?

Diplomatic English is ideally suited to diplomatic personnel, government employees or international agency staff who work in international diplomacy, routinely using their English language skills in their communications. Group Training: Maximum number of delegates (10)

Benefits of our Diplomatic English Courses. A Diplomatic English training course will provide you with:

- Greater diplomacy in your spoken and written language
- More professional representation of your country
- Greater command in your choice of language

Course content

The content of your Diplomatic English course will be determined by your level and requirements. However, core subject areas for each Diplomatic English course will include:

- Spoken English: tone, register and style
- Public speaking
- Presentation skills
- Formal writing skills: style, accuracy and structure
- Email etiquette

Approach

Suitable tailored and published materials as well as online learning resources will be used throughout your Diplomatic English course, with recommendations on self-study material and extra reading made at the beginning and throughout the duration of your course. We offer a variety of training formats for our Diplomatic English courses ranging from intensive, week-long courses to extensive, modular Diplomatic English programmes. Appropriate formats will be discussed during your diagnostic consultancy and assessment.

Process quality : Our interventions are trained and supervised by our own means, B1-AKT's quality chart.

« Multiple Company » Training Duration: 2 days (14 hours) Price: 1 300,00 Euros HT. Meal/ Lunch: 45€.

“WITHIN” Company. Duration: 2 days (14 hours) 3 400,00 HT For a group (10 people maximum)
This training is available , within your establishment, for several of your collaborators (10 maximum)
This fixed price package includes: training in a group, validation of the objectives and the contextualization
Digital documentation, B1-AKT evaluation. **Optional:** printing and sending documentation.
Complementary(Additional) engineering (specificities, practical cases) e-learning Measures of impact realized by the trainer with the participants.

Format Intensive and extensive, face-to-face, blended and virtual options available.

Location In-company or at a B1-AKT Training Centre in Paris.





Benefits of our Legal English Courses

A B1-AKT “Legal English” training course will provide you with:

- Greater awareness of how to correct your own use of legal English
- Enhanced editing and drafting skills
- More confidence explaining points of law under your national jurisdiction
- More effective and accomplished representation for your organisation
- Improved presentation and negotiation skills when using legal English

Who should attend?

Tailored Legal English courses are ideal for in-house counsel and lawyers who are required to communicate and draft on an international level using precise legal language. Group Training: Maximum number of delegates (10).

Course content

Personalised to your level and role. The content of your Legal English course will be determined by your level and requirements. However, core subject areas for each Legal English course will include:

- The accurate and appropriate use of vocabulary specific to your practice area or industry
- Communication skills for: client advising, giving legal opinions, attending international client or practice group meetings and participating in teleconferences
- Drafting clear opinions, memos or agreements relevant to your practice areas and incorporating appropriate house styles.

Approach

Suitable tailored and published materials as well as online learning resources will be used throughout your Legal English course, with recommendations on self-study material and extra reading made at the beginning and throughout the duration of your course. We offer a variety of training formats for our Legal English courses ranging from intensive, week-long courses to extensive, modular Legal English programmes. Appropriate formats will be discussed during your diagnostic consultancy and assessment.

Process quality : Our intervenients are trained and supervised by our own means, B1-AKT’s quality chart.

« Multiple Company » Training Duration: 2 days (14 hours) Price: 1 300,00 Euros HT. Meal /Lunch: 45€.

“WITHIN” Company. Duration: 2 days (14 hours) 3 400,00 HT For a group (10 people maximum)
This training is available , within your establishment, for several of your collaborators (10 maximum)
This fixed price package includes: training in a group, validation of the objectives and the contextualization
Digital documentation, B1-AKT evaluation. Optional: printing and sending documentation.
Complementary(Additional) engineering (specificities, practical cases) e-learning Measures of impact realized by the trainer with the participants.

Format Intensive and extensive, face-to-face, blended and virtual options available

Location In-company or at a B1-AKT Training Centre in Paris.



American Culture Training/INTERCULTURES

Communicating effectively with Americans requires English skills that reflect an understandable accent and knowledge of norms in the U.S. for interacting with others. The knowledge element is where your employees need an understanding of how Americans think and behave. We call this Cultural Training.

What is Culture?

Everyone carries rules for correct behavior in their heads. An example of the rules for your group is found in something as simple as a discussion. When two people talk to each other, there are expected behaviors. For example, the distance that they stand apart and the amount of eye contact can affect the success a business meeting. These rules are not written down, but everyone knows them.

When someone does not follow the rules, the other person notices it immediately and usually thinks that something is wrong. For example: "Oh, he is standing so close to me that it makes me uncomfortable. Is he trying to dominate me?"

These rules guide the behavior of each person in the group. The rules come from the basic assumptions that the group makes about how people interact with each other, how they deal with the world about them, and how they interpret time. Although each individual is unique, people from one group (or country) have a common set of rules or assumptions.

When you meet someone from a different group, you often find that they behave differently than your norm. You find that, when the behaviors of one group are compared to those of another group, there are often differences. These cultural differences and are the source of many of the problems between peoples of different groups.

How Does AKT AS 1 's Cultural Training Work and mission?

AKT AS 1's cultural training is aimed at giving each employee an understanding of how Americans think and behave in situations where communication occurs.

The cultural training involves building a model of the similarities and differences between behaviors of Americans and people of the home country (e.g. India) across eleven different dimensions. These dimensions form the basis of a methodology for characterizing a culture. Two examples of dimensions are Individualism versus Group or Formality versus Informality.

Once the participants understand the models of the behaviors of both the Americans and people of the home country, sample situations are created that show the differences. This role-play reinforces understanding. Practical application of the model to realistic situations builds both confidence and competence in communicating effectively with Americans.



SOME ENGLISH TRAINING PROJECTS DETAILS

ENGLISH TRANSLATION RENEWAL/ This program gives the participant the capacity of translating and adapting, in an autonomous way, any technical text. He learns how to respect the style, the spirit, the terminology and the technical precision of the concerned files or documents. The participants learn to master all the technical processes of translation. This program suits to the participants having a level of English B 2 to C2

ENGLISH CITY RENEWAL/ This program sets up original and fun training (workshops) in English outlining the difference with the traditional courses frames; visit to the museum, restaurant lunch in the city, the visit of an exhibition, shopping, an orientation in the streets of Paris etc. This program has as main objective to allow the participant (in various situations) to optimize the oral and written communication concerning these situation scenarios inspired by the real life. This program suits to the participants having a level of English A2 to C2.

TOTAL BLEND RENEWAL/ This program allows the participants, on the basis of the program TOTAL ENGLISH RENEWAL where all the aspects of the language (tongue) are approached, to choose in complement one of the 6 other proposed programs: CONVERSATION, BUSINESS, TRANSLATION, CITY, INTERVIEW, THINKING RENEWAL. This program suits to the participants having a level of English B1 to C2.

INTERVIEW RENEWAL/ A custom-made program, to prepare a job interview. We work the way the participants have to present their career, the tricky questions to be avoided and the typical questions for a job interview in English, as well as the writing (editorial staff) of the curriculum vitae and the letter in support of application in English. This program suits to the participants having a level of English B1 to C2.

ENGLISH THINKING RENEWAL/ This program gives the participant the capacity of thinking, of expressing himself and of acting as an English Native speaker. The participants learn to identify the linguistic and cultural clichés, the British influences vs American ones. The participants experiment and integrate 10 manners to learn more quickly English, for a pleasant training on a daily basis. This program suits to the participants of any levels.

ENGLISH CONVERSATION RENEWAL/ Program of English adapted at the level of each participant, with little grammar but lot of conversation and work of the English vocabulary integration, around the themes of interests of the trainee. This program suits to the participants of the levels of English A2 to C2 wishing to speak English in a more fluid way.

ENGLISH BUSINESS RENEWAL/ Acquire the vocabulary and the forms of general English business having as aim expressing himself professionally uninhibitedly during phone conversations, meetings animations, negotiations or writings (editorial staffs), emails. This program suits to the participants of the levels B1 to C2

TOTAL ENGLISH RENEWAL/ This is a program of English adapted at the level of each participant, where all the aspects of the language are approached: oral expression, written expression, oral understanding, written understanding and grammar. This program suits and adapts itself at every level from A1 to C2 (see level scale).

**Our most demanded Accompaniment-Trainings to Global
Management and Sustainable Strategies**



AKT As One !

**Our complete catalogue
On www.b1-akt.com**



The AKT AS ONE Management Training Institute is the world leader in helping organizations achieve their business goals through the alignment of their business strategies with the skill development of their people having as inspiration the common company's spirit and culture.

Management Training AKT AS-1 Institute Programs for Business, Individual & Groups. AKTS AS-1 is providing global corporations and their employees, customized management training. Training is available in our offices or your office, and is scheduled according to the participant's availability. Our proficiency-based approach is blending a variety of learning methodologically technics and behavioral aspects.

Our Management Training Sessions:

The way in which your managers supervise and coach their employees under these conditions will significantly affect their performance and job satisfaction. The change in job responsibilities, the change in personnel, job duties, and the rising **challenge of developing subordinates and co-leadership** are specific goals of our learning systems management sessions.

By introducing our **Management Sessions** to your staff we **help ease the negative effect of change on both managerial and supervisory staff.** They will be able to **increase** their level of **job satisfaction, their commitment and reach your company goals** by working smoothly with others while defining roles, objectives, responsibilities and assignments.

As business increasingly cooperates—and competes—at international levels, project management is also acquiring a multinational focus. Many other areas are now being developed and implemented across borders—involving public and private-sector partners from various national, cultural, technical and professional backgrounds. **Interculturality is the master word.**

While such transnational projects are able **to combine the best in expertise, problem-solving and implementation,** they also bring together many diverging attitudes concerning working, interacting with superiors or subordinates, time-keeping and communicating—which can cause grave misunderstanding and clashes between project managers and their support staff, as well as with the office back home.

B1 AKT's "**Managing International and Intercultural Projects**" are ideal for anyone who oversees projects in cooperation with international companies, organisations, and agencies or who manages a project's implementation in a host country or should lead intercultural teams.

In order to prevent, avoid or reduce the misunderstanding, miscommunication and culture clashes & shocks, **we explore all the cultural aspects involved in international project work,** from developing programmes and projects to communicating effectively with support staff and everyone involved 'on the ground', the necessity of a **lean management dealing with awareness and adaptability to intercultural needs and company culture.**



STEERING ORGANIZING COMPLEX MANAGEMENT PROJECTS 3
DAYS 1950€ (PRICE EXCLUDING VAT)

Who should attend:	Content
<p>Persons having already one or more experiences of conducting leading projects</p> <p>Persons already trained and having acquired the base technical project managing</p> <p>Project managers preparing complex projects. Level : 2/3</p>	<ul style="list-style-type: none"> • Projects and complexity. • Process determination (BPR's) • Projects objectives, context and risks, results to be reached and acquired • Project frame /General specifications • Determining process/Determine all stake holders • Stake holders mapping • Anticipation of expectations, resources and risky stakeholders • Anticipate, master risks and eventual problems • Building up a team (induce commitment, creating in common, taking part) • Defining the strategy • Defining the steering project (realization, objectives, activities, tasks, means, responsible and responsibilities) • Organize/ management running/steering in order to reach the goals and imposed needs • Manager's and running project team posture • Communicate

Option accompaniment/guiding the project implementation:

Groups of 3 to 10 persons :	Accompaniment and training "double effect"(in the mirror)	Personal accompaniment and training:
<ul style="list-style-type: none"> • 3 months, 4 half of days of work on individual projects. Cost : 950 euros • 6 months 8 half of days of work on individual projects. Cost : 1500 € 	<ul style="list-style-type: none"> • 3 months, 6 work sessions of 1h30 : cost 1200€ • 6 months, 10 work sessions of 1h30: cost 1500€ + 2 phone appointment sessions of 30 minutes 12 months formula blend 15 sessions + 8 phone appointments of 20 minutes sessions taking into consideration development phases 3000€ 	<ul style="list-style-type: none"> • 3 months, 6 sessions of 1h30 + 2 phone appointment sessions. Cost : 1600 € • 6 months 10 sessions of 1h30 : 1800 € + 4 phone appointment sessions 12 months of 15 sessions + 12 phone appointment sessions of 20 minutes taking into consideration development phases 4500 €

Pedagogy: Our specialized trainings sessions are conducted by an intercultural trainer. We are completely guarantee both method and behavior aspects. We apply action pedagogical skills.

Process quality: Our intervenients are trained and supervised by our own means, B1-AKT's quality chart.

This session can be achieved "within company": 3 days, 6000 € group of 2 to 8 persons + accompaniment training during **6 half of days for 6 months**. Other types of sessions on specific demands can be created.

Other demands: please contact us. We can fully adapt the period of time taking into consideration the complexity of the project.

This training session can be achieved on your choice: Location In-company or at a B1-AKT's Training Centre, Paris. Our prices do not include the eventual intervenient fees of location and meals. Dish/Lunch/Brunch: 45 € per day (price excluding VAT/price excluding taxes).





Training in project management takes a dominating place in program of project managers. Success in project results from the well-balanced control of techniques and appropriate behavior. This training in project management proposes an alternation:

- of sequences dedicated to tools and techniques of project management,
- and sequences dedicated to behavior and to practices of project team management.

<p>Who should attend:</p> <p>Executives with current, or foreseen responsibilities of a business unit, of a subsidiary, or member of the board of directors.</p> <p>Results:</p> <ul style="list-style-type: none"> • Become a transformational and positive LEADER. • Be able to create VALUE in a SUSTAINABLE way. • Make decisions using a GLOBAL and SYSTEMIC approach. • Manage CHANGE and INNOVATION. • Benefit from the latest RESEARCH for your management. 	<p>Participant benefits:</p> <ul style="list-style-type: none"> • Obtain a new perspective in your role as a manager, or expert consultant. • Transform your leadership capabilities and reach a new level of management expertise. • Master the latest tools in order to understand the new stakes in business and management today. • Develop new capabilities in entrepreneurship and economic value creation in varying environments. • Be capable of taking on new management responsibilities upon completion of the training program.
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Training Program:

<p>1 Framework</p> <ul style="list-style-type: none"> • Initialize the project and set objectives. • Draft the terms of reference, and the kick off instructions. <p>2 Building the team</p> <ul style="list-style-type: none"> • A 3 sides relation: line managers / participants /project manager. • Conduct an interview to recruit a project participant. • The rules of effective delegation. <p>3 Work breakdown structure</p> <ul style="list-style-type: none"> • Divide the project into a set of coherent tasks. • Draft the WBS, key tool for preparing the project. <p>4 Budget and working as a team</p> <ul style="list-style-type: none"> • Set up the initial budget. • The characteristics of an effective team and the management styles of the project manager. <p>5 Negotiation</p> <ul style="list-style-type: none"> • Negotiate for cooperation. • Prepare and manage a negotiated relationship. <p>6 Project schedule</p> <ul style="list-style-type: none"> • Prepare a project schedule using PERT method. • Identify the critical path and floats. • Draw up the GANTT diagram. 	<p>7 Risks and opportunities</p> <ul style="list-style-type: none"> • Different kinds of risks: threat and opportunity. • Identify all the risks and assess major risks. <p>8 Leading meeting</p> <ul style="list-style-type: none"> • Organize and conduct meeting (launch, progress, steering committee, closure). <p>9 Controlling progress</p> <ul style="list-style-type: none"> • Actual cost and estimate to complete. • Analyze progress and react to deviations from forecasts. <p>10 Conflict</p> <ul style="list-style-type: none"> • Identify the different types of conflicts and know what attitudes to adopt. • Deal with aggressive behaviors. <p>11 Progress reporting</p> <ul style="list-style-type: none"> • Reporting regularly to management using a visual "dashboard" overview. • Send out a management chart to inform the decision makers. <p>12 Personal attributes</p> <ul style="list-style-type: none"> • Identify one's own strong points as a project member. • Set out personal progress objectives.
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Option accompaniment/guiding the project implementation available





**“STRATEGY OF RENEWAL COMMUNICATION” 2 DAYS 1350 €
(PRICE EXCLUDING VAT)**

Who should attend:	Training content/program
Company managers, Entrepreneurs, CEO's. Managing board members, executive comitee, Head Members of communication department. Transversal project managers Project managers	<ul style="list-style-type: none"> • Create global sustainable communication renewal strategy: objectives, positioning, axes, values, language elements, specific vocabulary • Identify semantically and linguistically reference terms in French and English/intercultural semiology • Stakes holders/specifically communication • Déclinaison de la stratégie globale de communication de renouveau <ul style="list-style-type: none"> ○ Innovating Strategy ○ Corporate Communication/identity brand communication/product marketing ○ Identifying and cultural communication • Media Plan / Press plan / Public Relations /PR's

Option training and accompaniment

Groups of 3 to 10 persons:	Accompaniment and training “double effect”(in the mirror) :	Personal training :
<ul style="list-style-type: none"> • 3 months, 4 half of days of work on individual projects. Cost : 950 euros • 6 months 8 half of days of work on individual projects. Cost : 1500 € 	<ul style="list-style-type: none"> • 3 months, 6 work sessions of 1h30 : cost 1200€ • 6 months, 10 work sessions of 1h30: cost 1500€ + 2 phone appointment sessions of 30 minutes • 12 months formula blend 15 sessions + 8 phone appointments of 20 minutes sessions taking into consideration development phases 3000€ 	<ul style="list-style-type: none"> • 3 months, 6 sessions of 1h30 + 2 phone appointment sessions. Cost : 1600 € • 6 months 10 sessions of 1h30 : 1800 € + 4 phone appointment sessions • 12 months of 15 sessions + 12 phone appointment sessions of 20 minutes taking into consideration development phases 4500 €

Pedagogy: Our specialized trainings sessions are conducted by an intercultural trainer. We are completely guarantee both method and behavior aspects. We apply action pedagogical skills.

Process quality: Our intervenients are trained and supervised by our own means, B1-AKT's quality chart.

This session can be achieved “within company” : 3 days, 6000 € group of 2 to 8 persons + accompaniment training during **6 half of days for 6 months**. Other types of sessions on specific demands can be created. **Other demands:** please contact us. We can fully adapt the period of time taking into consideration the complexity of the project.

This training session can be achieved on your choice: Location In-company or at a B1-AKT's Training Centre, Paris. Our prices do not include the eventual intervenient fees of location and meals. Dish/Lunch/Brunch: 45 € per day (price excluding VAT/price excluding taxes).





MANAGING RENEWAL.
2 DAYS 1350 € (PRICE EXCLUDING VAT)

Who should attend:	Training content/program
<p>All managers, transition manager, CEO's, executive presidents, Managing board members, executive comitee, Head Members of communication department. Steering managers, entrepreneurs. Entrepreneurs, Transversal project managers Project managers</p>	<ul style="list-style-type: none"> • Managing during change context. • Taking into consideration ambiguities, uncertainties, risks and fears. • Stake holders, change key actors and change major blocking actors. • Implementing, guiding and conducting the change • Bulding a confident team, steering efficiently, committing • Building a renewal team: fire, recruit and commit the employees • Defyning and implementing the objectives, responsibilities and each professional limits • Project bases functioning/steering process. • Developing a common spirit and language as each employee becomes a change ambassadeur • Personal Leadership and team co-leadership.

Accompaniment and training option:

Groups of 3 to 10 persons:	Accompaniment and training "double effect"(in the mirror) :	Personal training :
<ul style="list-style-type: none"> • 3 months, 4 half of days of work on individual projects. Cost : 950 euros • 6 months 8 half of days of work on individual projects. Cost : 1500 € 	<ul style="list-style-type: none"> • 3 months, 6 work sessions of 1h30 : cost 1200€ • 6 months, 10 work sessions of 1h30: cost 1500€ + 2 phone appointment sessions of 30 minutes • 12 months formula blend 15 sessions + 8 phone appointments of 20 minutes sessions taking into consideration development phases 3000€ 	<ul style="list-style-type: none"> • 3 months, 6 sessions of 1h30 + 2 phone appointment sessions. Cost : 1600 € • 6 months 10 sessions of 1h30 : 1800 € + 4 phone appointment sessions • 12 months of 15 sessions + 12 phone appointment sessions of 20 minutes taking into consideration development phases 4500 €

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Why the need for an international project management course?

Projects are taking on an ever more international dimension. The most common type of international project involves a multicultural team with members located in several neighbouring countries. The constant drive for cost optimisation and penetration of emerging markets is changing the way projects are organised. Projects are becoming increasingly complex, often spanning several continents. International project managers therefore need to lead and coordinate contributors bases at many different locations and with varying cultural backgrounds.

<p>Who should attend?</p> <ul style="list-style-type: none"> • Project managers, project directors. • Anyone with a key of leading role in an international project. • Members of the project team responsible for a particular work package within an international project. 	<p>Goals/You will be able :</p> <ul style="list-style-type: none"> • To achieve the projects targets, in terms of content, cost and deadlines. • To incorporate the opinions of different stakeholders. • Understanding the behaviour of others; • Resolving conflict in a culturally sensitive way. • To manage project risks. • To capitalise on cultural differences within the project team. • To avoid the pitfalls of remote projects, where different tasks are performed at different sites.
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The content of the training session (available on a large scale of experience levels)

<p>1 Launching and concluding an international project</p> <ul style="list-style-type: none"> • Launching an international project. • Project governance. • Concluding a project at each site. <p>2 Content management</p> <ul style="list-style-type: none"> • Formalising the project specifications. • Preparing an international Work Breakdown Structure (WBS). <p>3 Deadline management</p> <ul style="list-style-type: none"> • The PERT chart - the critical path • Preparing separate milestones, Gantt charts and schedules for each geographical area. 	<p>4 Cost management</p> <ul style="list-style-type: none"> • Estimates and budgets. • The location factor. • International cost control. <p>5 Risk management</p> <ul style="list-style-type: none"> • Risk identification. • Qualitative risk assessment. • Risk response plan. • Risk monitoring and control. <p>6 Human resource management</p> <ul style="list-style-type: none"> • Involving the project team and securing the commitment of all team members. • Making the most of power relationships and individual/collective preferences. • Developing a team spirit that reflects the needs and expectations of all cultures.
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Approach

Suitably tailored training materials will be provided and your trainer will provide a balance of structured input and discussion of case studies, critical incidents and scenarios relevant to your own particular context. The most appropriate training format, content and approach for your International Project Management accompanying project will be discussed during your diagnostic consultancy.

Your International Project Management trainer will be assigned to you following the results of your diagnostic consultancy according to your objectives and areas of focus.

Our Trainer combines his own first-hand experience of living and working in numerous different cultures with academic studies **and extensive work experience in the field of cultural awareness.**





MANAGING INTERCULTURAL PROJECTS /PART 2
2 DAYS-14H / 1350€ (PRICE EXCLUDING VAT)

Benefits of International Project Management Courses:

- Increased awareness and understanding of cultural differences and their effects on working attitudes and practices
- An opportunity to explore different working, management and communication styles
- An appreciation for the advantages of cultural diversity in international project work
- Enhanced cultural competence to reduce cross-cultural misunderstandings
- The cultural tools to help you manage international projects successfully

Who should attend? Persons who:

- Work for a government department, national or international agency involved in international project work
- Are responsible of managing multicultural teams or developing programmes involving partners from different countries
- Work directly with culturally diverse groups in carrying out projects on the ground

Course content

International Project Management projects are designed to meet the specific needs of our clients depending on their specific requirements and existing skills set. An International Project Management accompanying project typically includes:

- An exploration of cultural definitions
- Stereotypes and generalizations
- Cultural values in the workplace
- Ground rules for international project working
- Planning and implementing international projects
- Cross-cultural communication styles – verbal, non-verbal and virtual

Approach

Suitably tailored training materials will be provided and your trainer will provide a balance of structured input and discussion of case studies, critical incidents and scenarios relevant to your own particular context. The most appropriate training format, content and approach for your International Project Management accompanying project will be discussed during your diagnostic consultancy.

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BECOMING AN INTERNATIONAL INTERCULTURAL MANAGER
2 DAYS-14H / 1350€ (PRICE EXCLUDING VAT)

Internationalisation today means working with people of different nationalities and cultures, inside France and all over the world. This new situation requires an open-minded approach to management: setting objectives, working methods and communication.

Who should attend? Experienced manager and business people, regularly involved in international work situations. Excellent knowledge of English: the course is delivered entirely in English. It is recommended to have previously followed a course on management basics (available in French if demanded).

Goals/you will be able to:

- Deal with the different cultural references systems of colleagues and work contacts.
- Identify the key success factors in an international context.
- Organise management to be able to reach objectives.
- Create conditions for people to take responsibility.
- Set up effective communication processes.
- Communicate more easily in English.

Training course program:

<p>1 Identify the keys to efficiency in an international context</p> <ul style="list-style-type: none"> • The meaning of "multicultural" and the sensitive aspects of intercultural relationships. • Clarify your own approach to international situations and the "multicultural" factor. • Learn how to develop intercultural skills. • Learn how to analyse and use the resources of your environment. • Evaluate the risks of the professional practices in your organisation. <p>2 Develop one's competences as an intercultural manager</p> <ul style="list-style-type: none"> • Identify how self-perception and perception of others impacts your own behaviour. • Identify individual and group rationale. • Give meaning to people's behaviours. • Build your managerial competences encompassing the cultural factor. 	<p>3 Communicate efficiently in a multicultural context</p> <ul style="list-style-type: none"> • Exchange information with people of different nationalities. • Evaluate your capacity to be empathetic and curious. • Understand the impact of cultural and ethnic differences on conflicts. • Anticipate the risks of cultural rejection. • Develop strategies to facilitate the resolution of disagreements and conflicts. <p>4 Capitalise on one's intercultural experience</p> <ul style="list-style-type: none"> • Design better intercultural practices. • Take ownership of your learning plan.
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Approach: Suitably tailored training materials will be provided and your trainer will provide a balance of structured input and discussion of case studies, critical incidents and scenarios relevant to your own particular context. The most appropriate training format, content and approach for your International Project Management accompanying project will be discussed during your diagnostic consultancy.

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PERSONAL EVOLUTION AND REPOSITIONING
2 DAYS 1350 € (PRICE EXCLUDING VAT)

<p>Who should attend</p> <p>All participants. All person who would like give themselves the means to evolve professionally and personally.</p>	<p style="text-align: center;">Training Content/program</p> <ul style="list-style-type: none"> • Total training, 360° : Professional and/or personal projects • Repositioning yourself, reconversion for a more developed evolution. • Implement actions and Ternary structure of communication & thinking • Develop your own creativity: innovating. • Switch from thought to action/aspiration to • Alignment of one's aspirations and projects
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Accompaniment and training option

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**CREATIVITY AND INNOVATION /INTERNAL THINK TANK.
2 DAYS 1350 € (PRICE EXCLUDING VAT)**

Who should attend	Training content/ program:
<p>Managers needing new strategies development or needing innovating process. Persons concerned by the innovation and creativity company process. Green projects managers. Intrapreneurs. Transition managers.</p>	<ul style="list-style-type: none"> • Anticipate/create/imply the renewal. • Comprehend the evolutionary trends: market, society, behaviours. • Research of new and original sustainable and global communication strategies. • Réflexion stratégique amont aux projets de changements. • Change your thinking: activate the ternar thinking. • Creativity anticipation. • Lean thinking. • Aquire a global, transversal thinking • Create and develop new products, new services. • Create and develop the internal innovation and learning process. • Conduct creative workshops. • Implementing creative work groups. • Additional values.

Accompaniment and training option:

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OUR OTHER AVAILABLE ACCOMPANIEMENT- TRAININGS

<p><i>Accompaniment-Trainings to Global Management and Sustainable Strategies</i></p>	<p><i>Accompaniement-trainings to intercultural English Thinking & AKT</i></p>
<p>Total renewal management</p> <p>Create and implement a renewal or change strategy</p> <p>Manage and accompany the change</p> <p>Renewal management concerning preventing judiciary failure of enterprises in transition or judiciary action</p> <p>Renewal communication strategy Strategy of renewal communication</p> <p>Lean management</p> <p>Collective intelligence: innovating</p> <p>Project management level 1 Steering management of complex projects</p> <p>Creativity and innovation/internal Think Thank</p> <p>Entrepreneurship</p> <p>Developing intrapreneurship</p> <p>Personal evolution and allignement of professional and personal needs</p> <p>Professional evolution and decision support</p>	<p>English total/360°</p> <p>English Bussiness renewal</p> <p>English thinking renewal/ Think in English</p> <p>English translation/ Translation techhniques</p> <p>English Translation 2/ Translate and adapt the English thinking to</p> <p>English conversation/Conversational English</p> <p>English presentation/ Presentation techniques in English</p> <p>E-mailing/ How to e-mail in English</p> <p>English meeting</p> <p>English phone conversation</p> <p>Legal English</p> <p>Judiciary drafting contracts/laws and synthaxe interpreting</p> <p>Diplomatic English</p> <p>Medical English/ medical field syntaxe</p> <p>Romanian total renewal/360°</p>





SOME OF OUR CUSTOMERS

Private Field	Public and Institutional field
<ul style="list-style-type: none">- Eminence / Whirlpool /- Delsey / Coca Cola- SNCF / EDF- Franklin Templeton / Neuflyze OBC/- VEOLIA / SEURECA / Symrise- Covidien / Elior Services santé- Centre des Jeunes Dirigeants (CJD)/- Elyxir Media / Widoobiz Media /- Aertus / Cutlog /- Docks Art Fair / Golden Brain- Ruth's Jewellery / ZALE's /- DKNY/ A la plage- ENHKI / Club de Budapest /- Editions Dervy/- Symrise?	<ul style="list-style-type: none">- Strategical projects (global, cultural, entrepreneurship etc.) of City Halls and Paris district communities /IDF.- Kremlin Bicêtre - Creative Valley – CDC (clusters and numerical incubateurs)- Val de Marne (Nogent-Le Perreux) (valorisation)- City Hall of 13 district Paris, (education)- The General High Council of Pyrénées-Atlantiques (prospective studies)- The Ministry of Culture Ministère (CNAP)- Commerce and Industry Chamber of Paris, Ile-de-France (entrepreneuriat)- Interventions concerning the prospective studies of the public policies and territorial policies.- Political communication/spin doctors and trainings of political field personalities

B1-AKT Communication & Sustainable Strategies / SAS au capital de 1000 € inscrite au RCS de Paris, 23-25 rue Jean-Jacques Rousseau 75001 Paris, N° SIRET 801739970.00011, NAF 7022 Z / N°TVA intracom : FR 65 801739970 /Organisme de formation enregistré auprès de la Préfecture de Région d'Ile de France – (DIRECCTE) N° 11 7552093 75

BE ONE - AKT!
Holistic Communication & Sustainable Strategies
Invent - Inspire – Integrate & Guide Renewal

